

# KAIKŌURA DISTRICT COUNCIL MEETING

<b>Date:</b>	Wednesday 22 February 2023
<b>Time</b>	9.00am
<b>Location</b>	Totara, Council Chambers

## AGENDA

### 1. Open with a Karakia

*Kia wātea te Wairua, Kia wātea te tinana, Kia wātea te hinengaro, Kia wātea ai te mauri, Tuturu ōwhiti whakamaua kia tina, TINA!, Haumi e, Hui e, TAIKI E!*

### 2. Apologies

### 3. Declarations of Interest

### 4. Public Forum

*Public forums provide opportunity for members of the public to bring matters, not necessarily on the meeting's agenda, to the attention of the Council.*

### 5. Formal Deputations

*The purpose of a deputation is to enable a person, group or organisation to make a presentation to a meeting on a matter or matters covered by that meeting's Agenda.*

### 6. Adjourn to Works & Services Committee meeting (9.30am)

#### Reconvene to Council Meeting

### 7. Confirmation of Minutes:

- |     |  |         |
|-----|--|---------|
| 7.1 | Council meeting minutes dated 30 November 2022               | page 4  |
| 7.2 | Hearings & deliberations minutes dated 30 November 2022      | page 11 |
| 7.3 | Council extraordinary meeting minutes dated 14 December 2022 | page 14 |

### 8. Review of Actions List

page 11

### 9. Matters of Importance to be raised as Urgent Business

### 10. Report from the Chair of the Finance, Audit & Risk Committee

page 19

- |        |   |         |
|--------|---|---------|
| 10.1   | Finance Report to 31 December 2022                | page 23 |
| 10.2   | Quarterly Reports to 31 December 2022             | page 36 |
| 10.3   | Risk Management Report                            | page 57 |
| 10.3.1 | Risk Register                                     | page 59 |
| 10.4   | Reserves and Special Funds as at 31 December 2022 | page 64 |

### 11. Matters for Decision:

- |      |   |         |
|------|---|---------|
| 11.1 | Marlborough Regional Forestry Joint Committee Agreement     | page 67 |
| 11.2 | TAB Board Venue Policy Review                               | page 76 |
| 11.3 | Canterbury Local Authorities' Triennial Agreement 2022-2025 | page 82 |
| 11.4 | Adoption of Local Governance Statement 2022-2025            | page 91 |

## 12. Matters for Information:

12.1	Mayoral Verbal Update	
12.2	CEO Monthly Report	page 111
12.3	KDC Half-Yearly Report	page 120
12.4	Kaikōura Enhancement Trust – Statement of Intent 2023/2024	page 139
12.5	Kaikōura Enhancement Trust – Half Yearly Report to 31 December 2022	page 154
12.6	Innovative Waste Kaikōura – Draft Statement of Intent 2023/2024	page 162
12.7	Innovative Waste Kaikōura – Half yearly report to 31 December 2022	page 180
12.8	Community Services Update Report	page 193
12.9	Kaikōura Youth Council Report	(11.15am) page 208
12.10	Planning Update Report	page 210
12.11	Building and Regulatory Update Report	page 220
12.12	Wakatu Quay Quarterly Progress Report	page 224
12.13	Destination Kaikoura Quarterly Report	page 228
12.14	Discretionary Grants Fund – Progress/Completion Reports	page 233

## 13. Council Public Excluded Session

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

- Public Excluded Council Meeting minutes dated 30 November 2022
- Report from Chair of Finance, Audit & Risk Committee
- Harbour Financial Issues Overview

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) 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 30 November 2022	The subjects considered contained: Commercially sensitive information regarding the Marlborough Regional Forestry investment activities; Commercially sensitive information regarding the procurement process for Waiau Toa Clarence Access Project – rock sourcing; and Appointed two Directors to the Innovative Waste Limited Board and receive a copy of their CV as part of the appointment process.	Section 7(2)(b) protect information where the making available of the information (i) would disclose a trade secret; or (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information Section 7(2)(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities Section 7(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial) Section 7(2)(a) to protect the privacy of natural persons
Report from the Chair of Finance, Audit and Risk Committee re: Harbour Financial Issues Overview	Contains commercially sensitive information and is subject to ongoing negotiations	Section (7)(b)(ii) would be likely unreasonable to prejudice the commercial position of the person who supplied or who is subject of the information Section (7)(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities Section (7)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
Harbour Financial Issues Overview	Contains commercially sensitive information and is subject to ongoing negotiations	Section (7)(b)(ii) would be likely unreasonable to prejudice the commercial position of the person who supplied or who is subject of the information Section (7)(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities

		Section (7)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
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**AUDIO RECORDINGS:**

"Audio recordings will be made of this meeting for the purpose of assisting the minute taker to create accurate minutes. Audio recordings should not be taken of any confidential, public excluded or otherwise sensitive matters. The Chair of the meeting is responsible for indicating if/when recording should be stopped and restarted. While held, the audio recordings are subject to LGOIMA, they may be released in line with Councils LGOIMA processes and/or at the discretion of the meeting Chair. A copy of the guidelines and principals for the use of recordings is available on request"

**MINUTES OF THE KAIKŌURA DISTRICT COUNCIL MEETING HELD ON  
WEDNESDAY 30 NOVEMBER 2022, 10.30AM, AT TOTARA, COUNCIL CHAMBERS,  
96 WEST END, KAIKOURA**

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

**IN ATTENDANCE:** W Doughty (Chief Executive), D Clibbery (Senior Manager Operations), Becky Makin (Executive Officer)

**1. KARAKIA**

**2. APOLOGIES**

Apologies were received from Councillor L Bond.

Moved: Mayor C Mackle  
Seconded: Councillor R Roche

**CARRIED UNANIMOUSLY**

**3. DECLARATIONS OF INTEREST Nil**

**4. PUBLIC FORUM**

**10.32 J Van Berkel, G Scott – Multi-Use Court Final Report Recommendations**

J Van Berkel spoke to the submission included in the Agenda, he expressed concern that the process of the project meetings and the recommendations in the Sports Tasman report did not meet the outcome of what was initially recommended to the tennis users. The understanding by the tennis users was that one court would be designated for tennis. J Van Berkel outlined how a two-level court facility would create a natural separation of the courts. The speakers clarified that the parking situation was outside the scope of the report and is seen as one of the challenges in the report.

**5. FORMAL DEPUTATIONS Nil**

**6. MINUTES TO BE CONFIRMED**

**6.1 Council Meeting minutes dated 26 October 2022**

**RESOLUTION**

*THAT the Council:*

- *Confirms as a true and correct record, the circulated minutes of a Council Meeting held on 26 October 2022.*

Moved: Mayor C Mackle  
Seconded: Councillor T Blunt

**CARRIED UNANIMOUSLY**

## 6.2 Council Extraordinary Meeting minutes dated 15 November 2022

### RESOLUTION

*THAT the Council:*

- *Confirms as a true and correct record, the circulated minutes of a Council Extraordinary Meeting held on 15 November 2022.*

Moved: Deputy Mayor J Howden

Seconded: Councillor V Gulleford

**CARRIED UNANIMOUSLY**

### 7. MATTERS ARISING AND ACTIONS

The Chief Executive confirmed that the remuneration authority application was submitted within the required timeframe to make the pre-Christmas determination.

### 8. MATTERS OF IMPORTANCE TO BE RAISED AS URGENT BUSINESS

Councillor T Blunt raised a matter of urgent business in relation to the Local Elections.

Councillor J Diver requested to include a verbal report to Item 9.1 Multi-Use Court Final Recommendations.

### RESOLUTION

THAT the Council agreed to add Councillor J Diver's verbal report to the Agenda.

Moved: Councillor R Roche

Seconded: Councillor K Heays

**CARRIED UNANIMOUSLY**

### 9. MATTERS FOR DECISION

#### 9.1 Multi-Use Court Final Report Recommendations

Councillor J Diver presented his verbal report. The details are highlighted below:

- The rugby club met at the Takahanga Domain last week, J Diver attended in an independent capacity and offered solutions on how the court area could be managed and how it could fit in with the multi-sports use.
- A further meeting had been scheduled for the following Tuesday with the sport groups/users.
- Councillor J Diver met with the two public forum speakers on Monday. J Van Berkel presented his plan for the multi-use court and intended to take to the meeting on Tuesday to seek feedback.
- The report from Sports Tasman does not fully include everything which was requested by the group.
- Councillor J Diver had followed up with Mike Russell, Works Manager around raising the courts.
- The Pool Trust could potentially be a vehicle that the project could use for managing financial aspects of the project.
- The working group did not unanimously sign off on the recommendations from Sports Tasman.
- Councillor J Diver suggested that other organisations proposals should be considered, and a recommendation brought back to Council for the December meeting.

S Haberstock confirmed that a Council Officer will assist with the minutes, agenda and administration, however there would not be any budget or resource to upgrade other existing facilities (i.e. school netball courts) or to manage the overall project.

## RESOLUTION

*THAT the Council:*

- a) *Receives this report*
- b) *Support the report recommendations of progressing the proposed work to the next stage, noting that the project needs to continue to be driven by the Kaikōura Community Courts Group with Council officer input and support*
- c) *Notes that ongoing progress will be reported back to Council.*

Moved: Councillor T Blunt  
Seconded: Councillor R Roche

**MOTION LOST**

The Council agreed that in light of Councillor J Diver's verbal update, that the motion was amended to request the Kaikōura Community Courts Group to provide a report to the Council at the December meeting.

## AMENDED RESOLUTION

*THAT the Council:*

- a) *Receives this report*
- b) *Requests the Kaikōura Community Courts Group to provide a report to the December meeting on the recommendations*
- c) *Notes that ongoing progress will be reported back to Council.*

Moved: Councillor R Roche  
Seconded: Councillor T Blunt

**CARRIED UNANIMOUSLY**

### 9.2 Rehousing of the District Plan

It was noted that the District Plan has been updated as per the requirements of the Ministry of Environment to be in the nationally consistent format. The CEO acknowledged the team for this piece of work noting that it was one of the milestones of the District Plan review that had been achieved. Three hard copies were requested from elected members.

## RESOLUTION

*THAT the Council:*

- a) *Receives this report*
- b) *Adopts the NPS formatted version of the Kaikōura District Plan.*

Moved: Councillor T Blunt  
Seconded: Councillor R Roche

**CARRIED UNANIMOUSLY**

### 9.3 Class 4 Gambling Policy Review

Following the Hearings and Deliberations to the policy review held prior to the meeting, Council staff handed out an amendment to Clause 7 of the policy.

The following amendment was voted on and approved as part of resolution (b) Attachment 2.

#### **“RELOCATION OF CLUBS**

*Council will consider granting consent in respect of a class 4 gaming venue where the venue is intended to replace an existing venue within the district. This will apply only in the following circumstances:*

- (i) The proposed new venue has been newly constructed or refurbished for the purposes of the primary activity of the venue.*
- (ii) No relocating class 4 venue will be permitted within 100m of kindergartens, early childhood centres, schools, places of worship, or other community facilities, measured from the closest boundary point of each allotment.*
- (iv) No relocating class 4 venue will be permitted to relocate within 100m of another class 4 venue, measured from the closest boundary point of each allotment.*
- (v) The relocating of class 4 venues must be within the Business A and B zones as per the Kaikōura District Plan”.*

#### **RESOLUTION**

*THAT the Council:*

- a) Receives this report*
- b) Accept the suggested changes to the Class 4 Gambling Policy as outlined in Attachment 2 and suggest any further amendments based on deliberations*
- c) Approves the draft Class 4 Gambling Policy as outlined in Attachment 2 subject to inclusion of any agreed amendments*
- d) Note that the operative date of the revised policy shall be the 8<sup>th</sup> December 2022.*

Moved: Deputy Mayor J Howden

Seconded: Councillor V Gulleford

**CARRIED UNANIMOUSLY**

#### **10. MATTERS FOR INFORMATION**

Councillor T Blunt left the room at 11.38am.

##### **10.1 Mayoral Verbal Update**

Mayor C Mackle reported that he and the Deputy Mayor attended the Rural and Provincial Growth Sector meeting in November. The main topic was the Future for Local Government (FFLG) where Jim Palmer spoke. They then visited parliament and attended the second reading of the Water Services Entity Bill together with other Mayors, Deputy Mayors and CE's

Councillor T Blunt re-entered the room at 11.39am.

Discussion was held around whether a workshop could be arranged for the community in the new year with a representative from the panel to provide an overview of the FFLG draft report. The aim would be for KDC's submission to be formed by the communities' views.

#### **RESOLUTION**

*THAT the Council accept the Mayor's verbal update.*

Moved: Councillor V Gulleford

Seconded: Councillor R Roche

**CARRIED UNANIMOUSLY**

## 10.2 CEO Monthly Report

The Chief Executive highlighted that the number one issue from his perspective at present was the team. It has been another big year for everyone including managing the impacts of Covid 19 in both the organisation and in the community. Resourcing challenges together with reform uncertainties and additional workload is adding to the challenges. He highlighted the considerable achievements the team has made this year despite those challenges.

The Chief Executive also advised that the funding agreement for the MBIE responsible camping had been received today and did not include any caveats.

The Chief Executive acknowledged Mark Mitchell, Building Control Manager for his contribution over the last 5 years. He has built the reputation of the team with both IANZ as the accrediting agency and the local building population of Kaikōura. Councillor T Blunt asked that his comments be recorded; he acknowledged Mark for his hard work especially within his first 18 months which got KDC through its BCA accreditation. Mark did an outstanding job getting everyone to follow the national rules.

### RESOLUTION

*THAT the Council receives this report for information.*

Moved: Councillor T Blunt  
Seconded: Councillor V Gulleford

**CARRIED UNANIMOUSLY**

The meeting adjourned at 12.01pm and reconvened at 12.35pm.

## 10.3 Works & Services BAU Report

A footpath working group will be convened to prioritise footpath sections and how best to utilise the allocated budget of \$160k per annum. The first meeting is expected to be scheduled before the end of 2022, with an Officers report to come to the Council meeting in January 2023. The Senior Manager would liaise with IWK to provide monthly diversion landfill reports.

The Senior Manager highlighted that the Works and Services report roading depreciation had been removed from the actual spend graphs to show a truer representation of work and spend to date.

An error in the figure on page 69 was noted, where the approximate area (highlighted) was incorrectly placed in the reserve instead of the IWK site.

### RESOLUTION

*THAT the Council receives this report for information.*

Moved: Mayor C Mackle  
Seconded: Councillor T Blunt

**CARRIED UNANIMOUSLY**

Councillor T Blunt left the room at 12.43pm.

## 10.4 Finance Reports to 31 October 2022

There were no significant issues relating to the 4 months. Council staff clarified that depreciation has been included on the roading graphs for these financial reports as it needs to be budgeted for Audit NZ as an operating expense (the works and services report graphs will continue to show actual spend without depreciation).



**RESOLUTION**

*THAT the Council receives this report for information.*

Moved: Mayor C Mackle  
Seconded: Deputy Mayor J Howden

**CARRIED UNANIMOUSLY**

**10.5 Finance Quarterly Reports to 30 September 2022**

**RESOLUTION**

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

Moved: Mayor C Mackle  
Seconded: Councillor R Roche

Councillor T Blunt was not present.

**CARRIED UNANIMOUSLY**

Councillor T Blunt re-entered the room at 1.25pm

**10.6 Community Services Update Report**

S Haberstock would provide statistics on visitors requesting i-site information and pursue with Lynette Buurman the possibility of having an i-site appointed person placed in the Library for a limited time (noting there will be limited space for i-site material).

**RESOLUTION**

*THAT the Council receives this report for information.*

Moved: Councillor R Roche  
Seconded: Councillor K Heays

**CARRIED UNANIMOUSLY**

**10.7 Kaikoura Youth Council Report**

**RESOLUTION**

*THAT the Council receives this report for information.*

Moved: Mayor C Mackle  
Seconded: Councillor R Roche

**CARRIED UNANIMOUSLY**

**10.8 Planning Update Report**

Councillor J Diver requested a copy of the reports previously tabled to Council on the Signs Bylaw review.

**RESOLUTION**

*THAT the Council receives this report for information.*

Moved: Councillor T Blunt  
Seconded: Councillor V Gulleford

**CARRIED UNANIMOUSLY**

#### **10.9 Building and Regulatory Update Report**

The Council acknowledged Mark Mitchell for his work and thanked him on behalf of the community. It was noted that the next steps with the earthquake prone building legislation is to identify the non-priority routes.

#### **RESOLUTION**

*THAT the Council receives this report for information.*

Moved: Councillor T Blunt  
Seconded: Deputy Mayor J Howden

**CARRIED UNANIMOUSLY**

The meeting then moved back to Item 8. Matters of Importance to be raised as urgent business.

#### **8. MATTERS OF IMPORTANCE TO BE RAISED AS URGENT BUSINESS**

Councillor T Blunt raised that it was brought to his attention during the Local Elections that he heard the Chief Executive had three full time staff working for him and asked for clarification. It was clarified that the Chief Executive employs all staff so technically all staff work for him. Specifically, the Executive Office has two full time staff who cover governance support, council & all its committees, human resources administration, health and safety administration, executive assistance to the Mayor and the Chief Executive, support to Senior Management team, Payroll admin and LGOIMA requests.

#### **11. CLOSED OF MEETING**

There being no further business, the meeting was declared closed at 2.10pm.

Moved: Mayor C Mackle  
Seconded: Councillor T Blunt

**CARRIED UNANIMOUSLY**

CONFIRMED \_\_\_\_\_ Chairperson

Date

**NB:** Due to the proceedings of the day, the Council Public Excluded Session was held prior to the main Council meeting at 9.33am and the resolution to move into the session is included in the Hearings & Deliberations minute.

**MINUTES OF THE KAIKŌURA DISTRICT COUNCIL HEARINGS AND DELIBERATIONS  
TO THE CLASS 4 GAMBLING POLICY HELD ON WEDNESDAY 30 NOVEMBER 2022,  
9.00AM, AT TOTARA, COUNCIL CHAMBERS, 96 WEST END, KAIKOURA**

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

**IN ATTENDANCE:** W Doughty (Chief Executive), Becky Makin (Executive Officer)

**1. KARAKIA**

**2. APOLOGIES**

Apologies were received from Councillor L Bond.  
Late apologies were received from Councillor T Blunt.

Moved: Councillor R Roche  
Seconded: Deputy Mayor J Howden

**CARRIED UNANIMOUSLY**

**3. DECLARATIONS OF INTEREST Nil**

**4. 4.1 Summary of submissions with Officer recommendations**

It was noted that any decisions or recommendations from the Deliberations would be tabled to the Council meeting being held at 10.30am on 30 November 2022.

**4.2 Full submissions received**

Tabled and discussed below.

**5. SUBMITTERS TO BE HEARD**

**9.02am J True on behalf of Gaming Machine Association of New Zealand**

The submission asked the Council to consider a relocation clause which would allow a venue to relocate their license if they moved to another location. J True explained that most councils have a relocation provision as it is fairer to local business owners in the event of damage to the current venue, or if they moved to a smaller premise etc.

Councillor T Blunt joined the meeting at 9.04am.

J True clarified that an ATM cannot be in the defined gaming area, and if there isn't a defined area then the venue cannot have an ATM on the premises.

**5.1 Submitters who chose not to speak**

- Nicky Taylor on behalf of Salvation Army – Council acknowledged the submission.
- Alan Gulleford – Council acknowledged Alan's submission.
- Vince Barry on behalf of Te Whatu Ora Health NZ – Council noted the submission did not support a relocation policy.
- Don Martin on behalf of New Zealand Community Trust – Council noted there may be some confusion with the submission thinking there was 60 gaming machines in the District.
- Ivan Yeo on behalf of Asian Family Services – Council acknowledged the submission.
- Kristy Kang on behalf of Problem Gambling Foundation NZ - Council acknowledged the submission.

The Officer's recommendation in the report was not to include a relocation and was based on the recommendations by the Salvation Army and Problem Gambling Foundation NZ.

## 6. DELIBERATIONS

The Council requested the Officer to bring a relocation clause to the Council meeting and clarify if the license for the machines was with the owner or the premise.

## 7. PUBLIC EXCLUDED SESSION

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

- a) Marlborough Regional Forestry Land Acquisition
- b) Procurement of Rocks for Clarence Valley Project
- c) Appointment of Directors for Innovative Waste Kaikōura

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) 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
Marlborough Regional Forestry Land Acquisition	Contains commercial information regarding the Marlborough Regional Forestry investment activities.	Section 7(2)(b) protect information where the making available of the information (i) would disclose a trade secret; or (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information Section 7(2)(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities Section 7(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial)
Procurement of Rocks for Clarence Valley Project	Contains commercial information regarding the procurement process for Waiau Toa Clarence Access Project – rock sourcing	Section 7(2)(b) protect information where the making available of the information (i) would disclose a trade secret; or (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information Section 7(2)(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities Section 7(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial)
Appointment of Directors for Innovative Waste Kaikōura	To appoint two Directors to the Innovative Waste Limited Board and receive a copy of their CV as part of the appointment process	Section 7(2)(a) to protect the privacy of natural persons

Moved: Deputy Mayor J Howden

Seconded: Councillor T Blunt

**CARRIED UNANIMOUSLY**

## 8. CLOSED OF MEETING

The meeting was declared closed at 9.29am as the Council moved into the Public Excluded Session of the Council meeting.

**NB:** Due to the proceedings of the day, the Council Public Excluded Session was held prior to the main Council meeting at 9.33am and the resolution to move into the Public Excluded Session was passed at this meeting.

CONFIRMED

\_\_\_\_\_ Chairperson

Date

UNCONFIRMED MINUTE

**MINUTES OF THE EXTRAORDINARY KAIKŌURA DISTRICT COUNCIL MEETING HELD  
ON WEDNESDAY 14 DECEMBER 2022, 11.00AM, AT TOTARA, COUNCIL  
CHAMBERS, 96 WEST END, KAIKOURA**

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

**IN ATTENDANCE:** W Doughty (Chief Executive), D Clibbery (Senior Manager Operations), Becky Makin (Executive Officer)

**1. KARAKIA**

**2. APOLOGIES**

Late apologies were received from Councillor T Blunt.

Moved: Mayor C Mackle  
Seconded: Councillor L Bond

**CARRIED UNANIMOUSLY**

**3. DECLARATIONS OF INTEREST Nil**

**4. PUBLIC FORUM**

**11.01am P Scott – Multi-Use Courts**

P Scott explained that the Takahanga Redevelopment Courts Group (the “Group”) was formed from representatives from rugby, tennis, the Runanga and KDC.

Councillor T Blunt joined the meeting at 11.05am.

Sports Tasman had assisted collating ideas and providing options for the space on what could work. These options were discussed by the Group and the majority had agreed that a single level would be the best option for the community. The decisions made by the Council at the November meeting had confused some of the Group as they thought Council were signing off on the single level decision. The Group had discussed options around a management committee to run the sports hub.

**11.12am N Burra - Multi-Use Courts**

The tennis users were disappointed that there would not be at least one dedicated tennis court as agreed at the first meeting of the Group. N Burra explained she was given 4-5 days’ notice of the Group meeting and wasn’t aware they would be asked to make decisions that day. There is currently friction between a multi-purpose use.

**5. FORMAL DEPUTATIONS Nil**

**6. MINUTES TO BE CONFIRMED Nil**

**7. MATTERS ARISING AND ACTIONS Nil**

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

The meeting then moved to Item 9.2 Multi-Use Courts Update.

## 9.2 Multi-Use Courts Update

Councillor J Diver spoke to his report and the recommendation around a management plan being in place before redevelopment commences (as per the discussion items in the report). It was noted that there needs to be greater clarity for all parties going forward on the roles and responsibilities and the mandate of the group. The questions posed in the report also need to be addressed. The Council agreed that a Term of Reference would need to be developed for the Group. A mechanism for receiving any further funding would need to be agreed for the project and conversations need to be held with the existing pool trust as to whether that could be an option or not. The deadline for lodging a funding agreement is March 2023. The Council agreed that the Group would need to establish a management team with an appointed independent (neutral) Chair to liaise with the Council. The Council acknowledged the significant work undertaken by the Group to date and recommended that they table their Terms of Reference to the Council meeting in January 2023.

### RESOLUTION

*THAT the Council:*

*a) receives this report.*

Moved: Councillor L Bond

Seconded: Councillor V Gulleford

**CARRIED UNANIMOUSLY**

### RESOLUTION

*b) supports the establishment of a management plan before the start of the redevelopment of the area to ensure there is clarity for all parties going forward.*

Moved: Councillor L Bond

Seconded: Councillor V Gulleford

**MOTION LOST**

An amended recommendation was put forward based on the Council's discussions around a management team and Terms of Reference.

### AMENDED RESOLUTION

*THAT the Council:*

*c) supports the establishment of a management plan and ongoing management team with an agreed Terms of References before the start of the redevelopment of the area to ensure there is clarity for all parties going forward.*

Moved: Councillor T Blunt

Seconded: Councillor K Heays

**CARRIED UNANIMOUSLY**

### ADDITIONAL RESOLUTION

*d) request that the Group to report back to Council.*

Moved: Councillor L Bond

Seconded: Councillor T Blunt

**CARRIED UNANIMOUSLY**

The meeting adjourned for break at 12.23pm and reconvened at 12.31pm.

The meeting then moved back to Item 9.1. Tranche One Better Off Funding.

## **9. MATTERS FOR DECISION**

### **9.1 Tranche One Better Off Funding Agreement**

The Chief Executive advised that he hadn't received any formal communication on the reasons why the DIA declined changes to the funding agreement. He ran through the key points in the paper and noted that by agreeing to the funding, the Council would not be changing its stance towards the three waters reform proposals as they currently stand. He acknowledged the challenging position that central government has put elected members in with regard to making the final decision to accept the funding or not.

Each elected member provided their thoughts on the issue.

Councillor T Blunt and Councillor K Heays were against taking the funding primarily due to their views on it being blackmail and removing councils' democratic right/freedom of speech.

Mayor C Mackle, Deputy Mayor J Howden, Councillor L Bond, Councillor J Diver, Councillor R Roche, and Councillor V Gulleford were for taking the funding, primarily due to their views on how the funding would benefit the community, noting their continued opposition to the reforms.

Councillor R Roche wanted it recorded that although he is from Tainui (who support the three waters reform) he doesn't agree that the three waters reform is in the best interests of Kaikōura as it currently stands.

Mayor Mackle recorded a formal apology for interrupting Councillor R Roche.

### **RESOLUTION**

*THAT the Council:*

- a) Receives this report*
- b) Notes that DIA have confirmed the eligibility of all of the KDC approved projects for funding.*
- c) Notes that KDC requested changes to the draft funding agreement but that DIA have declined the request.*

Moved: Deputy Mayor J Howden

Seconded: Councillor R Roche

**CARRIED UNANIMOUSLY**

### **RESOLUTION**

- d) Authorises the CEO to sign the final funding agreement so that the approved projects can proceed.*

Moved: Deputy Mayor J Howden

Seconded: Councillor R Roche

Against: Councillor K Heays, Councillor T Blunt

**CARRIED**



**RESOLUTION**

- e) *Requests the Mayor write to the Minister for Local Government and DIA expressing KDC's continued strong opposition to aspects of the reforms and our disappointment in the unwillingness to consider changes to the draft funding agreement.*

Moved: Deputy Mayor J Howden  
Seconded: Councillor R Roche

**CARRIED UNANIMOUSLY**

Councillor J Diver left the meeting at 12.55pm.

**10. CLOSED OF MEETING**

There being no further business, the meeting was declared closed at 12.56 pm.

Moved: Mayor C Mackle  
Seconded: Deputy Mayor J Howden

**CARRIED UNANIMOUSLY**

CONFIRMED \_\_\_\_\_ Chairperson  
Date

UNCONFIRMED MINUTE

**ACTIONS FROM COUNCIL MEETINGS  
AS AT 15 FEBRUARY 2023**

	<b>ACTION ITEMS</b>	<b>ASSIGNED TO</b>	<b>DUE</b>	<b>STATUS</b>
1	<b><i>Carried Forward from previous Council:</i></b> Progress Reports: Te Ha, Kaikoura Wildlife Centre Trust, KORl, Kaikoura Cycling Club, Kaikoura Dark Sky Trust, Mayfair, Kaikoura Red Cross Branch, Takahanga Bowling Club, Kaikoura Croquet Club, Kaikoura Bowling Club Incorporated		February 23 May 23 July 23	Tabled reports received for information.
2	Footpath programme progress report	D Clibbery	January 2023	No meeting held in January. Once James is onboard, the team will have resources to provide this report for the next meeting.
3	Three hard copies of the rehoused District Plan were requested for elected members.	B Makin / K Andrews	-	On hold – waiting on outcome of appeal, then will provide printed copies as requested.

**CLOSED ITEMS**

	<b>ACTION ITEMS</b>	<b>ASSIGNED TO</b>	<b>DUE</b>	<b>STATUS</b>
	Better off funding agreement – CE to bring back to Council for final approval	W Doughty	-	Completed - Brought to Council December 2022.
	Circulate council reports on Signs Bylaw review to Councillor J Diver	W Doughty / B Makin		Completed – emailed to Councillor 15/12/2022
	Future for local government workshop to be scheduled for New Year	W Doughty	February 2023	Workshop held with Councillors on reforms.

# **REPORT TO COUNCIL FROM THE CHAIR OF THE FINANCE AUDIT & RISK COMMITTEE 22 FEBRUARY 2023**

## **Re Committee Meeting Held Friday 10 February 2023**

*See Finance, Audit & Risk Committee Agenda below*

### **Finance Report to 31 December 2022**

This paper is on today's Council Agenda. The report provides an update on the financial position of Council as at 31 December 2022. There are some adjustments to be made to the Annual Report for 2022, therefore asset valuations on roading and three waters have not been included in these reports.

The report contained no surprises with regular reporting to the Council and the Committee having noted reasons for variations. The Committee invited M Hoggard (Strategy, Policy & District Plan Manager) to provide an update on the District Plan as there were certain risks with the project. Notably around the new reforms and ongoing engagement with, and resources available at Te Rūnanga o Kaikōura. M Hoggard also gave an explanation to the large variance of the District Plan underspend. He advised this was largely due to budget split (into \$19,200 p/m) and subsequent timing issues relating to consultancy fee drawdowns.

The Committee would like to see Management present at future meetings, in particular to the larger projects with high risks.

### **Quarterly Reports to 31 December 2022**

The regular reports were presented to the Committee. There was a discussion regarding the airport and harbour user fees and charges and moving towards a user pays system.

The Committee recommended for the Council to look into the user fees and charges for the airport and harbour through the annual plan process.

### **Risk Management Report**

The Risk Management Report and Risk Register as at February 2023 was presented and discussed. This is also on today's Council Agenda. That cover report set out the key items and changes since the last report. There are two top risks; the combined risk of the various reforms on Council, and the risk related to depth of staffing. There are two new risks to note – one risk relating to team wellbeing (impacts of workloads, Covid-19, reforms, uncertainty & staff shortages), and the second new risk being around the impacts of the District Licensing Committee hearings on resourcing and budget (as previously recommended by the Committee).

The Committee discussed IT services hardware failure and the system recently losing power twice through an un-interrupted power supply. They noted the current risk should be updated to include findings or recommendations from the Annual IT Audit.

The Committee recommended that the Council look at an external audit of the IT systems, to seek assurance as to the adequacy of our network security systems.

### **Reserves and Special Funds as at 31 December 2022**

An update on Reserves and Special Funds was provided to the Committee showing the position at 31 December 2022. The Committee acknowledged the forward thinking of creating a Legal Challenges Fund which is capped at \$100k. They had a brief discussion around the Waste Minimisation Levy and noted that projects will be put into the next long-term plan.

### **Marlborough Regional Forestry Joint Committee Agreement**

The Committee endorsed the Marlborough Regional Forestry Joint Committee Agreement. This is a long-standing agreement that has been in place that forms how the two councils work together in terms of the regional forest.

### **Debrief on Audit Conversations**

This was raised as a matter of importance to be raised as urgent business. The Finance Manager provided an update of the conversation with Audit Directors and noted two qualifications; one relating to performance reporting around 3 Waters items, and the second relating to the prior year asset values noting this cannot be fixed unless KDC undertake a whole valuation for 2021.

### **IWK and Performance Reporting**

This was raised as a matter of importance to be raised as urgent business. IWK's qualification on its performance reporting was noted. D Brandish would work with the CE around communication to the contractor and what they need to provide.

### **2023 Audit and Timeframes**

This was raised as a matter of importance to be raised as urgent business. The Finance Manager advised that the extension of the statutory timeframe is now coming to a close post-pandemic. Auditors will need to be onsite and complete the 2023 Audit by October. The Team have received confirmation from Audit NZ that they can meet this timeframe. The Finance Manager will be providing a full report to the Council.

## FINANCE AUDIT AND RISK COMMITTEE MEETING

Date:	Friday 10 February 2023
Time	10.30am
Location	Totara, Council Chambers

### AGENDA

1. Opening with a Karakia
2. Apologies
3. Declarations of Interest
4. Confirmation of Minutes & Actions – first meeting this triennial (actions only) page 2
5. Matters of Importance to be raised as Urgent Business -
6. Finance Report to 31 December 2022
7. Quarterly Reports to 31 December 2022
  - 7.1 Liability Management Policy Compliance Report
  - 7.2 Investment Report
  - 7.3 Depreciation vs Capital Expenditure Report
  - 7.4 Airport Report
  - 7.5 Harbour Report
  - 7.6 Rates and Sundry Debtors Report
8. Risk Management Report
  - 8.1 Risk Register
9. Reserves and Special Funds as at 31 December 2022
10. Marlborough Regional Forestry Joint Committee Agreement
11. Public Excluded Session

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

  - a) Harbour Financial Issues Overview

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
Harbour Financial Issues Overview	Contains commercially sensitive information and is subject to ongoing negotiations	<p>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</p> <p>Section (7)(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section (7)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>

<b>Report to:</b>	<b>Council</b>
<b>Date:</b>	22 February 2023
<b>Subject:</b>	Finance Report to 31 December 2022
<b>Prepared by:</b>	C Kaa - Management Accountant
<b>Input sought from:</b>	
<b>Authorised by:</b>	S Poulsen - Finance Manager

## 1. SUMMARY

The purpose of this report is to provide an update on the financial position of the Council as at 31 December 2022.

The year-to-date net surplus of \$624K is up \$1.82M on the year-to-date budgeted deficit of \$1.19M largely due to grants and subsidies received being higher than budgeted and expenditure being less than budgeted.

There are no significant issues to raise relating to the six-month year to date results, however there are still some year-end adjustments to be included (asset revaluations for three waters and roading).

The auditors are now working through our annual audit remotely, and nothing significant has been brought to our attention.

## 2. RECOMMENDATION

THAT the Council receives this report.

## 3. YEAR TO DATE FINANCIAL RESULTS - SUMMARY

### Statement of Comprehensive Revenue and Expense (Profit and Loss)

For the six months to the end of December 2022, there was a net surplus of \$623K, which is \$1.82M higher than the budgeted net deficit.

Revenue to date is \$8.80M compared to budgeted revenue of \$7.91M resulting in an overall favorable variance of \$899K, relating to grants and subsidies received. All other areas within revenue are tracking close to budget.

Year to date expenses are \$925K lower than budget with the main variances in project expenses, professional and consultancy fees, grants paid and depreciation – these are explained in the Other Expenses summary below.

#### *Month results for December 2022*

Specifically, for the month of December revenue was \$34K above budget, with variances above and below budget across all sources.

Expenses were \$97K below budget for the month spread across all areas – this is explained in more detail below in Other Expenses.

As at December 2022, grants and subsidies made up 40% of our revenue, with rates being 50% as highlighted in the Revenue YTD by Category graph.

## **YEAR TO DATE**

### **Revenue**

#### *Rates Revenue*

Year to date rates revenue is \$4.44M, this on track with the year-to-date budget. This includes two rates instalment for the year including all rates rebates, remissions and penalties applied.

#### *Water meter charges*

Water meter charges are showing a credit for the year to date of \$5K due to adjustments made to credit excess usage due to leaks being found and repaired. The next water billing cycle is due in January 2023. The water meter charges for this period have now been sent out for the ix months prior.

#### *User fees & charges*

User fees and charges are slightly down on budget at \$779K for the year to date.

#### *Grants & subsidies*

Grants and subsidies are up \$842K for the six months year to date. This variance relates to unbudgeted revenue received for Mayors Taskforce for Jobs - \$215K, 3W Stimulus - \$376K, multi-use courts - \$141K, 3W Transition - \$87.5K, final South Bay Feasibility Study \$300K – capex grants received are down due to Waiiau Toa Bridge progressing slower than expected.

#### *Interest & other revenue*

Other revenue includes petrol tax, waste minimisation levy and infringement fees and reserve land sales. Other Revenue is up \$53K year to date due to an unbudgeted land sale.

### **Expenses**

#### *Personnel expenses*

Employee costs are below budget at \$1.69M down \$147K on budget of \$1.84M, this is affected by staff vacancies.

#### *Financing expenses*

Loan interest costs are \$91K compared to \$117K budgeted, interest has not been accrued for this period.

#### *Other expenses – Top 4 Variances*

Project Expenses - \$866K under budget mainly relating to Wakatu Quay.

Professional and Consultancy Fees - \$231K below budget due to lower than budgeted consultancy fees largely relating to District Plan review.

Depreciation - \$166K below budget – however this may change when the AMS system is rolled over to 2023 after the roading and 3 Water revaluations have been completed.

Other Expenses - \$228K over budget, with the main variances relating to Southern Access Route - \$34K, contract expenses \$82K – building control, building consent process fees all being over budget



#### 4. VARIANCE REPORT

<b>INCOME DECEMBER 2022 YEAR TO DATE</b>	<b>Actual</b>	<b>Budget</b>	<b>% Variance</b>	<b>\$ Dec Variance</b>
Roading	\$1,287,056	\$1,699,258	-24.26%	(\$412,202)
Water Services	\$1,006,963	\$543,119	85.40%	\$463,844
Sewerage	\$342,247	\$362,468	-5.58%	(\$20,221)
Stormwater	\$30,243	\$29,902	1.14%	\$341
Refuse & Recycling	\$160,578	\$191,432	-16.12%	(\$30,854)
Community Facilities	\$1,217,090	\$1,002,927	21.35%	\$214,163
Commercial Activities	\$1,246,860	\$1,271,265	-1.92%	(\$24,405)
Leadership & Governance	\$30,266	\$37,130	-18.49%	(\$6,864)
Building and Regulatory	\$569,215	\$440,815	29.13%	\$128,400
Community Services	\$366,632	\$98,452	272.40%	\$268,180
District Development	\$289,555	\$287,084	0.00%	\$2,471
Interest	\$11,078	\$874	0.00%	\$10,204
General Rates	\$1,971,988	\$1,941,286	0.00%	\$30,702
Other & Civic shares	\$10	\$0	0.00%	\$10
	<b>\$8,529,779</b>	<b>\$7,906,012</b>	<b>7.89%</b>	<b>\$623,767</b>
Earthquake Event	\$274,000	\$1	27399913.00%	\$273,999
	<b>\$8,803,779</b>	<b>\$7,906,013</b>		<b>\$897,766</b>
<b>EXPENDITURE - YEAR TO DATE</b>				
	<b>Actual</b>	<b>Budget</b>	<b>% Variance</b>	<b>\$ Dec Variance</b>
Roading	\$1,964,601	\$1,735,877	13.18%	(\$228,724)
Water Services	\$916,084	\$930,026	-1.50%	\$13,942
Sewerage	\$616,436	\$626,307	-1.58%	\$9,871
Stormwater	\$87,581	\$86,624	1.10%	(\$957)
Refuse & Recycling	\$387,220	\$372,861	3.85%	(\$14,359)
Community Facilities	\$1,423,613	\$1,543,746	-7.78%	\$120,134
Commercial Activities	\$382,458	\$1,233,133	-68.98%	\$850,675
Leadership & Governance	\$627,144	\$752,754	-16.69%	\$125,610
Building and Regulatory	\$727,924	\$773,719	-5.92%	\$45,795
Community Services	\$743,939	\$607,079	22.54%	(\$136,860)
District Development	\$302,146	\$443,077	-31.81%	\$140,931
Bad Debt Collection fee & Losses	\$915	\$0	0.00%	(\$915)
	<b>\$8,180,061</b>	<b>\$9,105,203</b>	<b>-10.16%</b>	<b>\$925,142</b>
Earthquake Event	\$0	\$1	-100.00%	\$1
	<b>\$8,180,061</b>	<b>\$9,105,204</b>	<b>(\$1)</b>	<b>\$925,143</b>

- Rooding – Revenue is \$412K under budget due to lower Capex revenue received for Waiiau Toa Bridge. Expenditure is up on budget due to sealed pavement and maintenance being higher than budgeted.
- Water Services – Revenue is \$463K higher than budget due to 3W Stimulus funding received \$376K (was expected to be received in 2022) and 3W Transition funding \$87.5K received – both were unbudgeted in 2023. Expenditure is \$13K below budget due to depreciation and overheads being lower than budget.
- Sewerage – Revenue is \$20K down on budget and expenditure is \$10K below budget due to lower than budgeted maintenance.
- Stormwater – Revenue and expenditure is on track with the budget.
- Refuse & Recycling – Revenue is \$30K below budget due to no refuse charge being received as transfer station is not completed. Expenditure is slightly above budget.
- Community Facilities – Revenue is up \$214K due to unbudgeted revenue received for multi-use courts (\$142K) and a reserve land sale. Expenditure is \$120K below budget due to lower than budgeted maintenance.
- Commercial Activities – Revenue is \$24K below budget, expenditure is \$851K down on budget due to the expenditure on Wakatu Quay being lower than budgeted.
- Leadership and Governance – Revenue is on track and expenditure is tracking \$126K below budget due to IT and vehicles overheads.
- Building and Regulatory – Revenue is up \$128K due to an unbudgeted grant received for freedom camping and expenditure is down \$45K due to other regulatory and freedom camping personnel expenditure being lower than budget due to staff vacancies.
- Community Services – Revenue is up \$268K on budget due to unbudgeted grants received for Mayors Taskforce for Jobs, TPW (Water Park) and NZLPP. Expenditure is also up on budget \$137K due to the MTFJ grant being paid out, Youth Council grant paid earlier than budgeted.
- District Development – Revenue is on track. Expenditure is \$141K below budget this is across district development due to consultancy (District plan review) being lower than budget.
- Earthquake Event – Revenue is up \$274K on budget due to the subsidy received from NZTA for Waiiau Toa/Clarence Bridge.

## 5. WORKING CAPITAL & LIQUIDITY

Working capital (current assets over current liabilities) is positive, with \$4.3M in current assets and \$1.998M in current liabilities. The Working Capital Graph indicates how this fluctuates largely between months.

The Liquidity Ratio is 2.16:1, meaning there is \$2.16 in cash for every \$1 due to be paid.

## 6. STATEMENT OF CASH FLOWS

The cash position for the period is \$3.38M as at 31 December 2022, cashflow from operations is positive. Our capital activity show grants received of \$660K for capital work and \$1.19M paid out. There has been no change in our level of borrowing which is sitting at \$5.3M.

## 7. STATEMENT OF FINANCIAL POSITION

Total Assets are \$235M with \$4.32M being current assets and \$231M non-current assets. Trade and Other Receivables are \$411K. Total assets will alter next month with the revaluations of roading and 3 Waters to be completed.

Total liabilities are made up of \$1.99M current and \$7.16M non-current. Trade Payables are \$1.74M.

## 8. CAPEX REPORT

Overall CAPEX expenditure for the six months was \$1.19K compared to \$2.69M forecasted per the budget, the variance largely relates to the timing of Wakatu Quay. All capital projects are outlined in the CAPEX report attached.

## 9. FINANCIAL IMPLICATIONS AND RISKS

Monthly monitoring and reporting on the Council financials are required as there is a risk that the Council's financial position could deteriorate with an increase in debt levels; lowered credit rating; or that revenue flows are lower than budgeted, and expenditure is higher than projected.

## 10. COMMUNITY OUTCOMES SUPPORTED:

The work is in support of all community outcomes.



### Community

We communicate, engage and inform our community



### Development

We promote and support the development of our economy



### Services

Our services and infrastructure are cost effective, efficient and fit-for-purpose



### Environment

We value and protect our environment



### Future

We work with our community and our partners to create a better place for future generations

## 11. SIGNIFICANCE OF DECISION

This report is for information only; however, it may form the basis upon which other decisions are made (those which have a financial impact).

## 12. RELEVANT LEGISLATION

The Local Government Act 2002 states that a local authority should ensure prudent stewardship and the efficient and effective use of its resources in the interests of its district or region.

## KEY INDICATORS

AS AT 31 DECEMBER 2022

<p><b>OPERATING RESULT</b> <i>operating surplus/(deficit)</i></p> <p style="text-align: center; font-size: 24pt;"><b>\$0.62m</b></p> <p>\$1,822k favourable v/s year to date budget of -\$1,198k</p>	<p><b>OPERATING COSTS</b> <i>costs to deliver existing levels of service</i></p> <p style="text-align: center; font-size: 24pt;"><b>\$8.18m</b></p> <p>\$925k favourable v/s year to date budget of \$9.11m</p>
<p><b>TOTAL EXTERNAL BORROWING</b> <i>total borrowings from bank</i></p> <p style="text-align: center; font-size: 24pt;"><b>\$5.30m</b></p> <p>\$2,000k favourable v/s full year budget of \$7.3m</p>	<p><b>INTEREST ON DEBT</b> <i>cost to service debt</i></p> <p style="text-align: center; font-size: 24pt;"><b>\$91k</b></p> <p>\$27k favourable v/s year to date budget of \$117k</p>
<p><b>CAPITAL EXPENDITURE</b> <i>cost of new &amp;/or replacement of assets</i></p> <p style="text-align: center; font-size: 24pt;"><b>\$1.19m</b></p> <p>\$1501.1K favourable v/s year to date budget of \$2695.0K</p>	<p><b>DEVELOPMENT CONTRIBUTIONS</b> <i>received for district growth</i></p> <p style="text-align: center; font-size: 24pt;"><b>\$21.2k</b></p> <p>\$0.7k unfavourable v/s year to date budget of \$22k</p>
<b>LONG TERM PLAN MEASURES</b>	
<p><b>DEBT AFFORDABILITY BENCHMARK</b> <i>financing expenses as a % of rates</i></p> <p style="text-align: center; font-size: 24pt;"><b>2.0%</b></p> <p>8.0% favourable v/s council approved limit of 10.0%</p>	<p><b>EBID</b> <i>earnings before interest and depreciation</i></p> <p style="text-align: center; font-size: 24pt;"><b>\$2.73m</b></p> <p>\$1,630K favourable v/s year to date budget of \$1.10m</p>
<p><b>BALANCED BUDGET BENCHMARK</b> <i>revenue equal or greater than expenses</i></p> <p style="text-align: center; font-size: 24pt;"><b>108%</b></p> <p>8% favourable v/s council benchmark of 100%</p>	<p><b>BORROWINGS TO EQUITY</b> <i>Term loans as a % of equity</i></p> <p style="text-align: center; font-size: 24pt;"><b>2.35%</b></p> <p>0.93% favourable v/s full year budget of 3.28%</p>

# STATEMENT OF FINANCIAL POSITION

AS AT 31 DECEMBER 2022

	BUDGET to year end \$	ACTUAL 31/12/2022 \$	ACTUAL 31/12/2021 \$
<b>ASSETS</b>			
<i>Current assets</i>			
Cash & cash equivalents	3,978,312	3,381,905	3,400,618
Trade & other receivables	1,269,609	410,724	292,213
Prepayments & inventory	185,000	182,009	142,322
Current financial Assets	20,000	20,000	20,000
Other Current Assets		330,000	-
<b>Total current assets</b>	<b>5,452,921</b>	<b>4,324,638</b>	<b>3,855,153</b>
<i>Non-current assets</i>			
Intangible assets	-	97,539	113,491
Forestry assets	2,350,000	2,154,943	2,410,270
Investment property	4,800,295	2,365,000	2,365,000
Financial Assets	287,500	259,436	209,853
Property, plant & equipment	220,940,550	225,871,924	211,503,757
<b>Total non-current assets</b>	<b>228,378,345</b>	<b>230,748,842</b>	<b>216,602,371</b>
<b>TOTAL ASSETS</b>	<b>233,831,266</b>	<b>235,073,479</b>	<b>220,457,524</b>
<b>LIABILITIES</b>			
<i>Current liabilities</i>			
Trade & other payables	1,587,810	1,740,381	1,669,898
Employee liabilities	263,000	257,388	259,283
Borrowings – current	-	0	3,000,000
Landfill Provision - current	-	-	-
<b>Total current liabilities</b>	<b>1,850,810</b>	<b>1,997,768</b>	<b>4,929,181</b>
<i>Non-current liabilities</i>			
Provisions	1,547,875	1,448,955	1,547,875
Borrowings – non current	7,300,000	5,300,000	2,000,000
Other term debt	468,000	415,874	408,436
<b>Total non-current liabilities</b>	<b>9,315,875</b>	<b>7,164,829</b>	<b>3,956,311</b>
<b>EQUITY</b>			
Public equity	117,714,129	113,649,825	112,291,458
Asset revaluation reserve	100,676,858	107,008,183	92,129,916
Special funds & reserves	4,273,594	5,252,875	7,150,658
<b>Total equity</b>	<b>222,664,581</b>	<b>225,910,882</b>	<b>211,572,032</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>233,831,266</b>	<b>235,073,479</b>	<b>220,457,524</b>

# STATEMENT OF COMPREHENSIVE REVENUE & EXPENSE

FOR THE PERIOD ENDED 31 DECEMBER 2022

	<b>BUDGET 2023 \$</b>	<b>ACTUAL YTD 31/12/2022 \$</b>	<b>BUDGET YTD 31/12/2022 \$</b>	<b>VARIANCE 31/12/2022 \$</b>
<b>REVENUE</b>				
Rates revenue	8,803,231	4,439,513	4,401,616	37,897
Water meter charges	140,000	(5,053)	0	(5,053)
User fees & charges	1,526,453	779,427	816,701	(37,274)
Grants & subsidies	7,934,266	3,462,118	2,620,448	841,670
Development contributions	43,942	21,236	21,973	(737)
Interest revenue	3,494	11,852	1,748	10,104
Gain	-	-	-	-
Other revenue <sup>1</sup>	88,400	94,687	44,400	50,287
<b>Total revenue</b>	<b>18,539,786</b>	<b>8,803,779</b>	<b>7,906,886</b>	<b>896,893</b>
<b>EXPENSES</b>				
Personnel	3,696,985	1,692,904	1,839,800	146,896
Depreciation	4,353,680	2,011,236	2,176,840	165,604
Financing expenses	234,554	90,515	117,283	26,768
<b>Other Expenses:</b>				
Personnel Related Expenses	332,224	132,407	173,723	41,316
EQ Expenses	2,048	798	1,024	227
Electricity, Insurance, Cleaning & Rent	986,352	755,953	694,723	(61,230)
Grants Paid	487,084	451,264	303,132	(148,132)
Network Management	347,679	189,939	178,838	(11,101)
Project Expenses	2,274,791	334,409	1,200,754	866,345
Professional & Consultancy Fees	932,237	205,366	436,468	231,102
Repairs & Maintenance - General	518,118	161,167	259,059	97,892
Repairs & Maintenance - Roothing	735,696	514,437	374,148	(140,289)
Repairs & Maintenance - Reticulation	193,437	73,217	96,720	23,503
Repairs & Maintenance - Facilities	458,499	273,712	229,250	(44,462)
Share of MRF Expenses	153,679	96,140	76,840	(19,300)
Office Expenses	567,105	341,021	319,089	(21,932)
Other Expenses <sup>2</sup>	1,192,967	855,576	627,512	(228,064)
<b>Total expenses</b>	<b>17,467,135</b>	<b>8,180,061</b>	<b>9,105,203</b>	<b>925,142</b>
<b>Operating surplus/(deficit)</b>	<b>1,072,651</b>	<b>623,718</b>	<b>(1,198,317)</b>	<b>925,142</b>
<b>TOTAL COMPREHENSIVE REVENUE &amp; EXPENSE</b>	<b>1,072,651</b>	<b>623,718</b>	<b>(1,198,317)</b>	<b>925,142</b>

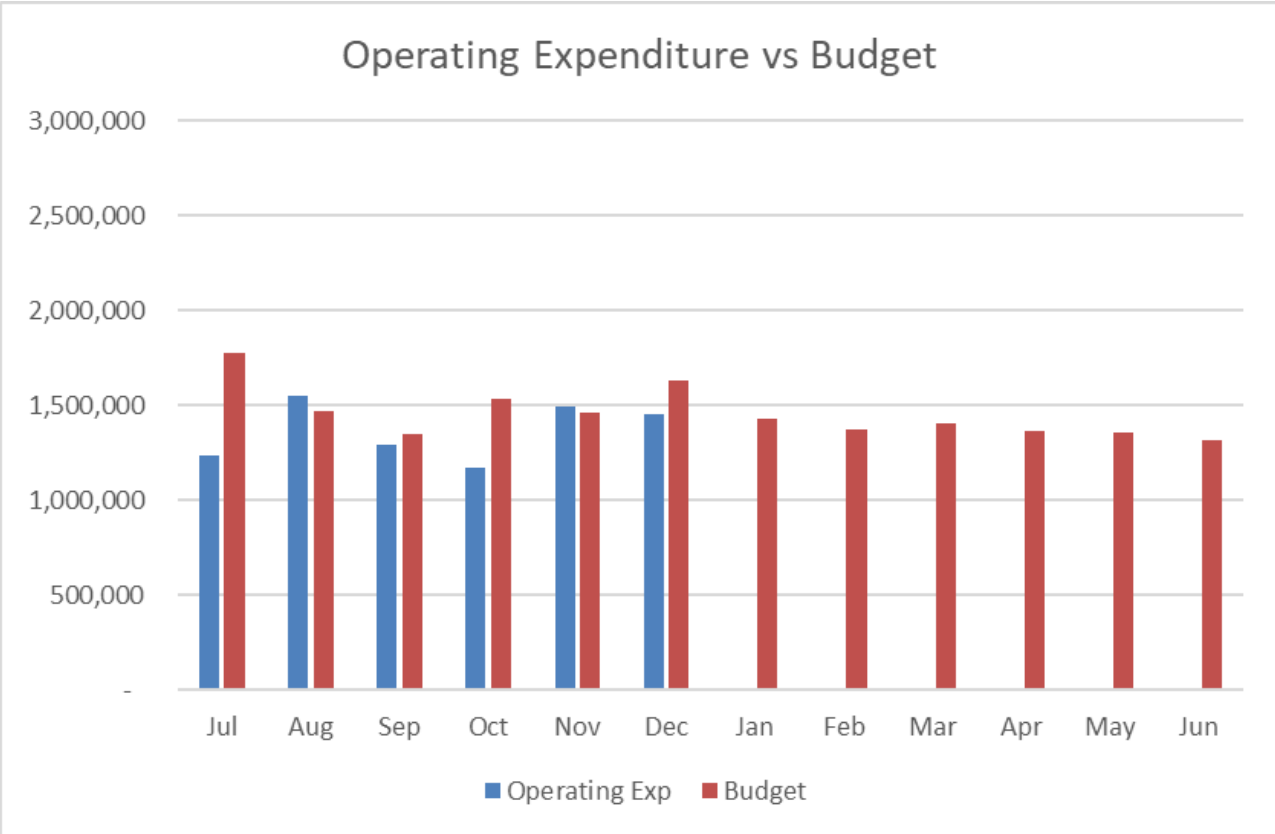
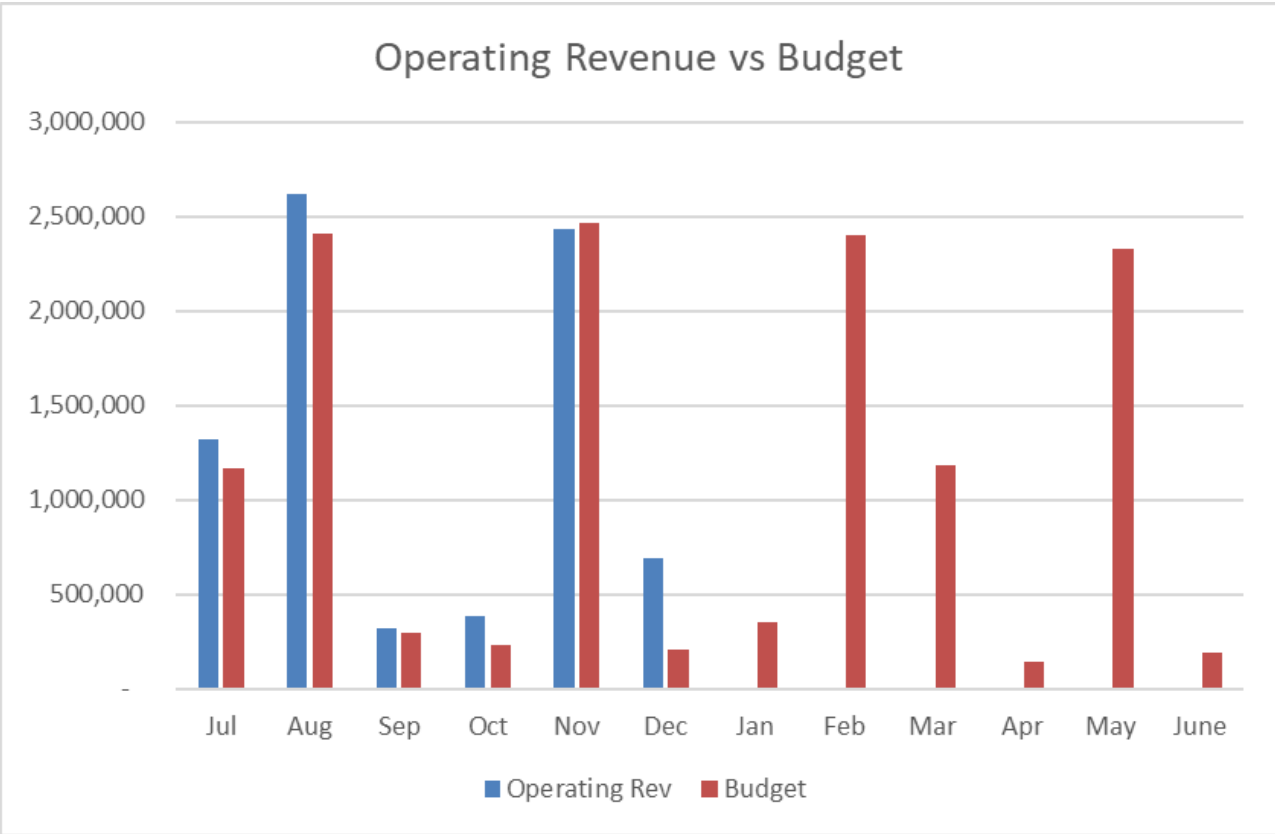
<sup>1</sup> Other revenue includes Marlborough Regional Forestry joint venture revenue, land sales, and petrol tax.

<sup>2</sup> Other Expenses includes eighty types of costs.

## STATEMENT OF CASH FLOWS

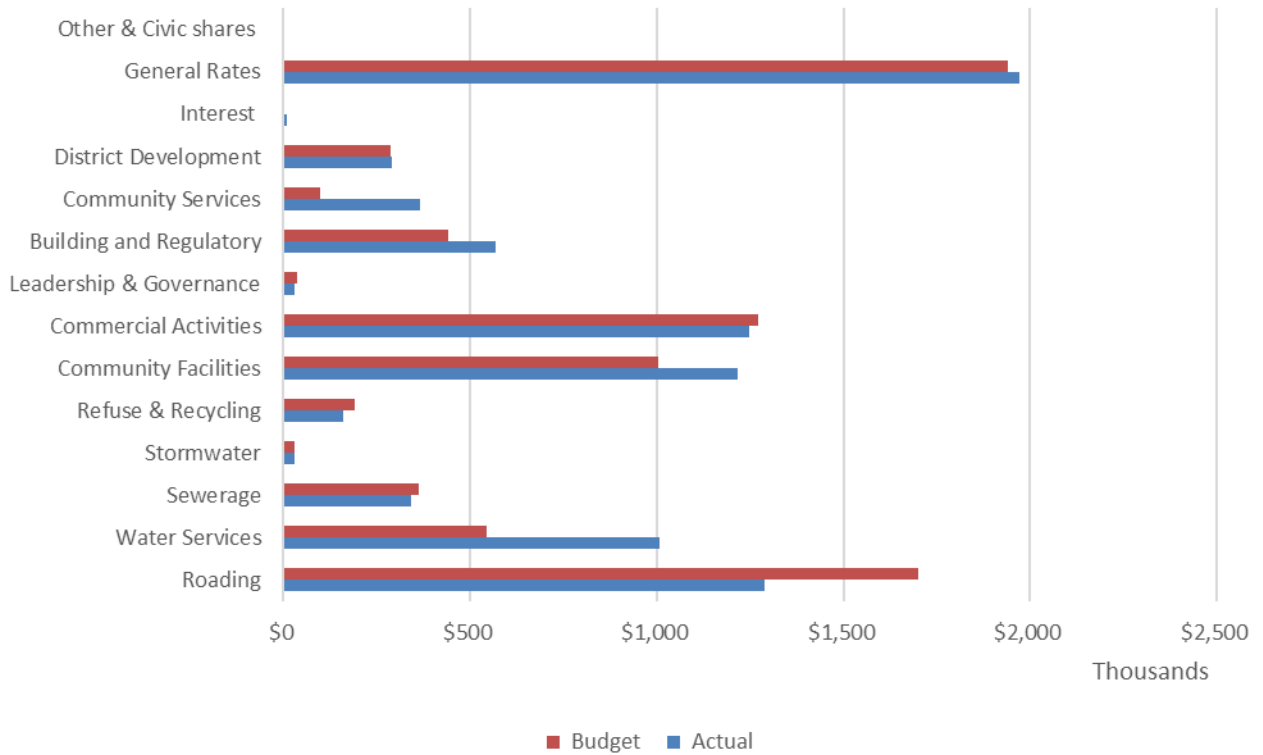
FOR THE PERIOD ENDED 31 DECEMBER 2022

	BUDGET to year end \$	ACTUAL 31/12/2022 \$	ACTUAL 31/12/2021 \$
<b>OPERATING ACTIVITIES</b>			
Receipts from rates	8,803,234	4,439,513	3,963,884
Interest received	3,494	11,852	1,446
Receipts from other revenue	9,482,216	4,220,701	4,694,126
Payments to employees & suppliers	(12,743,092)	(7,349,296)	(8,637,073)
Interest paid	(189,418)	(90,515)	(33,139)
Goods & services tax (net)	-	(115,753)	(198,012)
<b>Net Cash from Operating Activities</b>	<b>5,356,434</b>	<b>1,116,502</b>	<b>(208,768)</b>
<b>INVESTING ACTIVITIES</b>			
Grants received for capital work	-	659,622	1,019,426
Purchase of investment property	(2,435,295)	-	-
Sale of property, plant & equipment	325,000	-	-
Purchase of property, plant & equipment	(5,448,998)	(1,193,905)	(2,818,380)
Purchase of forestry assets	-	-	-
Purchase of intangible assets	-	-	-
Purchase of non-financial assets	-	-	-
Sale of non-financial assets	-	10,000	27,583
Purchase of current-financial asset	-	-	-
Payment into term deposits	-	-	-
<b>Net Cash from Investing Activities</b>	<b>(7,559,293)</b>	<b>(534,283)</b>	<b>(1,826,807)</b>
<b>FINANCING ACTIVITIES</b>			
Movement in borrowings	2,000,000	-	-
<b>Net Cash from Finance Activities</b>	<b>2,000,000</b>	<b>-</b>	<b>-</b>
<b>NET INCREASE/(DECREASE) IN CASH &amp; CASH EQUIVALENTS</b>	<b>(202,859)</b>	<b>(592,218)</b>	<b>(2,035,575)</b>
<b>OPENING CASH</b>	<b>4,181,171</b>	<b>2,789,686</b>	<b>5,436,193</b>
<b>CLOSING CASH BALANCE</b>	<b>3,978,312</b>	<b>3,381,905</b>	<b>3,400,618</b>

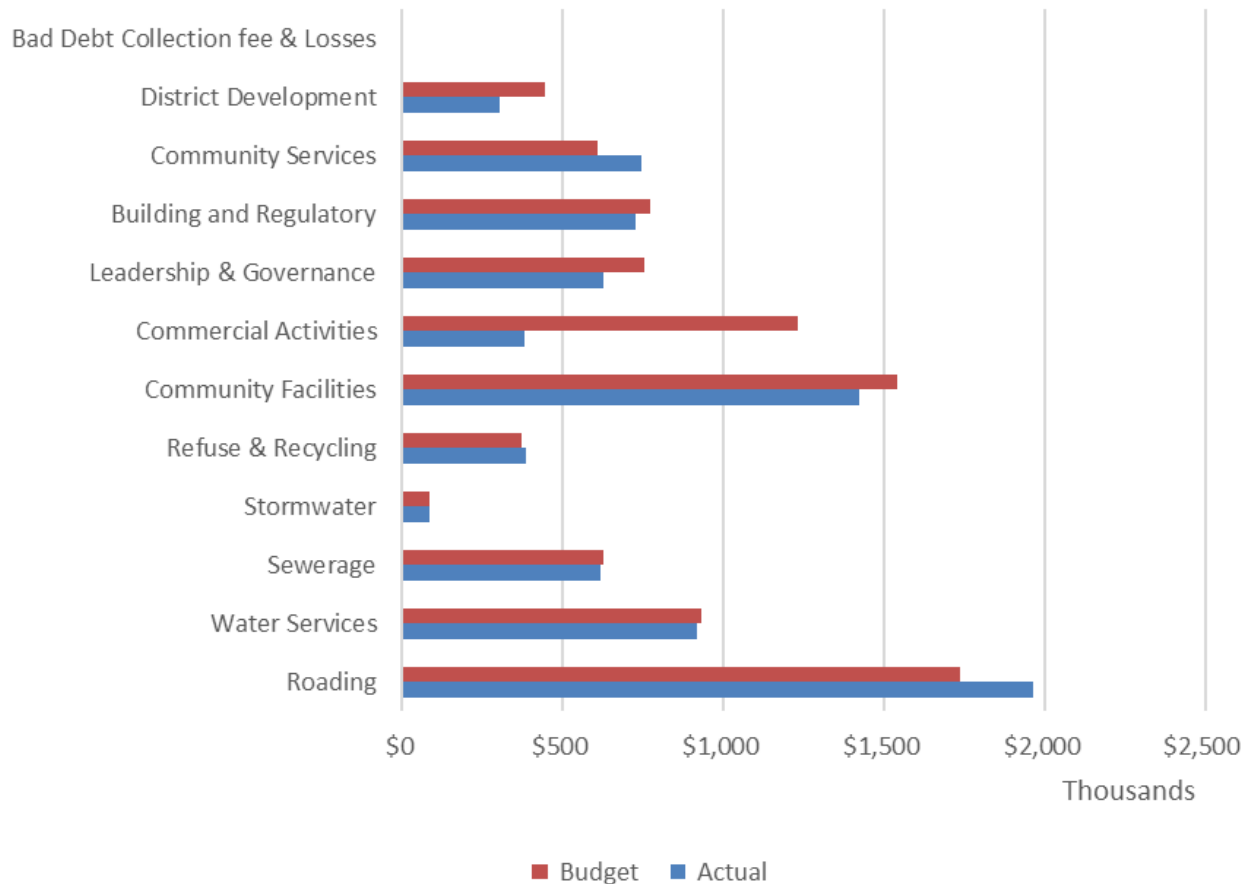


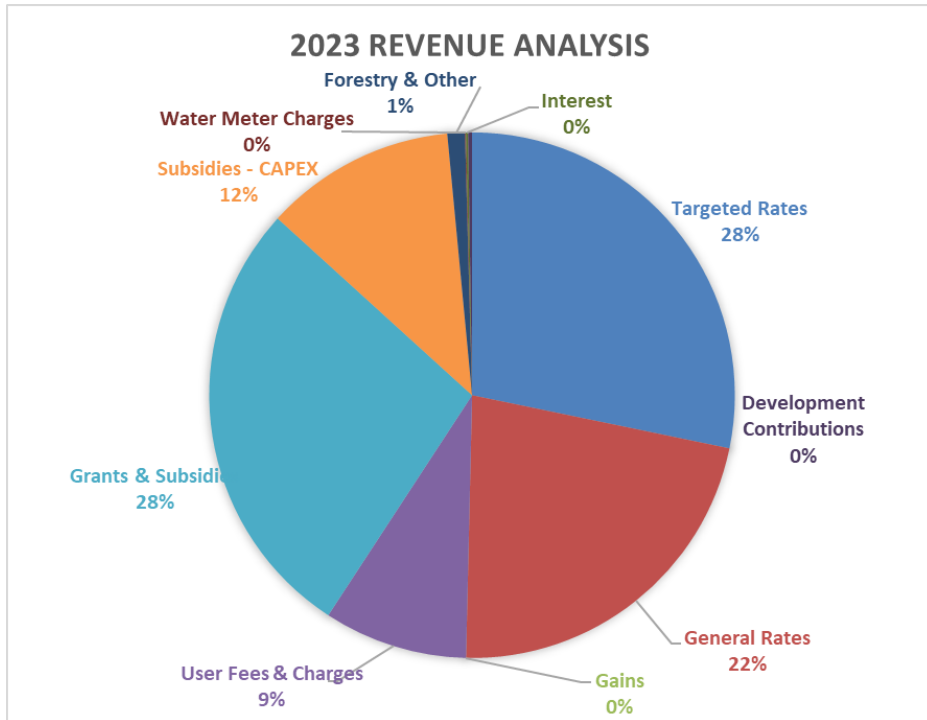


### YTD - Revenue by Activity (excl EQ)

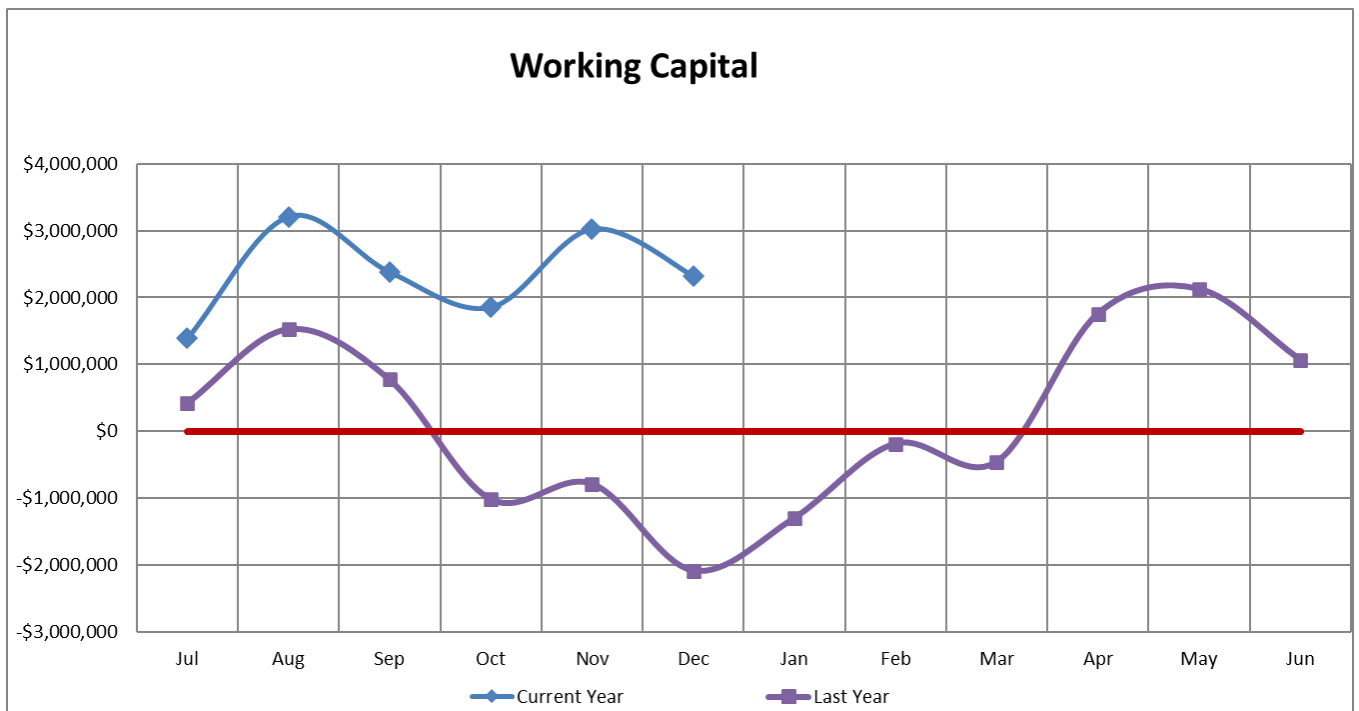


### YTD - Expenditure by Activity (excl EQ)





Working capital is calculated by subtracting current liabilities from current assets and is an indicator of our ability to pay our commitments to suppliers when payments fall due. Please refer to the Finance Report narrative for more information.



**KDC - CAPITAL PROJECTS 2023**  
**Summary December 2022**

	Budget 2023	Actual Cost for Month	Previous Costs	Actual YTD Costs	Actual/Budget	Cost to Complete	Previous Forecast Cost	Revised Forecast Cost	Remaining Budget	Variance from Budget	FFC Movement for Month	January	February	March	April	May	June	TOTAL		
Mgr	Job No	Description	a		b	(d-b)	a	d	(a-b)	(a-d)	(c-d)	2023	2023	2023	2023	2023	2023	2023		
DC	J00008	Vehicle/Plant and Equipment	40,000	0	16,112	16,112	40%	13,888	30,000	23,888	10,000	0	0	6,650	0	7,238	0	13,888		
DC	J00093	Transfer Station Construction	150,000	111,897	82,351	194,248	129%	156,112	285,000	350,360	(44,248)	(200,360)	(65,360)	40,000	40,000	70,000	6,112	156,112		
OJ	J04351	Waiau Toa/Clarence Valley Bridge	1,500,000	110,448	350,261	460,709	31%	1,039,291	1,500,000	1,500,000	1,039,291	0	67,774	75,065	50,000	150,000	350,000	346,452	1,039,291	
MR	J00003	Harbour	101,942	0	1,998	1,998	2%	30,002	32,000	32,000	99,944	69,942	0	0	0	15,000	15,002	0	30,002	
MR	J00443	Airport 157 works	34,000	4,348	0	4,348	13%	29,652	34,000	34,000	29,652	0	-	-	12,652	-	17,000	-	29,652	
MR	J00446	Link Pathway	1,100,000	2,962	48,490	51,452	5%	1,020,000	1,100,000	1,071,452	1,048,548	28,548	28,548	-	20,000	250,000	250,000	250,000	1,020,000	
MR	J04421	CF Amphitheatre & Bridge	75,000	0	0	0	0%	75,000	75,000	75,000	75,000	0	-	-	-	-	35,000	40,000	75,000	
MR	J04431	CF Pensioner Flats	35,000	3,290	18,272	21,562	62%	13,438	35,000	35,000	13,438	0	-	7,000	6,438	0	-	-	13,438	
MR	J04423	Public Toilet Upgrade	38,500	0	0	0	0%	38,500	38,500	38,500	38,500	0	-	-	-	8500	30,000	-	38,500	
MR	J04415	Civic Centre	7,500	363	0	363	5%	7,137	7,500	7,500	7,137	0	-	7,137	-	0	-	-	7,137	
MR	J00069	Dog Pound	0	0	10,472	10,472	0%	0	10,472	10,472	(10,472)	(10,472)	0	-	-	-	-	-	0	
MR	J00096	MBIE Tourism Fund - Recycling Stations	0	0	4,020	4,020	0%	1,381	5,401	5,401	(4,020)	(5,401)	0	1,381	-	-	-	-	1,381	
MR	J00097	Helipad - Churchill Park	0	0	11,845	11,845	0%	(0)	11,845	11,845	(11,845)	(11,845)	0	-	-	-	-	-	0	
MR	J04416	Memorial Hall	0	0	5,600	5,600	0%	0	5,600	5,600	(5,600)	(5,600)	0	-	-	-	-	-	0	
SH	J00010	Book Purchases	32,000	252	24,174	24,425	76%	7,575	32,000	32,000	7,575	0	1,500	1,500	1,500	1,500	1,575	0	7,575	
SH	J00011	Non-Books (DVD's)	0	0	0	0	0%	0	0	0	0	0	-	-	-	-	-	-	0	
DC	J00022	Stormwater Renewals	50,000	0	0	0	0%	50,000	50,000	50,000	50,000	0	0	25,000	25,000	0	0	0	50,000	
DC	J00027	Urban Water - Reticulation	81,629	0	0	0	0%	81,629	81,629	81,629	81,629	0	0	0	40,000	41,629	0	0	81,629	
DC	J00032	East Coast Facilities	6,000	0	0	0	0%	6,000	6,000	6,000	6,000	0	0	0	3,000	0	0	3,000	6,000	
DC	J00036	Fernleigh Water - Facilities	6,000	0	0	0	0%	4,500	4,500	4,500	6,000	1,500	-	3,000	0	0	1,500	0	4,500	
DC	J00038	Peketa Water - Facilities	9,000	0	0	0	0%	9,000	9,000	9,000	9,000	0	-	-	4,500	0	0	4,500	9,000	
DC	J00030	Ocean Ridge Water - Facilities	25,000	0	0	0	0%	25,000	25,000	25,000	25,000	0	25,000	-	0	0	0	0	25,000	
DC	J00042	Sewerage - Facilities	77,000	0	0	0	0%	52,000	52,000	52,000	77,000	25,000	-	30,000	-	22,000	-	0	52,000	
DC	J00041	Sewerage - Reticulation	0	0	1,800	1,800	0%	23,200	25,000	25,000	(1,800)	(25,000)	23,200	-	-	0	-	0	23,200	
DC	J00082	Urban Water - Facilites	107,000	0	0	0	0%	32,000	32,000	107,000	75,000	0	22,000	10,000	-	-	-	0	32,000	
MR	J00088	Landfill Site - Capping	19,295	0	19,295	19,295	0%	89,705	0	109,000	(19,295)	(109,000)	(109,000)	25,000	22,000	22,705	20,000	-	89,705	
DC	J00101	3W Stimulus - Water Project	0	3,632	50,970	54,603	0%	0	50,970	54,603	(54,603)	(54,603)	(3,633)	-	-	-	-	-	0	
DC	J00102	3W Stimulus - Wastewater Project	0	0	5,175	5,175	0%	0	5,175	5,175	(5,175)	(5,175)	0	-	-	-	-	-	0	
OJ	J00211	Unsealed Pavement Renewals 211	180,000	0	7,860	7,860	4%	95,000	102,860	102,860	172,140	77,140	0	-	25,000	25,000	15,000	15,000	95,000	
OJ	J00212	Sealed Pavement Renewals 212	410,000	0	0	0	0%	527,081	527,081	527,081	410,000	(117,081)	366,720	160,361	-	-	-	-	527,081	
OJ	J00213	Kerb & Channel Renewals 213	65,000	9,846	11,129	20,976	32%	44,024	65,000	65,000	44,024	0	-	-	-	25,222	18,802	-	44,024	
OJ	J00214	Pavement Rehabilitation 214	330,000	0	0	0	0%	330,000	330,000	330,000	330,000	0	-	200,000	130,000	-	-	-	330,000	
OJ	J00222	Traffic Service Renewals 222	60,000	1,853	4,357	6,210	10%	13,849	20,059	20,059	53,790	39,941	-	7,521	6,328	-	-	-	13,849	
OJ	J00341	Minor Improvements 341	150,000	0	0	0	0%	150,000	150,000	150,000	150,000	0	50,000	25,000	25,000	50,000	-	-	150,000	
OJ	J00345	NCTIR Haul Routes	617,427	0	0	0	0%	617,427	617,427	617,427	617,427	0	-	500,000	100,000	-	17,427	-	617,427	
OJ	J00324	Inland Road	0	0	3,902	3,902	0%	0	3,902	3,902	(3,902)	(3,902)	0	-	-	-	-	-	0	
OJ	J00005	Footpaths	100,000	0	0	0	0%	100,000	100,000	100,000	100,000	0	-	75,000	25,000	-	-	-	100,000	
SP	J00004	Office Furniture & Equipment	15,000	0	1,934	1,934	13%	13,066	15,000	15,000	13,066	0	0	0	6,500	0	0	6,566	13,066	
SP	J00006	Computers & Software	46,000	0	27,653	27,653	60%	18,347	46,000	46,000	18,347	0	-	-	-	0	0	18,347	18,347	
WD	J00089	Wakatu Quay PGF Development	2,435,295	2,530	22,231	24,761	1%	1,220,989	1,355,893	1,245,749	2,410,535	1,189,546	110,144	82,649	243,846	262,121	204,851	204,851	222,671	1,220,989
OJ	J00447	IAF Project - Transport	-	16,888	190,855	207,743	0%	775,944	1,142,519	983,687	(207,743)	(983,687)	158,832	87,840	128,689	138,675	139,582	138,675	142,483	775,944
OJ	J00448	IAF Projec - Kowhai Stopbank	-	310	4,531	4,841	0%	(0)	4,531	4,841	0	(4,841)	(310)	-	-	-	-	-	0	
		<b>TOTAL BAU Programme</b>	<b>7,884,293</b>	<b>287,914</b>	<b>905,991</b>	<b>1,193,905</b>	<b>15%</b>	<b>6,710,738</b>	<b>8,023,864</b>	<b>7,904,643</b>	<b>6,700,829</b>	<b>(20,350)</b>	<b>119,221</b>	<b>768,064</b>	<b>1,609,119</b>	<b>1,210,364</b>	<b>952,101</b>	<b>1,122,070</b>	<b>1,049,019</b>	<b>6,710,737</b>

<b>Report to:</b>	<b>Council</b>
<b>Date:</b>	22 February 2022
<b>Subject:</b>	Quarterly Reports to 31 December 2022
<b>Prepared by:</b>	C Kaa - Management Accountant
<b>Input sought from:</b>	
<b>Authorised by:</b>	S Poulsen - Finance Manager

## 1. PURPOSE

The purpose of this report is to provide the Council with a detailed update on agreed Quarterly Financial Performance measures.

As previously discussed with the Committee, as workload allows, we will be reviewing these Quarterly Report formats and recommending any suggested changes to the Committee, which will include non-financial performance measures.

## 2. RECOMMENDATION

THAT the cover report and the listed attachments be received.

## 3. SUMMARY

Included with this cover report are the following reports:

### 3.1 Liability Management Policy Compliance Report

Kaikoura District Council is compliant with all the liability policies, except in relation to the interest rate risk management (credit exposure) where we have no short-term borrowing – in December 2022 KDC allowed the BNZ “CARL” Loan Facility to lapse as this facility had not been utilised in the past. As borrowings increase, we will continue to work towards full compliance – see the report for more detail.

### 3.2 Investment Quarterly Report

The value of Council investments increased from \$9.7M last year to \$9.9M at 31 December 2022 with the largest increase related to the revaluation of the airport.

The Return on Investments targets shows that only bank deposits and non-financial/equity assets are providing positive returns. As expected, the Marlborough Regional forestry joint venture is now in a phase of negative returns which is forecast to last the next five years.

### 3.3 Depreciation Vs Capex Report

The graphs are very distorted due to the Earthquake rebuild works undertaken over the past four years. The key message from the report is that all critical assets – roads and bridges, water supplies and wastewater assets have been substantially renewed with capital spend in recent years far exceeding annual depreciation.

### 3.4 Airport Report

Airport landings are up for the six months to date in comparison to last year and are nearly back to pre-pandemic levels, however there is shortfall between revenue and expenditure.

### 3.5 Harbour Report

Slipway fees are down on budget and boat parking fees are above budget, expenditure is up on budget for the six months, resulting in no shortfall for this activity as outlined in the revenue type graphs.

### 3.6 Sundry Rates and Debtors Report

Total rates owing is \$289K at 31 December 2022, of which \$95K relates to Māori land and is likely to be written off. Further detail has been provided this month, as to the number of properties and the amount of their rates outstanding for one-year, two-year, and three-years overdue, and the actions taken to date.

Total sundry debtors due are relatively consistent at \$1.242M, which remains distorted by one large sundry debtor in the 3+ month overdue category.

## 4. FINANCIAL IMPLICATIONS AND RISKS

Regular monitoring and reporting on the Council financials is required as there is a risk that the Council's financial position could deteriorate with an increase in debt levels; lowered credit rating; revenue flows are lower than budgeted, and expenditure is higher than projected.

## 5. COMMUNITY OUTCOMES SUPPORTED

The work is in support of all community outcomes.



### Community

We communicate, engage and inform our community



### Development

We promote and support the development of our economy



### Services

Our services and infrastructure are cost effective, efficient and fit-for-purpose



### Environment

We value and protect our environment



### Future

We work with our community and our partners to create a better place for future generations

## 6. SIGNIFICANCE OF DECISION

This decision is not considered significant in terms of Council's Significance and Engagement Policy.

## 7. RELEVANT LEGISLATION

The Local Government Act 2002 states that a local authority should ensure prudent stewardship and the efficient and effective use of its resources in the interests of its district or region.

## 8. COMMUNITY VIEWS

No community views were sought in relation to this report

## LIABILITY MANAGEMENT POLICY COMPLIANCE REPORT TO 31 DECEMBER 2022

### **Objective**

All council current and term liabilities are managed prudently and effectively.

### **Interest Rate Risk Management (Credit Exposure)**

The interest rate risk management table below is the council's guideline for interest rate exposure. This table does not incorporate the liabilities associated with the Marlborough Regional Forestry joint venture, as they are managed separately by that joint venture.

Fixed Rate Hedging Bands				
	Minimum Fixed Rate	Maximum Fixed Rate	Actual Proportion	Compliant
0 to 2 years	40%	100%	0%	☒
2 to 4 years	20%	80%	57%	☑
4 to 10 years	0%	60%	43%	☑

Our exposure profile policy was reviewed and amended in December 2020 to provide sufficient flexibility whilst still providing limits to Council's interest rate management implementation. In April 2020 we joined LGFA, repaying all our loans with the BNZ, currently we have \$5.3M of LGFA borrowing with \$2M floating and the balance of \$3.3M fixed. In December 2022 we let our \$2M CARL (Customised Average Rate Loan) facility lapse at the BNZ; this facility hasn't been used in the past 3 years and was initially set up to ensure we met LGFA's liquidity covenants. Analysis shows we will meet those covenants until at least 2024.

Our weighted average interest rate is 3.54%, with rates ranging from 3.29% to 5.79%.

### **Management of Credit Risks**

Policy	Compliant
All bank borrowing and interest rate hedging transactions must be undertaken with a New Zealand Registered Bank with a minimum Standard and Poor's Long Term credit rating of at least A+ (or the Moody's or Fitch Ratings equivalents).	☑

Council will satisfy itself in all its borrowing transactions that counterparties are financially adequate, have an appropriate industry standing, and have an appropriate track record to give Council reasonable certainty that obligations under concluded contracts will be performed.

### **Liquidity**

The liquidity ratio is the total current assets that can quickly be converted to cash (cash, debtors, and bank facilities) divided by the current liabilities that need to be paid. The council's policy is to maintain a liquidity ratio of a minimum of 1.1:1 at all times, (which means \$1.10 is available for every \$1.00 payable), currently we are well above our policy's minimum level.

Policy levels	Liquidity Rate	Compliant
Minimum 1.1:1	1.90:1	<input checked="" type="checkbox"/>

### Internal Borrowing

The Council used its reserves and external borrowing to internally fund both capital expenditure and working capital. The primary objective in funding internally is to use funds efficiently, by eliminating the margin that would be paid through the Council separately investing and borrowing externally.

Internal borrowing arrangements will not be subject to the Interest Rate exposure clause of this policy.

### Debt Repayment

Policy	Compliant
Reserve funds are set aside to repay the loan on maturity, or when conditions are favourable to do so (whichever is the earliest).	<input checked="" type="checkbox"/>

### Borrowing Limits

	Policy Levels	Actual Levels	Compliant
Total term debt	will not exceed \$15 million	\$ 5,300,000	<input checked="" type="checkbox"/>
Gross interest expense of all external term borrowings as a percentage of total revenues	will not exceed 10%	1.1%	<input checked="" type="checkbox"/>

The Council is well within each of its borrowing limits as at 31 December 2022.

### Security

The Council will grant a Debenture Trust Deed which includes a charge over Council's rates and rates revenue in favour of a trustee. Council creditors can be conferred the benefit of that charge through the issuance of security stock under the Deed.

Any borrowing from LGFA will have the benefit of security stock (and therefore the charge over rates and rates revenue).

Policy	Compliant
Council will not pledge assets as security, with the exception of the pensioner housing suspensory loans	<input checked="" type="checkbox"/>

## INVESTMENT QUARTERLY REPORT To 31 DECEMBER 2022

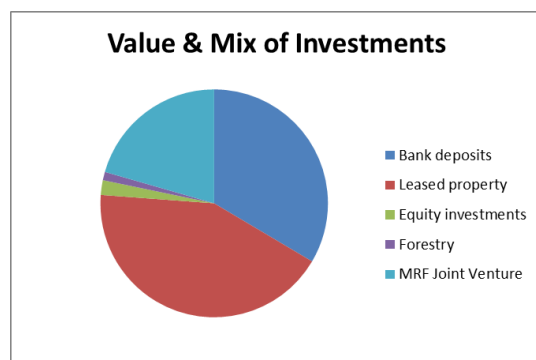
### REPORT ON COMPLIANCE WITH THE POLICY AND ANY CHANGES SINCE THE LAST REPORT

#### *Value and Mix of Council's Investments*

	Qtr Ending 31 Dec 22		Qtr Ending 31 Dec 21	
Bank deposits	3,322,793	34%	3,523,086	36%
Leased property	4,232,000	43%	3,623,597	37%
Equity investments	206,500	2%	172,000	2%
Forestry	117,646	1%	190,912	2%
MRF Joint Venture	2,037,297	21%	2,219,358	23%
	<b>9,916,236</b>	<b>100%</b>	<b>9,728,953</b>	<b>100%</b>

Results for quarter two shows the value of leased property has increased from the same quarter last year. Revaluations have been completed for June 2022 and are reflected in these figures. Wakatu Quay valuation has not changed. The Airport terminal and hangars include some new additions along with revaluation changes.

Equity Investments are the borrowing notes attached to borrowings from LGFA and the loan to our subsidiary. Forestry and MRF investments include the new valuation as at June 2022. Bank deposits are similar to December 2021, with the overall value of investments consistent with the same quarter last year.



#### *Treasury Investments*

	Balance	Rate	Term	Interest
On call account	3,319,728	1.7%	On call	11,065
Special funds on call account	3,065	1.7%	On call	13
EQ Relief donations	-	0.0%	On call	0
	<b>3,322,793</b>	<b>0.80%</b>		<b>11,078</b>



### **Forestry Investments**

We have not received any distribution payments from the Marlborough Regional Forestry (MRF) for the second quarter as we are in a period of replanting requiring contributions to the MRF. During the first six months we have paid \$96,140. The South Bay Forest does not generate any revenue, but has incurred expenses of \$6,239 for rates, valuations and insurance.

### **Net Rental Yields of Property Investments**

Wakatu Quay buildings have been demolished to make way for the new PGF funded development. Revaluations of the land were completed in June 2022 with the value not changing at \$2,365,000. No income is derived from the land. The Airport terminal and hangars have been included again as all works have been completed and the valuation has increased from \$1,358,050 to \$1,867,000

	<b>Asset value</b>	<b>EBIT</b>	<b>Interest</b>	<b>Net</b>	<b>Yield</b>
Wakatu Quay	2,365,000	0	0	0	0
Airport terminal & hangars	1,867,000	(10,688)	(6,183)	(16,871)	(0.90%)
	<b>4,232,000</b>	<b>(10,688)</b>	<b>(6,183)</b>	<b>(16,871)</b>	<b>(0.40%)</b>

*Note EBIT refers to Earnings before Interest and Tax.*

### **Equity investments**

The council purchased 10,000 shares in Civic Assurance in 2012, with a value of \$9,000.

### **Return on Investments**

	<b>Value</b>	<b>Return</b>	<b>Yield</b>
Bank deposits	3,322,793	11,078	0.33%
Leased property	4,232,000	(16,871)	(0.40%)
Non-Financial Assets	206,500	774	1.19%
South Bay Forestry	117,646	(6,239)	(5.30%)
Marlborough Forestry	2,037,297	(98,923)	(4.86%)

The table above suggests bank deposits have achieved a ROI of 0.33%. This has been calculated as at December 2022. We have removed the targets from this report as the financial strategy in the 2021-2031 long term plan now recognises that none of our current investments are currently making a return on investment with the only investment to make a return in the future being the Marlborough Regional Forestry (anticipated from 2027 onwards).

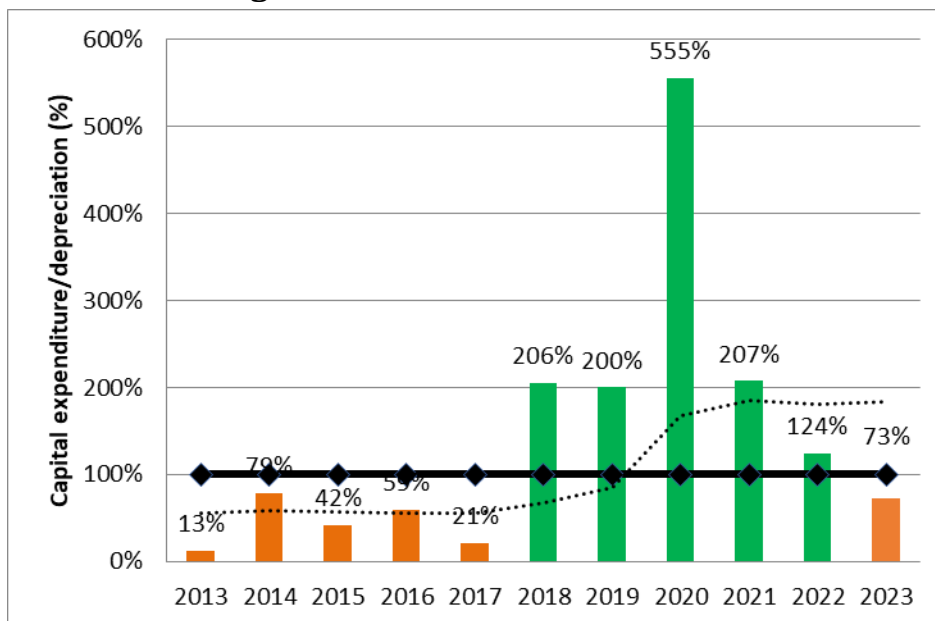
## DEPRECIATION VS. CAPITAL EXPENDITURE To 31 DECEMBER 2022

Ideally, assets should be renewed or replaced at roughly the same rate as depreciation so as not to run down the condition of assets. The mandatory financial prudence benchmarks introduced in 2014 suggest that capital expenditure should be at least 100% of depreciation each year (and requires annual and Long-Term Plan reporting of this comparison for “network services” – i.e. 3 Waters and Rooding assets). A related issue is the legislative requirements for a “balanced budget”, and the effect on that of KDC’s policy of not rating for depreciation.

The aim of this report is to highlight the variance between depreciation and capital expenditure (renewals and new assets). In reality, the timing of major capital projects means that there can be significant projects in certain years – such as has occurred with water and sewerage – which are then followed by several years of low (or no) expenditure because the assets are in excellent condition. This effectively means that an assessment of depreciation vs. capital expenditure has little meaning when shown on an annual basis and should ideally be considered over the life of the asset.

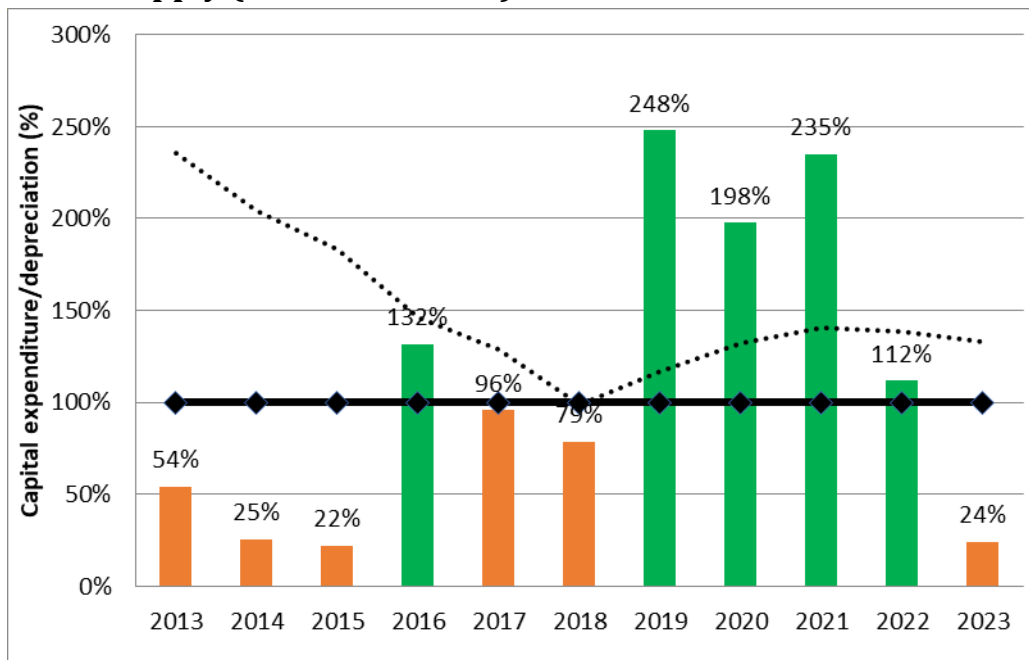
In all graphs in this report, we show a solid 100% “target” line and a dotted “10-year average” line.

### Roads and Bridges



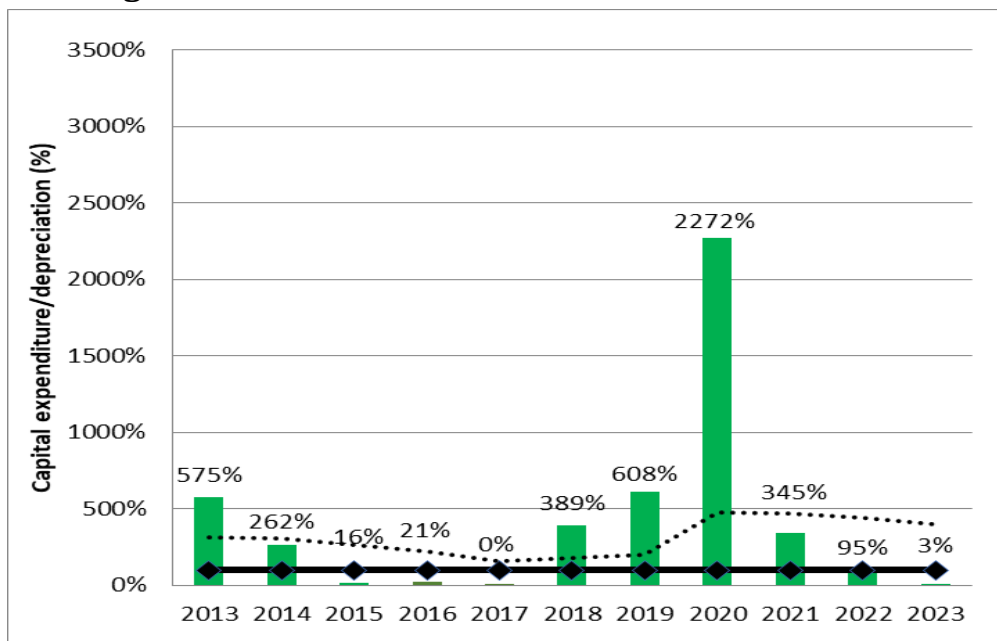
Significant spending on roads and bridges in the past five years was largely due to the earthquake repairs and has started to reverse the historical underspend in this area lifting the 10-year average to 183%. The increased spending has continued with \$6.8m spent for the 2020 year and \$3.038M for 2021 year and \$2.267 for 2022. Total spend for the second quarter was \$664K – this spending will start to slow down now as the Earthquake rebuild works is completed, however there is the NCTIR Haul Routes to be completed and the Waiiau Toa Bridge. We are also looking at clearing the roading backlog over the next 5 years.

## Water Supply (Kaikoura Urban)



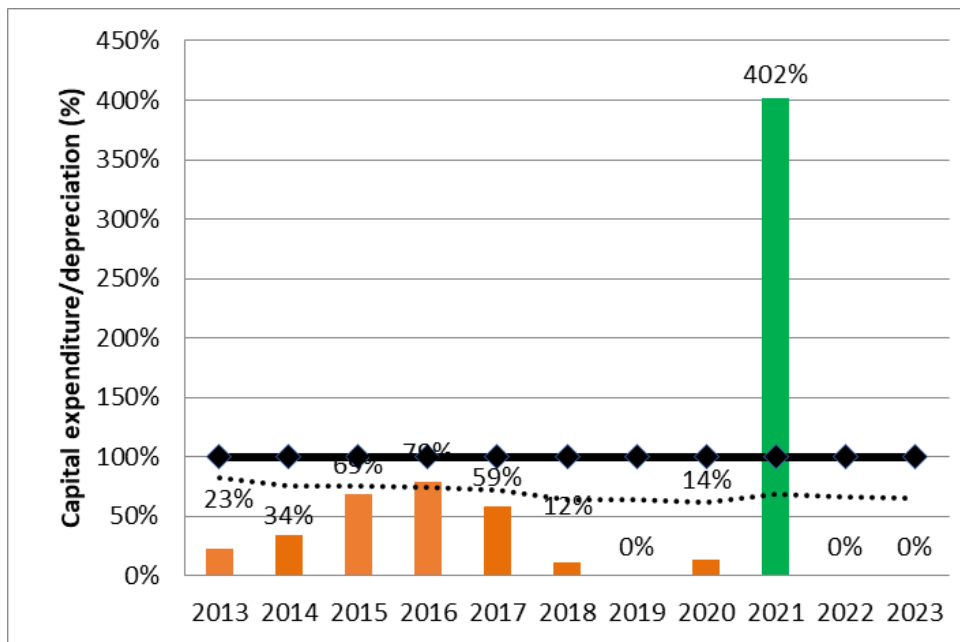
The average benchmark of capex to depreciation is currently 133%. The spend over the past 3 years is \$2.618M which shows the significant work relating to Reservoir renewals and the Kaikoura Urban Water Mains, we also have \$1.88M for the 3W Stimulus package which has increased the capital expenditure over the past two years.

## Sewerage



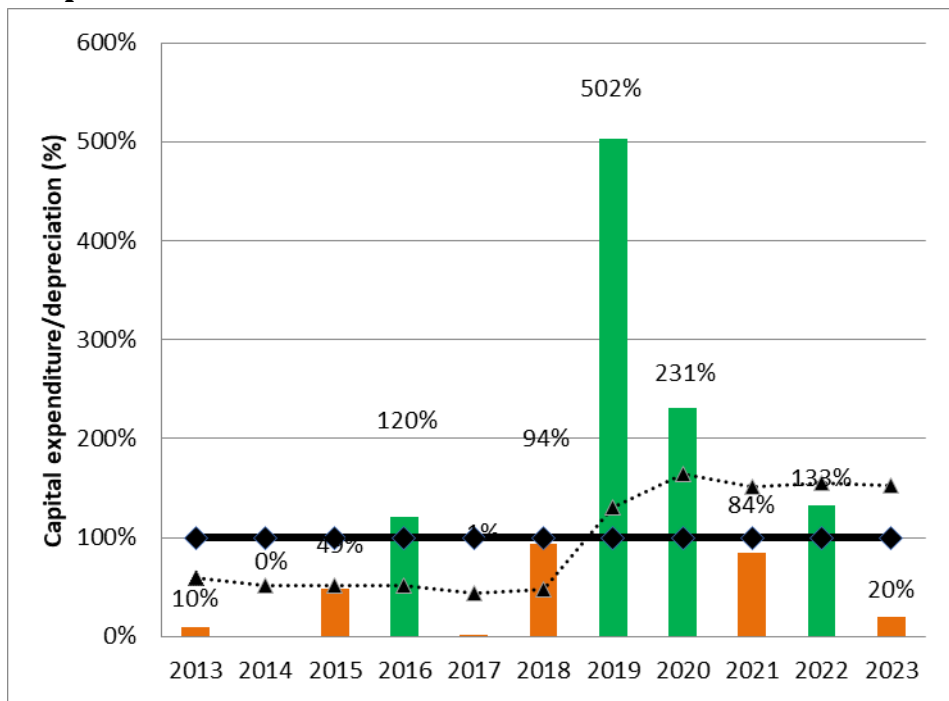
Capex averages 399% of depreciation over the ten years to December 2022; well in excess of the 100% benchmark. Significant spending in the past three years includes the Lyell Creek sewer main and pressure pump systems, and additional work at the wastewater treatment plant and pump stations. Total capital expenditure for the last six months is \$7K, the 3W Stimulus also impacted the renewals expenditure.

## Stormwater



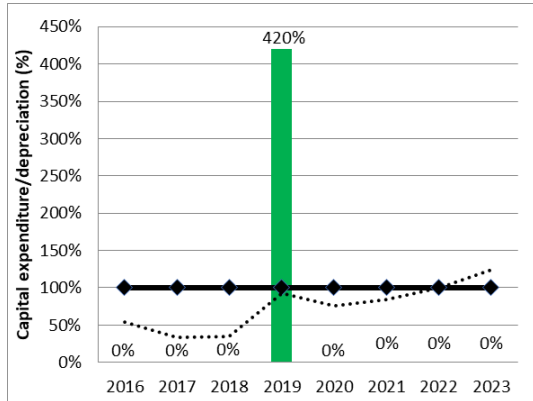
There has been minimal spend on stormwater through the earthquake rebuild programme, total spend for 2021 was \$222K, which has been the only year where we have had significant expenditure in this area. There has been no capital expenditure for the six months, but some outlet extensions will be completed along the Esplanade as enabling work for the Link Pathway.

## Properties

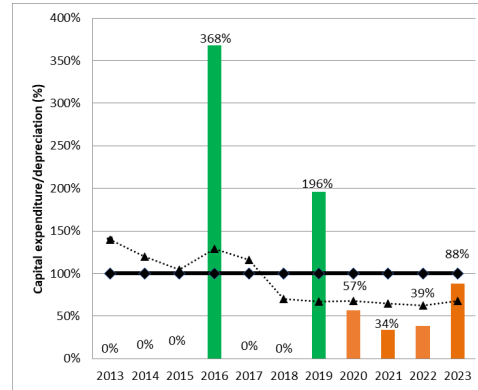


Properties are one area where our buildings are not attended to regularly, but tend to be refurbished as large, infrequent, projects. Because there are several properties contained within the graph on this page, the following graphs give a little more detail on the main properties involved. The Scout Hall refurbishment makes up the bulk of the capital expenditure for properties in 2022 at \$393K.

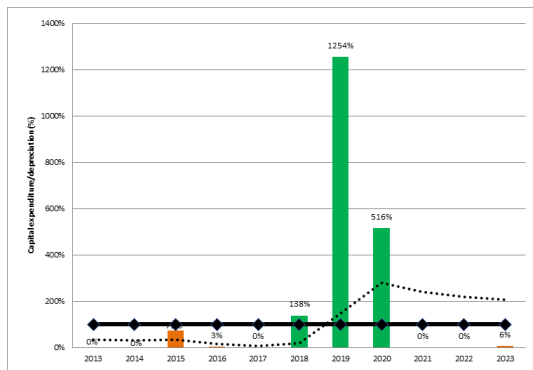
### Public toilets



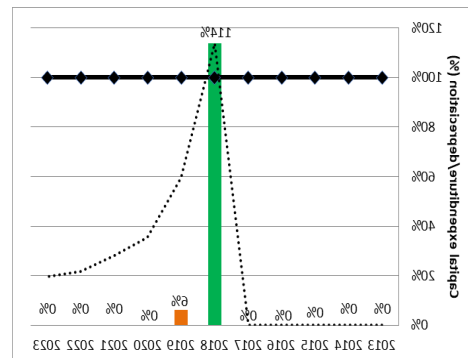
### Pensioner flats



### Memorial Hall



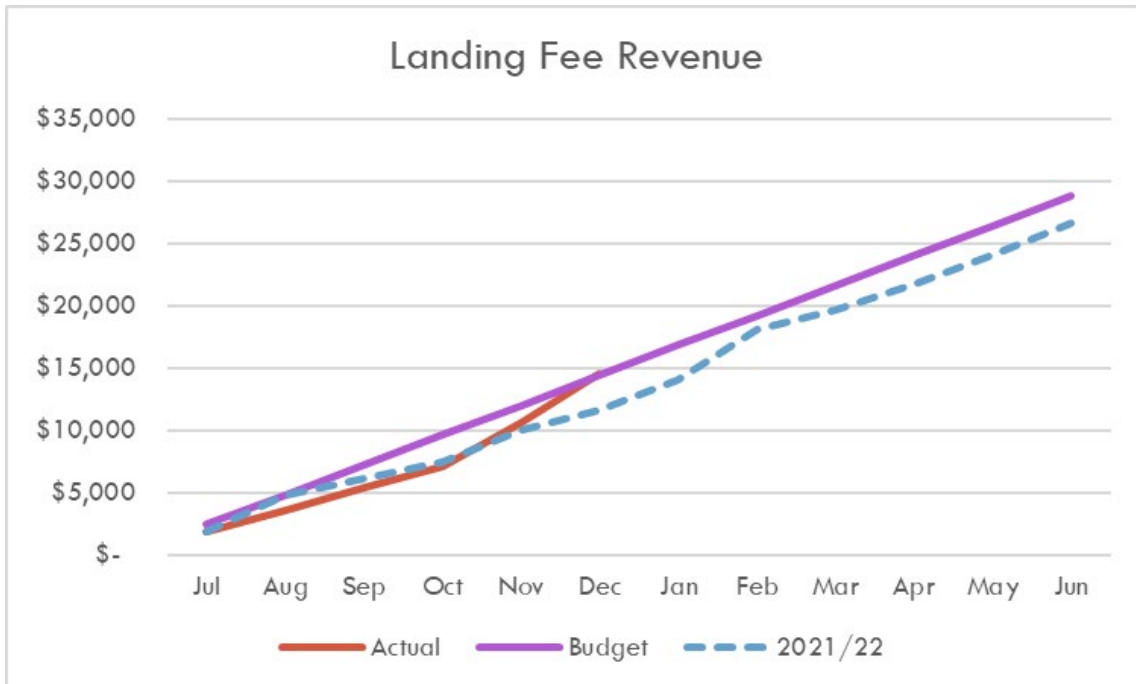
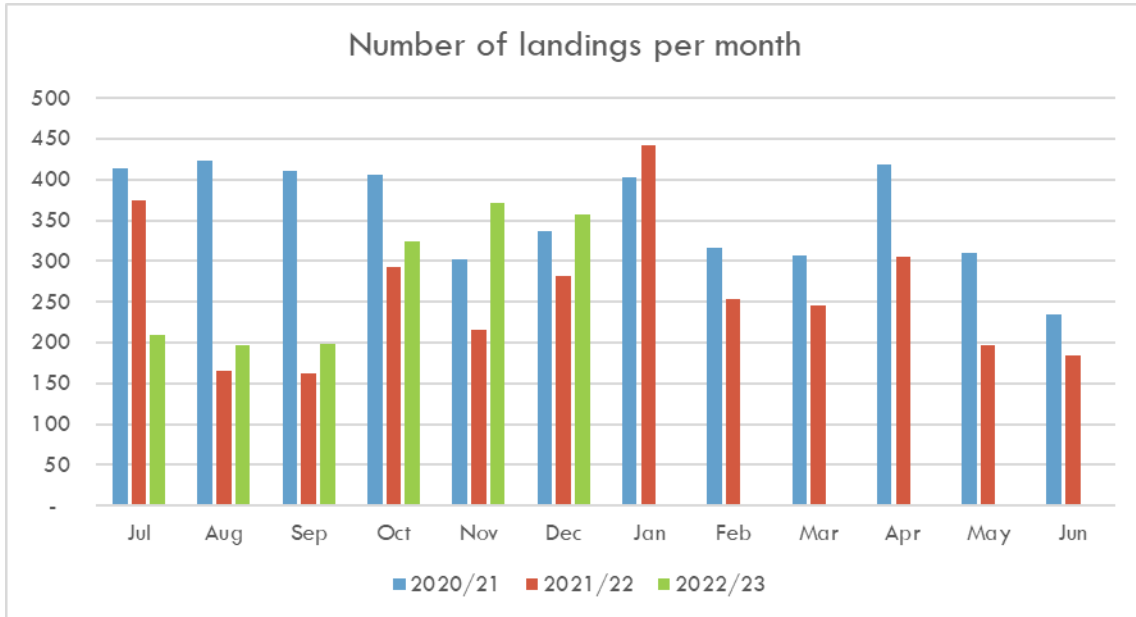
### Civic Centre



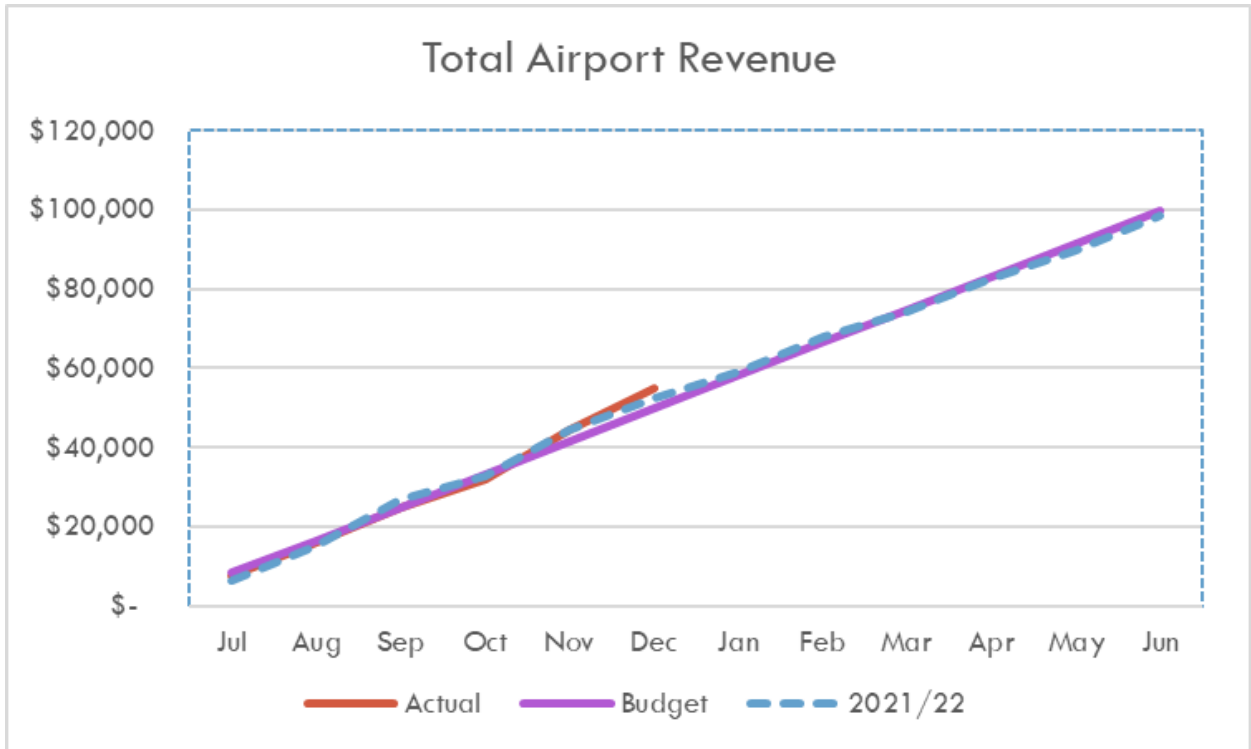
In the six months to December there has been minor works undertaken at the Pensioner Flats. The Memorial Hall has had significant works completed over the last 2 years including earthquake repairs and strengthening. The Civic Centre is a relatively new building, and no capital expenditure is expected this year.

## AIRPORT QUARTERLY REPORT To 31 DECEMBER 2022

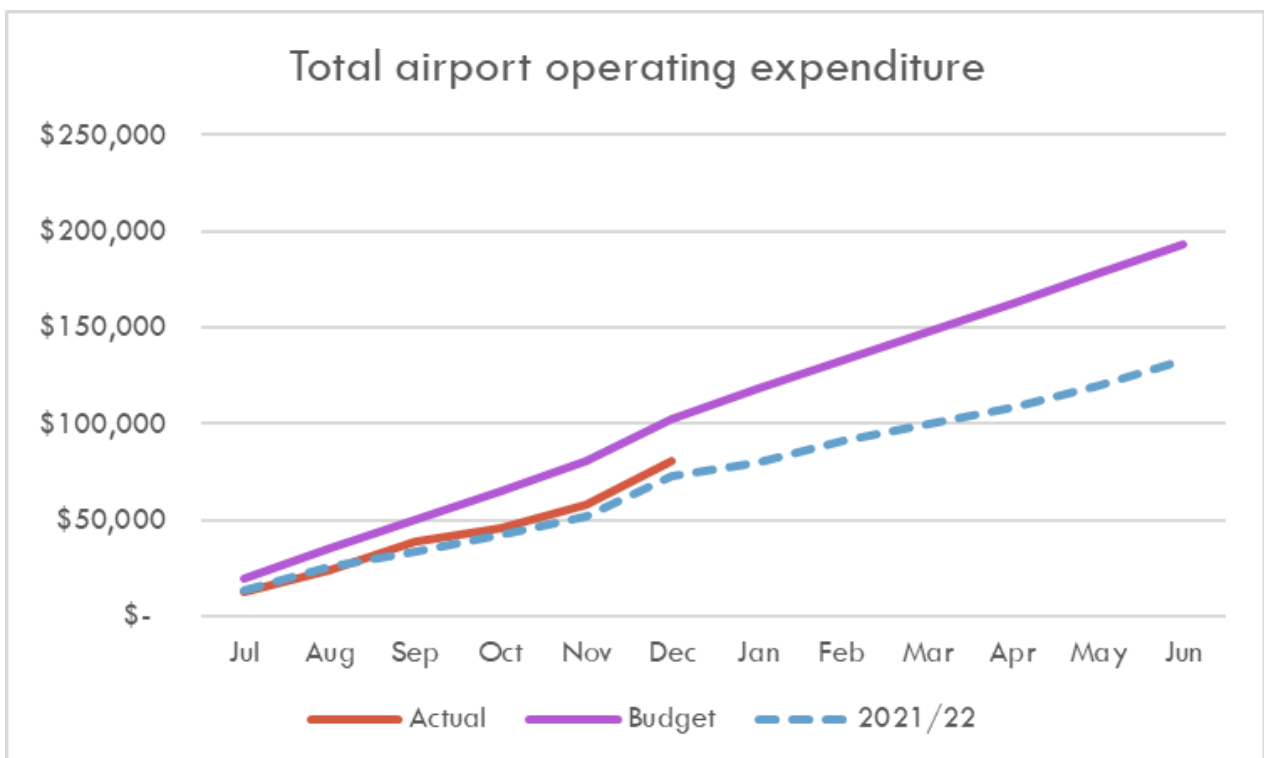
The number of landings at the airport for the six months to December 2022 was 1,658 this is up on the number of landings for the same period last year of 1,492, covid restrictions has had an impact on the number of landings. However, for the months included in this quarter the landings have increased from last year and are nearly at the pre pandemic levels which is promising.



With the number of landings increasing, there is also an increase in landing revenue – this is up slightly on budget and an increase on the same six month period last year.

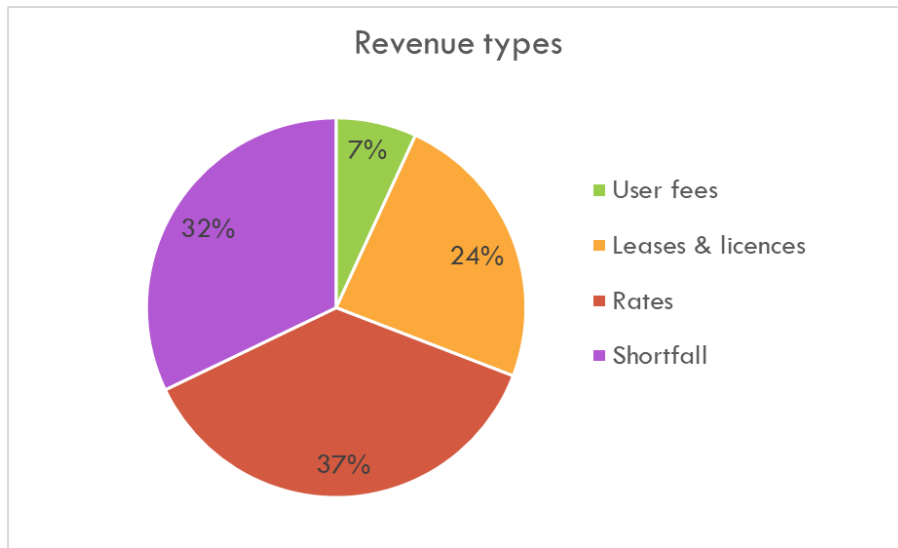


Total airport revenue is on track with budget for the six months totalling \$54,865 compared to budget of \$49,902, and similar to the prior years revenue for the same period.



Operating expenditure is \$80,423 for the six months which is below the budget expenditure of \$102,723.

The graph below shows that the airport is funded through user fees 7%, leases and licences 24% and 37% being rate funded along with a shortfall of 32% or \$25,836.

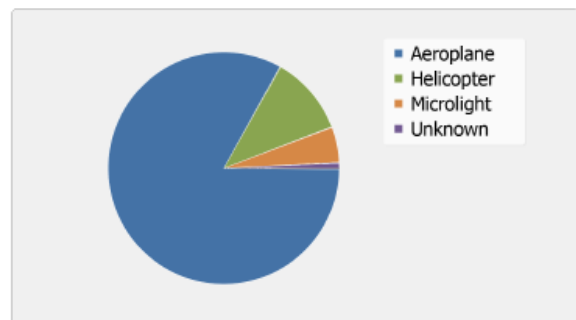


An Airport Information Movement Monitoring (AIMM) system was installed in November 2017, which records all radio calls from aircraft at the Kaikōura Airport, including the aircraft registration number (it is a CAA requirement for pilots to advise their aircraft registration number on landing and take-off, over the radio).

The following are extracts from the monthly reports we are now receiving from the AIMM system; these examples are from the September 2022 monthly report.

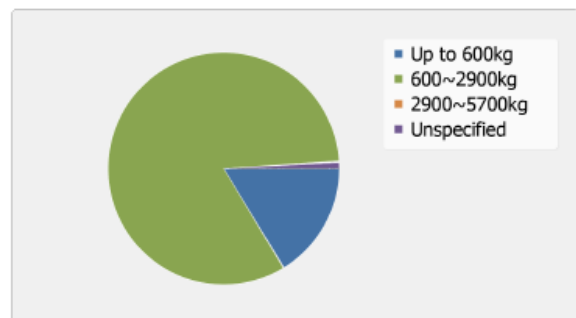
**Aircraft Type Summary**

Type	Movements
Aeroplane	620
Helicopter	82
Microlight	37
Unknown	7



**Aircraft Weight Summary**

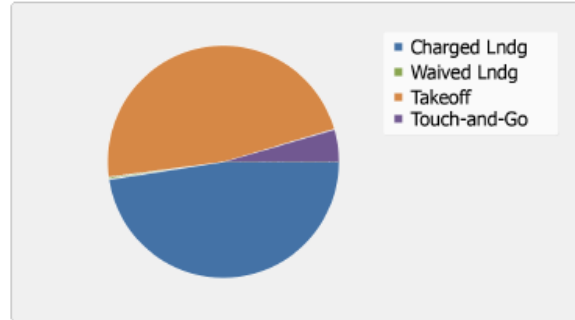
Weight	Movements
Up to 600kg	122
600~2900kg	616
2900~5700kg	1
Unspecified	7





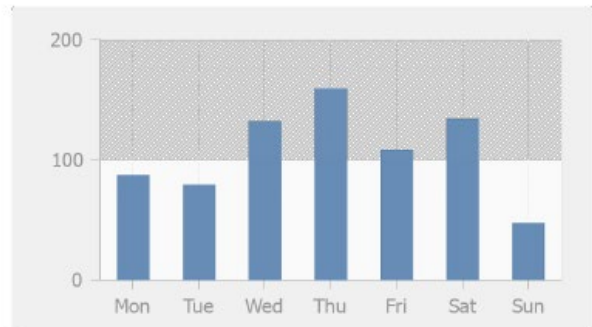
### Charge Summary

Status	Movements
Charged Lndg	355
Waived Lndg	2
Takeoffs	355
Touch-and-Go	34



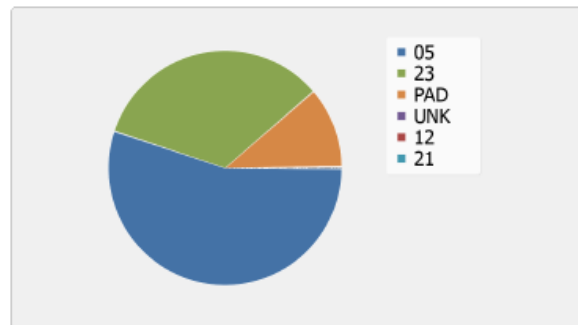
### Movements: Days of Week

Weekday	Movements
Mon	87
Tue	79
Wed	132
Thu	159
Fri	108
Sat	134
Sun	47



### Runway Usage Summary

Runway	Movements
05	411
23	250
PAD	82
UNK	1
12	1
21	1



**ACTIVITY LEVEL:** During December 2022, the airport had 746 movements\*\*, an increase of 8% from 689 for the same month last year.

For the last 12 months, there were 7,530 movements, a decrease of 9% from 8,307 for the same period in the previous year.

\*\* The movement counts on some reports may correctly be different from each other... Touch-and-Go movements may be counted as either one movement or two (a landing followed by an immediate take off), depending on the Aviation Authority and Safety rules that apply, and the Airports Certificated/non-Certificated status.

### COMPLIANCE REPORTING

**Noise Footprint:** The Acoustic LDN counts at NZKI during December 2022 were:

746 during the 'Day', which is set to start at 0700.

0 during the 'Night', set to start at 2200.

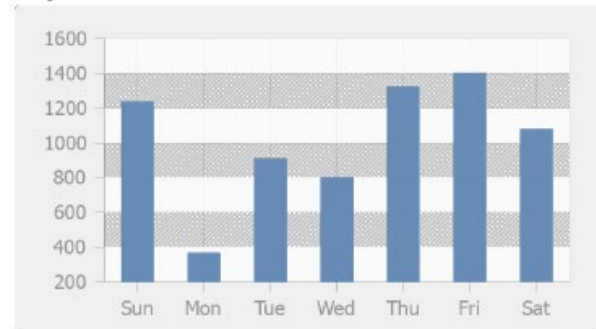
**Civil Aviation:** CAA Rule 139.505 requires Non-Certificated Aerodromes such as Kaikoura (NZKI) to report Movement Data each year.

## LOCAL AIRSPACE Analysis for December (Aircraft using airspace, not necessarily landing. )

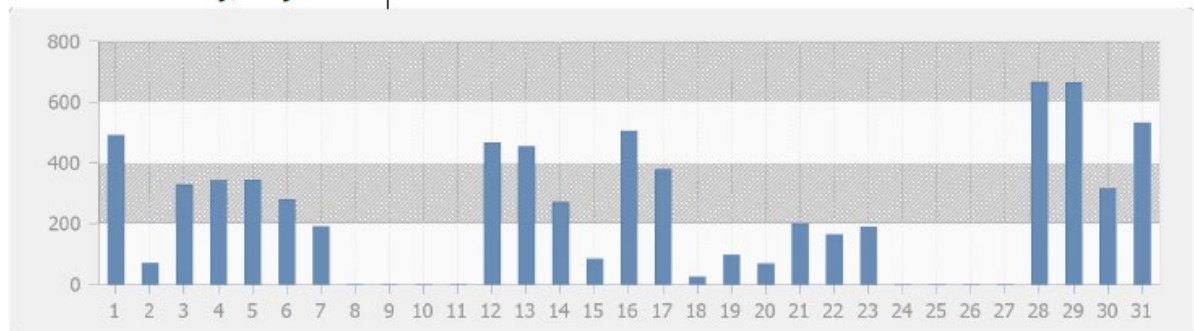
### Summary

7120 radio calls received for the month.  
 0 calls, on the quietest day, 8-Dec  
 665 calls, on the busiest day, 28-Dec  
 229 calls, daily average for December  
 Friday is the busiest day of the week.

### Days of Week

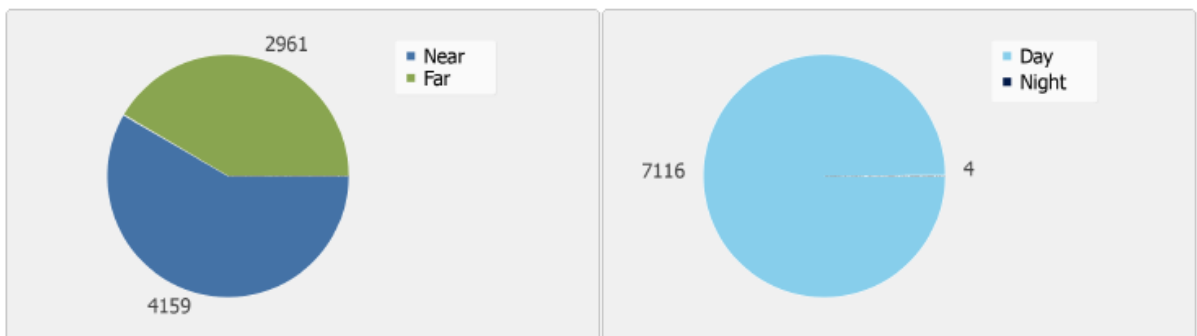


### AIRSPACE activity, Days of Month



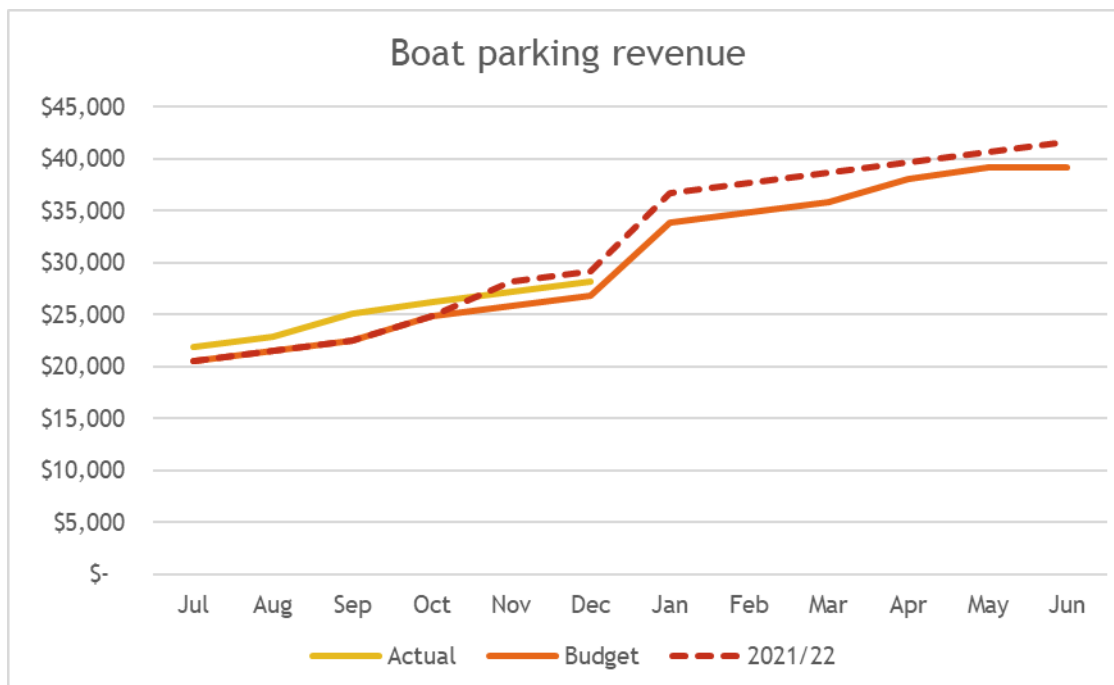
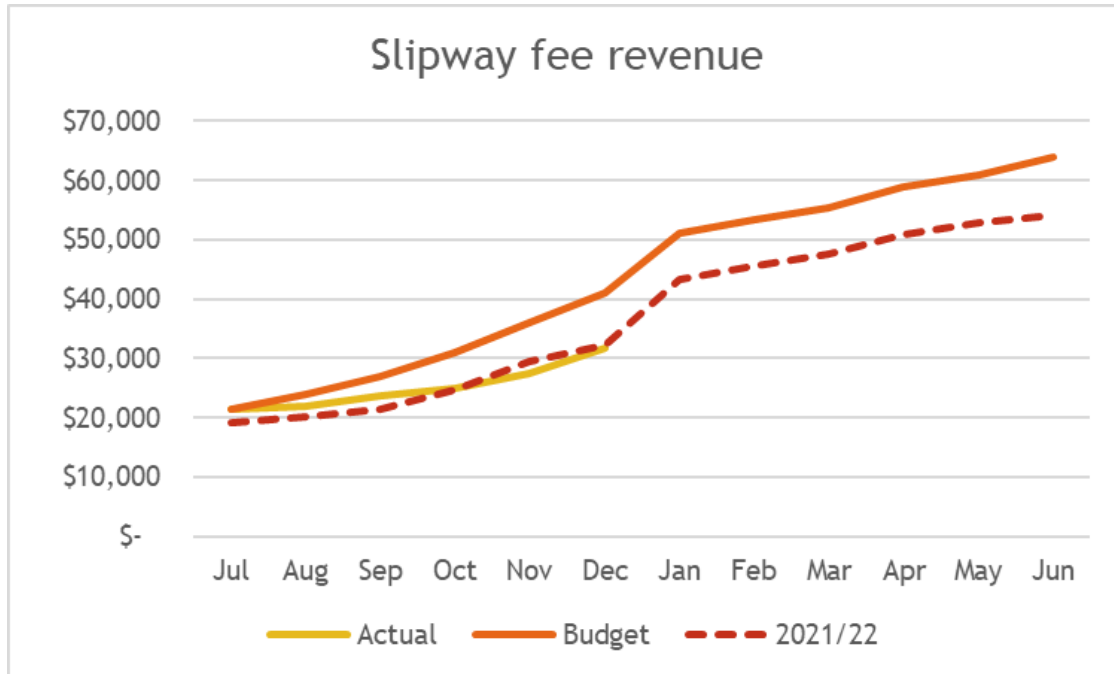
### Classification of Local Airspace activity

During December 2022 there was 77% more airspace activity compared to the same month last year. 'Near' are aircraft close enough to the airport that their radio calls are relevant to the airport operations. 'Far' are those on the same radio frequency but far enough away to be not relevant. 'Day' / 'Night' refer to Morning / Evening Civil Twilight calculated each day at the Lat/Long of the airport.



## Harbour Quarterly Report To 31 DECEMBER 2022

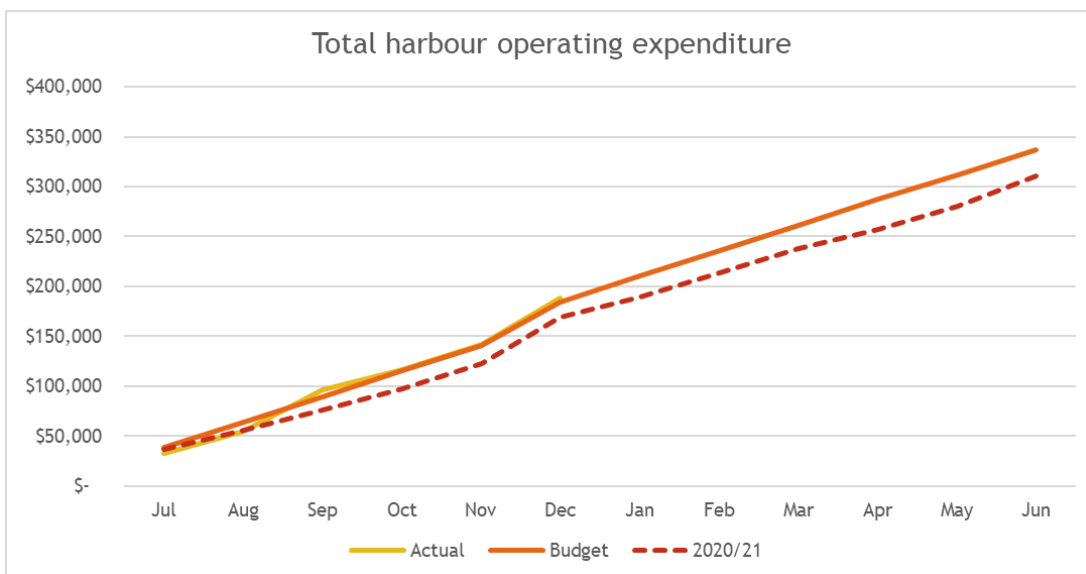
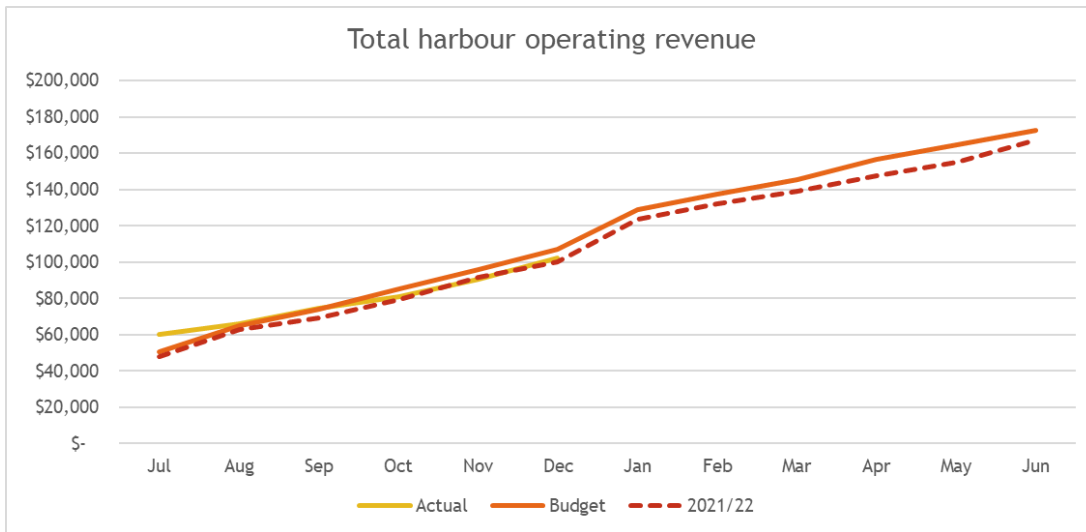
This report serves to highlight harbour operations over the past six months ending 31 December 2022.



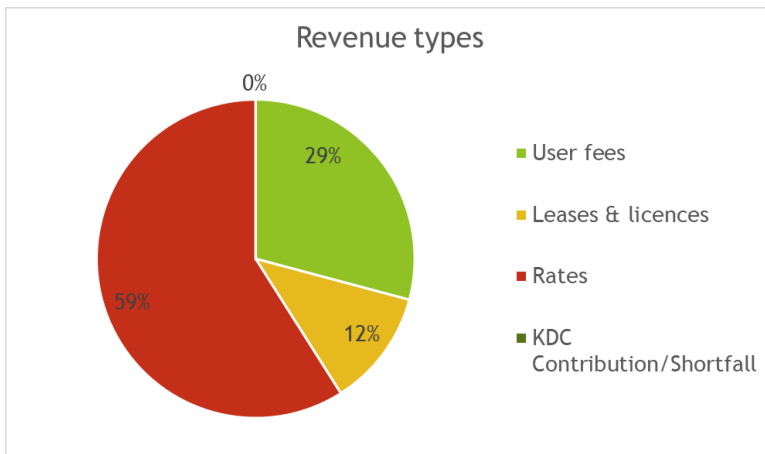
Actual slipway fees received are down on budget at \$31,754 (budget \$41,000) and down on the same period last year. Boat parking revenue is up on last year actuals for the six-month period at \$28,174 (budget \$26,830).

Total harbour operating revenue is \$102,336 for the six months compared to budget of \$107,078.

Operating Expenditure is \$188,266 which is up on budget of \$183,911 for the six months.



The following graph shows that harbour revenues (user fees and leases and licences) covered about 41% of the actual cost of harbour operations for the year, with the targeted rates (\$107K) covering 59% - currently the harbour is operating with a surplus.



# DEBTORS QUARTERLY REPORT

## To 31 DECEMBER 2022

### 1 SUMMARY

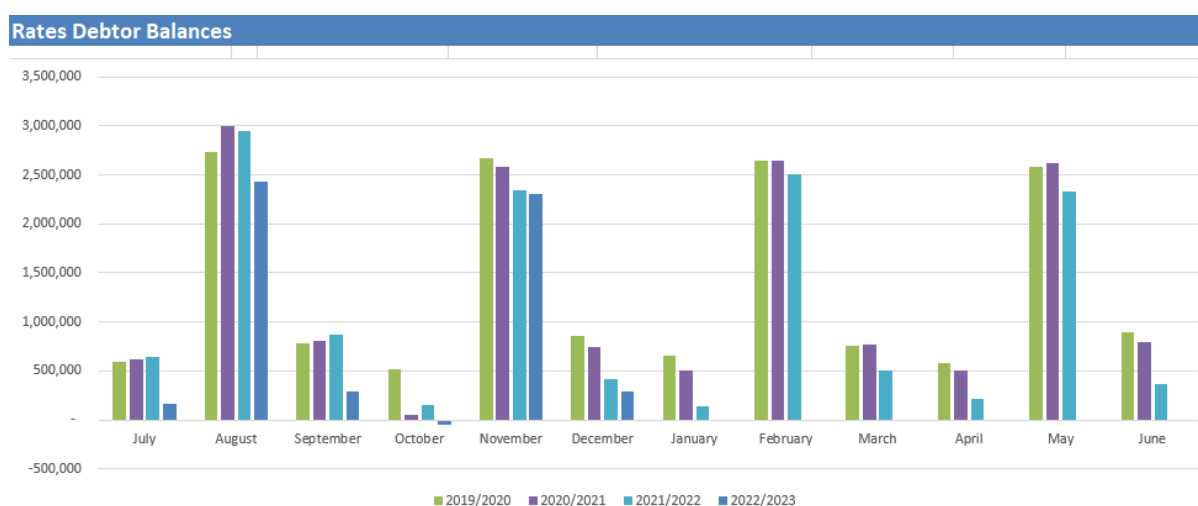
The purpose of this report is to provide an overview of the status of rates and sundry debtor receivables for the quarter ended 31 December 2022.

### 2 DISCUSSION:

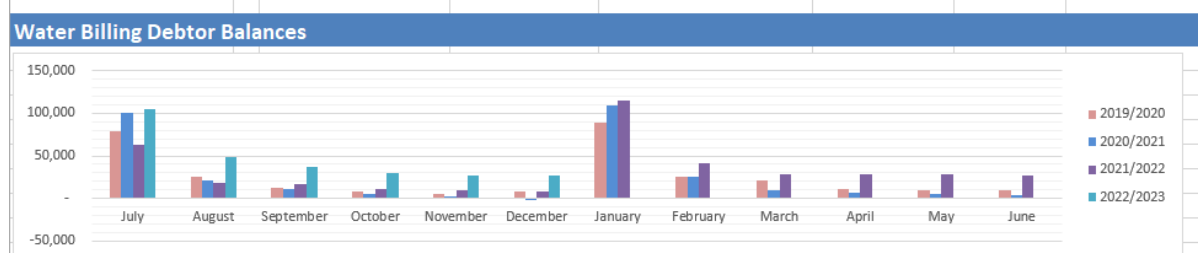
#### 2.1 Analysis of Rates Debtors

At the end of December there was \$289K owing to the Council from rates. As you can see from the below graph the amount outstanding has been dropping for the past year as rates on Māori Freehold land is written off. The rates team have also actively pursued overdue rates debt.

For water billing, 64 debtors have not paid their water meter bill, the first instalment of water meter charges will go out in January 23 for the six-month period July 22 – December 22. Most values are low (most are only \$25 for the half-yearly fee), but they are being followed up again this month with stern reminder letters. One debtor is disputing their water bill and will shortly be sent to debt collection.



Number of Debtors	Rates revenue by type (year to date)					
<b>Rates Debtors</b> 549	Rates revenue by type (year to date)	Penalties applied	Write offs & adjustments	Remissions	Water billing	Total
	\$ 4,450,218	\$ 63,421	(\$ 64,921)	(\$ 22,115)	- 5,053	\$4,421,551
<b>Water billing</b> 64	100.6%	1.4%	-1.5%	-0.5%	-0.1%	100.0%



## 2.2 Rates debtors overdue

The following table shows the extent of rates outstanding as at 31 December 2022. A total of \$289K in rates is outstanding, but with many properties with rates in credit (paid in advance) there is \$589K worth of rates to follow up. Of that \$592K, \$311K relates to prior years. Whilst we are actively following up with current year rates outstanding, this report focusses on those prior year balances.

The nine properties in the 3-years overdue column are responsible for \$154k of the total prior year balances (1-year overdue +), of this amount \$95K is now likely to be treated as Māori land and will be written off in due course. A further \$8K is rates on abandoned land and is unlikely to be recovered.

One commercial landowner (three properties) is responsible for \$33K of overdue rates, and another commercial landowner has \$8K of overdue rates, one residential landowner has \$11K in overdue rates all have been sent to debt collection.

	3 years overdue	2 years overdue	1 year overdue	Current year	Total
<b>Rates debtors</b>					
Value	75,198	41,037	194,496	278,290	589,022
Property count	9	12	83	445	549
<b>Paid in advance</b>					
Value				(300,071)	(300,071)
Property count				526	526
<b>Total</b>					
Value	75,198	41,037	194,496	(21,780)	288,591
Property count	9	12	83	971	1,075

Significant work has been done within the rates database to ensure that penalty suppressions are being consistently applied according to Council policy and the reasons for the suppression are valid. In some circumstances this has meant penalties have been applied to certain rates for the first time in several years despite the rates being overdue. A good outcome of this process is that it has served to clearly alert both our Rates Officer and the landowners of lagging payments, and so more ratepayers are signing up for direct debits to avoid future penalties.

## 2.3 Analysis of Sundry Debtors

Sundry debtors total is \$1.242M as at 31 December 2022. We have seen a slight decrease in the overall debtors amount from last quarter however the number of debtors has decreased along with the average debtor days which is now sitting at 79 days. This amount is also distorted by a large general debtor which is still outstanding.

Of the \$370K in current general debtors, \$345K is an invoice for the PGF for a progress payment for the Kaikoura Marine Development Project.

The following is an analysis of the range of debtors:

Trade debtors	Number of debtors	Current	1 month	2 months	3 months and over	Total
Building consents	64	617	8,149	(268)	(8,639)	(140)
Compliance Schedul	1	-	-	-	110	110
Cemetery	2	-	-	-	1,050	1,050
LIMs	4	290	290	-	525	1,105
Liquor licensing	7	707	817	-	1,340	2,864
Premises licencing	13	-	(149)	3,618	1,670	5,139
Property leases	28	18,595	10,790	330	147,146	176,861
Resource consents	8	-	(1)	3,772	(3,904)	(133)
General debtors	121	370,198	7,890	(986)	678,448	1,055,550
		390,408	27,786	6,466	817,746	1,242,406

## Analysis of Sundry Debtors

At 31 December 2022

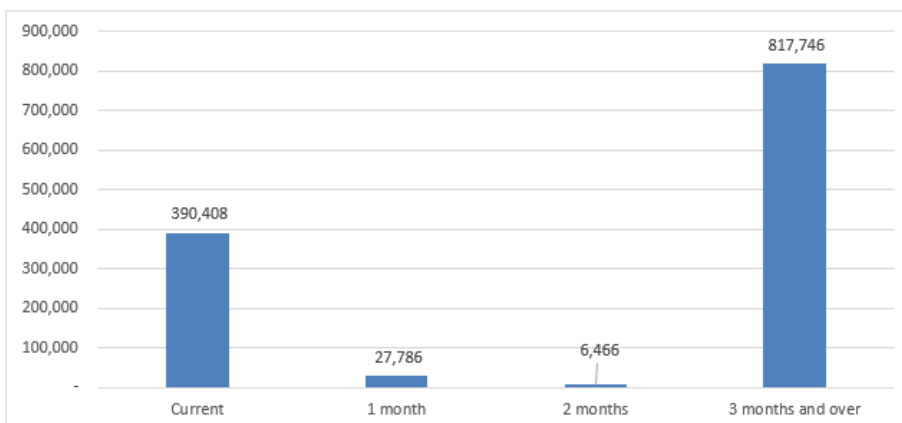
### Average Debtor Days

**79**

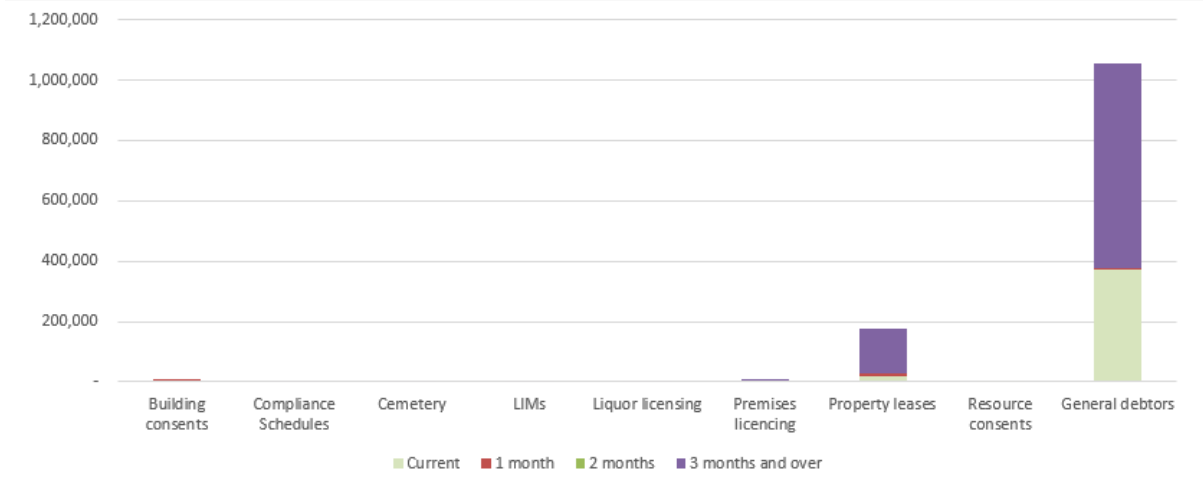
### Total Debtors Due

**\$ 1,242,406**

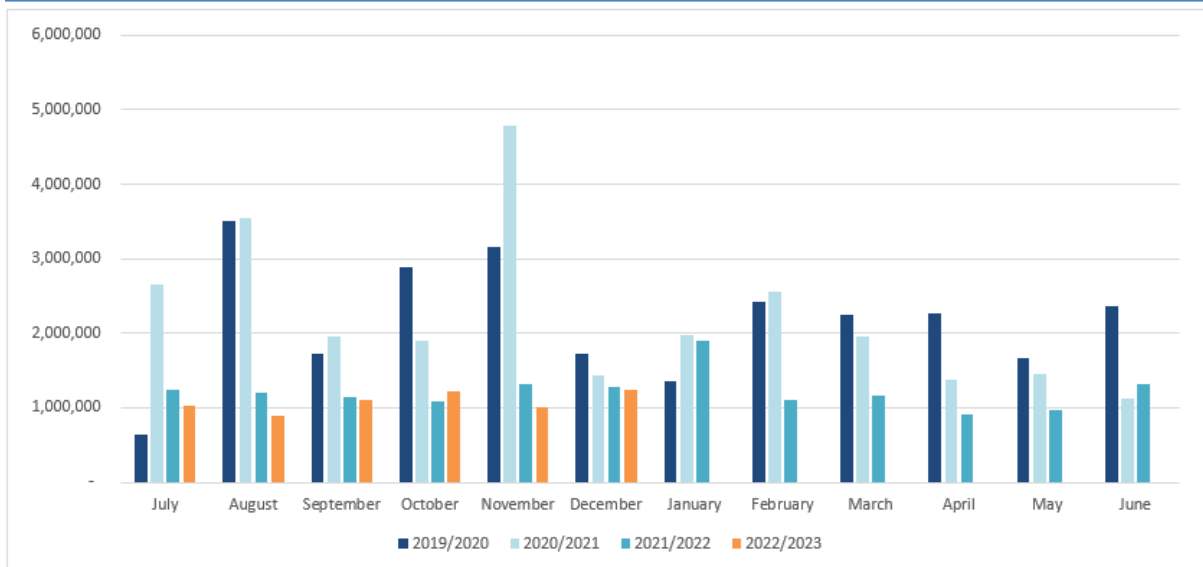
### Age Summary



### Trade Debtors by Category



### Debtor Balances



### Bad Debts written off

\$ -

### Number of Debtors by Category

Building consents	Compliance Schedule	Cemetery	Licenses Food/Liquor	Property Leases	Resource consents	Sundry Debtors
64	1	2	20	28	8	121



<b>Report to:</b>	<b>Council</b>	<b>File #</b>
<b>Date:</b>	22 February 2023	
<b>Subject:</b>	Risk Management Report	
<b>Prepared by:</b>	W Doughty – Chief Executive	
<b>Input sought from:</b>	S Poulsen - Finance Manager Full Management Team	
<b>Authorised by:</b>	W Doughty – Chief Executive	

## 1. BACKGROUND

This report presents the updated Risk Management Report as at February 2023.

Attachments:

1. Risk Register as at February 2023 – see A3 version at end of pack.

## 2. RECOMMENDATION

It is recommended that the Council:

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

## 3. SUMMARY

Attached to this report is an updated Risk Register. This has been reviewed and updated by the Management Team.

Updates are clearly identified for the Committee in the attached. Additions are included in bold, italics and underlined, and deletions struck out. Risk level changes are highlighted in yellow.

Of note:

- New risks identified:
  - Risk ID #32: - We have added a new risk relating to team wellbeing and the impacts of workloads, Covid-19, reforms, uncertainty and staff shortages
  - Risk ID #33: - This new risk is around the impacts of District Licensing Committee hearings on resourcing and budget.
- Several risks scores have increased:
  - Risk ID #2: - Building control BCA accreditation – we have increased the score following the loss of the Building Control Manager. Although recruitment is underway and interim arrangements are in place, we are mindful of the larger impacts if the vacancy is long term. Long-term arrangements are being considered
  - Risk ID #3 & #10: - depth of staffing and building control/other regulatory– there are two current vacancies in key management positions (Building Control Manager and Senior Manager Corporate Services). We have increased the use of external contractors to deliver TA functions
  - Risk ID #4: - District planning and national legislative changes – impacts of the RMA reforms are not fully determined. The initial acts will be released for consultation by the end of January 2023. We are working on a regional submission with CMF
  - Risk ID #17: - IT services hardware failure – the risk has slightly increased following the distribution of new IPAD devices to elected members (now paperless). We will continue to raise awareness with staff and elected members of potential IT threats
  - Risk ID #19: - Qualified annual report for 2021-2022 – the audit for the annual report 2021-2022 was delayed to Q1 2023. Audit has commenced and the team are currently working through audit queries

- Risk ID #21: - Information & Records Management – the IT team continue to monitor and train staff to ensure documents are being storing records on Laserfiche. We have increased the risk due to a number of documents being found on desktops and H-Drives
- Risk ID #24: - Contractor performance – our focus will be on KPI reporting with the Three Water contractor
- Risk ID #28: - Wakatu Quay project delivery – Coopers have pulled out as the developer/investor. Plan B is being drafted by KMDP for presenting to Council in March 2023
- Some risks have reduced scores e.g.:
  - Risk ID #13: - Robust decision making from elected members – the new Council have been inducted and a training programme is in place. Council Governance Training has been rescheduled for 22 March 2023
  - Risk ID #31 & #29: - Capital delivery and cost escalation – we are reviewing the capital programme procurement/delivery and putting procurement plans in place for key projects
- Please note that we have moved some of the commentary previously in the control plan column to the controls in place column to reflect they have now either occurred or are in place.

#### 4. FINANCIAL IMPLICATIONS AND RISKS

Most risks have financial implications and risks – these are taken into account in the compilation of the report.

#### 5. COMMUNITY OUTCOMES

The work is in support of all community outcomes.



##### Community

We communicate, engage and inform our community



##### Development

We promote and support the development of our economy



##### Services

Our services and infrastructure are cost effective, efficient and fit-for-purpose



##### Environment

We value and protect our environment



##### Future

We work with our community and our partners to create a better place for future generations

Risk Id	Risk quadrant	Department	Activity	Risk	Risk owner	Control owner	Risk category	Likelihood	Impact	Inherent Risk	Controls in place	Likelihood	Impact	Residual Risk	Control plan
Unique code for easy identification	Select either Council Risk or District Risk	Department	Council activity (e.g. water supplies)	Clear, unambiguous, brief description of the risk event and what the impact to Council would be (i.e. what the loss or gain will be if the event occurs)	Person accountable for ensuring the risk is monitored and controlled, and, where necessary, escalated	Person accountable for ensuring the control plan for the risk is implemented	Select either: (1) Health & Safety (2) Operational, (3) Political (4) Reputational, (5) Financial, (6) Environmental, or (7) Personnel	Based on Appendix B section 10.1 of the Risk Management Policy	Based on Appendix B section 10.2 of the Risk Management Policy	Total level of unmitigated risk	Description of existing controls	Based on Appendix B section 10.1 of the Risk Management Policy	Based on Appendix B section 10.2 of the Risk Management Policy	Level of risk that remains after taking the existing controls into account	Description of further controls (if required) from the detailed control plan developed by the risk owner
30	Council and District Risk	All	All	Substantial changes to the role of Councils arising from 3 waters and RMA planning reforms, purpose of local government review threaten the viability of KDC as a stand-alone entity and with its local democracy. Associated shorter term risks in respect of maintaining staff morale and retaining capability	Chief Executive	Chief Executive	Operational, Political	4	5	20	Proposed Three Waters, RMA and Local Government Reforms and changes largely outside of control of KDC.  Involvement in submission processes and C4LD where ever opportunity arises  RE: Staff morale, retention and recruitment - a number of actions being taken (refer risks 8, 3, 4, <b>10, 32</b> ). Risk increases as we get closer to 1 July 2024 (Three Waters Reform date)	4	5	20	Develop plan for retention of local government influence in Kaikoura post reform, and for progressive structural change towards that provides some reassurance to staff  Opportunistic actions RE: staff retention and recruitment when opportunities arise
3	Council Risk	Whole of KDC	HR	Depth of staffing - one tier deep - loss of key people, loss of institutional knowledge, difficult to recruit, lack of backup support, very limited opportunity for succession planning.	Chief Executive	Management team	Operational	5	4	20	Fair remuneration and staff benefits e.g. medical insurance. Regular team building exercises and training opportunities. Staff culture improved.  Use of shared BA resource to help document process and procedures.  Develop standard operating procedures: documented and agreed policies, and complete workflows, implementation of records management project. Team leader training. Develop a whole of team approach and encourage cross-department support. Keep job descriptions up to date.  Outsourcing of work to external when necessary. Re-assess approach if vacancy etc continues beyond short term.  <b>2 current vacancies in a key role involving core services- Building Consents-</b>  <b>2 current vacancies in key management positions.</b>	5	4	20	<b><u>Consideration of shared BCA arrangements for longer term.</u></b>  <b><u>Increased use of external contractor resource</u></b>
<b>32</b>	<b>Council Risk</b>	<b>Whole of KDC</b>	<b>HR</b>	<b><u>Team wellbeing and impacts of workloads, Covid-19, reforms uncertainty and staff shortages</u></b>	<b>Chief Executive</b>	<b>Management team</b>	<b>Operational</b>	<b>5</b>	<b>4</b>	<b>20</b>	<b><u>Workplace Support is in place for staff. Included in PDW process and focus from Management.</u></b>	<b>4</b>	<b>4</b>	<b>16</b>	<b><u>Development of a wellbeing action plan underway.</u></b>  <b><u>Implementation of a Flexible Working Policy in 2023.</u></b>  <b><u>Management Team to provide support to their teams.</u></b>  <b><u>Regular communication around reform agenda.</u></b>  <b><u>Report being prepared on financial implications of 3Waters Reforms for the organisation.</u></b>
31	Council Risk	Whole of KDC	All	<b>New Risk</b> — Rapid cost escalation (e.g. oil/Ukraine) and inflation effects on capital delivery and BAU costs and possible rates increases	Chief Executive	Executive team	Financial, Operational	5	4	20	Internal monthly reporting of capital projects and operational results within Management meetings  Some inflationary effects factored into 2022/2023 Annual Plan. Watching brief with Bancorp RE: effect on future borrowings	4	4	16	Cost escalation on materials experienced  Ongoing effects monitored to assess effects on 2023/2024 Annual Plan and current LTP forecasts  <b><u>Review of capital programme procurement and delivery</u></b>
7	Council Risk	Works & Services	Three-waters	Three-water reform, loss of critical mass <b>and financial consequences</b> , diminished ability to retain suitably qualified and experienced personnel	SMO: Senior Manager Operations	Chief Executive	Operational	4	5	20	With government making reforms mandatory now little prospect of significantly influencing outcome. Continued involvement in both the C4LD campaign and also DIA and LGNZ process.  Restructure of current roles following the departure of the Works & Services Manager and to future proof for the Three Waters Reform.	4	4	16	Need to envisage possible post-water reform structure of KDC to reduce potential capability loss  Further controls required when July 2024 Three Waters Entity transfer arrangements are clearer, especially for Council financial consequences and staffing issues in Council and IWK
2	Council Risk	Building & Regulatory	Building control	Loss of BCA accreditation	SMO: Senior Manager Operations	Building Control Manager	Operational	5	4	20	Ongoing investment in staff, resources and training, monitoring BCA audit outcomes  Accreditation achieved March/April. 2 Year low risk	4	4	16	<b><u>Loss of Building Control Manager. Recruitment underway and interim arrangements in place. Longer term arrangements are being considered</u></b>
28	Council Risk	Leadership	Wakatu Quay Development	Project does not deliver desired outcomes including positive financial result - financial implications to Council and community	Chief Executive	Chief Executive	Financial	4	4	16	Regular attendance by Elected Members and CEO at Governance Group with regular reporting to Council  CE has close interface with Governance Group, Elected Members and Runanga.  Development of alternative actions. Development of non-negotiables	4	4	16	Key decision required by September-22 on next-steps:  <b><u>Coopers have pulled out as developer/investor - Plan B is being drafted for March 2023</u></b>

25	Council Risk	Works and Services	Upper Waiiau Toa Bridge - land access	Rūnanga remain opposed to new bridge, with potential associated difficult / delay in resource consenting that may create regulatory or financial barriers if NZTA does not support fully. Failure to deliver project poses risks of legal action from landowners.	SMO: Senior Manager Operations	Chief Executive	Operational	4	4	16	Council Resolution 29/09/2021 supportive of progressing preferred option but incorporating more reactive response to erosion control to address concerns expressed by Runanga. Requests made to NZTA to extend financial support. Engagement continuing with Runanga to explore best way of managing different views.  Ongoing discussion with Runanga for them to provide sufficient comfort to Waka Kotahi (NZTA) to enable project to continue.	4	4	16	Procurement process for bridge to incorporate sufficient flexibility to accommodate possible budgetary challenges.  Resource consent to be submitted in August, <b><u>however continued delays in consent processing. Waka Kotahi board decision to extend funding to 30th June 2025 and increased budget to \$13.7m.</u></b>
16	Council Risk	Leadership	Leadership	Lack of progress following both senior management and operational interactions with Runanga result in delays in projects and BAU	Chief Executive	Executive team	Operational	4	4	16	Regular meetings with Te Runanga and Mana to Mana Hui held, and some issues discussed  In addition specific project meetings held for key capital projects in particular.	4	4	16	Development a formal partnership agreement to establish framework for relationship.  Continued Governance hui's to discuss key issues. These to include further highlighting of difficulties for Council projects and operations.  MOU and SLA to be developed. Cultural awareness activities to be undertaken.  Controls being worked on but little progress to date in terms of physical agreements
29	Council Risk	Leadership	Capital Delivery	Covid-19 related and worldwide supply delays to major projects impacts on ability to deliver capital programme. Covid-19 risk on delay of materials	Chief Executive	Executive team	Operational	4	4	16	Monthly reporting of all projects. Early identification of issues and contingency plans provided from Management meetings  Some delay in sourcing supplies emerging / no major impact to date but risk remains.	4	3	12	Watching brief for further materials delays  Clearly signal capital carry forwards  <b><u>Procurement plans for key projects.</u></b>
24	Council Risk	Whole of KDC	Contractor performance risk	Sub-optimal or poor contractor performance (including health & safety) and/or additional costs	SMO: Senior Manager Operations	Management team	Operational	4	4	16	Experienced and full compliment of current works and services team, exercising better oversight of activities under improved contract documents that more clearly specify required outcomes. Increasing focus on health & safety documentation. Priorities for major contractor works being clarified in LTP.  Contractor reports are received monthly from the Roading Contractor, contains H&S reporting.	4	3	12	Ensuring the contractor understands the contract obligations. Continually improving procurement processes and contracts for quality outcomes and to include better health & safety requirements  <b><u>Focus on KPI reporting with 3 Waters contractor</u></b>
14	Council	Whole of KDC	All	Covid-19 related loss of business continuity	Chief Executive	Chief Executive	Operational	4	4	16	Business continuity plans in place. <del>Staff vaccination policy</del>  Consideration of trigger levels that look to rotation of staff working from home vs in the office to reduce spread throughout the workforce at once. Identification of critical workers for essential services.  Ongoing management of staff and close contact cases and impact on service delivery	4	3	12	<b><u>The staff vaccination policy has been removed in line with national policy. Impacts continue to be monitored and business continuity measures implemented as required.</u></b>
21	Council Risk	Community Services	Information & Records Management	Records and documents can't be accessed reasonably or found, due to lack of information management processes across the organisation	SMC: Senior Manager Corporate Services	Community Services Manager	Operational and reputational	5	3	15	Laserfiche procured and operational.  Many Staff now using Laserfiche but uptake across organisation is slow. Evidence of IT audit January 2023 shows high number of files being kept on desktops. Project Manager in place shared with Hurunui District Council.  Local Information Management Officer in place. Dedicated time factored into weekly schedule. Files scanned and inputted in Laserfiche as created or requested internally or externally.  Retention and disposal plan under development. R:Drive locked, readable only and being transferred into Laserfiche	4	3	12	Continued monitoring and training to ensure 100% uptake of staff using Laserfiche.  Further assessment of ability / resources to make greater progress as full electronic records for property files in particular still are years away.  <b><u>Likely to require significant time and cost.</u></b>
12	District Risk	Works & Services	Water supplies	Drinking water transgression, people get sick or die	SMO: Senior Manager Operations	Works & Services Manager	Health & safety	3	5	15	Water treatment facilities are in place, are well maintained, and water testing regimes are followed. Water Safety Plans are in place, and two boil water notices remain.  Upgrades to water treatment facilities, secure water sources, work to remove boil water notices.  DIA reform money addressing the risk	2	4	8	<b><u>Boiled water notice lifted for Fernleigh.</u></b>  <b><u>Regular interface with regulator</u></b>  <b><u>Water safety plans in place.</u></b>
10	Council Risk	Building & Regulatory	Building control and other regulatory	Statutory non-compliance (e.g. failure to conduct BWOFs, enforcement activities)	Team Leader Community Facilities & Regulation	Senior Manager Operations	Operational	4	3	12	Ongoing investment in staff, resources and training Some re-focussing of duties within operations team to enhance efficiency of monitoring and enforcement.	4	3	12	<b><u>External resources to assist with TA functions</u></b>

4	Council Risk	Strategy & policy	District planning	National legislative changes are too rapid, too complex, and/or too constant - challenging capacity within staff to keep up	SMC: Senior Manager Corporate Services	Strategy, Policy & Planning Manager	Operational	4	3	12	Active member of Regional Planning Network, access work from other Councils, use consultants if required  Canterbury region sharing resource to enable combined assessments and submissions  Stay abreast of changes, support sector submissions (KDC has a very low level of influence), created roadmap for district plan and legislative changes.  <u>Early indications are that National Policy Statement re Biodiversity may be known in August and that very challenging timeframes and costs for KDC may still be included. KDC submission is unlikely to have influenced outcomes or timeframes. Awaiting confirmation of NPS.</u>  <u>Impacts of RMA reforms not fully determined.</u>	4	3	12	Early indications are that National Policy Statement re Biodiversity may be known in August and that very challenging timeframes and costs for KDC may still be included. KDC submission is unlikely to have influenced outcomes or timeframes. Awaiting confirmation of NPS.  Impacts of RMA reforms not fully determined.  <u>Initial acts to be released for consultation by the end of January 2023. Full implications as yet unknown. Working on a regional submission with CMF.</u>
26	Council Risk	Whole of KDC	RMA consent compliance monitoring and enforcement	Continuation of KDC historic practice of reactive rather than proactive monitoring and enforcement of consent conditions will result in material breaches	Senior Manager Operations & Senior Manager Corporate Services	Chief Executive	Political or Reputational	4	3	12	Historic approach and resource levels restrict the ability to proactively monitor compliance  Resource Management Officer on 0.2 full-time equivalent through secondment from Environment Canterbury. In addition part of a Regulatory Officer has been allocated, where available to monitoring. A draft plan has been created for priorities bearing in mind the small FTE	3	3	9	<u>Further proactive monitoring compliance will require additional resource.</u>
15	Council Risk	Strategy & policy	District planning	Statutory non-compliance (planning decision subject to challenge)	SMC: Senior Manager Corporate Services	Strategy, Policy & Planning Manager	Operational	4	3	12	Staff are adequately trained, adherence to current district plan, use of qualified consultants as required.  With longstanding staff vacancy affecting resource consent outsourcing increased internal management oversight of decision making processes by externals.  Additional pressures are being placed on Stat timeframes with outsourcing but still manageable at this time.  Aware of national shortage of planners with many councils and central government departments recruiting. In addition some external contractors are declining work due to workload.  With Covid-19 lockdowns having reduced opportunity, careful planning of staff annual leave is needed (balancing annual leave vs statutory requirements).  Consent timeframes excluded due to "special circumstances" where necessary	3	3	9	
13	Council Risk	Leadership	Council	Not robust decision-making from elected members	Chief Executive	Executive team	Political or Reputational	3	4	12	Reports to Council are well-researched and presented, staff give competent advice, elected members receive induction training.  Independent committee member appointed for FARC.  Difficult or contentious issues are workshopped to enable full understanding prior to a decision being required at a Council meeting. No surprises	3	3	9	Elected members receive ongoing training, including on legislative matters.  Ensure key decisions required are scheduled before Election period.  <u>New council induction held and training programme in place. Emergency Management overview to be held with Elected Members.</u>
9	District Risk	Strategy & policy	District planning	District Plan is sub-optimal, there is both permissive and restrictive land use, that may have undesirable effects.  In addition RMA reforms suggest regional plans going forward which would include Kaikoura's sub-optimal plan	SMC: Senior Manager Corporate Services	Strategy, Policy & Planning Manager	Environmental	4	3	12	Roadmap for revised District Plan produced. Presented to council. Included in LTP  Delivery plan developed. External advisors in place with Year 1 project plan in place November 2021 External resources contracted for 2021/2022 work. Natural Hazards Chapter nearly complete. National planning standards re-housing nearly complete. Looking to advance Year 2 planning including Runanga involvement and spacial planning	3	3	9	<u>Spatial plan contract amended prior to Christmas - New Year start.</u>

18	Council Risk	Whole of KDC	IT services	Data privacy breach - Individual information or contact database is accessed without authorisation	SMC: Senior Manager Corporate Services	Finance Manager	Political or Reputational	3	4	12	Firewalls are in place, laptops and devices are password protected.  Increased focus on cyber security. Free Privacy Act training modules available for staff to gain an understanding.  Personal devices owned by staff and elected members don't have the same protection protocols in place. Would require IT to enforce 6-digit pin numbers and other protection measures.  Staff Privacy Act training.  <u>Data regularly exported (e.g. to Quotable Value and Environment Canterbury) could be encrypted - IT to advise.</u>	2	4	8	Data regularly exported (e.g. to Quotable Value and Environment Canterbury) could be encrypted - IT to advise.
6	Council Risk	Works & Services	Roading	Poor network resilience and a backlog of work resulting in poor roads and financial burden, and community impact	SMO: Senior Manager Operations	Works & Services Manager	Operational	3	4	12	Adoption of the LTP with the investments included will enable reseal backlog to be dealt with over the programmed six years.  Final Waka Kotahi funding has increased and is being applied to additional capital works in order to accelerate the programme to eliminate the backlog.  RAMM (Road Asset Maintenance Management) validation completed and improvement plan being developed. NCTIR Haul Roads scheduled to be completed within budget.  Year 1 delivery successful (although Ludstone Road delayed to Year 2 to align with IAF projects)	2	3	6	This year's activities will focus on delivery of the budgeted programme and preparation for years 2 and 3.  <u>Reseal programme allocated for delivery in Q1 2023.</u>
5	Council Risk	Works & Services	Asset management	Lack of knowledge about KDC assets, especially critical infrastructure	SMO: Senior Manager Operations	Works & Services Manager	Operational	3	4	12	Significant progress made on improving asset knowledge and preparing Infrastructure Strategy and AMP's to support LTP. ADAPT asset management system in place and being used for waters assets. Proposed 3 waters reforms would remove some longer term risks to Council  <u>Continuing focus for Works &amp; Services Team.</u>	2	2	4	Continuing focus for Works & Services Team.
33	Council Risk	Whole of KDC	Financial management, HR	District Licensing Committee hearings impacts on resourcing and budget	Chief Executive	Chief Executive	Financial, Operational	4	3	12		4	2	8	<u>Consideration of fees and charges in the Annual Plan and resourcing in the Regulatory Team.</u> <u>Consider further educational awareness initiatives</u>
19	Council Risk	Leadership	Leadership	Qualified annual report for 2021-2022	Chief Executive	Management team	Political or Reputational	5	2	10	Suitably qualified and experienced staff complete the annual report. Currently inadequate systems in place for service performance reporting.  Improved capture of performance reporting in place - year end review will assess whether qualification can be avoided.  <u>Annual Report 2020/2021 has been approved.</u>	4	2	8	Annual Report 2020/2021 has been approved.  Focus on Annual Report 2021-2022  <u>Delays to audit until Q1 2023 for Annual Report 2021-2022. Audit has commenced and the team are currently working through audit queries.</u>
27	Council Risk	Communications	Council website software not supported	Potential failure of the Council website may not able to be rectified and potential for full website to be inoperative	Senior Manager Corporate Services	Chief Executive	Operational	3	3	9	Procurement completed for new website supplier. Timeline for programme developed. New Communications Officer in place and engaged.  Communications Officer allocated additional time to focus on new website content and migration plan	3	3	9	Staff resource will be stretched to implement. To be addressed by staged implementation with supplier and IT.  <u>New website development is on track.</u>  <u>Priority content has been migrated.</u>
20	Council Risk	Whole of KDC	Financial management	Fraud - whether misappropriation of cash, theft of assets or cash, or some other fraud/corruption	Executive team	Management team	Financial	3	3	9	Segregation of duties within finance team, daily checking of banking and cash handling, regular financial reporting, financial delegations enforced.  Cash Handling Policy has been updated and endorsed by the Finance, Audit & Risk Committee in August 2021. Monthly internal reconciliation process.	3	2	6	Increased internal auditing and deep dives

11	Council Risk	Whole of KDC	Financial management	Unplanned costs, overspends, loss of revenue streams	Chief Executive	Management team	Financial	3	3	9	Financial delegation limits, budget supervision, monthly reporting of variances  Robust LTP and Annual Plan processes  Budget variances closely monitored.  Monthly Management meetings reviewing capital and operational expenditure.  Deployed greater accountability for budget overruns, financial reporting brought to management teams, whole of team approach to budgets  Risks remain for any contracts or commitments that exceed budget provisions - the financial reporting only brings these to attention after the commitment has been made. Mitigated by involvement of Senior Managers and CEO and regular management meetings regarding operational and capital expenditure	2	3	6	
17	Council Risk	Whole of KDC	IT services	IT hardware failure	SMC: Senior Manager Corporate Services	Finance Manager	Operational	2	4	8	Backups are undertaken 3 times daily, stored offsite. Backups kept for daily, monthly and yearly iterations.  Document management system now up and running, the document management system does not have cloud-based storage (its on one of our new onsite servers). This risk is mitigated by the backups described as above.  New server has now arrived and operational (this is the last of the older servers).  Core servers - all now replaced, new laptops arrived or ordered to replace PC's (Covid delivery delays)  <u>Secure elected members devices issued</u>	2	3	6	Hardware replacement policies required.  <u>Ongoing awareness of potential threats</u>
1	Council Risk	Whole of KDC	Financial management	Long-term financial position: Major unforeseen projects or disaster events raise our debt levels too high	Chief Executive	Executive team	Financial	2	4	8	Financial delegation limits, budget supervision, monthly reporting of variances, asset management planning, and inputs to Long Term Plan. LTP approved. Headroom remains Current debt levels leave headroom.	1	3	3	Would require very major event as headroom significant
22	Council Risk	Community Services	Emergency Management	Other priorities resulting in failure to adequately train for emergency event	SMC: Senior Manager Corporate Services	Community Services Manager	Operational	2	3	6	Regular meetings and significant EOC specific training  Enhanced relationships and training with other local first responders. Excellent relationship with Canterbury Group EM  EMO contract extended for a further year.  Clear understanding of who does what in the event of a disaster. New staff trained as they arrive	2	3	6	Developing clearer operating procedures for all function managers. Will always need external resource for significant local event.  <u>Controller refresher training to be scheduled in 2023</u>
23	Council Risk	Whole of KDC	Leadership	Natural disaster - effect on community: earthquake, tsunami, major flood event	Chief Executive	Executive team	Operational	1	5	5	Emergency Management Officer and Function Managers are up to date with CIMS training, whole of KDC participation in regional exercises, liaison with regional civil defence agencies, regular catchups with local responders (police, fire, hospital, Red Cross etc)  EMO contract extended for a further year.  <u>Develop clear operating procedures for all function managers with a clear understanding of who does what in the event of a disaster. Ensure CEO support to EMO for implementing controls.</u>	1	5	5	Develop clear operating procedures for all function managers with a clear understanding of who does what in the event of a disaster. Ensure CEO support to EMO for implementing controls.  Will always need external resource for significant local event
8	Council Risk	Whole of KDC	HR	Major disaster - business continuity	Executive team	Team leaders	Operational	1	5	5	Regular EOC function manager training, documented processes, EOC cupboards stocked, participate in Exercise Pandora, IT backups and disaster recovery plans in place  Policy and procedures review and update commenced. BCP plans in place for Covid.	1	3	3	Develop clear operating procedures for all function managers with a clear understanding of who does what in the event of a disaster

<b>Report to:</b>	<b>Council</b>
<b>Date:</b>	22 February 2022
<b>Subject:</b>	Reserves and Special Funds as at 31 December 2022
<b>Prepared by:</b>	C Kaa - Management Accountant
<b>Input sought from:</b>	
<b>Authorised by:</b>	S Poulsen – Finance Manager

## 1. PURPOSE

The purpose of this report is to provide the Finance, Audit & Risk Committee with a detailed update on the status of the Council's reserves and special funds. These are provided on a six monthly basis.

Attachment:

- i. Reserves and Special Funds as at 31 December 2022.

## 2. RECOMMENDATION

That the Council receives this report.

## 3. SUMMARY

Reserves and Special Funds are the accumulation of funds held for specific purposes, and fall within two categories:

Reserves are funded by targeted rates, and so they are to ensure they are only used for the purpose of the specific targeted rate. By way of example, the Roading Rate is used for roading-related costs, Kincaid water rates are used for the Kincaid water supply, etc.

Special Funds are established where the Council has received a grant or separate revenue, and that revenue is for a specific purpose. These funds are a self-imposed tracking tool to ensure that grants are fully spent as intended. We have also included carry forwards agreed as part of any Long Term or Annual Plan approval.

### ***Report as at 31 December 2022:***

The report has identified some reserves and funds that are in a deficit position (a number of these are carried forward from prior years). This is not a final report for 31 December 2022 as there will still be some end of year adjustments to be made that will affect the opening balances at 1 July 2022

## 4. FINANCIAL IMPLICATIONS AND RISKS

Regular monitoring and reporting on the Council reserves and special funds is important to keep track of available cash, loans, and grant revenue. This provides assurance to the Committee, Council and the community that such funds are being used for the purposes intended.

## 5. COMMUNITY OUTCOMES SUPPORTED



**Community**  
We communicate, engage and inform our community



**Development**  
We promote and support the development of our economy



**Environment**  
We value and protect our environment



**Future**  
We work with our community and our partners to create a better place for future generations





Services  
Our services and infrastructure  
are cost effective, efficient and fit-  
for-purpose

## **6. SIGNIFICANCE OF DECISION**

The decision to receive this report is not considered significant in terms of the Council's Significance and Engagement Policy.

## **7. RELEVANT LEGISLATION**

The Local Government Act 2002 states that a local authority should ensure prudent stewardship and the efficient and effective use of its resources in the interests of its district or region.

## **8. COMMUNITY VIEWS**

No community views were sought in relation to this report

Reserves & Special Funds				as at 31 December 2022	
Reserves	Opening balance 1 JULY 2022	Inflow	Interest applied	Outflow	Closing balance
Kaikōura Water Cohort	651,784	506,623	-	531,117	627,290
East Coast Rural Water	54,390	37,655	-	60,772	31,273
Kincaid Rural Water	206,143	39,812	-	63,707	182,247
Fernleigh Rural Water	38,248	46,873	-	68,260	16,861
Roading BAU Reserve	266,098	1,054,858	-	1,292,614	28,342
Roading Emergency Reserve	170,071	17,861	-	23,243	164,688
Footpaths & Streetlights	19,970	213,990	-	125,037	108,923
Recycling	54,695	128,170	-	112,104	70,762
District Plan	(2,218)	152,658	-	115,272	35,169
Stormwater	177,202	30,243	-	46,137	161,307
Sewerage	223,488	335,415	-	367,576	191,327
Tourism & Marketing Reserve	(39,313)	112,223	-	112,500	(39,589)
Commercial Rate	(6,753)	77,309	-	78,111	(7,555)
Harbour	140,455	209,222	-	106,727	242,949
Registered Premises	(54,351)	61,910	-	90,503	(82,943)
Town Centre	(19,815)	67,068	-	61,814	(14,561)
Civic Centre	(371,908)	238,435	-	403,343	(536,816)
Stock Control	21,415	(15)	-	497	20,904
Earthquake Rooding	-	274,348	-	274,348	-
<b>Totals (01 99 99 GNRE)</b>	<b>1,529,602</b>	<b>3,604,657</b>	<b>-</b>	<b>3,933,681</b>	<b>1,200,578</b>

Special Funds	Opening balance 1 JULY 2022	Inflow	Interest applied	Outflow	Closing balance
Social Services Committee (Community Se	5,125	-	-	-	5,125
Tourism Strategy Fund	34,623	-	-	-	34,623
Creative NZ	6,715	9,975	-	6,451	10,239
George Low Trust	60,008	4,500	-	3	64,505
Economic Development Fund	87,797	40,459	-	-	128,256
Three Waters Stimulus Package	(374,138)	376,000	-	1,862	(0)
Forestry Fund	1,087,088	-	-	104,958	982,130
Significant Natural Areas Fund	21,889	-	-	-	21,889
Parks & Reserves Development	122,473	11,000	-	-	133,473
Pensioner Flats	25,290	53,966	-	83,495	(4,239)
Community Facilities Fund	1,024,978	141,700	-	-	1,166,678
Vehicle & Plant Renewal	(0)	-	-	-	(0)
Waste Minimisation Levy	77,555	16,019	-	-	93,574
Landfill Site Aftercare	153,832	7,500	-	-	161,332
Library Grants	2,068	11	-	-	2,079
Family Violence Prevention	29,597	51,709	-	28,496	52,809
Responsible Camping Fund	134,876	-	-	13,644	121,232
Financial Sustainability Project Fund	132,149	-	-	14,167	117,983
Mayoral Fund	32,655	-	-	-	32,655
Airport	59,776	54,865	-	59,560	55,081
Building Accreditation Fund	167,043	9,428	-	5,199	171,272
Wakatu Quay Provisional Growth Fund	(359,189)	766,429	-	211,966	195,274
South Bay Feasibility Provisional Growth F	(33,766)	490,532	-	58,430	398,336
Legal challenges Fund	96,620	-	-	6,357	90,263
Environmental Planning Fund	17,728	-	-	-	17,728
<b>Totals (01 99 99 SPFU)</b>	<b>2,612,794</b>	<b>2,034,093</b>	<b>-</b>	<b>594,589</b>	<b>4,052,297</b>
<b>*key surplus/(deficit)</b>	<b>TOTAL SPECIAL FUNDS &amp; RESERVES</b>				<b>\$ 5,252,875</b>

<b>Report to:</b>	<b>Council</b>	<b>File</b>
<b>Date:</b>	22 February 2023	
<b>Subject:</b>	Marlborough Regional Forestry Joint Committee Agreement	
<b>Prepared by:</b>	S Poulsen - Finance Manager	
<b>Input sought from:</b>	M Fletcher - Chief Financial Officer, Marlborough District Council	
<b>Authorised by:</b>	W Doughty - Chief Executive Officer	

## 1. SUMMARY

The Marlborough Regional Forestry Joint Committee Agreement has been presented to the Finance Audit & Risk Committee at the meeting on 10 February 2023, and was endorsed. The Marlborough District Council has agreed to renew this Joint Agreement.

Attachments:

1. Marlborough Regional Forestry Joint Operating Committee Agreement.

## 2. RECOMMENDATION

THAT the Council:

- a) Receives this report; and
- b) Agrees to renew the Marlborough Regional Forestry Joint Committee Agreement with the Marlborough District Council for the operation of the Marlborough Regional Forestry estate.

## 3. BACKGROUND

- 3.1 Marlborough District Council and Kaikōura District Council have formed a joint operating committee for the management of the MRF Forestry estate.
- 3.2 The Agreement (attached as Appendix 1), initially prepared by Simpson Grierson, was originally approved by Council in 2015 and renewed at its March 2017 and December 2019 meetings.
- 3.3 The Committee has worked well, achieving good returns for both Councils on a sustainable basis. No issues were raised by the previous Joint Committee to be addressed at this renewal.
- 3.4 Section 15(1) of the Local Government Act 2002 requires that by 1 March after each triennial general election of members, that Joint Committee Agreements must be renewed.
- 3.5 As the current agreement has worked well and no issues have been raised by the previous Joint Committee it is recommended that Council agree to continue the Agreement.

## 4. FINANCIAL IMPLICATIONS AND RISKS

The Joint Committee functions with no direct cost to Council, and is responsible to oversee the MRF operations and production forest management. It has the primary aim to create a resource which has the best financial return from its forests on a sustainable basis.

### Community Implications

There are no implications for the community of the Kaikōura district.

### Risk Management

No particular risks have been identified associated with this agreement.

## Health and Safety

There are no health and safety concerns associated with this agreement.

## 5. RELEVANT LEGISLATION

### Policy

This matter not a matter of significance in terms of the Council's Significance and Engagement Policy.

### Legislation:(Local Government Act 2002, Clause 30A of Schedule 7)

This clause requires any Council appointing a joint committee to enter into a Joint Agreement, and sets out what must be included in the agreement and its requirements to be renewed.

## 6. COMMUNITY OUTCOMES SUPPORTED



### Community

We communicate, engage and inform our community



### Development

We promote and support the development of our economy



### Services

Our services and infrastructure are cost effective, efficient and fit-for-purpose



### Environment

We value and protect our environment



### Future

We work with our community and our partners to create a better place for future generations

## 7. DELEGATIONS

The Council has delegation to extend this Joint Agreement.

## 8. COMMUNITY VIEWS

No community views have been sought in relation to this decision.

# MARLBOROUGH REGIONAL FORESTRY JOINT COMMITTEE AGREEMENT

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**MARLBOROUGH DISTRICT COUNCIL**

**KAIKŌURA DISTRICT COUNCIL**

 **Simpson Grierson**

Barristers & Solicitors

Auckland, Wellington & Christchurch

New Zealand

[www.simpsongrierson.com](http://www.simpsongrierson.com)

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**PARTIES**

- 1. MARLBOROUGH DISTRICT COUNCIL**
- 2. KAIKŌURA DISTRICT COUNCIL**

**BACKGROUND**

- A. In 1970, the Marlborough Forestry Corporation (**Corporation**) was established under the Marlborough Forestry Corporation Act 1970. The Corporation was the owner of a number of forestry blocks.
- B. At the time of establishment of the Corporation, there were a number of constituent authorities including the Kaikōura County Council and the Marlborough County Council. Each constituent authority was entitled to appoint one member of the Corporation.
- C. The Marlborough Forestry Corporation Act 1970 was repealed by the Marlborough Forestry Corporation Act Repeal Act 1996 (**Repeal Act**) on 1 July 1996. The Repeal Act provided that the liabilities and undertaking of the Corporation were vested in the Marlborough District Council and the Kaikōura District Council (**Councils**) as tenants in common in the following shares:
  - (a) Marlborough District Council – 885/1000 shares:
  - (b) Kaikōura District Council 115/1000 shares.
- D. The undertaking was defined in section 2 of the Repeal Act and included all of the Corporation's land and all forests that comprised principally exotic trees growing or standing on the land, as well as all improvements on the land, and all associated equipment.
- E. The Repeal Act was repealed by section 269 of the Local Government Act 2002.
- F. For some time, the Councils have appointed a joint operating committee to oversee the operation of the undertaking.
- G. Clause 30A of Schedule 7 of the Local Government Act 2002 came into force in 2014. This clause requires any Council appointing a joint committee to enter into a joint agreement. The joint agreement must specify:
  - (a) the number of members each local authority or public body may appoint to the committee; and
  - (b) how the chairperson and deputy chairperson of the committee are to be appointed; and
  - (c) the terms of reference of the committee; and
  - (d) what responsibilities (if any) are to be delegated to the committee by each local authority or public body; and
  - (e) how the agreement may be varied.
- H. In light of clause 30A, the Councils have entered into this Agreement.

## THIS AGREEMENT RECORDS THAT:

### 1. DEFINITIONS AND INTERPRETATION

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#### 1.1 **Definitions:** In this agreement, unless the context indicates otherwise:

**Councils** means the Marlborough District Council and the Kaikōura District Council

**Joint Committee** means the Joint Committee commonly known as the Marlborough Regional Forestry Joint Committee

**LGA02** means the Local Government Act 2002

**Undertaking** means the undertaking as defined in section 2 of the Marlborough Forestry Corporation Act Repeal Act 1996, and includes approximately 5,000 hectares of commercial forest with 4,321 hectares owned and the balance in predominantly leasehold title.

#### 1.2 **Interpretation:** In this agreement, unless the context indicates otherwise:

(a) **Defined Expressions:** expressions defined in the main body of this agreement have the defined meaning throughout this agreement, including the background;

(b) **Headings:** clause and other headings are for ease of reference only and will not affect this agreement's interpretation;

(c) **Parties:** references to any party include that party's executors, administrators, successors and permitted assigns;

(d) **Persons:** references to a person include an individual, company, corporation, partnership, firm, joint venture, association, trust, unincorporated body of persons, governmental or other regulatory body, authority or entity, in each case whether or not having a separate legal identity;

(e) **Plural and Singular:** references to the singular include the plural and vice versa;

(f) **Clauses/Schedules/Attachments:** references to clauses, schedules and attachments are to clauses in, and the schedules and attachments to, this agreement. Each such schedule and attachment forms part of this agreement;

(g) **Statutory Provisions:** references to any statutory provision are to statutory provisions in force in New Zealand and include any statutory provision which amends or replaces it, and any by-law, regulation, order, statutory instrument, determination or subordinate legislation made under it;

(h) **Negative Obligations:** any obligation not to do anything includes an obligation not to suffer, permit or cause that thing to be done;



- (i) **Inclusive Expressions:** the term includes or including (or any similar expression) is deemed to be followed by the words without limitation; and
- (j) **Documents:** references to any document (however described) are references to that document as modified, novated, supplemented, varied or replaced from time to time and in any form, whether on paper or in an electronic form.

## **2. CONTINUATION OF JOINT COMMITTEE**

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- 2.1** The Councils acknowledge the previous appointment of the Joint Committee and agree to the continued appointment of the Joint Committee on the terms set out in this Agreement.

## **3. MEMBERSHIP**

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- 3.1** The number of members of the Joint Committee must be no less than 4 members and no more than 6 members.
- 3.2** Marlborough District Council must appoint 2 members from amongst its elected members and may at any time discharge either of those members and appoint another in his or her stead.
- 3.3** Kaikōura District Council must appoint 1 member from amongst its elected members, and may at any time discharge that member and appoint another in his or her stead.
- 3.4** Marlborough District Council must appoint at least 1 independent member who must not be an employee or member of the Councils. Before appointing the independent member, Kaikōura District Council must agree to the appointment. The Marlborough District Council may at any time discharge the independent member and appoint another in his or her stead provided the Kaikōura District Council agrees to the discharge and subsequent appointment as the case may be.

## **4. CHAIRPERSON AND DEPUTY CHAIRPERSON**

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- 4.1** The Joint Committee may appoint its own Chairperson and Deputy Chairperson from amongst its members.

## **5. RULES APPLYING TO COMMITTEE MEETINGS**

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- 5.1** Subject to this clause, the Marlborough District Council's Standing Orders apply to the Joint Committee.

**5.2** Each member of the Joint Committee has one vote on any motion before the Joint Committee. However, in the case of equality of votes, the Chairperson, or the person presiding at the meeting, has a casting vote.

**5.3** In accordance with clause 30A(6)(b)(i) of Schedule 7 of the LGA02, the quorum at a meeting of the Joint Committee is 2, even if there are vacancies in the Committee's membership. However, the quorum must include at least 1 member appointed under clause 3.2 and at least 1 member appointed under either clause 3.3 or clause 3.4 of this Agreement.

## **6. TERMS OF REFERENCE OF JOINT COMMITTEE**

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**6.1** The Joint Committee is responsible for overseeing the operation of the undertaking. The primary aim of production forest management is to create a resource that will provide the best financial return from its forests on a sustainable basis.

**6.2** The Joint Committee is also responsible for ensuring the undertaking is managed using good forest management, health and safety and environmental practices at all times, including compliance with Marlborough District Council's Resource Management Plan provisions.

## **7. FUNCTIONS AND POWERS DELEGATED TO THE JOINT COMMITTEE**

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**7.1** The Councils delegate to the Joint Committee all the powers, duties and responsibilities to act on any matter necessary for the operation of the undertaking. This includes the power to enter into financial transactions provided that the combined expenditure budgets approved in the constituent Councils Long Term and Annual Plans are not exceeded by 10% unless approved by the constituent Councils.

**7.2** For clarity this delegation does not extend to:

- (a)** the purchase, sale and leasing of land;
- (b)** the granting of guarantees and indemnities; and
- (c)** the disposal of Emissions Trading units except to meet the requirements of the Emissions Trading Scheme itself.

## **8. VARIATION OF AGREEMENT**

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**8.1** No amendment to this agreement will be effective unless it is in writing and signed by a duly authorised senior representative of each Council.

## **9. ENTIRE AGREEMENT**

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- 9.1** This agreement records the entire understanding and agreement of the Councils relating to the matters dealt with in this agreement.
- 9.2** This agreement supersedes all previous understandings or agreements (whether written, oral or both) between the Councils relating to these matters.

## **10. DISPUTE RESOLUTION**

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- 10.1** A Council may, at any time while there is a genuine dispute relating in any way to this agreement (**Dispute**), give written notice (**Dispute Notice**) to the other Council specifying the subject matter of the Dispute and requiring that the Councils meet within 10 Business Days after delivery of the Dispute Notice, to attempt to resolve the Dispute (**Dispute Resolution Meeting**).
- 10.2** If the Councils fail to resolve the Dispute at the Dispute Resolution Meeting, or if a Council fails or refuses to attend the Dispute Resolution Meeting within the 10 Business Day period, or at the time and venue agreed in writing between the Councils, the parties will immediately be deemed to have submitted the Dispute to mediation by a single mediator agreed upon in writing by them or (if they are unable to agree on a mediator within 5 Business Days after the submission to mediation) nominated by the President for the time being of the New Zealand Law Society. In the event of any submission to mediation:
2. the mediator will not be acting as an expert or as an arbitrator;
  3. the mediator will determine the procedure and timetable for the mediation; and
  4. the Councils will share equally the cost of the mediation.
- 10.3** No party may issue any legal proceedings (other than for urgent interlocutory relief) relating to any Dispute, unless that party has first taken all reasonable steps to comply with clauses 10.1 to 10.2.

## **SIGNATURES**

Marlborough District Council

Kaikōura District Council

<b>Report to:</b>	<b>Council</b>	
<b>Date:</b>	22 February 2023	
<b>Subject:</b>	TAB Board Venue Policy Review	
<b>Prepared by:</b>	K Andrews – Policy Planner	
<b>Input sought from:</b>	M Hoggard - Strategy Policy and District Plan Manager	
<b>Authorised by:</b>	W Doughty – Chief Executive Officer	

## 1. SUMMARY

Kaikōura District Council is required to undertake a review of its TAB board venue policy every three years as required by section 97 of the Racing Act 2003 and the policy is now due for review.

There is currently only one venue operating TAB facilities in Kaikōura and it is considered the current policy is fit for purpose. Significant changes have occurred with technology associated with gambling, social venue betting shops where in person wager are no longer the only option. Given the change in technology and limited likelihood of future in person venues, no further changes are being recommended in this review. With the introduction of the TAB supports app, the use of the TAB Venue Policy to reduce harm is somewhat redundant.

## 2. RECOMMENDATION

It is recommended that:

- a) The Council receives this report for information.
- b) The Council agrees to Option One: Rollover the current TAB venue policy without the use of the special consultative procedure.

## 3. BACKGROUND

### Racing in New Zealand and the Kaikōura District

Racing contributions - report from racing TAB board

- Racing contributes more than \$1.6 billion to the New Zealand economy
- There are 9606 TAB races each year in New Zealand
- Over 400 community groups and charities benefit from the sharing of racing club facilities and resources.
- There has been a recent shift within local councils from combined TAB venue and class 4 gambling policies to separate policies. This came as a request from the New Zealand Racing Board which has since seen the separation of multiple councils' class 4 gambling and TAB board venue policies, including Kaikōura District Council
- As of the financial year 2020/2021, the Department of Internal Affairs reported \$385 nationwide expenditure from the NZ Racing Board (TAB).

### TAB Venues in Kaikōura

Since the last review in 2016

- There is one TAB venue currently operating in the Kaikōura District, as shown in table 1 below. Previously there were two venues, but the New Commercial Hotel was damaged as a result of the 2016 Kaikōura Earthquake and has since closed.
- The current TAB venue policy does not have a set limit on the number of TAB venues permitted in the District.
- Much has changed with technology since the original policy was drafted and currently the TAB offers several different wagering channels these include:
  - Betting at racetracks on race day
  - A national network of street front and social venue betting shops, one of New Zealand's largest retail networks, of which Kaikōura has one.

- A national chain of call centres. The Phonebet centres handle more operator-assisted calls than any other New Zealand call centre
- An online betting website
- A Touch Tone phone betting service
- A mobile application on Android and iOS

It is noted that wagering channels are constantly evolving to exploit emerging new technologies.

**Table 1: Locations of TAB boards in the Kaikōura district**

Name	Address	Type of Outlet
The Lobster Inn	115 Beach Road, Kaikōura	Pub TAB

## 4. ISSUES AND OPTIONS

### 4.1 Issues

#### 4.1.1 Community benefits

The New Zealand Racing Industry contributes to communities. Over 250 community organisations and charities are assisted financially by Racing Club New Zealand Racing Board, 2010).

#### 4.1.2 Change in Technology

Between 2004 and 2006 the term “smartphone” started to appear; a significant milestone in the evolution of technology. Phones began to seriously bridge the gap between something you used to make calls and send text messages, to something altogether more useful. With the use of smartphones and the development of the TAB app social betting venues are no longer the only option of wagering. The venues themselves are required to include meet the Racing (Harm Prevention and Minimisation) Regulations 2004, see below for more detail. Capping of venues is therefore unlikely to reduce problem gambling harm within Kaikōura.

#### 4.1.3 Problem gambling in the community and Kaikōura District

Online betting is a readily available option for people wanting to participate in betting on races. There are no statistics available for problem gambling within Kaikōura. 1.8% of adult New Zealanders are considered severe or moderate problem gamblers. Going by the 3915 resident adults in Kaikōura, 56 adults could potentially be severe to moderate problem gamblers (PGF Group, March 2021). There are no further statistics to further quantify problem gambling data in Kaikōura.

## 4.2 Options

### Option 1: Rollover existing policy without special consultative procedure

This is the recommended option.

The current policy allows for new tab venues to be established in the District with measures of control and there is currently no cap of the number of TAB venues permitted. The policy states that applicants must show existing proactive problem gambling policies and implementation plans. It is intended that the policy will be rolled-over without any major changes using special consultative procedure and publicly notified to give community opportunity for input.

It is considered that approaches such as a sinking lid and relocation policy are beneficial to locations with larger populations, or locations with a higher and more prevalent gambling risk.

## **Option 2: Amend TAB venue policy with a cap on TAB boards, using the special consultative procedure**

This is not the recommended option.

The special consultative procedure is only necessary when amending, changing, replacing or adopting the policy. This review aims to only have minor correction of the TAB venue policy which will not alter the outcome. This review considers the policy is still effective for the scale of gambling in the Kaikōura District Council and the review does not anticipate any changes (except minor) to the TAB venue policy.

Council could consider adding a cap on the number of TAB venue boards allowed to establish

## **Option 3: Rollover TAB venue policy using special consultative procedure**

This is not the recommended approach.

It is not required to use the special consultative procedure where no amendment to the policy is being made. There are no proposed amendments being made in this review of the TAB board venue policy. It is considered the current policy is still effective for the scale of TAB gambling in the Kaikōura District and the cost involved in public notification is not justifiable for this review.

## **5. COMMUNITY VIEWS**

The Act requires a policy on TAB venues to be adopted in accordance with the Local Government Act 2002 using the special consultative procedure. However, the Department of Internal Affairs advises that the special consultative procedure is not necessary if the policy is reviewed and rolled over without amendment. It is only necessary when adopting a policy for the first time or otherwise amending, changing or replacing the policy.

This review considers the current policy still fit for purpose. Therefore, it is recommended the policy be rolled over without consultation and the special consultative procedure.

## **6. FINANCIAL IMPLICATIONS AND RISKS**

It is considered the rollover of this policy will have a low impact on the community and have a low financial impact on the Council. There is currently only one TAB venue currently operating in the District and the rollover of this policy will have little to no adverse effects.

## **7. RELEVANT LEGISLATION**

**Gambling Act 2003:** This policy is required by the Gambling Act 2003.

### **Racing (Harm Prevention and Minimisation) Regulations 2004:**

This requires that there are no automatic teller machines available at a TAB venue, and that venues must display signage about affordable gambling and where to get help for problem gambling. In addition staff must be about approaching people who may be experiencing difficulties related to gambling.

**Gambling Amendment Act 2013:** The amendment act introduced a requirement for territorial authorities to consider a relocation policy in its TAB Venue policy in its next review. Consideration at future reviews is at the discretion of the territorial authority.

**Local Government Act 2002:** The Act requires territorial authorities to review this policy every three years. However, if the officer deems it necessary the policy be reviewed prior to this date.

### **Racing Industry Act 2020:**

Section 96 Territorial authority must adopt TAB venue policy

- (1) A territorial authority must adopt a policy on TAB venues
- (2) In adopting a policy, the territorial authority must have regard to the social impact of gambling within the territorial authority district.

- (3) The policy must specify whether or not new TAB venues may be established in the territorial district and where any TAB venues may be located, the territorial authority district and, if so, where they may be located.
- (4) In determining its policy on whether TAB venues may be established in the territorial district and where any TAB venues may be located, the territorial authority may have regard to any relevant matters, including-
  - (a) The characteristics of the district and parts of the district
  - (b) The location of kindergartens, early childhood centres, schools, places of worship and other community facilities
  - (c) The cumulative effects of additional opportunities for gambling in the district

**Section 97 Adoption and review of TAB venue policy**

- (1) A policy on TAB venues under section 96 must be adopted in accordance with the special consultative procedure set out in section 83 of the Local Government Act 2002
- (2) A policy may be amended or replaced only in accordance with the special consultative procedure, and this section applies to that amendment or replacement.
- (3) A territorial authority must, as soon as practicable after adopting, amending or replacing a policy on TAB venues, provide a copy of the policy to TAB NZ and the chief executive.
- (4) A territorial authority must complete a review of a policy within 3 years after the policy is adopted and then within 3 years after that review and each subsequent review is completed.
- (5) A policy does not cease to have effect because it is due for review or is being reviewed.

**8. COMMUNITY OUTCOMES SUPPORTED**



**Community**

We communicate, engage and inform our community



**Development**

We promote and support the development of our economy



**Future**

We work with our community and our partners to create a better place for future generations



## TAB Board Venue Policy 2023

### 1. OBJECTIVES

- 1.1 To minimise harm to the community caused by gambling
- 1.2 To allow those who wish to participate in TAB gambling to do so, safely and responsibly, within the district.

### 2. WHERE TAB VENUES MAY BE ESTABLISHED

TAB Venues may be established within the Kaikōura District subject to:

- 2.1 Meeting application and fee requirements;
- 2.2 The venue having a 'host responsibility' and gambling harm minimization policy and staff training program;
- 2.3 Not being a venue primarily associated with family or children's activities

### 3. HOST RESPONSIBILITY

- 3.1 All venue staff to have undertaken training on dealing with problem gamblers;
- 3.2 Applicants to show existing proactive problem gambling policies and implementation plans, and the ability to monitor and manage these.

### 4. APPLICATIONS

Applications for territorial authority consent must be made on the approved form and must provide:

- 4.1 Name and contact details of the applicant;
- 4.2 Street address of the premises;
- 4.3 A site plan covering both gambling and other activities proposed for the venue;
- 4.4 Any relevant gambling harm minimisation policies

### 5. APPLICATION FEES

These will be set by the Council from time to time, and shall include consideration of:

- 5.1 The cost of processing the application, including any consultation and hearings involved;
- 5.2 The cost of establishing and triennially reviewing the TAB Board Venue policy;
- 5.3 The cost of inspecting TAB Board Venues on a regular basis to ensure compliance with consent conditions;
- 5.4 A contribution towards the costs of triennial assessments of the economic and social impact of gambling in the district.

### 6. DECISION MAKING

- 6.1 Upon receipt of a complete application form containing all required information and the full application fee, the Council has 30 working days to determine a decision;
- 6.2 The decision on an application will be made at an officer level pursuant to delegated authority and be based on the criteria detailed in this policy.

### 7. MONITORING AND REVIEW

- 7.1 The Council will review the policy within 3 years of its adoption and then within 3 years after that review and each subsequent review is completed;



- 7.2 The Council will monitor the social and economic impact of gambling on the community as part of the policy review process;
- 7.3 The Council may amend this policy as a result of the findings of the social and economical impact monitoring;
- 7.4 Any review of amendment of this policy will be undertaken in accordance with the special consultative procedure outlined in the Local Government Act 2002.

## **8. COMMENCEMENT OF POLICY**

- 8.1 This policy will take effect from the day after its adoption by the Council.

<b>Report to:</b>	<b>Council Meeting</b>
<b>Date:</b>	22 February 2023
<b>Subject:</b>	Canterbury Local Authorities' Triennial Agreement
<b>Prepared by:</b>	Will Doughty – Chief Executive Officer
<b>Input sought from:</b>	Becky Makin – Executive Officer
<b>Authorised by:</b>	Will Doughty – Chief Executive Officer

## 1. PURPOSE

The purpose of this report is for the Council to consider approving the Canterbury local authorities' triennial agreement for the 2022-2025 triennial period.

## 2. SUMMARY

Section 15 of the Local Government Act 2002 requires that not later than 1 March after each triennial general election of members, all local authorities within each region must enter into an agreement under this section covering the period until the next triennial general election of members. The purpose of a triennial agreement is to ensure that appropriate levels of communication, co-ordination and collaboration are maintained between local authorities within the region.

This is a statutory requirement. A triennial agreement has been prepared and recommended for Council approval by the Canterbury Mayoral Forum. The Council could decline to approve the triennial agreement but it is required to have one in place, so it would need to give direction regarding any changes required or alternatives to consider, which would then require the approval of all other local authorities in the Canterbury region.

Attachments:

1. Canterbury Local Authorities' Triennial Agreement 2022-2025

## 3. RECOMMENDATION

It is recommended that the Council:

- a) Receives this report;
- b) Approve the Canterbury Local Authorities' Triennial Agreement 2022-2025 as attached.

## 4. BACKGROUND

The purpose of the triennial agreement is to ensure that appropriate levels of communication, co-ordination and collaboration are maintained between local authorities within the region. The agreement must include:

- protocols for communication and co-ordination between the councils,
- the process by which councils will comply with section 16 of the Act, which applies to significant new activities proposed by regional councils,
- processes and protocols through which all councils can participate in identifying, delivering and funding facilities and services of significance to more than one district.

Agreements may also include commitments to establish joint governance arrangements to give better effect to the matters set out above.

A triennial agreement may be varied by agreement between all the local authorities within the region, and remains in force until local authorities ratify a new agreement.

The Agreement mandates the work of the Mayoral Forum, the Chief Executives Forum and other regional forums and working groups.

The parties to the Agreement are the 11 local authorities of Canterbury. To comply with the Local Government Act, all councils are required to ratify the Agreement no later than 1 March 2023.

#### 4.1 Development of the Agreement

The Canterbury Mayoral Forum secretariat has drafted the Agreement at the direction of the outgoing Mayoral Forum. The attached draft was discussed and endorsed at the May and August 2022 meetings of the Mayoral Forum. The Mayoral Forum considered the Agreement at its meeting on 25 November 2022 and agreed to adopt it and recommend it to individual councils for ratification.

The Agreement includes terms of reference for the Mayoral Forum and mandates it as the primary mechanism for implementing the Agreement in Canterbury (Agreement, paragraph 14). The Agreement (paragraph 16) also mandates the Chief Executives Forum and other regional forums and working groups.

#### 4.2 Engagement with Te Rūnanga o Ngāi Tahu

The Mayoral Forum terms of reference, which form part of the Agreement, provide (paragraph 5(c)) that: The Canterbury Mayoral Forum shall have the power to invite people to attend and participate in its meetings on a permanent and/or issues basis. The Forum has issued a standing invitation to the Kaiwhakahaere or other representative/s of Te Rūnanga o Ngāi Tahu to attend and participate in meetings of the Forum. The Canterbury Mayoral Forum has extended an invitation to the chairs of the Papatipu Rūnanga to meet biannually with the Mayoral Forum.

Engagement with Papatipu Rūnanga through biannual meetings commenced in February 2021. At these meetings the Forum and Rūnanga chairs began discussing how they would like to engage with each other as Canterbury’s leaders, however these discussions were not concluded by the end of the previous local government term.

Following adoption of the Triennial Agreement the secretariat will draft letters for the Chair of the Mayoral Forum to send to both the Kaiwhakahaere of Te Rūnanga o Ngāi Tahu and the chairs of the Papatipu Rūnanga to confirm these arrangements.

### 5. COMMUNITY OUTCOMES SUPPORTED



#### Community

We communicate, engage and inform our community



#### Development

We promote and support the development of our economy



#### Services

Our services and infrastructure are cost effective, efficient and fit-for-purpose



#### Environment

We value and protect our environment



#### Future

We work with our community and our partners to create a better place for future generations

# **Canterbury Local Authorities' Triennial Agreement 2022–25**

## **Background**

1. Section 15 of the Local Government Act 2002 (the Act) requires local authorities within a regional council area to enter into a Triennial Agreement (the Agreement) by 1 March following triennial local body elections.
2. The purpose of the Agreement is to ensure appropriate levels of communication, co-ordination and collaboration between local authorities within the region. The agreement must include:
  - protocols for communication and co-ordination between the councils
  - the process by which councils will comply with section 16 of the Act, which applies to significant new activities proposed by regional councils
  - processes and protocols through which all councils can participate in identifying, delivering and funding facilities and services of significance to more than one district.
3. Agreements may also include commitments to establish joint governance arrangements to give better effect to the matters set out in paragraph 2 above.

## **Parties to the Agreement**

4. The Parties to the Agreement are the Kaikōura, Hurunui, Waimakariri, Selwyn, Ashburton, Timaru, Mackenzie, Waimate and Waitaki District Councils, the Christchurch City Council, and the Canterbury Regional Council (Environment Canterbury).

## **Standing together for Canterbury**

5. The Parties agree to work collaboratively and in good faith for the good governance and sustainable development of their districts, cities and region.

## **Communication**

6. The Parties value and will maintain open communication, collaboration and trust. In the interest of “no surprises”, the Parties will give early notice of potential disagreements between, or actions likely to impact significantly on, other Parties.

## **Significant new activities**

7. When a Party is considering a major policy initiative or proposal that may have implications for other Parties, they will give early notification to the affected Parties and share the information with the Canterbury Mayoral Forum and the Canterbury Chief Executives Forum.
8. The Canterbury Regional Council will provide early advice to the Canterbury Chief Executives Forum and the Canterbury Mayoral Forum of any significant new activity, in addition to other requirements specified in s.16 of the Act.

## Local government structure in Canterbury

9. Notwithstanding the spirit of co-operation and collaboration embodied in the Agreement, the Parties, individually or collectively, reserve the right to promote, consult and/or research change to the structure of local government within the Canterbury region.
10. This right is consistent with the intent to improve the effectiveness and efficiency of local government (Local Government Act 2002 s.24AA), having particular regard to communities of interest and community representation.

## Regional Policy Statement review

11. The Agreement applies to any change, variation or review of the Canterbury Regional Policy Statement.

## Collaboration

12. The Parties commit to working collaboratively to:
  - enable democratic local decision-making and action by, and on behalf of, communities
  - promote the social, economic, environmental, and cultural well-being of communities in the present and for the future (Local Government Act 2002, s.10).
13. Collaboration may be undertaken on a whole-of-region, or sub-regional, basis.
14. The primary mechanism to implement this Agreement is the Canterbury Mayoral Forum. The Forum will meet quarterly and operate in accordance with its agreed terms of reference, which are attached as **Appendix 1**.
15. The Canterbury Mayoral Forum will:
  - continue to provide governance of the Canterbury Water Management Strategy
  - develop and lead implementation of a sustainable development strategy for Canterbury region for the local government triennium 2023–25
  - advocate for the interests of the region, its councils and communities.
16. The Canterbury Mayoral Forum will be supported by the Canterbury Chief Executives Forum and other regional forums and working groups as agreed from time to time.
17. The Chief Executives Forum will:
  - report quarterly to the Canterbury Mayoral Forum on delivery of its work programme to implement and manage collaborative projects and agreed actions of the Canterbury Mayoral Forum
  - identify and escalate to the Canterbury Mayoral Forum strategic issues and opportunities for collaboration from the Policy, Corporate and Operational Forums and other regional and sub-regional working groups.
18. As requested by the Canterbury Mayoral Forum, Environment Canterbury will host a permanent regional forums secretariat and resource this from the regional general rate.

## Other agreements

19. This Agreement does not prevent the Parties from entering into other agreements among themselves or outside the Canterbury region. Any other such agreement should not, however, be contrary to the purpose and spirit of this Agreement.

## Agreement to review

20. A triennial agreement may be varied by agreement between all the local authorities within the region and remains in force until local authorities ratify a new agreement.
21. Any one or more of the Parties can request an amendment to this Agreement by writing to the Chair of the Canterbury Mayoral Forum at least two weeks before a regular quarterly meeting of the Forum.
22. The Canterbury Mayoral Forum will review the Agreement no later than the final meeting before triennial local body elections and recommend any changes to the incoming councils.

## Authority

23. This Canterbury Local Authorities' Triennial Agreement 2022–25 is signed by the following on behalf of their respective authorities:

COUNCIL	SIGNATURE	DATE
<b>Ashburton District Council</b> <b>Mayor</b>		
<b>Canterbury Regional Council</b> <b>Chair</b>		
<b>Christchurch City Council</b> <b>Mayor</b>		
<b>Hurunui District Council</b> <b>Mayor</b>		
<b>Kaikōura District Council</b> <b>Mayor</b>		

**Mackenzie District Council**  
**Mayor**

**Selwyn District Council**  
**Mayor**

**Timaru District Council**  
**Mayor**

**Waimakariri District Council**  
**Mayor**

**Waimate District Council**  
**Mayor**

**Waitaki District Council**  
**Mayor**

## **Appendix 1: Canterbury Mayoral Forum terms of reference**

### **1. Name**

The name of the group shall be the Canterbury Mayoral Forum.

### **2. Objectives**

- (a) To provide a forum to enable Canterbury councils to work more collaboratively with each other and with central government and other key sector leaders in Canterbury to identify opportunities and solve problems together.
- (b) To identify and prioritise issues of mutual concern and foster co-operation, co-ordination and collaboration to address these issues (including where appropriate joint work plans).
- (c) To formulate policies and strategies on matters where all member councils may act collaboratively in determining plans for the co-ordination of regional growth.
- (d) To ensure increased effectiveness of local government in meeting the needs of Canterbury communities.
- (e) To act as an advocate to central government or their agencies or other bodies on issues of concern to members.
- (f) To develop and implement programmes, which are responsive to the needs and expectations of the community.

### **3. Principles**

In pursuit of these objectives the Canterbury Mayoral Forum will observe the following principles.

- (a) Establish and maintain close liaison with other local government networks to ensure as far as possible the pursuit of common objectives and the minimisation of duplication.
- (b) Establish and maintain close liaison with Ministers of the Crown and local Members of Parliament.
- (c) Establish and maintain close liaison with a wide number of diverse stakeholders and key sector organisations within the region.
- (d) Exercise its functions with due regard to the tangata whenua and cultural diversity of the Canterbury community.
- (e) Keep the local community informed about its activities by proactively releasing information about key projects in a timely manner, as agreed by the member councils.
- (f) Encourage member councils to promote and apply cross-boundary structures and systems.
- (g) Establish a provision for reporting back to its respective Councils.



#### **4. Powers**

- (a) The Canterbury Mayoral Forum shall have the power to:
  - (i) levy for any or all of its objects in such amount or amounts as may be mutually determined and acceptable to individual local authorities
  - (ii) determine and make payments from its funds for any or all of the purposes of its objects
  - (iii) receive any grant or subsidy and apply monies for the purposes of such grant or subsidy
  - (iv) fund appropriate aspects of the Forum's activities regionally.
- (b) The Canterbury Mayoral Forum does not have the power to legally bind any council to any act or decision unless that act or decision has been agreed to by decision of that council.

#### **5. Membership**

- (a) Membership of the Canterbury Mayoral Forum shall be open to the following councils:
  - Ashburton District Council
  - Canterbury Regional Council (Environment Canterbury)
  - Christchurch City Council
  - Hurunui District Council
  - Kaikōura District Council
  - Mackenzie District Council
  - Selwyn District Council
  - Timaru District Council
  - Waimakariri District Council
  - Waimate District Council
  - Waitaki District Council.
- (b) Each member council shall be represented by its Mayor (or Chair in the case of Environment Canterbury) and supported by its Chief Executive. On occasions where the Mayor or Chair cannot attend, a council may be represented by its Deputy Mayor or Deputy Chair.
- (c) The Canterbury Mayoral Forum shall have the power to invite people to attend and participate in its meetings on a permanent and/or issues basis. The Forum has issued a standing invitation to the Kaiwhakahaere or other representative/s of Te Rūnanga o Ngāi Tahu to attend and participate in meetings of the Forum. The Forum has also extended an invitation to the chairs of the Papatipu Rūnanga to meet biannually with the Mayoral Forum.

#### **6. Chairperson**

- (a) The Canterbury Mayoral Forum shall select a Chair at the first meeting immediately following the Triennial Elections. This appointment may be reviewed after a period of 18 months.
- (b) The Chair selected will preside at all meetings of the Canterbury Mayoral Forum.
- (c) The Canterbury Mayoral Forum shall select a Deputy Chair at the first meeting immediately following the Triennial Elections.
- (d) The Canterbury Mayoral Forum may appoint spokespersons from its membership for issues being considered, in which case each member council agrees to refer all

requests for information and documents to the duly appointed spokespersons.

## **7. Meetings**

- (a) Meetings will be held as required with an annual schedule, covering a calendar year, to be determined by the members. Meetings will be held quarterly at venues to be determined.
- (b) Special meetings may be called at the request of four members.
- (c) The secretariat will prepare an agenda for Mayoral Forum meetings in consultation with the Chair and the Chief Executives Forum.
- (d) Agendas for meetings will be issued and minutes will be taken and circulated.
- (e) A summary of each meeting will be drafted and shared on the Canterbury Mayoral Forum website for members to distribute within their councils as a high-level record of the meeting.
- (f) Approved minutes and approved final reports and papers will be made available via the Canterbury Mayoral Forum website as agreed by the Canterbury Mayoral Forum.

## **8. Decision making**

- (a) The practice of the Forum will be to determine issues before it by consensus.
- (b) If the consensus is to determine issues by voting, the determination shall be determined by a majority of votes of the authorities represented at the meeting through the Mayor or Chair or their nominated representative.

## **9. Secretariat**

The Canterbury Mayoral Forum will appoint Environment Canterbury to carry out the secretariat function on such terms and conditions as it shall decide for the discharge of duties. This includes taking minutes, keeping any books and accounts and attending to any other business of the forum.

<b>Report to:</b>	<b>Council Meeting</b>
<b>Date:</b>	22 February 2023
<b>Subject:</b>	Adoption of Local Governance Statement 2022-2025 Triennium
<b>Prepared by:</b>	Will Doughty – Chief Executive Officer
<b>Input sought from:</b>	Becky Makin – Executive Officer
<b>Authorised by:</b>	Will Doughty – Chief Executive Officer

### 1. PURPOSE

To present the Local Governance Statement prepared in accordance with Section 40 of the Local Government Act 2002 (LGA) for adoption.

### 2. SUMMARY

Within 6 months of each triennial election Councils must adopt a Local Governance Statement containing the information set out within Section 40 of the Local Government Act. Staff have updated the previous triennium Governance Statement (Attachment 1). This can be adopted with any amendments necessary.

The Council is required to adopt a local governance statement.

Attachments:

- Local Governance Statement 2022-2025 Triennium.

### 3. RECOMMENDATION

It is recommended that the Council:

- Receives this report;
- Adopts the Local Governance Statement for the 2022-2025 Triennium.

### 4. BACKGROUND

Every local authority is required, under Section 40 of the Local Government Act 2002, to prepare and make publicly available a local governance statement. It must be completed within 6 months of the triennial election and must include the information identified in section 40 of the LGA. Staff have updated the Governance Statement prepared in 2019 following the Triennial Election.

A Local Governance Statement must include information on the following:

- the functions, responsibilities, and activities of the local authority; and
- any local legislation that confers powers on the local authority; and
  - the bylaws of the local authority, including for each bylaw, its title, a general description of it, when it was made, and, if applicable, the date of its last review under section 158 or 159; and
- the electoral system and the opportunity to change it; and
- representation arrangements, including the option of establishing Māori wards or constituencies, and the opportunity to change them; and
- members' roles and conduct (with specific reference to the applicable statutory requirements and code of conduct); and
- governance structures and processes, membership, and delegations; and
- meeting processes (with specific reference to the applicable provisions of the Local Government Official Information and Meetings Act 1987 and standing orders); and
- consultation policies; and
- policies for liaising with, and memoranda or agreements with, Māori; and

- j) the management structure and the relationship between management and elected members; and
- (ja) the remuneration and employment policy, if adopted; and
- k) equal employment opportunities policy; and
- l) key approved planning and policy documents and the process for their development and
- m) review; and systems for public access to it and its elected members; and
- n) processes for requests for official information.

The proposed Local Governance Statement for this triennium has remained similar to the last Governance Statement. Minor amendments include:

- Updates to Council and Governance Structure
- Updates to Bylaw schedule
- Updates to any legislation references

Once approved the document will be publicly available and on Council’s website.

## 5. CONSIDERATIONS

### Financial Considerations

There is no financial impact.

### Legal Considerations

Local Government Act 2002 Section 40, Local Government Act 2002 dictates that Council must prepare and make publicly available a local governance statement.

### Policy Implications

There are no known policy implications.

### Risks

There are no known risks.

## 6. COMMUNITY OUTCOMES SUPPORTED



### Community

We communicate, engage and inform our community



### Development

We promote and support the development of our economy



### Services

Our services and infrastructure are cost effective, efficient and fit-for-purpose



### Environment

We value and protect our environment



### Future

We work with our community and our partners to create a better place for future generations



# Local Governance Statement

## 2022-2025

Prepared by	Rebecca Makin, Executive Officer
Authorised by	Will Doughty, Chief Executive Officer
Date Adopted	November 2019
Date Reviewed	January 2023

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## 1. Introduction

A Local Government Statement is a collection of information about the processes through which the community can engage with the Kaikōura District Council (Council), how Council makes decisions and how citizens can influence those processes. It helps support the process of local government by promoting local democracy.

## 2. Function, Responsibilities and Activities

The purpose of local government, as defined in the Local Government Act 2002 is;

- (a) to enable democratic local decision-making and action by, and on behalf of, communities; and
- (b) to meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.

In the Act, good-quality, in relation to local infrastructure, local public services, and performance of regulatory functions, means infrastructure, services, and performance that are—

- (a) efficient; and
- (b) effective; and
- (c) appropriate to present and anticipated future circumstances.

In meeting this purpose, Council exercises powers and fulfils responsibilities conferred on it by legislation outlined in Appendix A. The most prominent being:

- Local Government Act 2002 and 1974
- Local Government (Rating Act) 2002
- Resource Management Act 1991
- Local Government Official Information and Meetings Act 1987
- Building Act 2004
- Local Electoral Act 2001

## 3. Bylaws

There are also a number of Council bylaws, the details of which are set out below;

<b>Name of Bylaw</b>	<b>Adopted</b>	<b>Review Status</b>	<b>Purpose</b>
Control of Dogs Bylaw	2015	Current	To regulate the control and management of dogs
Signs Bylaw	2011	Due for review	To provide guidelines for permitted use of signs
Speed Limits Bylaw	2019	Current	To allow Council to set speed limits in certain areas.



<b>Name of Bylaw</b>	<b>Adopted</b>	<b>Review Status</b>	<b>Purpose</b>
Water Supply Bylaw	2008	Requires review	To protect the water supply and set out customers' entitlements and responsibilities
Stock Control Bylaw	2011	Requires review	To control the management and movement of stock on roads
Control of Alcohol in Public Places Bylaw	2015	Current	To control the consumption of liquor in public places
Traffic and Parking Bylaw	2018	Current	Applies to all roads under the care, control and management of the Council
Responsible Camping Bylaw	2019	Current	To control responsible camping within the District
Drainage Bylaw	2020	Current	Discharge, Storage of hazardous material, level of service, payment.
Structures, Works and Items in Public Places Bylaw 2022	2022	Current	Placement, construction, maintenance and demolition of structures or items in or adjacent to public places not addressed by the Building Act, Building Regulations, other legislation or the Kaikoura District Plan
Trade Waste Bylaw 2022	2022	Current	Discharge, control, storage, installation, treatment, monitoring and acceptance of trade waste

#### **4. Representation Arrangements**

##### **4.1 Electoral System**

Council currently operates its elections under the first past the post, election at large electoral system. Electors vote by indicating their preferred candidate(s), and the candidate(s) that receives the most votes are declared the winner regardless of the proportion of votes that candidate(s) obtained.

The alternative option is the single transferable vote (STV) system. Electors rank candidates in order of preference. The number of votes required for a candidate to be elected (called a quota) depends on the number of positions to be filled and the number of valid votes. The necessary number of candidates to fill all vacancies is achieved first by counting of first preferences then by a transfer of a proportion of votes received by any candidate where the number of votes for that candidate is in excess of the quota, and then by exclusion of the lowest polling candidate and the transfer of these votes in accordance with voter's second preference.

Council can resolve to change the electoral system to be used at the next two elections or conduct a binding poll on the question, or electors can demand a binding poll. Once changed an electoral system must be used for at least the next two triennial general elections.

## **4.2 Representation Arrangements**

Council is required to review its representation arrangements at least once every six years. This review must include the following;

- the number of elected members (between 6 and 30 including the Mayor)
- whether the elected members (other than the Mayor) shall be elected by the entire district, or whether the district will be divided into wards for electoral purposes, or whether there will be a mix of 'at large' and 'ward' representation
- if election by wards is preferred, then the boundaries and names of those wards and the number of members that will represent each ward
- whether or not to have separate wards for electors on the Māori roll
- whether to have community boards and if so how many, their boundaries and membership and whether to subdivide a community for electoral purposes.

Council must follow the procedures set out in the Local Electoral Act 2001 when conducting this review and should also follow guidelines published by the Local Government Commission. Through the process you can make a written submission to Council and you have the right to be heard if you wish.

If you make a submission you also have the right to appeal any decision on the above to the Local Government Commission which will make a binding decision on the appeal. Further details on the matters that Council must consider in reviewing its membership and basis of election can be found in the Local Electoral Act 2001.

Council last conducted a review and decided on the current arrangements in 2018. It is required to review representation again in 2024.

## **4.3 Current Arrangements**

The Kaikōura District currently has seven Councillors plus the Mayor. The Mayor and Councillors are elected at large throughout the district.

## **4.4 Maori Wards and Constituencies**

The Local Electoral Act 2001 also gives Council the ability to establish separate wards for Māori electors.

Council last had the opportunity to consider whether or not to have separate Māori wards in 2021. The Local Electoral (Māori Wards and Māori Constituencies) Amendment Act was passed in March 2021. Amongst other things the Act established a transition period ending on 21 May 2021 in which any Local Authority may, regardless of any previous decisions or previous poll outcomes resolve to establish Māori Wards and Māori Constituencies for the 2022 local elections.

Council is next required to review Māori representation in 2024 for the 2025 triennial election.

## **4.5 The Re-organisation Process**

The Local Government Act 2002 sets out procedures which must be followed during proposals to:

- makes changes to the boundaries of the district
- create a new district or dissolve a current district

- create a unitary authority i.e. transfer all the functions of the Canterbury Regional Council to the Kaikōura District Council
- transfer a particular function or functions to another council.

The procedures for resolving each type of proposal are slightly different. In general, a re-organisation application is made to the Local Government Commission and can be made by any person, body or group including, but not limited to, one or more affected local authorities or the Minister of Local Government. The Local Government Act 2002 details in Schedule 3 the requirements and process for a re-organisation proposal. The Local Government Commission has also prepared guidelines on procedures for local government re-organisation.

## **5. Roles and Conduct**

### **5.1 Elected Members (Council as a Whole)**

The elected members, acting as the council, are responsible for;

- the development and approval of Council policy
- the development and adoption of the Long Term Plan
- determining the expenditure and funding requirements of the Council through the Annual Plan process, the long term financial strategy and the tri — annual funding policy
- monitoring the performance of the Council against its stated objectives and policies
- for employing, overseeing and monitoring the Chief Executive Officer.

Following election all members must make a declaration that they will perform their duties faithfully and impartially, and according to their best skill and judgement in the best interest of the district.

### **5.2 The Mayor**

The Mayor is one of the elected members, and shares the same collective responsibilities. The Mayor is elected by the District at large and has the following roles;

- being the presiding Member at meetings of the Council. The Mayor is responsible under Standing Orders for the orderly conduct of Council business at the meetings
- to lead the development of the Council's plans including the long-term plan and the annual plan, policies and budgets for consideration by the members of the territorial authority
- to appoint the deputy mayor
- to establish committees of the territorial authority
- to appoint the chairperson of each committee established
- being the chief advocate on behalf of the community. This role may involve promoting the community and representing its interests. Such advocacy will be most effective where it is carried out with the knowledge and support of Council
- Justice of the Peace while holding office as Mayor.

### **5.3 Deputy Mayor**

In addition to the responsibilities of councillor, the deputy Mayor is authorised to chair meetings of the Council in the Mayor's absence, and generally to perform the functions and duties of the Mayor;

- With the Mayor's consent at any time during the Mayor's temporary absence, or

- Without the Mayor's consent at any time while the Mayor is prevented by illness or other cause from performing the functions and duties or exercising the powers of office or while there is any vacancy in the office of Mayor.

#### **5.4 Standing Committee Chairs**

The Council charges the Chair of a Standing Committee with;

- overseeing the business of that Committee consistent with the powers delegated to it
- being responsible for ensuring the orderly conduct of their committees in carrying out their business.

#### **5.5 Legislation Regarding Conduct of Elected Members**

Elected members have specific obligations as to their conduct in the following legislation:

- Schedule 7 of the Local Government Act 2002, which includes obligations to act as a good employer in respect of the Chief Executive and to abide by the current Code of Conduct and Standing Orders.
- The Local Authorities (Members' Interests) Act 1968 which regulates the conduct of elected members in situations where there is, or could be, a conflict of interest between their duties as an elected member and their financial interests (either direct or indirect).
- The Secret Commissions Act 1910 which prohibits elected members from accepting gifts or rewards which could be seen to sway them to perform their duties in a particular way.
- The Crimes Act 1961 regarding the acceptance of gifts for acting in a certain way and the use of official information for private profit.

#### **5.6 Code of Conduct**

All elected members are required to adhere to a code of conduct. Adopting such a code is a requirement of the Local Government Act 2002. Once adopted, such a code may only be amended by a 75% or more vote of the Council. The code sets out the Council's understanding and expectations of how the Mayor and Councillors will relate to one another, to staff, to the media and to the general public in the course of their duties. It also covers the disclosure of information that is received by, or is in the possession of, elected members and contains details of the sanctions that the Council may impose if an individual breaches the code. Copies of the Kaikōura District Council Code of Conduct can be obtained from the Council office or viewed on the Council website.

### **6. Governance Structure, Membership and Delegations**

#### **6.1 Governance Structure**

The Council reviews its committee structure after each triennial election. At the last review the Council established four standing committees:

- Council
- Works and Services Committee
- Finance, Audit and Risk Committee
- Kaikōura Community Services Committee

The Mayor and Councillors are members of four standing committees as per the Council's Delegations Manual. Council and the Works and Services Committee meetings take place on the last Wednesday of every month. The Finance, Audit & Risk Committee meetings take place quarterly on the last Tuesday of the month and the Kaikōura Community Services Committee meetings take place on the second Wednesday of every month.

Council also has a number of additional committees established for other purposes. These include;

- District Licensing Committee
- Chief Executive Officer Performance Review Committee
- Code of Conduct Review Committee
- Pensioner Cottage Committee (sub-Committee)

Council is also party to a number of joint committees with other local authorities for other purposes. These include:

- Canterbury Regional Transport Committee
- Civil Defence Emergency Management Group
- Kaikōura Water Zone Committee
- Canterbury Waste Joint Committee

For more information on the Council's Delegations Manual, please contact the Executive Officer.

## **6.2 Conduct of Meetings**

The legal requirement for Council meetings is set down in the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

All Council and committee meetings must be open to the public unless there is reason to consider some item 'in committee'. Although meetings are open to the public, members of the public do not have speaking rights unless prior arrangements are made with Council. The LGOIMA contains a list of the circumstances where Councils may consider items with the public excluded (these circumstances generally relate to protection of personal privacy, professionally privileged or commercially sensitive information, and the maintenance of public health, safety and order). The Council agenda is a public document, although parts may be withheld if the above circumstances apply.

The Mayor or committee chairperson is responsible for maintaining order at meetings and may, at his or her discretion, order the removal of any member of the public for disorderly conduct, or remove any member of Council who does not comply with standing orders.

Minutes of meetings must be kept as evidence of the proceedings of the meeting. These must be made publicly available, subject to the provisions of the LGOIMA.

For an ordinary meeting of Council, at least 14 days notice of the time and place of the meeting must be given. Extraordinary meetings generally can be called on 3 working days notice.

During meetings the Mayor and Councillors must follow standing orders (a set of procedures for conducting meetings). Council may suspend standing orders by a vote of 75% of the members present. For more information on Standing Orders contact the Executive Officer.

## **7. Consultation**

The legislation under which Council works places a very strong emphasis on being aware of, and considering, community views and preferences during its decision-making processes.

Council provides a number of opportunities for the public to participate in its decision-making processes. One of the most important is through the Long term Plan consultation process when Council seeks feedback on priorities, services, income and expenditure and funding tools. Other formal opportunities include the Annual Plan, District Plan Changes and bylaw reviews.

The significance of the matter will also guide Council's decisions concerning the extent and nature of consultation to be undertaken with persons likely to be affected by, or interested in, the decision on the matter.

### **7.1 Special Consultative Procedure**

The Local Government Act sets out certain consultation principles and a procedure that local authorities must follow when making certain decisions. This procedure, the special consultative procedure, is regarded as a minimum process.

The special consultative procedure consists of the following steps:

1. Preparation of a statement of proposal and a summary
2. Make the proposal available to the public
3. Publicly notifying the proposal and the consultation being carried out on it
4. Invite submissions for at least one month
5. Hear submitters who request to be heard at a meeting of Council
6. Councillors deliberate at a Council meeting on the submissions received
7. Provide a copy of the Council's decision as a result of the submission process and its reasons to those who submitted.

By law, the Council must follow the special consultative procedure before it:

- Adopts the Long Term Plan (LTP)
- Amends an LTP
- Adopts, revokes, reviews or amends a bylaw
- Reviews and adopts amendments to various chapters of the District Plan
- Changes the mode of delivery of service for a significant activity.

### **7.2 Consultation and Liaison with Māori**

Council recognises its obligation under the Local Government Act 2002 to establish and maintain processes to provide opportunities to Māori and to contribute to its decision making process and make information available to Māori for this purpose.

## **8. Management Structure and Relationships**

The Local Government Act 2002 requires the Council to employ a Chief Executive whose responsibility is to employ other staff on behalf of the Council, to implement Council decisions and to provide advice to the Council. Under the Local Government Act, the Chief Executive is the only person who may lawfully give instructions to a staff member. Any complaint about individual staff members should therefore be directed to the Chief Executive, rather than the Mayor or Councillors. Any complaint about the Chief Executive Officer should be directed to the Mayor in the first instance.

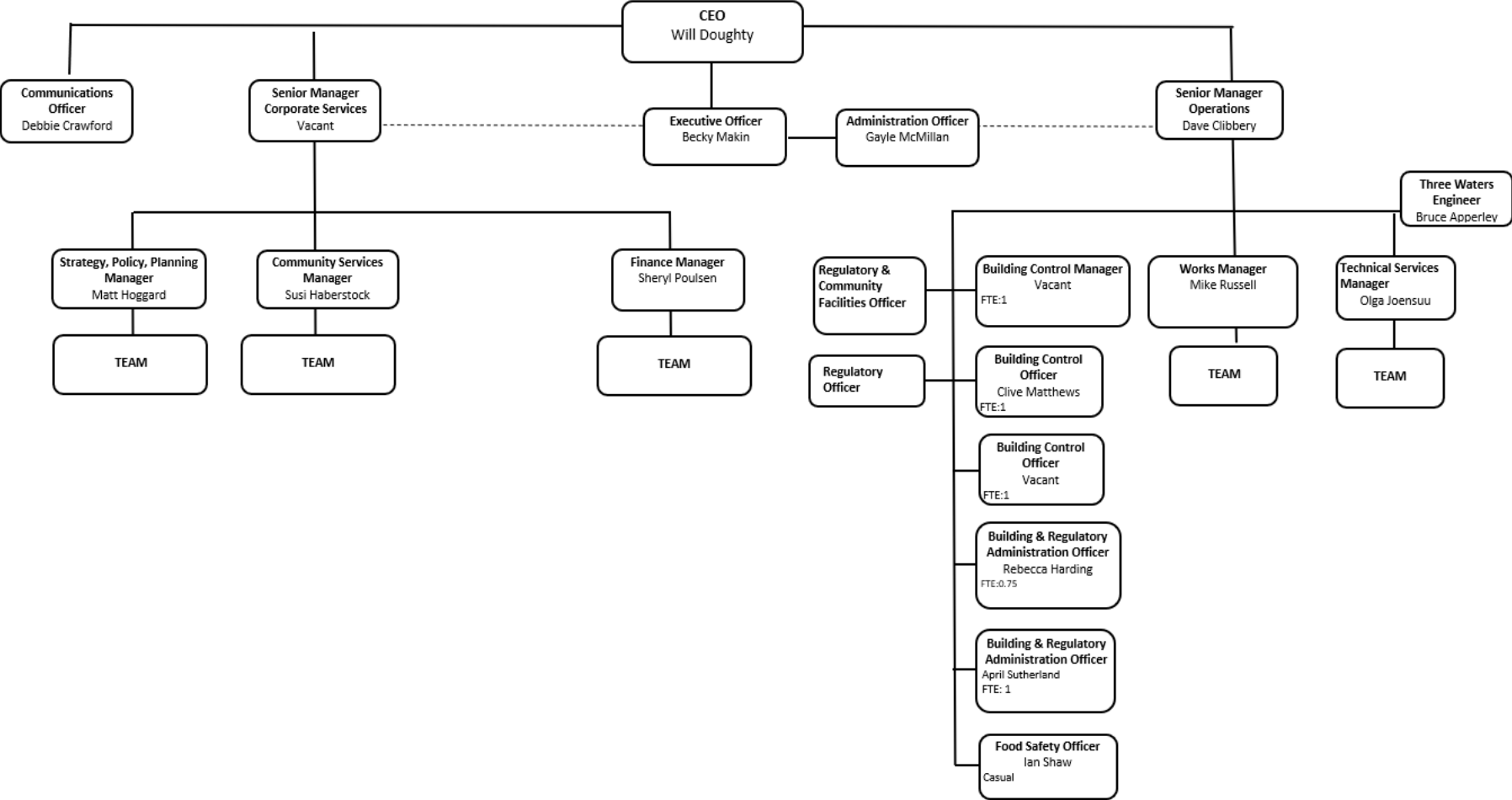
### **8.1 Chief Executive**

The Chief Executive Officer is Will Doughty. He can be reached on 021 113 2882 or by emailing [Will.Doughty@kaikoura.govt.nz](mailto:Will.Doughty@kaikoura.govt.nz)

### **8.2 Management Structure**

The Kaikōura District Council has a management structure which includes senior managers who report to the Chief Executive.

KAIKŌURA DISTRICT COUNCIL – ORGANISATION CHART





## **9. Equal Employment Opportunities Policy**

Council is firmly committed to the principles and practices of Equal Employment Opportunities in employment and believes that all employment related decisions should be made on merit.

People will not be disadvantaged because of:

- Gender
- Sexual orientation
- Marital status
- Religious belief
- Race
- Ethnic or national origins

Council endeavours to create and maintain a safe and supportive working environment for its employees and customers.

The Council's Equal Employment Opportunities Policy is included in the Long Term Plan.

## **10. Significant Documents**

A copy of the following documents can be obtained from the Council Office or on Council's website [www.kaikoura.govt.nz](http://www.kaikoura.govt.nz). The documents can also be viewed at the Kaikōura District Library.

### **10.1 Annual Plan and Report**

The Local Government Act 2002 requires that Council prepares and adopts an Annual Plan and Annual Report each financial year. The special consultative procedure is used for adopting the Annual Plan if materially different from the Long term Plan. The Annual Report is adopted by Council resolution.

### **10.2 District Plan**

The Resource Management Act requires local authorities to prepare a District Plan. The District Plan is the Council's primary planning document for managing the effects of land use development in the district in a sustainable way. The current District Plan became operative on 23 June 2008. The Plan is in the process of being reviewed . A copy of the Plan is available from the Council Office or on Council's website [www.kaikoura.govt.nz](http://www.kaikoura.govt.nz).

### **10.3 Elected Members Code of Conduct**

Schedule 7 of the Local Government Act 2002 requires Council to adopt a code of conduct for elected members. The current Code of Conduct was adopted on 27 November 2019. A copy of the document is available from the Council Office.

### **10.4 Long Term Plan**

The Local Government Act 2002 requires Council to adopt a Long Term Plan (LTP) which is a document which sets the direction of Council for the next 10 years. It is reviewed every three years using the Special

Consultative Procedure. The Kaikōura District Council Long Term Plan 2021 - 2031 was formally adopted by Council on Wednesday 28 July. The next Long Term Plan will be 2024-2034.

## **10.5 Funding and Finance Policies**

Section 102 of the Local Government Act 2002 requires that Council adopts funding and financial policies. Council's Revenue and Financing Policy is contained in the Long Term Plan along with its Liability Management Policy, Investment Policy, Rating Policies and Development Contributions Policy.

## **11. Accessing Information and Contacting Council**

### **11.1 Contact Details for Kaikōura District Council**

Location: 96 West End, Kaikōura  
Hours: Monday – Friday 8.00am – 4.00pm  
Postal Address: P O Box 6, Kaikōura 7340  
Phone: 03 319 5026  
Email: [kdc@kaikoura.govt.nz](mailto:kdc@kaikoura.govt.nz)  
Fax: 03 319 5308  
Website: [www.kaikoura.govt.nz](http://www.kaikoura.govt.nz)

### **11.2 Contact details for Elected Members**

Mayor Craig Mackle	0274 375 640
Deputy Mayor Julie Howden	0275 432 559
Councillor Tony Blunt	03 319 5568
Councillor Lisa Bond	0211 492 109
Councillor John Diver	0274 359 143
Councillor Vicki Gulleford	0275 648 407
Councillor Kevin Heays	0276 296 754
Councillor Robby Roche	0275 349 557

### **11.3 Requests for Official Information**

Under the Local Government Official Information and Meetings Act 1987 (LGOIMA) any person may request information from Council. Any request for information is a request made under LGOIMA. You do not have to say you are making a request under LGOIMA.

Once the request is made Council must supply the information unless reason exists for withholding it. The LGOIMA says that information may be withheld if release of the information would:

- endanger the safety of any person;
- prejudice maintenance of the law;
- compromise the privacy of any person;
- reveal confidential or commercially sensitive information;
- cause offence to Tikanga Māori or would disclose the local of waahi tapu;

- prejudice public health or safety;
- compromise legal professional privilege;
- disadvantage the local authority while carrying out negotiations or commercial activities; or
- allow information to be used for improper gain or advantage.

Council must answer requests within 20 working days (although there are certain circumstances where this timeframe may be extended) and it may also charge for the information provided.

In the first instance you should address requests for official information to [OfficialInformation@kaikoura.govt.nz](mailto:OfficialInformation@kaikoura.govt.nz).

## Appendix A: Legislation that confers obligations or responsibility on the Kaikōura District Council

- Airport Authorities Act 1966
- Animals Act 1967
- Animals Law Reform Act 1989
- Arts Council of New Zealand Toi Aotearoa Act 1994
- Auctioneers Act 1928
- Biosecurity Act 1993
- Building Act 1991
- Building Research Levy Act 1969
- Burial and Cremation Act 1964
- Bylaws Act 1910
- Citizens Act 1977
- Civil Aviation Act 1990
- Civil Defence Emergency Management Act 2002
- Civil List Act 1979
- Commerce Act 1986
- Companies Act 1993
- Conservation Act 1987
- Consumer Guarantees Act 1993
- Copyright Act 1994
- Counties Insurance Empowering Act 1941
- Crimes Act 1961
- Dangerous Goods Act 1974
- Decimal Currency Act 1964
- Disabled Persons Community Welfare Act 1975
- District Courts Act 1947
- Dog Control Act 1996
- Earthquake Commissions Act 1993
- Electricity Act 1992
- Employment Relations act 2000
- Energy Companies Act 1992
- Engineering Associations Act 1961
- Fencing Act 1978
- Fencing and Swimming Pools Act 1987
- Fire Services Act 1975
- Food Act 2014
- Foreshore and Seabed Endowment Revesting Act 1991
- Forest and Rural Fires Act 1977
- Gambling Act 2003
- Good and Services Tax Act 1985
- Harbours Act 1950
- Hazardous Substances and New Organisms Act 1996
- Health Act 1956
- Health and Safety in Employment Act 1992

- Higher Salaries Commission Act 1977
- Historic Places Act 1993
- Holidays Act 2003
- Housing Act 1955
- Housing Corporation Act 1974
- Human Rights Act 1993
- Impounding Act 1955
- Income Tax Act 1994
- Injury Prevention, Rehabilitation and Compensation Act 2001
- Insolvency Act 1967
- Interpretation Act 1999
- Land Act 1948
- Land Drainage Act 1908
- Land Transfer Act 1952
- Land Transport Act 1998
- Libraries and Mechanics' Institute Act 1908
- Litter Act 1979
- Local Authorities (Members' Interest) Act 2003
- Local Electoral Act 2001
- Local Government (Rating) Act 2002
- Local Government Act 2002
- Local Government Official Information and Meetings Act 1987
- Machinery Act 1950
- Marine Farming Act 1971
- Marine Reserves Act 1971
- Meat Act 1981
- Minimum Wage Act 1983
- Municipal Insurance Act 1960
- National Provident Fund Restructuring Act 1990
- New Zealand Bill of Rights Act 1990
- New Zealand Geographical Boards Act 1946
- New Zealand Library Association Act 1939
- New Zealand Walkways Act 1990
- New Zealand Public Health and Disability Act 2000
- Noxious Plants Act 1978
- Oaths and Declarations Act 1957
- Ombudsmen Act 1975
- Parental Leave and Employment Act 1987
- Pawnbrokers Act 1908
- Plumbers and Gasfitters and Drainlayers Act 1976
- Privacy Act 1993
- Property Law Act 1952
- Prostitution Reform Act 2003
- Public Bodies Contracts Act 1959

- Public Bodies Leases act 1969
- Public Finances Act 1989
- Public Trust Act 2001
- Public Works Act 1981
- Queen Elizabeth the Second National Trust Act 1977
- Railway Safety and Corridor Management Act 1992
- Rating Valuations Act 1998
- Rates Rebate Act 1973
- Reserves act 1977
- Residential Tenancies Act 1986
- Resource Management Act 1991
- Sale and Supply of Alcohol Act 2012
- Secret Commissions Act 1910
- Securities Act 1978
- Securities Transfer Act 1991
- Smoke-free Environment Act 1990
- Soil Conservation and Rivers Control Act 1941
- Sovereign's Birthday Observance Act 1952

<b>Report to:</b>	<b>Council</b>
<b>Date:</b>	22 February 2023
<b>Subject:</b>	CEO Update Report
<b>Prepared by:</b>	W Doughty - Chief Executive Officer
<b>Input sought from:</b>	
<b>Authorised by:</b>	W Doughty - Chief Executive Officer

### 1. PURPOSE

To provide the Council with an update on major work streams and other activities.

### 2. RECOMMENDATION

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

### 3. COUNCIL ACTIVITY – KEY FOCUS AREAS

#### Overview

The new year has got off to a busy start with a number of projects ramping up after the Christmas break. It is good to see that everyone is refreshed after the break after another big year last year. In the operations space resourcing remains a challenge especially in the building and regulatory space. However, we are continuing to provide a good level of service in the building space with support from the Hurunui team and external consultants. Options are being considered for the longer term.

It is fantastic to see the work being done by the Community Services team. The library had its busiest month ever in January and continues to go from strength to strength. A real standout for February were the Waitangi celebrations. This was funded via Manatu Taonga (Ministry of Culture and Heritage) and organised by a small but dedicated group of volunteers. The events really brought the community together in terms of both cultures and ages. A special thanks to Arlene Brown for making this happen.

The finance team have a number of projects on the go at the moment. The delayed Annual Plan audit started in January and is hopefully going to be completed for adoption of the Annual Report for 2021-22 at the March 2023 Council meeting. The delays have been due to resourcing issues with AuditNZ. AuditNZ have indicated that the statutory deadlines for adoption of the Annual Report for 2022-23 are returning to 31<sup>st</sup> October 2023. It is therefore likely the team will be starting a further audit in a few months. In addition, a rating review is underway to be completed by the end of the calendar year 2023 to help inform the Long Term Plan work for 1 July 2024. Work has commenced on a review of the budgets for the Annual Plan 2023-24. The scope of the work included in the Annual Plan is not anticipated to change drastically from the proposed Year 3 of the LTP. The proposed Annual Plan budgets will be worked through with Council over the next few months in order to have the Annual Plan adopted by 30<sup>th</sup> June 2023. The community will have a chance to attend those workshops and will be kept informed as the plan develops.

A large project in the planning space for 2023 will be our Spatial Planning work which is anticipated to start in March using our preferred consultants Boffa Miskell. Boffa Miskell have extensive experience with running similar projects for small rural Councils. This work will ultimately help feed into the regional spatial plans proposed under the RMA reforms should those go ahead as planned. We will be seeking community input into the spatial planning process once it is underway.

In the operations space the roading reseal programme for the year was largely completed in February ahead of the recent weather events. The team has also been actively responding to the recent weather events but at the time of preparation of this report we have been very fortunate to have no major effects from Cyclone Gabrielle. Our thoughts go out to the North Island communities. It was fantastic

that our Emergency Management Officer could provide support to the initial Auckland flooding event as part of the Canterbury C10 Emergency Management Response. Our thanks go to Dean for that.

In the capital programme space, although a number of key projects are progressing they are behind schedule but on budget. This is for a number of reasons, however, lack of internal resources has played a key part. We are currently looking at what additional resources we may require to assist the delivery of these projects. Consent processing for several of these projects by external agencies has also been a challenge. The Better off Funding Agreement was signed with DIA in December following Council approval and a number of the 13 projects are already underway.

Work is progressing well on the revamp of our KDC website which is anticipated to go live by the end of April. This has taken considerable time to review and update content and make things more user friendly for ratepayers in terms of online services. Our Residents Satisfaction survey for 22-23 has now closed, but at the time of preparation the draft report of findings has not yet been received. This is in part due to our service provider being based in Napier with their offices currently flooded.

The Canterbury Mayoral Forum had its first meeting of the new Triennium just before Christmas with Nigel Bowen the Mayor of Timaru taking over the Chair role. The next meeting is scheduled for the 23<sup>rd</sup> and 24<sup>th</sup> February. Work has been undertaken to refresh the priorities of the forum for the next three years. A paper to endorse the triennium agreement is included on the agenda.

### **Reforms update**

The reform agenda is continuing with submissions for the Three Waters reform legislation, RMA reforms and Future for Local Government report all required in February. We have been working with the Canterbury Mayoral Forum, C4LD and LGNZ to draft submissions. A copy of the final Water Services Legislation Bill submission is attached in attachment one. Of specific concern is that the draft legislation now makes provision for capture of Council Controlled Organisations (CCO's) within the new Water Entity. This was a surprise to the local government sector and had not been signaled previously. It could have large ramifications for CCO's across the country. We are working closely with our CCO IWK to understand the implications of this should it proceed. A copy of the submission to the RMA reforms is included with the planning report. Feedback on the future for Local Government report is required by the 28<sup>th</sup> February 2023.

The new Prime Minister has signaled a review and reprioritisation of the reforms agenda but at the time of preparation of this report the details of which are not clear. Currently the aggressive programme of reforms is continuing, with significant Council staff input required on multiple fronts.

### **Other Items**

The hearing for the Donegal House Managers and On Licence renewal was held between the 24<sup>th</sup> to the 26<sup>th</sup> January 2023. Closing submissions from the applicant were received by the 10<sup>th</sup> February 2023. The Committee will now prepare its findings. On a separate matter a Notice of Direction was also issued to Donegal House under the Food Act in early February.

### **Council Team**

It has been great to see that we have a couple of new starts in the team with Paula Egan taking over from Cheyenne. Fiona Buchanan has joined us as Regulatory Administration support across the building and regulatory and planning teams. James Prentice joins us from Downers as the new Roading Engineer on the 20<sup>th</sup> February.



The current vacancies we are seeking to fill include the following:

- Senior Manager Corporate Services
- Building Control Manager
- Building Control Officer
- Regulatory Team Leader

Recruitment of key senior positions is proving challenging especially in the building space. Retention and recruitment of key staff is a problem across the whole of the local government sector at present and a number of conversations have been held at the Chief Executive level in the Canterbury Mayoral Forum around how we can work better together and support each other rather than all fighting for the same limited resources.

Despite the pressure of resources (amongst other things) it has been really pleasing to see the recent results from the staff engagement survey. This had a 94% response rate and overall satisfaction with KDC was at a four year high of 88%. A number of key indicators across the board have increased. I am fortunate to have an awesome team who are working really well together on delivering positive outcomes for our community.

In February we implemented a flexible working policy that gives staff options around work location and work hours around some set parameters. This is largely in response to the alternative working conditions required during Covid 19 that proved things can work. Any approved flexible work arrangements must ensure there is no detriment to the level of service to our customers or our internal support across teams.

A wellbeing action plan has also been developed for 2023 to ensure we have a focus on the team's health and wellbeing.

#### Focus areas for the next three months

- Resourcing and recruitment
- Wakatu Quay next steps
- Outstanding debtors and resolution of historic harbour issues.
- Programme delivery of key projects.

#### 4. COMMUNITY OUTCOMES SUPPORTED



##### Community

We communicate, engage and inform our community



##### Development

We promote and support the development of our economy



##### Services

Our services and infrastructure are cost effective, efficient and fit-for-purpose



##### Environment

We value and protect our environment



##### Future

We work with our community and our partners to create a better place for future generations

**Appendix 1: KDC Submission on the Draft Water Services legislation Bill**

15 February 2022

The Chair  
Finance and Expenditure Committee  
Parliament Buildings  
Wellington

To whom it may concern;

## **Kaikōura District Council's Submission – Water Services Legislation Bill**

### **1.0 Introduction**

Kaikōura District covers 2,046 square kilometres of diverse landscape and is situated on the east coast of the South Island, with our territorial neighbours, the Marlborough district to the north and west, and Hurunui district to the south. We are the second smallest local authority in New Zealand with usually resident population of 4260.

Our total Three Waters assets have a revised audited value of \$64.4 million, which includes eight public water supplies, 1 wastewater system for the Kaikoura township and one wastewater treatment plant.

The November 2016 earthquake caused significant damage to our horizontal infrastructure across the District. In 2021 we completed a \$40 million rebuild programme which included \$18.5M on projects relating to repairing and replacing our Three Waters assets. We are also grateful for the \$1.88 million of Three Waters reforms stimulus money that was provided in 2020 on a “no commitment” basis. As a result of these investments from Government as well as our own investment in our infrastructure, we are not facing significant renewals unlike a few other local authorities. The 30 year Infrastructure Strategy included in our Long Term Plan shows a total required capital investment over the next 30 years of less than \$30 million including depreciation, an average of less than \$1M a year. Our 3 Waters operating costs are also lower than other local authorities.

### **2.0 Our submission**

In preparing our submission to the Finance and Expenditure Select Committee (Select Committee) on the Water Services Bill, Kaikōura District Council (KDC) has taken into consideration ongoing discussions with the Department of Internal Affairs, Local Government New Zealand, C4LD, our local papatipu Runanga and our wider community.

KDC is a member of the Communities 4 Local Democracy – He hapori mō te Manapori (C4LD) which is a coalition of like-minded territorial and unitary authorities formed to develop and propose a set of reforms to the Three Waters policy settings that will deliver similar outcomes to those proposed by the government whilst respecting community property rights and local voice. C4LD has already provided feedback and alternative solutions to the previous Minister for Local Government. KDC believes that unfortunately this constructive feedback fell on deaf ears to date.

PO Box 6, Kaikōura 7340 | 96 West End, Kaikōura (03) 319 5026 | [www.kaikoura.govt.nz](http://www.kaikoura.govt.nz) |

[kdc@kaikoura.govt.nz](mailto:kdc@kaikoura.govt.nz)  [@KaikouraDistrictCouncil](https://www.facebook.com/KaikouraDistrictCouncil) |

As a member of C4LD, we endorse and support their submission to the Water Services legislation Bill. We are also supportive of the points raised in the extensive submission made by Local Government New Zealand.

It is not intended that our submission will replicate that of C4LD or LGNZ. Our submission instead focuses on highlighting several standout aspects pertinent to our District.

### **3.0 Our overall recommendation**

***KDC opposes the Water Services Legislation Bill and recommends that it does not proceed any further pending the outcome of the General Election (now set for 14 October 2023).***

The Government's Three waters policy is widely opposed by communities in New Zealand, including the majority of Kaikōura. The breadth of the assault on community property rights by first, the Water Services Entities Act and now the Water Services Bill, has never received an electoral mandate from the people of New Zealand. With only eight months to go to the General Election it is appropriate that a pause now occur and that any further work on the establishment of the water services entities (WSE's) cease until either the Government receives an electoral mandate for its policy or a new Government has the opportunity to recalibrate policy settings. The potential consequences to the local government sector and to our communities are huge if a significant change in direction with regard to policy occurs in October 2023.

### **4.0 Kaikoura specific concerns and issues**

Pending knowledge of any possible change to policy settings, the remainder of our submission has been prepared on the basis that the present Water Services Bill is, and will continue to be, Government policy.

#### **4.1 The need for reform of the Three Waters sector.**

KDC understands the need for and supports appropriate reform of the Three Waters sector across Aotearoa. We do not disagree with achieving appropriate health and environmental outcomes.

We fully support the need to ensure that local Iwi and hapu have appropriate input into investment decision-making at a local level. KDC has a strong relationship with our local papatipu Runanga, Te Runanga o Kaikōura (TRoK). We recognise the growing demands that local Iwi and Hapu are facing and fully endorse ways that they could be supported to continue to build capacity and capability and have meaningful input to local decision making. We think that any relationships arrangements between mana whenua, councils and WSE should become tripartite agreements, where the entity and council need to work together to ensure mana whenua can easily engage with all parties together rather than separately.

KDC does however not support the current model of reform for the Three Waters service delivery and believes the desired outcomes can be achieved via alternate means.

KDC does not believe that the local financial case for change has been made. We believe that information provided by Government in terms of required future investment in Kaikōura District is fundamentally flawed and frankly ludicrous. Despite raising this multiple times on multiple levels our concerns have never been addressed.

***KDC remains extremely concerned that we cannot show that our community will be better off financially under the new proposed regional entity than if we continued on our own. In the absence of specific detail, we still believe there is a real risk that our community will lose its local voice and will end up paying more for a lower level of service.***

#### **4.2 Serious consequences for our CCO.**

The draft bill provides a high-level framework for the identification and transfer of Council Controlled Organisation (CCO) water services related assets, liabilities, contracts and staff. This was done without prior notification to the local government sector or consideration of the serious impact that such a decision could have on Councils or their CCO's. The proposal to include this is a material change from what local government understood to be in the bill and is considered a step too far. There is potential for this to have devastating impacts on our CCO and threaten their continued commercial viability.

Innovative Waste Kaikōura (IWK), our KDC CCO, is a service company that for more than just three waters operations and maintenance. They also provide our solid waste management services. The three waters operations and maintenance component of the business accounts for 41 % of total revenue, 26% of total assets and 29% of total personnel. Removal of this section of the business has potential to greatly impact the ability of the organization to provide competitive pricing for other services.

Even if our CCO remains commercially viable post transfer, there are consequential risks from the loss of its key experienced operators to the WSE. The transfer of assets and people from the CCO would also impact our Council as an owner and consequently ratepayers. We are therefore opposed to the capture of CCO's within the new system without careful consideration of the implications to both KDC and IWK. The potential risks would be eliminated if the reform did not define service companies as local government organisations and the only impact our service company was the novation of existing contracts from councils to the WSEs as was originally intended.

#### **4.3 Charging provisions - collecting charges**

KDC is majorly concerned about the provisions relating to councils collecting water charges on behalf of WSE's. We oppose being compelled to collect revenue for a service that we no longer control and deliver. We believe this will cause extensive confusion for our community around accountabilities. Should this progress as planned, KDC would expect to be fully insulated from any risk associated with this function and not liable for any failures. We have concerns around who will 'wear the liability' when things go wrong, and what legal remedies will be available to us.

#### **4.4 Geographic averaging and combined cost to ratepayers**

The current bill does not direct how, where or when geographically averaged prices should be applied to WSE's. Instead, it leaves it to a WSE board, which will need to act consistently with the general charging principles (clause 331), including the Commerce Commission input methodologies and determinations (which will not be in place on 1<sup>st</sup> July 2024). KDC has concerns that our community will end up paying more for a lower level of service as a result.

The reform assumes that, all things being equal, the combined costs of water bills and rates bills should not change when water services entities stand up. KDC is highly skeptical that this can be achieved for our and other small rural councils. An operating expenditure of \$80,000 is equivalent to a 1% rate rise for our ratepayers and therefore we do have had the levers and ability to be able. It is unclear whether DIA has a plan to address situations where council rates do not drop by an amount equal to what the WSE is charging for water services. This needs to be addressed.

#### **4.5 Rural Water Supplies**

KDC is very disappointed that the bill ignored the recommendation of the Rural Supplies Technical Working Group to create a regime where, in specific and limited circumstances, a local of affected community using a council-owned mixed use rural water scheme could opt out of the initial transfer to WSEs.

The working group worked incredibly hard to come up with workable proposals to ensure rural communities' unique drinking water needs are recognised in the new system, and its recommendations should have been reflected on this point. Our view remains that there should be an opt-out option available for communities that can demonstrate that they satisfy the 'transfer requirements'.

#### **4.6 Other comments**

KDC has major concerns around the lack of communication and engagement from DIA and the NTU with our wider community around the reform proposals. It is currently being left to councils to explain the reform proposals to our community. This is not good enough especially given the far-reaching implications of this reform agenda.

#### **5.0 Conclusions**

KDC believes that this reform agenda is being single mindedly driven by central government on an aggressive timescale. The implications of which are significant on us as a small council and are unlikely to result in good outcomes for our ratepayers and community. The lack of "active listening" to date by central government agencies has impacted on our trust and confidence in the process and threatens the relationship between central and local government. There are a number of aspects of the reforms that KDC support, but it is important to do this once and do this right. As identified at the start, without clear a public mandate and cross-party political support there is a real danger that

pressing on with the current policy agenda will cause significant damage to the local government sector, our people and our communities.

For these reasons, KDC ***opposes the Water Services Legislation Bill and recommends that it does not proceed any further pending the outcome of the General Election (now set for 14 October 2023).***

We encourage the Select Committee to take into consideration our concerns.

Yours faithfully,



Craig Mackle  
**Mayor**  
**Kaikōura District Council**

<b>Report to:</b>	<b>Council</b>
<b>Date:</b>	22 February 2023
<b>Subject:</b>	Half-yearly Report to 31 December 2022
<b>Prepared by:</b>	S Poulsen - Finance Manager
<b>Input sought from:</b>	Management team
<b>Authorised by:</b>	W Doughty - Chief Executive Officer

## 1. PURPOSE

The purpose of this report is to provide the Council with an update on our Activity Service Performance Measures in the Long-Term Plan, for the six months to 31 December 2022.

These reports have been recommended by Audit New Zealand, and it is proposed that activity performance will be reported quarterly going forward.

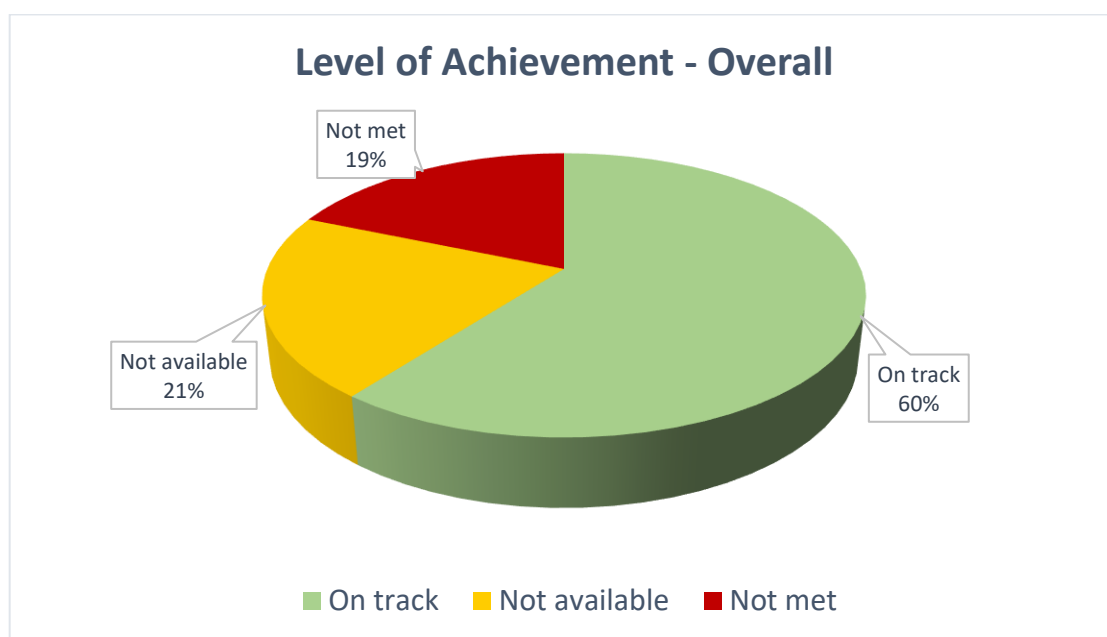
## 2. RECOMMENDATION

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

## 3. SUMMARY

### 3.1 Overall Achievement

Overall, Council activities are achieving 60.4% of performance targets. Top achieving activities are Facilities and Community & Customer Services, with 100% achievement for the six months.



Measures not able to be reported are still an ongoing issue, and are the cause of the Council's Annual Report (plus the Annual Report for Innovative Waste Kaikōura Ltd) receiving a qualified audit opinion every year. A total of 19 measures were unable to be reported, 11 of which are in the three-waters activities due to our systems not recording response times to issues in the format needed to report against the target. Of those 19, three measures were due to timing. The NAASRA road survey has not been conducted yet (affecting 2 measures for Roding), and the BCA audit will be conducted next year (1 measure for Building & Regulatory). Three measures were not provided due to KDC staff workload (affecting Waste and Planning activities).

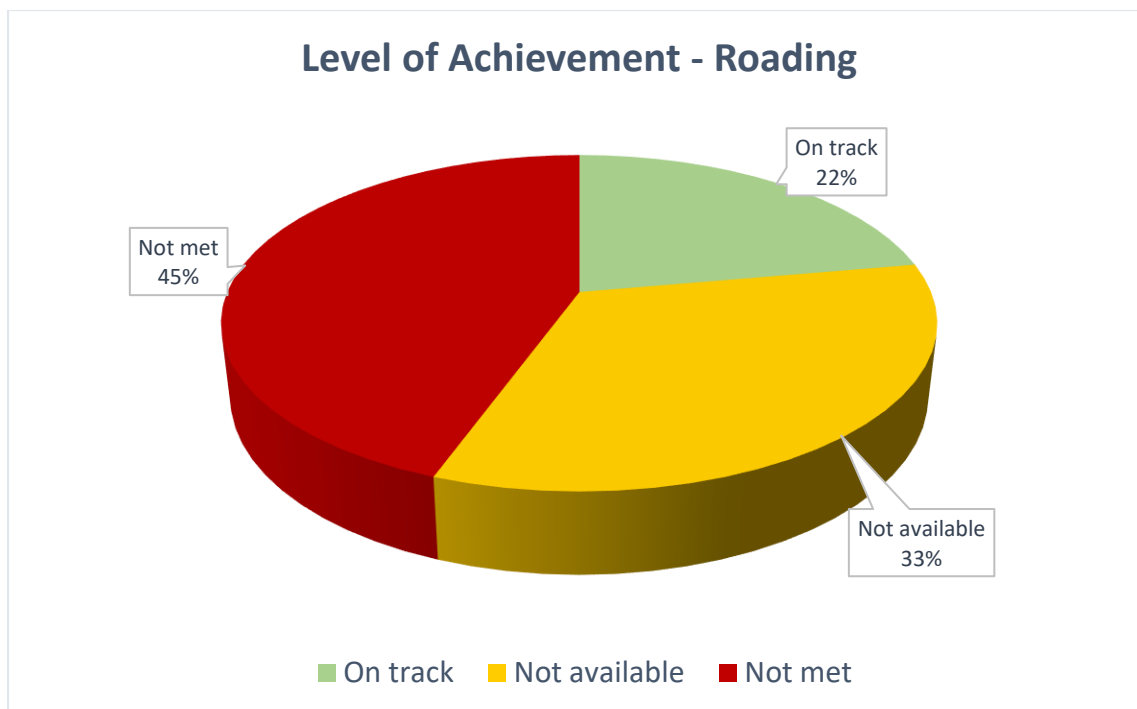
A total of 17 performance targets were not met, and these are detailed within this report.



Note the company that conducted the resident satisfaction survey is based in Napier and was badly affected by Cyclone Gabrielle and their offices were without power and communications. Despite this, the company (SIL Research), were aware of the deadline to provide the survey results in time for this half-yearly report and managed to find a landline that worked, to phone the results through in the middle of their state of emergency.

We also note that, due to the above, there may be errors in the resident survey results as reported, given they were verbal and during a very stressful situation. The final resident satisfaction survey results will be provided at a later date to be confirmed.

### 3.2 Roothing



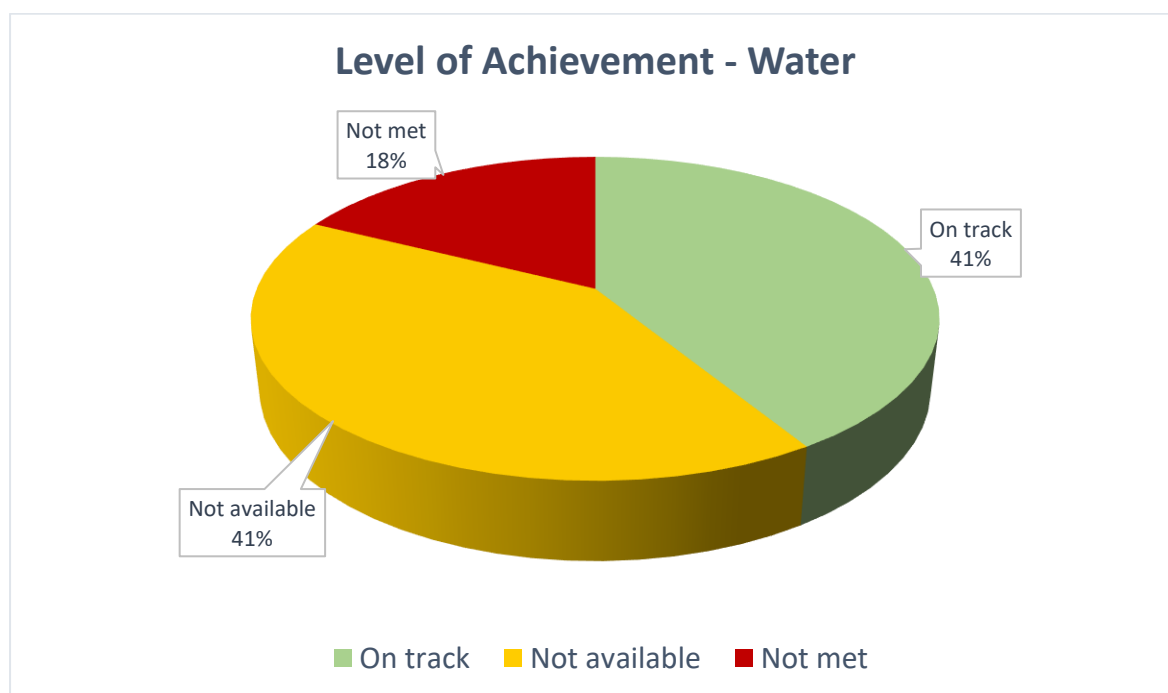
	Actual 2022	Annual Target 2023	Half-year Target 2023	Actual 2023	On track
The number of fatalities and serious injury crashes on the local road network expressed as a number (change from previous year).	0	0	0	0	Yes
The average quality of ride on the sealed road network measured by Smooth Travel Exposure.	Not applicable	92% better or	92% better or		Not available
	Actual 2022	Annual Target 2023	Half-year Target 2023	Actual 2023	On track
The average quality of ride on the sealed road network measured by NAASRA roughness	Not applicable	97 or less	97 or less		Not available

The percentage of customer service requests relating to roading, footpath and associated infrastructure faults responded to within timeframe: Urgent 1 day Other 1 week	Not available	Greater than 90%	Greater than 90%	45.60%	No
The percentage of regulatory road signs incorrect or missing during an audit of the road network.	45/338 (need total # of signs)	Less than 0.5%	Less than 0.5%		Not available
The percentage of the sealed network that is resealed per year	20%	Greater than 7%	Greater than 7%	0% <b>Note 1</b>	Yes
The percentage of footpaths that are condition grade 4 or 5	4.90%	Less than 5%	Less than 5%	12.80% <b>Note 2</b>	No
Resident satisfaction with footpaths	44%	Greater than 43%	Greater than 43%	41%	No
The percentage of streetlights not functioning during an audit of any part of the network (whether full or partial audit)	0%	Less than 1%	Less than 1%	1.33% <b>Note 3</b>	No

**Notes:**

<b>Note 1</b>	No reseals completed at half year. Programme for this year will seal 10.13km out of a total of 110km of sealed roads (which is 9.2%)
<b>Note 2</b>	2023 figure based on revised (more meaningful) evaluation methodology adopted (as presented to footpath improvement working group) - 5.5km of existing paths assessed as poor or very poor out of 43km total
<b>Note 3</b>	5 out of 376 were found to be faulty

### 3.3 Water Services



	Actual 2022	Annual Target 2023	Half-year Target 2023	Actual 2023	On track
The extent to which the water supply complies with part 4 of the NZ Drinking Water Standards (bacteria compliance criteria)	83%	100%	100%	99% <b>Note 4</b>	Yes
The extent to which the water supply complies with part 5 of the NZ Drinking Water Standards (protozoal compliance criteria)	33%	100%	100%	99% <b>Note 5</b>	Yes
The percentage of real water loss from networked reticulation systems (where such measurement is realistically achievable - on some rural supplies the lack of meters, and trickle-feed supplies, prevent measurement).	27%	Less than 40%	Less than 40%	Less than 40% <b>Note 6</b>	Yes
The average consumption of drinking water per day per resident (Kaikōura Urban supply only)	429	Less than 375 litres	Less than 187.5 litres	450 <b>Note 7</b>	No
The median response time to urgent callouts, being service failure, supply fault or contamination, from the time of	Not available	Less than 2 hours	Less than 2 hours	<b>Note 8</b>	Not available

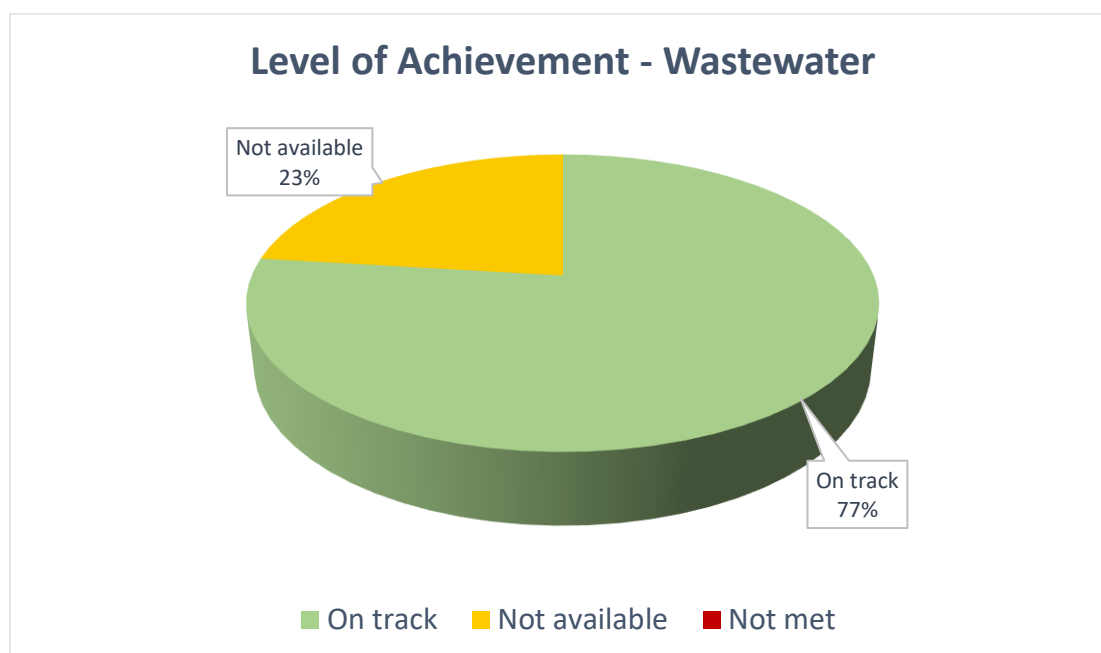
notification to the time that service personnel attend the site					
	Actual 2022	Annual Target 2023	Half-year Target 2023	Actual 2023	On track
The median resolution time to urgent callouts, being service failure, supply fault or contamination, from the time of notification to the time that the fault is resolved	Not available	Less than 12 hours	Less than 12 hours		Not available
The percentage of urgent callouts, being service failure, supply fault or contamination, responded to within one hour from the time of notification to the time that service personnel attend the site	Not available	98%	98%		Not available
Median response times to non-urgent callouts (minor leaks and equipment maintenance)	Not available	Less than 48 hours	Less than 48 hours		Not available
Median resolution time to non-urgent callouts	Not available	Less than 7 days	Less than 7 days		Not available
Percentage of non-urgent callouts responded to within 48 hours from the time of notification to the time that service personnel attend site	Not available	98%	98%		Not available
The number of customer service requests received about Council water supply schemes per year	168	Less than 365	Less than 183		Not available
The number of complaints received per year (due to a service request not being actioned appropriately).	0			0	Yes
The number of complaints received about drinking water clarity, per year per 1,000 connections	0.45	No more than 18 complaints about these issues in total (per 1,000 connections)	No more than 9 complaints about these issues in total (per 1,000 connections)	8 <b>Note 9</b>	No
The number of complaints received about drinking water taste, per year per 1,000 connections	0.45			0	Yes
The number of complaints received about drinking water odour per year per 1,000 connections	0			0	Yes

The number of complaints received about drinking water pressure or flow, per year per 1,000 connections	0.9			1 <b>Note 10</b>	No
The number of complaints received about drinking water continuity of supply, per year per 1,000 connections	4.95			0 <b>Note 10</b>	Yes

**Notes:**

<b>Note 4</b>	Operational compliance is now based on Taumata Arowai rules. It is no longer pass or fail on any 3-minute data point, but rather % of time compliant. All independent sampling 100%.
<b>Note 5</b>	Operational compliance is now based on Taumata Arowai rules. It is no longer pass or fail on any 3-minute data point, but rather % of time compliant. All independent sampling 100%.
<b>Note 6</b>	Estimate based on known network condition and unaccounted for usage. Usage on sports fields and racecourse under review. Metering and charging is an option.
<b>Note 7</b>	Estimated consumption rate including summer period. Note this measure is a rate (l/h/d), not a quantity, and will be lower in the shoulder seasons and winter
<b>Note 8</b>	Generally achieved. Call logging, work order scheduling, GIS mapping and response time recording systems under improvement and being integrated.
<b>Note 9</b>	East Coast scheme Clarence village line has had episodes of poor clarity as the biofilm layer in the existing pipe has been removed by chlorination. Weekly flushing has been instigated.
<b>Note 10</b>	Some difficulties communicating scheme offline periods with rural scheme users, (e.g. East Coast, Kincaid and Fernleigh scheme users without email). Group text messages being investigated.

### 3.4 Wastewater Services



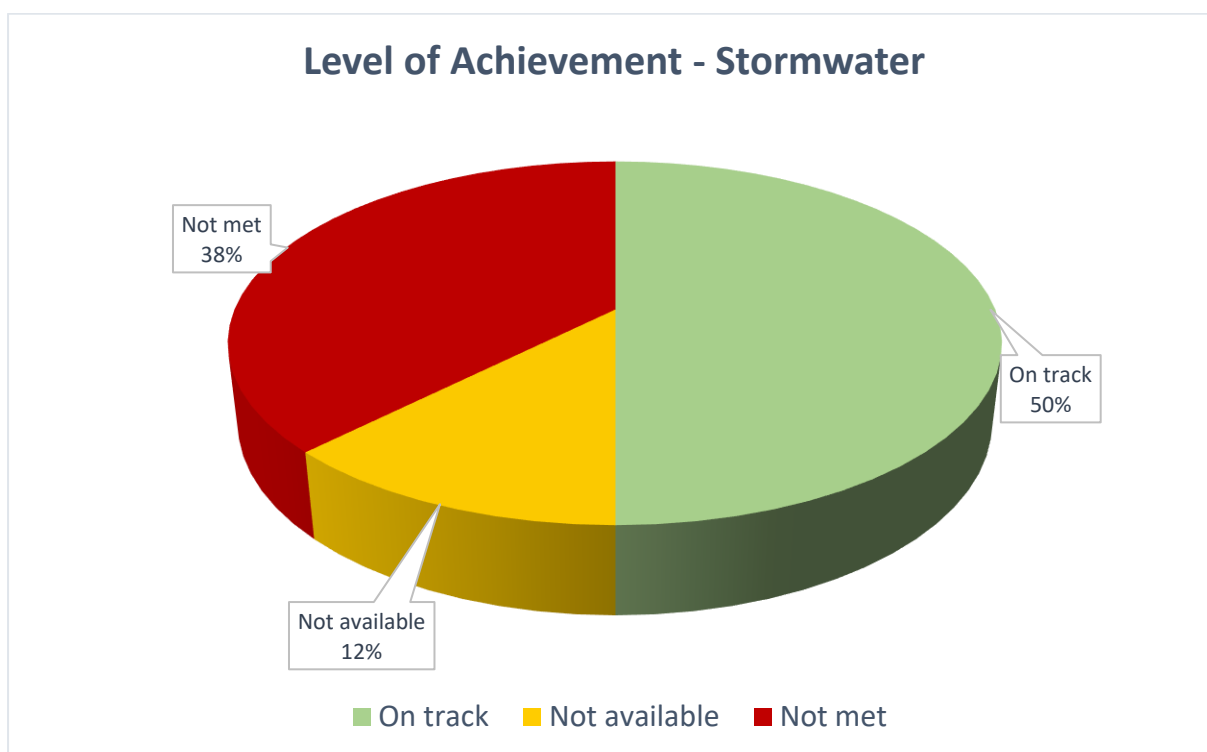
	Actual 2022	Annual Target 2023	Half-year Target 2023	Actual 2023	On track
The number of dry weather sewage overflows, expressed per 1,000 sewer connections	0.8	0	0	0	Yes
The number of abatement notices issued to the Council for non-compliance with resource consent conditions	1	0	0	0	Yes
The number of infringement notices issued to the Council for non-compliance with resource consent conditions	0	0	0	0	Yes
The number of enforcement orders issued to the Council for non-compliance of consent conditions	0	0	0	0	Yes
The number of convictions against the Council in relation to its resource consents	0	0	0	0	Yes
The median response time to sewage overflows from the time of notification to the time that service personnel reach the site	1.5 hours	Less than 1 hour	Less than 1 hour	<b>Note 11</b>	Not available
The median resolution time to sewage overflows from the time of notification to the time	2.38 hours	Less than 24 hours	Less than 24 hours		Not available

of resolution of the blockage or other fault					
	Actual 2022	Annual Target 2023	Half-year Target 2023	Actual 2023	On track
The percentage of urgent callouts, being service failure, supply fault or overflow, responded to within one hour from the time of notification to the time that service personnel depart to the site.	Not available	90%	90%		Not available
The percentage of blockages or other faults (excluding odour) resolved within 24 hours	Not available	80%	80%	0.95	Yes
The number of complaints received about sewage odour, expressed per 1,000 connections	0.63	Less than 19 complaints about these issues in total (per 1,000 connections)	Less than 10 complaints about these issues in total (per 1,000 connections)	1	Yes
The number of complaints received about sewage system faults, expressed per 1,000 connections	11.67			1	Yes
The number of complaints received about sewage system blockages, per 1,000 connections	4.42			5	Yes
The number of complaints received about the Councils (or the Councils service providers) response to the above issues, per 1,000 connections	0.00			0	Yes

**Notes:**

<b>Note 11</b>	Generally achieved. Call logging, work order scheduling, GIS mapping and response time recording systems are under improvement and being integrated
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### 3.5 Stormwater Services



	Actual 2022	Annual Target 2023	Half-year Target 2023	Actual 2023	On track
The number of flooding events where water enters habitable property per year	0	0	0	2 <b>Note 12</b>	No
For each flooding event, the number of habitable floors affected, expressed per 1,000 properties connected to the stormwater system	0	Less than 3	Less than 2	0 <b>Note 13</b>	No
The number of abatement notices issued to the Council for non-compliance with resource consent conditions	0	0	0	0	Yes
The number of infringement notices issued to the Council for non-compliance with resource consent conditions	0	0	0	0	Yes
The number of enforcement orders issued to the Council for non-compliance of consent conditions	0	0	0	0	Yes

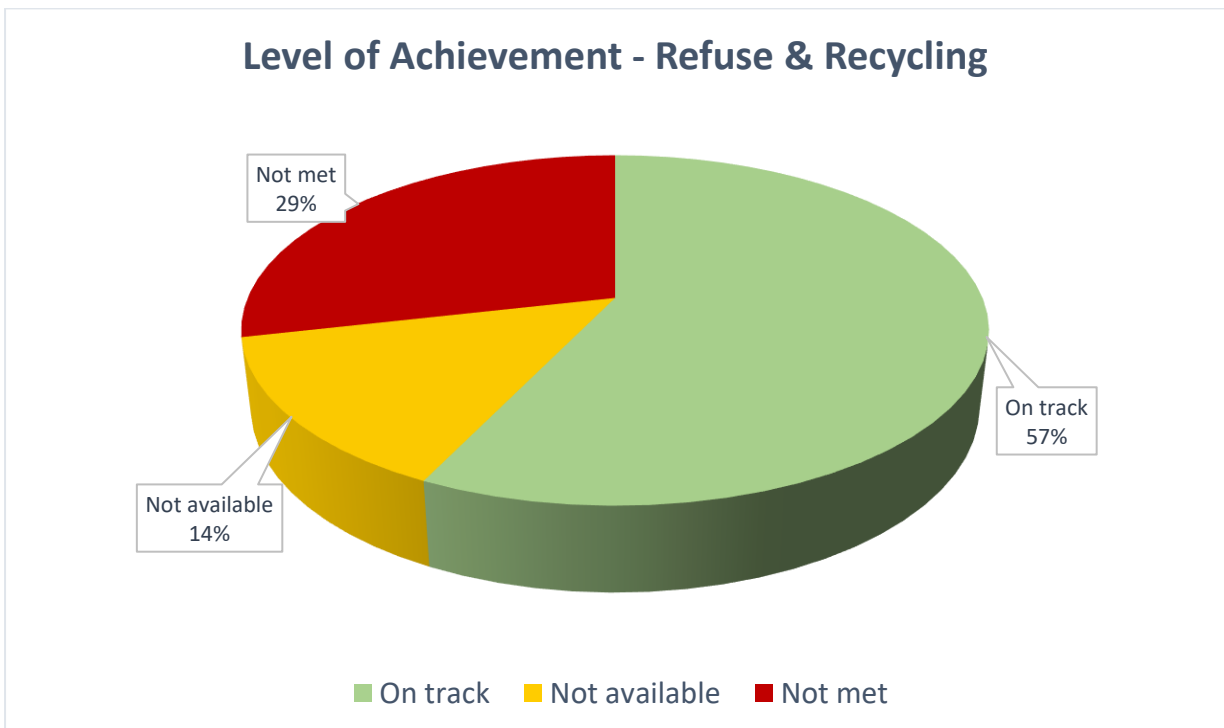


	Actual 2022	Annual Target 2023	Half-year Target 2023	Actual 2023	On track
The number of convictions against the Council in relation to its resource consents	0	0	0	0	Yes
The median response time taken to attend a flooding event, from the time of notification to the time that service personnel reach the site	No flooding events	Less than 1 hour	Less than 1 hour		Not available
The number of complaints received about performance of the stormwater system, expressed per 1,000 connections	4.91	Less than 3	Less than 2	5.0	Yes

**Notes:**

<b>Note 12</b>	Mill Road. Property in hollow. Stormwater outlet provided late 2022. Inflows to sewer system also stopped Avoca Street - see below
<b>Note 13</b>	Avoca Street basement flooded twice (not a habitable floor). Road shoulder shape to be adjusted locally to keep water out of private property.

**3.6 Refuse & Recycling**

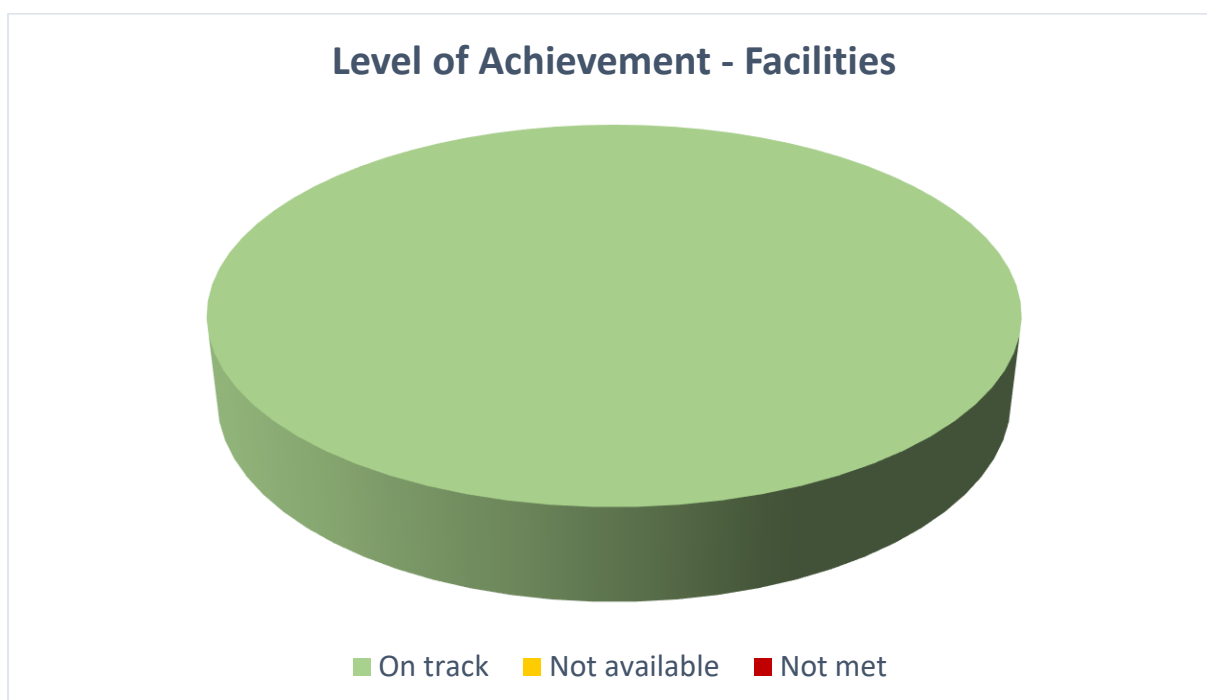


	Actual 2022	Annual Target 2023	Half-year Target 2023	Actual 2023	On track
The number of incidents of street litter bins being used for grossly inappropriate purposes such as deposit of household refuse	52	Less than 75	Less than 38	19	Yes
Percentage of refuse collection and disposal costs (excluding those for street litter bins and clean-up of illegal dumping) that are recovered on a user-pays basis.	> 100%	80%	80%	100%	Yes
Level of compliance with Environment Canterbury consents	Compliant	KDC Consents are assessed as "compliant"	KDC Consents are assessed as "compliant"	Compliant <b>Note 14</b>	Yes
The number of complaints about the landfill environmental effects	0	No more than 5	No more than 5	0	Yes
Percentage of recyclable material that is contaminated and treated as refuse	6%	No more than 5%	No more than 5%	9%	No
Kilograms of waste sent to landfill per capita	327	No more than 380kg	No more than 190kg	206kg	No
The estimated annualised average net cost per tonne of all materials delivered to beneficial markets through recycling or resource recovery services less the current per tonne charge for disposal of general refuse, inclusive of landfill levy and carbon credit charges.	\$25.96	Less than \$100	Less than \$50	<b>Note 15</b>	Not available

**Notes:**

<b>Note 14</b>	No issues of non-compliance have been raised
<b>Note 15</b>	This is an annualised estimated figure only, and attempting to provide a mid-year figure is not realistic.

### 3.7 Facilities



	Actual 2022	Annual Target 2023	Half-year Target 2023	Actual 2023	On track
The number of Memorial Hall bookings (excluding KDC use) per annum	67	40	20	30	Yes
Resident satisfaction with cemetery, public toilets and playgrounds (combined)	82%	75% better or	75% better or	75%	Yes
Percentage of public buildings have a BWOF	100%	100%	100%	100%	Yes
The number of Civil Aviation Authority (CAA) surveillance findings	0	0	0	0	Yes
The number of complaints received about the condition of harbour assets (slipway, wharves, washdown area, etc)	4	3 or less	2 or less	2 <b>Note16</b>	Yes

**Notes:**

<b>Note 16</b>	Issues with Pay & Display machine
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### 3.8 Leadership & Governance



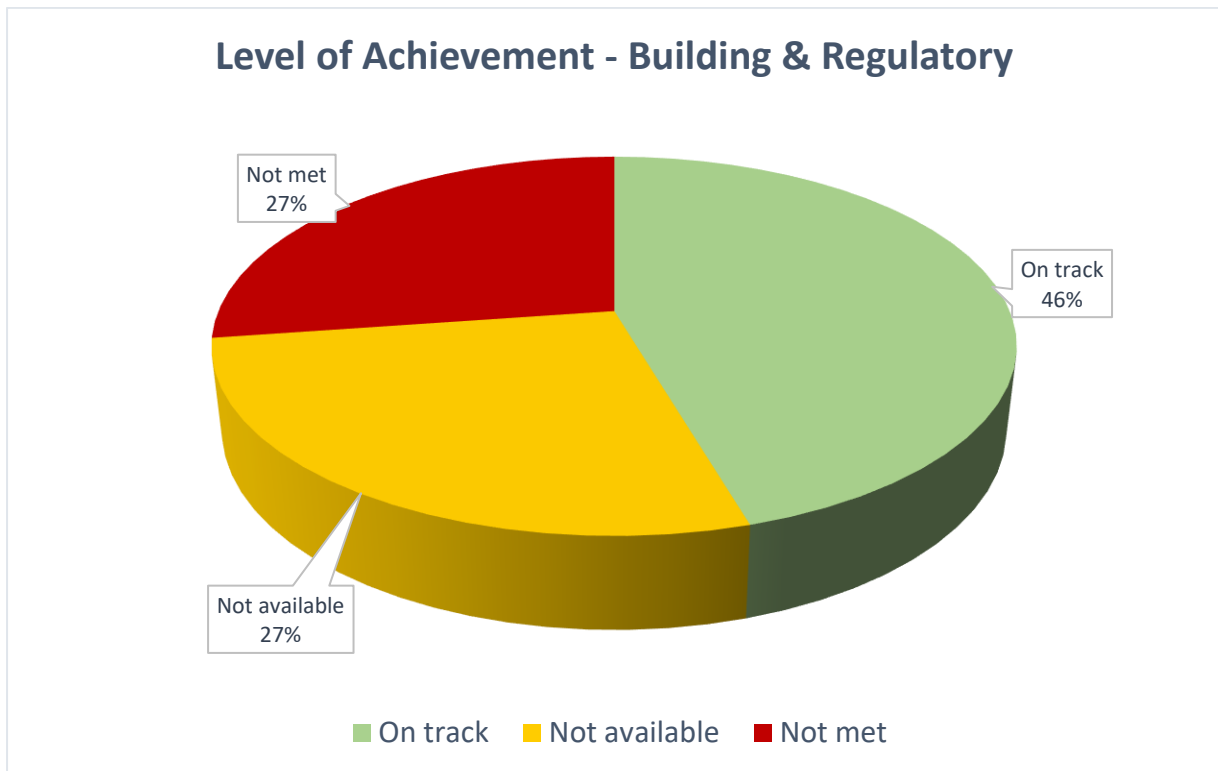
	Actual 2022	Annual Target 2023	Half-year Target 2023	Actual 2023	On track
The percentage satisfaction with the Mayor Councillors and staff	71%	60%	60%	72%	Yes
Ensure at least 90% of residents are satisfied that Council consults with them on important issues	49%	50%	50%	52%	Yes
Percentage of operating costs versus budget (excludes loan interest and depreciation)	101.6%	100%	100%	89.2%	Yes
Percentage of capital programme delivered	50.9%	At least 75%	At least 37.5%	15.1% <b>Note 17</b>	No
Level of engagement with Council communications (Facebook followers)	5,640	> 5,420	> 5,420	5,723 <b>Note 18</b>	Yes
	Actual 2022	Annual Target 2023	Half-year Target 2023	Actual 2023	On track

Level of engagement with Council communications (E-Newsletters opened)	47.8%	> 45%	> 45%	48% <b>Note 19</b>	Yes
Resident satisfaction with KDC communications	81%	70% better	or 70%	75%	Yes

**Notes:**

<b>Note 17</b>	Main delays are the Clarence River bridge, Wakatu Quay development, Link Pathway (all permanent differences), and the road reseal programme which should be due to start shortly.
<b>Note 18</b>	at 18 Jan 2023
<b>Note 19</b>	48% is the average over 6 months, many months were above this. Only August below target at 44.4%.

**3.9 Building & Regulatory**



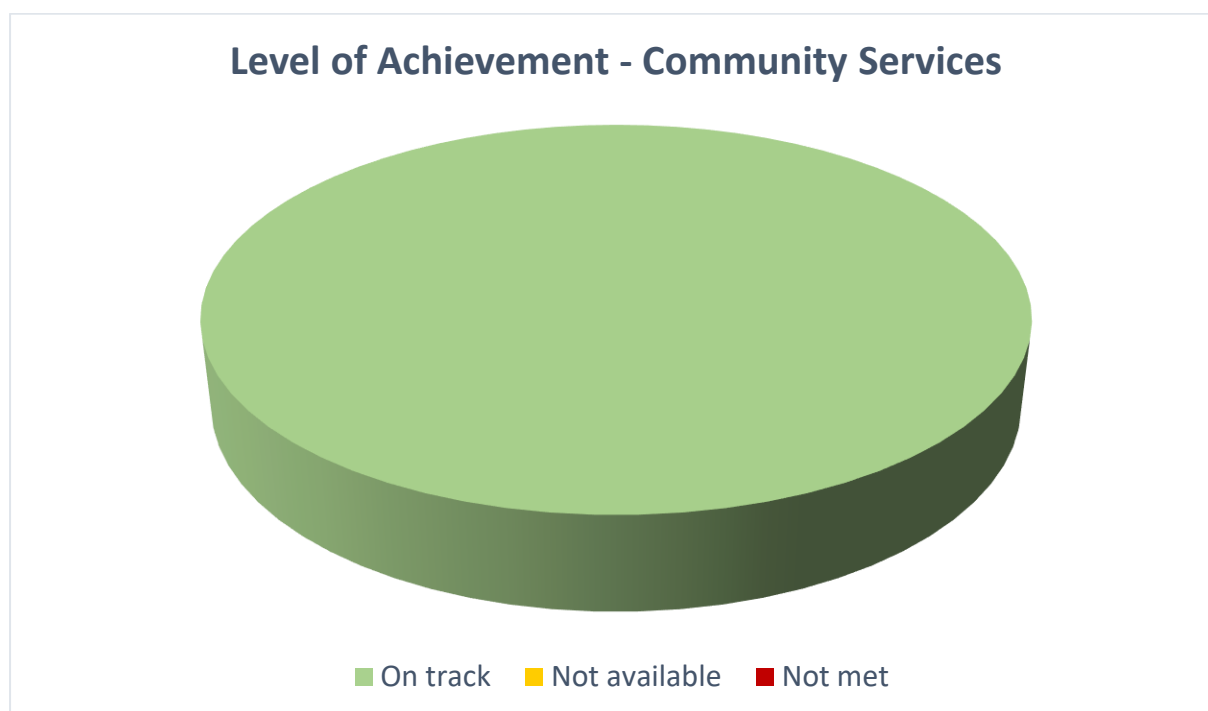
	Actual 2022	Annual Target 2023	Half-year Target 2023	Actual 2023	On track
The number of complaints about dogs (wandering, barking nuisance, dogs rushing, etc)	69	135	67	7 <b>Note 20</b>	Not available

Percentage of building consents processed within statutory timeframes	93.2%	97%	97%	94.90% <b>Note 21</b>	No
BCA Accreditation status is confirmed (every second year)	Accreditation confirmed	Not due in 2023	Not due in 2023	Not due in 2023	Not available
Percentage of resource consents processed within statutory timeframes	79%	97%	97%		Not available
Percentage of food premises inspected within statutory timeframes	100%	100%	100%	100%	Yes
Percentage of liquor licensed premises inspected within statutory timeframes	100%	100%	100%	100%	Yes
Percentage of dog or stock complaints responded to within timeframe Urgent - 1 hour Serious nuisance - 6 hours General nuisance - 1 day All other issues - 5 days	100%	80%	80%	80%	Yes
Percentage of known dogs that are registered	99.4%	97%	97%	98.70%	Yes
The number of infringements issued for inappropriate/illegal parking	14	< 130	< 65	1 <b>Note 22</b>	No
Percentage of BWOF's audited or inspected	100.00%	97%	97%	0% <b>Note 23</b>	No
Number of complaints about freedom camping	10	Less than 50	Less than 25	11 <b>Note 24</b>	Yes

**Notes:**

<b>Note 20</b>	Not all have been recorded in Ozone
<b>Note 21</b>	Statutory timeframes have been affected by staff resourcing issues
<b>Note 22</b>	No monitoring during COVID restrictions
<b>Note 23</b>	Due to staffing issues (lack of resource)
<b>Note 24</b>	Number of campers very low to 31 December

### 3.10 Community & Customer Services



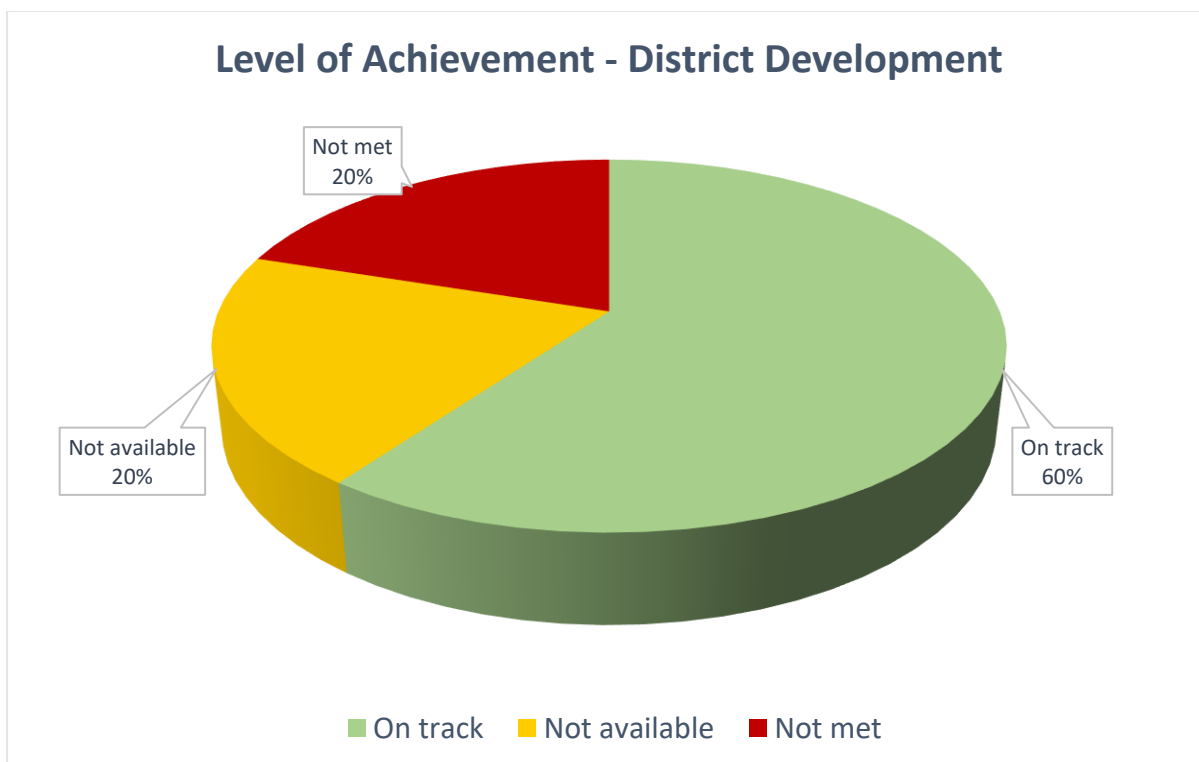
	Actual 2022	Annual Target 2023	Half-year Target 2023	Actual 2023	On track
<b>Customer services</b>					
Increased customer satisfaction with Customer Services Team	82%	67% or better	67% or better	79%	Yes
<b>Community Development</b>					
Number of community networking reports	10	No less than 6	No less than 3	6	Yes
<b>Grants &amp; events</b>					
Number of community groups funded	CCS 13, GL 2, Rural ST 2, CIF 8	No less than 10	No less than 5	9 <b>Note 25</b>	Yes
Number of community events held	10	Not less than 4	Not less than 2	4	Yes
<b>Civil defence</b>					
Number of scenario's held with cross-agency attendance	4	2	1	4 <b>Note 26</b>	Yes
<b>Youth development</b>					
Facilitate monthly youth Council meetings	3	6	3	9 <b>Note 27</b>	Yes

	Actual 2022	Annual Target 2023	Half-year Target 2023	Actual 2023	On track
Support with youth Council events (number of events supported)	12	10	5	6	Yes
Number of training opportunities	4	4	2	2	Yes
<b>Library</b>					
The number of lending items per capita	5.5	7.7	7.7	10.83 <b>Note 28</b>	Yes

**Notes:**

<b>Note 25</b>	Community Initiatives Fund = 2, Creative Communities Scheme = 7, applications close May 23 <sup>rd</sup> for Rural Sport Travel & George Low Funds
<b>Note 26</b>	We are now incorporating our scenarios into our First Responders regular catch-up
<b>Note 27</b>	These are internal meetings
<b>Note 28</b>	Significant increase as lending items include e-books

**3.11 District Development**





	Actual 2022	Annual Target 2023	Half-year Target 2023	Actual 2023	On track
<b>District Planning</b>					
Progress on the District Plan review	Council has positioned itself well for the June 2024 target. A spatial plan process is starting which will feed into the June 2024 review	Phase One: including residential and commercial zone chapters by June 2024	Progress ongoing		Not available
<b>Environmental Planning</b>					
Number of environmental projects supported	6	Not less than 3	Not less than 2	1 <b>Note 29</b>	No
<b>Tourism</b>					
Domestic and international spend indicators (Marketview) show year on year increases (baseline spend \$50.4M in 2021)	Not applicable (borders still restricted due to COVID-19)	Marketview indicators show increases post Covid-19 relative to other comparable RTO regions	Marketview indicators show increases post Covid-19 relative to other comparable RTO regions	\$31.3M <b>Note 30</b>	Yes
Six-monthly reports from Destination Kaikōura demonstrate activities and achievements	Reports have been received quarterly with high levels of activities and achievements	Reports are received	Reports are received	Reports have been received quarterly with high levels of activities and achievements <b>Note 31</b>	Yes
<b>Economic development</b>					
Number of ED-related projects or events supported	7 +	5	Not less than 2	3 <b>Note 32</b>	Yes

**Notes:**

<b>Note 29</b>	One organisation funded (KORI). Other environmental projects may be supported in-kind e.g. admin support.
<b>Note 30</b>	Destination Kaikōura ranks 7th out of 37 RTO regions, with 37.8% increase in spend for the month of December 2022.
<b>Note 31</b>	The Destination Management Plan was endorsed by the Council in September 2022. The spring digital campaign generated 12,716 visitors to the website, with 2,937 visiting the campaign hub and spending 1min 46sec on average on that page. The first of several cruise ships arrived in November, and in December DK attended the TEC Summit and Top of the South RTO collective forums - that forum focussing on our Touring Route website.
<b>Note 32</b>	Funding provided to Kaikōura Cycling Club, Kaikōura International Dark Skies, and two Rebel Business School workshops. Other projects include Matariki (flags purchased for the event), North Canterbury Business Awards and new Welcome to Kaikōura District signs currently in design phase (due to timing of invoicing these three projects are outside the six-month period).

**4. FINANCIAL IMPLICATIONS AND RISKS**

Regular monitoring and reporting on the Council financials is required as there is a risk that the Council's financial position could deteriorate with an increase in debt levels; lowered credit rating; revenue flows are lower than budgeted, and expenditure is higher than projected.

**5. COMMUNITY OUTCOMES SUPPORTED**

The work is in support of all community outcomes.



**Community**

We communicate, engage and inform our community



**Development**

We promote and support the development of our economy



**Services**

Our services and infrastructure are cost effective, efficient and fit-for-purpose



**Environment**

We value and protect our environment



**Future**

We work with our community and our partners to create a better place for future generations

**6. SIGNIFICANCE OF DECISION**

This decision is not considered significant in terms of Council's Significance and Engagement Policy.

**7. RELEVANT LEGISLATION**

The Local Government Act 2002 states that a local authority should ensure prudent stewardship and the efficient and effective use of its resources in the interests of its district or region.

**8. COMMUNITY VIEWS**

No community views were sought in relation to this report

<b>Report to:</b>	<b>Council</b>
<b>Date:</b>	22 February 2023
<b>Subject:</b>	Kaikōura Enhancement Trust Draft Statement of Intent 2023/2024
<b>Prepared by:</b>	S Poulsen - Finance Manager
<b>Input sought from:</b>	KET Trustees: R Roche, K Heays, T Blunt
<b>Authorised by:</b>	W Doughty - Chief Executive Officer

## 1. PURPOSE

The purpose of this report is to present the Kaikōura Enhancement Trusts Draft Statement of Intent for the year commencing 1 July 2023 to 30 June 2024.

**Attachments: Kaikōura Enhancement Trust Draft Statement of Intent 2023/2024**

## 2. RECOMMENDATION

That the Kaikōura Enhancement Trust Draft Statement of Intent 2023/2024 be received, noting feedback is to be provided by 1st May to then be adopted no later than 30 June (sch 8 of the LGA 2002).

## 3. SUMMARY

### 3.1 Requirement to report to the board

Section 66 of the Local Government Act (2002) requires the board of a council-controlled organisation (in this case, the Kaikōura Enhancement Trust (KET), to deliver to its shareholders a draft statement of intent, on or before 1 March each year. In this case, the Kaikōura District Council is the sole shareholder of KET.

Having received the Draft Statement of Intent, the Council has two months to provide comments to the KET board, and the KET board must then consider these, and deliver to the Council a completed (final) statement of intent no later than 30 June each year.

If the Council were to request a modification to the Draft Statement of Intent by resolution of Council, then the nature of the changes must first be consulted with the KET board and then the Statement of Intent must be modified to comply with the resolution or as agreed.

### 3.2 Contents of the Draft Statement of Intent

Schedule 8 of the Local Government Act (2002) sets out the minimum required content for a Statement of Intent. The attached Draft complies with Schedule 8.

## 4. FINANCIAL IMPLICATIONS AND RISKS

There are no significant financial implications or risks from receiving the Draft Statement of Intent.

## 5. COMMUNITY OUTCOMES SUPPORTED

The work is in support of all community outcomes.



### Community

We communicate, engage and inform our community



### Development

We promote and support the development of our economy



### Environment

We value and protect our environment



### Future

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### **Services**

Our services and infrastructure are cost effective, efficient and fit-for-purpose

## **6. SIGNIFICANCE OF DECISION**

This decision is not considered significant in terms of Council's Significance and Engagement Policy.

## **7. RELEVANT LEGISLATION**

The Local Government Act 2002 states that a local authority should ensure prudent stewardship and the efficient and effective use of its resources in the interests of its district or region.

## **8. COMMUNITY VIEWS**

No community views were sought in relation to this report.

# Kaikōura Enhancement Trust

## Statement of Intent- DRAFT 2023/2024

### **Vision**

Through good governance, ensure a protected and enhanced natural and sustainable living environment.

### **Purpose**

The purpose of this Statement of Intent is to:

- State publicly the activities and intentions of this Council Controlled Organisation for the year and the objectives to which those activities will contribute; and
- Provide an opportunity for shareholders to influence the direction of the organisation; and
- Provide a basis for the accountability of the Trustees to their shareholders for the performance of the organisation.

This Statement of Intent covers the year 1 July 2023 to 30 June 2024, and the following two years.

### **Background**

Kaikōura Enhancement Trust (“the Trust”) is a charitable trust subject to the provisions of the Charitable Trusts Act 1957. The Trust was established in 2000 and does not trade with the intention or purpose of making a profit.

The Trust is a Council Controlled Organisation under the provisions of the Local Government Act 2002, because the Kaikōura District Council (“the Council”) appoints its Trustees. The Trustee(s) are Councillors Tony Blunt, Kevin Heays, and Robert Roche (Chair).

The Trust owns 100% of Innovative Waste Kaikōura Ltd (IWK), which is the company responsible for the day-to-day management of the Resource Recycling Centre and landfill facility, and provision of three-waters services.

It is currently unclear what the impact will be from the government’s three-waters reform on the structure and operations of Innovative Waste Kaikōura Ltd. Recent additions to the proposed legislation suggests the three-waters operations performed by IWK will be transferred to the new Water Services Entity formed under the government’s three-waters reform, on 1 July 2024. Until these proposed changes are finalised, this Statement of Intent has been prepared on the assumption of status quo.

## The Objectives of the Group

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Section 59 of the Local Government Act 2002 provides

***Principal objective of council-controlled organisation***

- (1) *The principal objective of a council-controlled organisation is to:*
- a. *Achieve the objectives of its shareholders, both commercial and non-commercial, as specified in the statement of intent; and*
  - b. *Be a good employer; and*
  - c. *Exhibit a sense of social and environmental responsibility by having regard to the interests of the community in which it operates and by endeavouring to accommodate or encourage these when able to do so; and*
  - d. *If the council-controlled organisation is a council-controlled trading organisation, conduct its affairs in accordance with sound business practice.*
- (2) *In subsection (1)(b), good employer has the same meaning as in clause 36 of Schedule 7.*

The objects or purposes of this Trust are exclusively charitable. In addition to the statutory objective, the objectives of the Trust are:

- a. The collection and disposal of waste in an ecologically sound manner including but not limited to management of refuse facilities and including sewerage treatment programmes;
- b. To protect, enhance and sustain the natural and physical resources of the Kaikōura District particularly through sustainable waste management practices and more widely to encourage development of similar practice in other areas;
- c. The establishment, improvement and promotion of recycling programmes and programmes generally to reduce waste;
- d. Raise public awareness of the effects of alternative waste disposal methods through education and generally to create public awareness of sustainable management of resources;
- e. To make grants or provide other assistance for the research, development, distribution and implementation of alternative waste disposal methods, including waste reduction methods;
- f. To promote ecologically sound waste management processes and practices generally;
- g. To do all such things as may be necessary and consistent with creating a better living environment whilst sustaining the natural environment for future generations.

## Board's Approach to Governance

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Proceedings of the Trustees are governed by the rules set out in the Trust Deed. The Trustee(s) manage and control the property and affairs of the Trust.

The Trustee(s), in addition to all other powers conferred by law, have the following powers which must be exercised prudently and for the objects and purposes of the Trust:

- To invest money on such terms as the Trustees decide and to vary investments from time to time;
- To make advances to any person or organisation;
- To seek and accept any donations, gifts or grants of money or property;
- To pay all or any of the expenses incurred in and in connection with the establishment, incorporation, running and objects of the Trust;
- To engage such staff or other contractors, whether directly or indirectly, on such terms as the Trustees think fit;
- To purchase, sell, lease, hire, exchange, mortgage or otherwise acquire or dispose of any property;
- To carry on any business, to enter into any contract, joint venture or partnership or any other arrangements with any other person or body relating to any or all of the objects set out above;
- To borrow or otherwise raise money (on provision of security or otherwise) required for the purposes of meeting any debt or other liability of the Trust;
- To alter in any way all or any of the Rules set forth herein in the manner provided in the Trust Deed provided that no such alteration or addition shall be made in any way to detract from the charitable purpose of the Trust.
- Generally, to contract with any person and to carry on any operation in the nature of a business or otherwise, including power of sale and purchase of any assets for those purposes, as the Trustees may decide in their absolute discretion.
- To do such other lawful acts and things as necessary to carry out the objects and purposes of the Trust.

The financial year of the Trust is 1 July to 30 June, and as soon as possible after 30 June in any year, the Trustees must prepare an annual report, such report to be tabled at the Annual General Meeting of the Trust, such AGM to be a public meeting to be held no later than 30 October in any year. The Trustees must also make the annual report available for public inspection at the Trust's office, and the Trustees may make the report available to such other persons and organisations as the Trustees think fit.

### **Distributions to Shareholders**

It is intended that no amount or proportion of accumulated profits and capital reserves will be distributed to shareholders. The Trust will retain all such profits and capital reserves (if any).

### **Ratio of Consolidated Shareholders Funds to Total Assets**

The target ratio for consolidated shareholders' funds to total assets is at least 90%. Consolidated shareholders' funds comprise share capital and accumulated reserves. Total assets comprise all tangible assets of the Trust, the main components being cash, and the shareholding in Innovative Waste Kaikōura Ltd.

### **Acquisition of Shares in any Company or Other Organisation**

Subject to the powers and limitations contained within the Trust Deed, the Trustees have the power to acquire shares in any company or other organisation, at their absolute discretion.

### **Value of the Shareholder's Investment**

The Board has not conducted a comprehensive assessment of the commercial value of the shareholder's investment in the Trust, however the Trust's Annual Report to 30 June 2007 contains the following disclosure surrounding the investment in associate and subsidiary.

*“As at 30 June 2006 the Trust had a 49% shareholding in Innovative Waste Kaikōura Ltd (IWK), the remaining 51% shareholding was owned by the Kaikōura Wastebusters Trust. The principal activity of IWK is the operation of a public landfill and resource recycling centre.*

*“As at 30 June 2007 the Trust has a 100% shareholding in IWK having acquired the remaining 51% shareholding in July 2006.*

*“The investment in subsidiary is carried at cost, determined as follows:*

Transfer from investment in associate	48,793
Fair value of the shareholding gifted on 1 July 2006	<u>26,671</u>
	<u>75,464</u>



## Nature & Scope of Activities

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The most significant objectives of the Kaikōura Enhancement Trust are performed by its subsidiary, Innovative Waste Kaikōura Ltd. That company has prepared its own Statement of Intent. It is recommended that this Statement of Intent be read in conjunction with that of Innovative Waste Kaikōura Ltd.

IWK actively promotes reduction, reuse, and recycling of materials, and undertakes kerbside collection of recyclable material in urban areas, and weekly collection of recyclable materials from rural collection points. Innovative Waste has also initiated various environmental projects, such as Trees for Travellers, and international volunteer beautification projects. IWK also provides three-waters maintenance services, which helps to ensure the district has access to good quality drinking water, sewage is disposed of in a sanitary manner.

Following external reviews of the Trust and IWK, the Trust will co-operate with the Kaikōura District Council as it further considers any actions to result from the recommendations.

In 2017, the Trust successfully applied for funding from the Ministry of Primary Industries' Earthquake Recovery Fund to implement the Kaikōura Plains Recovery Project (KPRP). That project aims to support Kaikōura farmers affected by the Kaikōura earthquake, and is overseen by a Governance Group. Environment Canterbury staff are project managing and coordinating this work. The project has been extended and, in 2022, the Ministry of Primary Industries confirmed that any residual funds could be kept by KET for ongoing maintenance and enhancement of the areas supported by the project.

There are no further projects planned for the Trust once the Kaikōura Plains Recovery Project is completed.

## Performance targets

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Activity	Measure	Target
Kaikōura Plains Recovery Project is ongoing, areas supported by the project are well-maintained.	KPRP wetlands are maintained including ongoing planting, weed control and fence maintenance	Funds fully spent by end of June 2024

# Consolidated Statement of Accounting Policies

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## **Reporting entity**

The Kaikōura Enhancement Trust (the Trust) is a charitable trust incorporated in New Zealand under the Charitable Trusts Act 1957 and is domiciled in New Zealand. The Trust is controlled by Kaikōura District Council and was formed in 2001. This Trust in turn owns 100% of Innovative Waste Kaikōura Ltd. Innovative Waste Kaikōura Limited is engaged in the business of operation of Kaikōura resource recovery centre & landfill. The company secured a five-year contract in July 2015 to provide maintenance services in Kaikōura to the Council for the stormwater, wastewater and water supply, and that contract has been renewed to 30 June 2024.

The Kaikōura Enhancement Trust has been identified as a Council Controlled Organisation as defined by Section 6 of the Local Government Act 2002. The Trust was exempted by KDC from preparing the financial statements, however the Trust needs to report under the Charities Act 2005.

The primary purpose of the Trust is to protect, enhance and sustain the district's natural resources through sustainable waste management practices, rather than for financial return. Accordingly, the Trust has designated itself and group as public benefit entities for financial reporting purposes.

## **Measurement Base**

The financial statements of the group have been prepared on an historical cost basis, except as noted otherwise below. The statements have been prepared on the going concern basis and the accounting policies have been applied consistently throughout the period.

These financial statements comply with PBE Standards Reduced Disclosure Regime. The financial statements are presented in New Zealand dollars and all values are rounded to the nearest dollar. The functional currency of the group is New Zealand dollars.

## **Subsidiaries**

The Trust consolidates as subsidiaries in the Group financial statements all entities where the Trust has the capacity to control their financing and operating policies so as to obtain benefits from the activities of the entity. The entity meeting these criteria is Innovative Waste Kaikōura Ltd (IWK), a wholly owned subsidiary of the Trust.

## ***Basis of consolidation***

The purchase method is used to prepare the consolidated financial statements, which involves adding together like items of assets, liabilities, equity, income and expenses on a line-by-line basis. All significant intragroup balances, transactions, income and expenses are eliminated on consolidation.

## **Changes in Accounting Policies**

There have been no changes to accounting policies during the financial year. Policies have been applied on a consistent basis with those of the previous reporting period.

## **Significant Accounting Policies**

In the preparation of these financial statements, the specific accounting policies are as follows:

### **(a) Property, Plant & Equipment**

The group has the following classes of Property, Plant & Equipment. Depreciation is calculated using the straight-line basis, to allocate their cost over their useful life. Depreciation is applied as follows:

<b>Asset type</b>	<b>(%)</b>
<b>Site development</b>	0.0%
<b>Buildings</b>	2.0% - 3.0%
<b>Motor vehicles</b>	6.5% - 13.5%
<b>Office equipment</b>	6.5% - 25.0%
<b>Plant &amp; equipment (yard)</b>	4.0% - 33.0%

All property & equipment is stated at cost less depreciation and impairment, except for land that is not depreciated.

Leased assets are depreciated over the unexpired term of the lease or over the estimated useful life, whichever is shorter.

The residual value and useful life of an asset is reviewed, and adjusted if applicable, at each financial year end.

#### **Additions**

The cost of an item of property, plant and equipment is recognised as an asset if, and only if, it is probable that future economic benefits or service potential associated with the item will flow to the company and the cost of the item can be measured reliably.

An item of property, plant and equipment is recognised at its cost. Where an asset is acquired at no cost, or for a nominal cost, it is recognised at fair value when control over the asset is obtained.

#### **Disposals**

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount of the asset. Gains and losses on disposals are included in the surplus or deficit.

#### **Subsequent Costs**

Costs incurred subsequent to initial acquisition are capitalised only when it is probable that future economic benefits or service potential associated with the item will flow to the company and the cost of the item can be measured reliably.

#### **Impairment**

Assets with a finite useful life are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

Value in use is depreciated replacement cost for an asset where the future economic benefits or service potential of the asset are not primarily dependent on the asset's ability to generate net cash inflows and where the company would, if deprived of the asset, replace its remaining future economic benefits or service potential. If the recoverable amount of an asset is estimated to be less than its carrying amount,

the carrying amount of an asset is reduced to its recoverable amount. The total impairment loss is recognised in the surplus or deficit. The reversal of an impairment is recognised in surplus or deficit.

### **Goods & Services Tax**

The Trust is not registered for GST. IWK is registered for GST. The amounts disclosed in the group financial statements are added together such that they are stated exclusive of GST where they pertain to IWK, and inclusive of GST where they pertain to the Trust; with the exception of receivables and payables, which are stated entirely on a GST inclusive basis.

The net amount of GST recoverable from, or payable to, the Inland Revenue Department is included as part of receivables or payables in the Statement of Financial Position. Commitments and contingencies are disclosed exclusive of GST.

### **Income Tax**

Income tax expense in relation to the surplus or deficit for the period comprises current tax and deferred tax. Current tax is the amount of income tax payable based on the taxable surplus for the current year, plus any adjustments to income tax payable in respect of prior years. Current tax is calculated using rates that have been enacted or substantively enacted by balance date.

Deferred tax is the amount of income tax payable or recoverable in future periods in respect of temporary differences and unused tax losses. Temporary differences are differences between the carrying amount of assets and liabilities in the financial statements and the corresponding tax bases used in the computation of taxable surplus.

Deferred tax liabilities are generally recognised for all taxable temporary differences. Deferred tax assets are recognised to the extent that it is probable that taxable surpluses will be available against which the deductible temporary differences or tax losses can be utilised.

Deferred tax is calculated at the tax rates that are expected to apply in the period when the liability is settled or the asset is realised, using tax rates that have been enacted or substantively enacted by balance date.

Current tax and deferred tax is charged or credited to the surplus or deficit, except when it relates to items charged or credited directly to equity, in which case the tax is dealt with in equity.

### **Leases**

#### **Operating Leases**

Operating leases are those which all the risks and benefits are substantially retained by the lessor. Operating lease payments are expensed in the periods the amounts are payable.

Lease incentives received are recognised in the surplus or deficit over the lease term as an integral part of the total lease expense.

#### **Finance Leases**

A finance lease is a lease that transfers to the lessee substantially all the risks and rewards incidental to ownership of an asset, whether or not title is eventually transferred.

At the commencement of the lease term, the company recognises finance leases as assets and liabilities in the Balance Sheet at the lower of the fair value of the leased item or the present value of the minimum lease payments.

The amount recognised as an asset is depreciated over its useful life. If there is no certainty as to whether the company will obtain ownership at the end of the lease term, the asset is fully depreciated over the shorter of the lease term and its useful life.

### **Cash and Cash Equivalents**

Cash and short-term deposits in the balance sheet comprise cash at bank and in hand and short-term deposits with an original maturity of three months or less plus bank overdrafts. Bank overdrafts are shown on the balance sheet as current liabilities within short term borrowings.

### **Financial Assets**

Financial assets are initially recognised at fair value on the trade date, which includes transaction costs when the contractual rights or obligations exist. After initial recognition, financial instruments are measured as set out below:

### **Loans and Receivables**

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. After initial recognition they are measured at amortised cost using the effective interest method.

### **Impairment**

The company assesses at each balance date whether there is objective evidence that a financial asset or group of financial assets is impaired. Impairment losses are recognised in the surplus or deficit. Impairment is established when there is evidence that the company will not be able to collect amounts due according to the original terms.

### **De-recognition of Financial Instruments**

The de-recognition of a financial instrument takes place when the company sells the instrument, or all cash flows attributable to the instrument are passed to an independent third party.

### **Revenue**

Revenue is measured at the fair value of consideration received.

### **Grants**

Grants Council, government and non-government grants are recognised as revenue when they become receivable unless there is an obligation to return the funds if conditions of the grant are not met. If there is such an obligation the grants are initially recorded as grants received in advance, and recognised as revenue when conditions of the grant are satisfied.

### **Other Revenue**

Products held for sale are recognised when a product is sold to the customer. Sales are usually in cash or by credit card. The recorded revenue is the gross amount of the sale, including credit card fees payable for the transaction. Such fees are included in gate expenses.

Where a physical asset is donated or vested in the company for nil or nominal consideration the fair value of the asset received is recognised as revenue. Assets vested in the company are recognised as revenue when control over the asset is obtained.

Volunteer services received are not recognised as revenue or expenditure as the company is unable to reliably measure the fair value of the services received.

Interest income is recognised using the effective interest method.

Revenue from a contract to provide services is recognised by reference to stage of completion of the contract at year-end balance date.

### **Receivables**

Trade and other receivables are recorded at their fair value less any provision for impairment.

A provision for impairment of receivables is established when there is objective evidence that the company will not be able to collect all amounts due according to the original terms of the receivables. The amount of the provision is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted using the effective interest method.

### **Provisions**

Provisions are recognised when the company has a present obligation (legal or constructive) as a result of a past event and it is probable that an outflow of resources embodying economic benefits will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation. Provisions are measured at the present value of the expenditure expected using an appropriate discount rate.

### **Employee Entitlements**

A liability for holiday pay entitlements is recognised in the balance sheet.

Where the payment is expected to be longer than 12 months of balance date, the liability is recorded at its present value. Where the payment is expected to be less than 12 months, the provision is the amount expected to be paid.

These include salaries and wages accrued up to balance date, annual leave earned to, but not yet taken at balance date, retiring and long service leave entitlements expected to be settled within 12 months.

### **Finance Costs**

Finance costs are recognised as an expense in the period in which they are incurred.

### **Creditors and Other Payables**

Short-term creditors and other payables are recorded at their face value.

### **Borrowings**

Borrowings are initially recognised at their fair value plus transaction costs. After initial recognition, all borrowings are measured at amortised cost using the effective interest method.

## Forecast Statement of Comprehensive Revenue & Expense

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For the year ended 30 June

	2023/2024	2024/2025	2025/2026
<b>Revenue</b>			
Interest revenue	-	-	-
Grant revenue	3,600	3,600	3,600
	<b>3,600</b>	<b>3,600</b>	<b>3,600</b>
<b>Expenditure</b>			
General expenses	250	250	250
Audit fees	3,600	3,600	3,600
Environmental projects	15,000	1,200	1,200
Fair value loss in subsidiary IWK	-	-	-
	<b>18,850</b>	<b>5,050</b>	<b>5,050</b>
Net surplus /(deficit)	<b>(15,250)</b>	<b>(1,450)</b>	<b>(1,450)</b>

Any residual funding from the Ministry for Primary Industries for the Kaikōura Plains Recovery Project is assumed to be spent over the 2023/2024 financial year.

## Forecast Statement of Movements in Equity

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For the year ended 30 June

	2023/2024	2024/2025	2025/2026
Equity at start of year	93,639	78,389	76,939
Net surplus /(deficit)	(15,250)	(1,450)	(1,450)
Equity at end of year	<b>78,389</b>	<b>76,939</b>	<b>75,489</b>

## Forecast Statement of Financial Position

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As at 30 June

	2023/2024	2024/2025	2025/2026
<b>ASSETS</b>			
Cash & cash equivalents	2,925	1,475	25
Inventory	-	-	-
Investment in subsidiary	75,464	75,464	75,464
<b>TOTAL ASSETS</b>	<b>78,389</b>	<b>76,939</b>	<b>75,489</b>
<b>LIABILITIES &amp; EQUITY</b>			
Trade payables & GST	-	-	-
Equity	78,389	76,939	75,489
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>78,389</b>	<b>76,939</b>	<b>75,489</b>



## Reporting Information

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In each year the Trust will comply with the reporting requirements of the Local Government Act 2002, and the Charitable Trusts Act 1957.

In particular, it will provide:

- A Statement of Intent detailing all matters required under the Local Government Act 2002; and
- A Half-Yearly Report on the Trusts operations during that half-year, which includes;
  - A financial report identifying revenues and expenditures, and cash balances held
  - A report on activities and projects undertaken by the Trust
- An Annual Report, which includes
  - Audited financial statements comprising the statement of financial position, financial performance, and cash flows
  - a comparison of the performance of the Trust to the performance targets in the Statement of Intent
  - an explanation for any material differences between the performance of the Trust and its Statement of Intent.

## Compensation from a Local Authority

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The Kaikōura District Council funds the cost of the annual audit of the Kaikōura Enhancement Trust. This is disclosed as grant revenue for the Trust, and the cost of the audit is disclosed as an operating expense for the Trust.

It is not anticipated that the Trust will seek compensation from any local authority, including the Kaikōura District Council, other than in the context of a normal transactional relationship, such as that defined above.

<b>Report to:</b>	<b>Council</b>
<b>Date:</b>	22 February 2023
<b>Subject:</b>	Kaikōura Enhancement Trust Half-yearly Report to 31 December 2022
<b>Prepared by:</b>	S Poulsen - Finance Manager
<b>Input sought from:</b>	KET Trustees: R Roche, K Heays, T Blunt
<b>Authorised by:</b>	W Doughty - Chief Executive Officer

## 1. PURPOSE

The purpose of this report is to present the Kaikōura Enhancement Trusts Half-Yearly Report for the period to 31 December 2022.

**Attachments: Kaikōura Enhancement Trust Half-Yearly Report to 31 December 2022**

## 2. RECOMMENDATION

That this report be received.

## 3. SUMMARY

### 3.1 Overall Achievement

Overall, the Kaikōura Enhancement Trust is performing well. Virtually all its activities during the last six months have been in relation to the Kaikōura Plains Recovery Project (the KPRP), which is project-managed by Environment Canterbury staff.

### 3.2 Service Performance Achievement

The KPRP project has been granted extensions from the Ministry for Primary Industries (MPI) for the last two years, and this year MPI have confirmed the project can retain all residual funds to provide for ongoing maintenance of the project areas.

The project is 94% complete, however it is possible that all ongoing maintenance is not complete by 30 June 2023 (per the Statement of Intent 2022/2023). The Draft Statement of Intent 2023/2024 included in this Council agenda extends that target timeframe by a further 12 months.

Notwithstanding this, the KPRP has been very successful, and has initiated further workstreams at Environment Canterbury such as working with landowners on the Middle Creek catchment.

### 3.3 Financial Performance Achievement

MPI has paid all milestone amounts for the KPRP, and spend on the project has been slower than forecast, and so there is more cash in the KET accounts than expected at 31 December.

## 4. FINANCIAL IMPLICATIONS AND RISKS

Regular monitoring and reporting on the Council financials is required as there is a risk that the Council's financial position could deteriorate with an increase in debt levels; lowered credit rating; revenue flows are lower than budgeted, and expenditure is higher than projected.

## 5. COMMUNITY OUTCOMES SUPPORTED

The work is in support of all community outcomes.



### Community

We communicate, engage and inform our community



### Environment

We value and protect our environment



### **Development**

We promote and support the development of our economy



### **Services**

Our services and infrastructure are cost effective, efficient and fit-for-purpose



### **Future**

We work with our community and our partners to create a better place for future generations

## **6. SIGNIFICANCE OF DECISION**

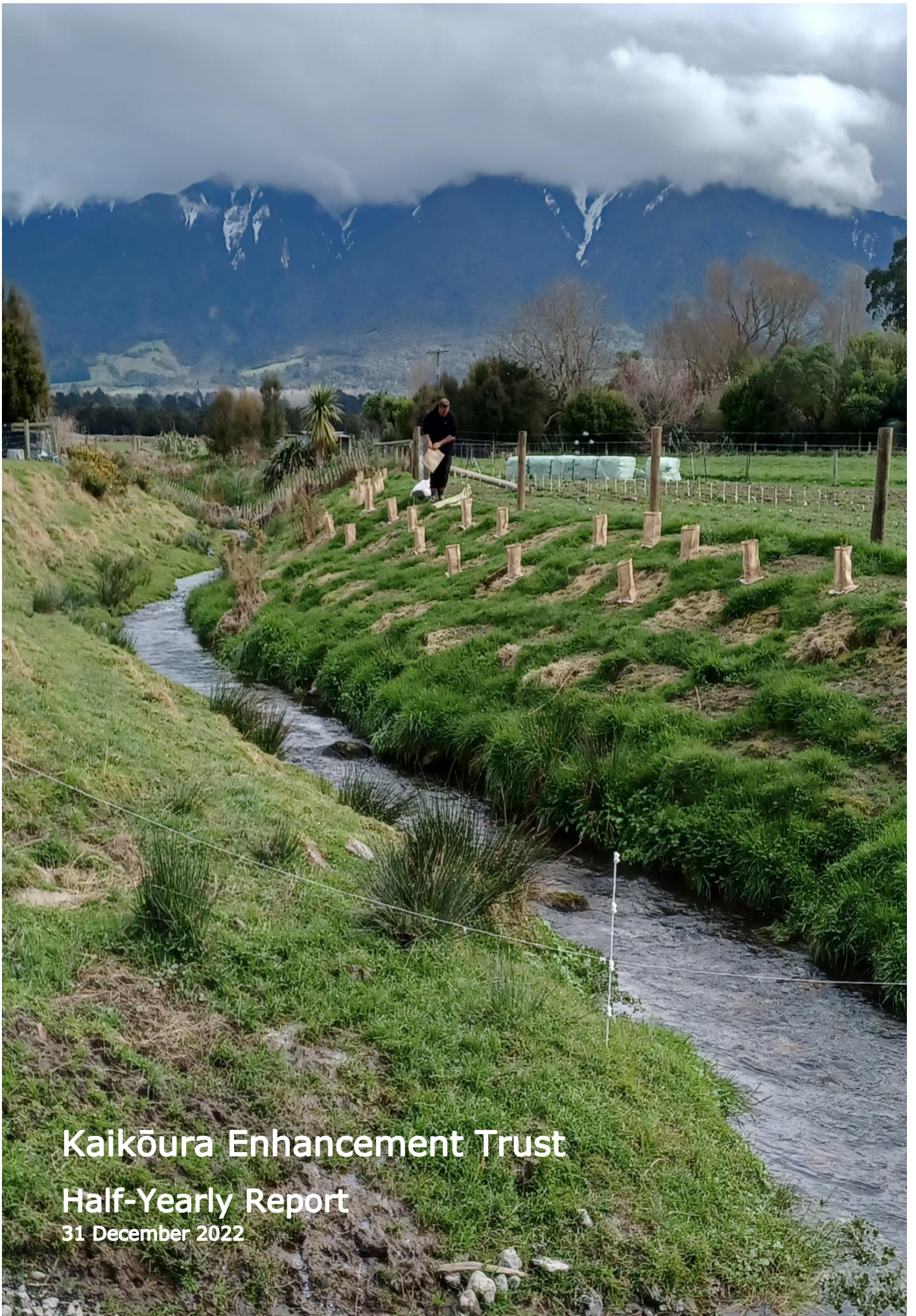
This decision is not considered significant in terms of Council's Significance and Engagement Policy.

## **7. RELEVANT LEGISLATION**

The Local Government Act 2002 states that a local authority should ensure prudent stewardship and the efficient and effective use of its resources in the interests of its district or region.

## **8. COMMUNITY VIEWS**

No community views were sought in relation to this report.



**Kaikōura Enhancement Trust**  
**Half-Yearly Report**  
31 December 2022

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Statement of Financial Position .....3  
Summary of Significant Accounting Policies .....4  
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# Statement of Service Performance

For the Half Year ended 31 December 2022

Following the November 2016 earthquake, the Kaikōura Enhancement Trust (KET) was the recipient of \$597,800 from the the Ministry for Primary Industries (MPI) to complete the Kaikōura Plains Recovery Project. The grant has been paid the Trust over three years in instalments. In June 2021 the Trust received the final instalment from MPI to complete the project.

The project has included significant land remediation and drainage works on affected farms, with some contributions from landowners towards the costs. The project has also involved landowner education about how to manage the effects of the earthquake on their land uses, particularly where waterways have moved, and surrounding farmland has different attributes post-quake.

Some remaining funds were then subcontracted to Environment Canterbury for stream surveying of the Middle Creek Catchment to identify key factors which may have negative impacts on the waterway’s ecology and water quality, and to provide actions on the ground to improve or mitigate those factors.

Key factors identified over the course of this survey include – critical sources of contaminants such as overland flow paths, bank slumping, stock access, spring heads, discharge sites, and crossing points, as well as physical attributes such as aquatic plants, riparian coverage, pest plants, fish barriers and blockages.

Ongoing work continues through 2022-2023 to address these factors, and Environment Canterbury is working on a one-on-one basis with landowners to co-ordinate and guide on the ground action to improve the water quality of the catchment.

MPI has recently confirmed that any residual funds do not need to be returned, and can instead be used for ongoing planting and maintenance of the Kaikōura Plains Recovery Project areas.

## Performance targets

The following performance targets have been adopted in KET’s Statement of Intent 2022-2023.

Activity	Measure	Target	Achieved
		Full Year 30 Jun 2023	Half Year 31 Dec 2022
Kaikōura Plains Recovery Project is completed during the year	Project complete	100%	94%

## Statement of Comprehensive Revenue & Expense

For the Half Year ended 31 December 2022

	2022/2023 Budget Full Year	2022/2023 Actual Half-Year	2021/2022 Actual Full Year
<b>Revenue</b>			
Interest revenue	5	-	-
Grant revenue	-	-	3,297
Other revenue	-	-	-
Total revenue	5	-	3,297
<b>Expenditure</b>			
Audit fees	-	-	3,297
General expenses	870	724	222
Environmental projects	-	24,984	28,236
	870	25,708	31,755
Net surplus /(deficit)	(865)	(25,708)	(28,458)

The budget for 2022/2023 assumed the Kaikōura Plains Recovery Project would be completed. The project is still ongoing due to delays relating to COVID-19 and Environment Canterbury's workload priorities.

## Statement of Financial Position

For the Half Year ended 31 December 2022

	2022/2023 Budget Full Year	2022/2023 Actual Half-Year	2021/2022 Actual Full Year
<b>ASSETS</b>			
Cash & cash equivalents	247	38,467	64,175
Inventory	-	-	-
Investment in subsidiary	75,464	75,464	75,464
TOTAL ASSETS	75,711	113,931	139,639
<b>LIABILITIES &amp; EQUITY</b>			
Trade payables & GST	-	-	-
Equity	75,711	113,931	139,639
TOTAL LIABILITIES & EQUITY	75,711	113,931	139,639

The financial position of the Trust differs to forecast due to the cash balances held for the Kaikōura Plains Recovery Project, which has \$39,120 unspent at 31 December 2022.

## Summary of Significant Accounting Policies

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For the Half Year ended 31 December 2022

This Half-Year Report has not been audited; however, it has been prepared in accordance with the requirements of the Local Government Act 2002 as it pertains to the half-yearly report to be prepared by Council-Controlled Organisations. It also provides all the information required to be published in a half-year report for the Kaikōura Enhancement Trust Statement of Intent 2022-2023.

The financial statements for the six months ended 31 December 2022 do not include all the notes of the type normally included in an annual financial report but have been prepared using the same accounting policies and methods of computation as, and should be read in conjunction with, the financial statements and related notes included in the Group's Annual Report for the year ended 30 June 2022.

The financial statements presented in this Half-Yearly Report are for the Kaikōura Enhancement Trust only, and do not include consolidated accounts for the Group (which would include Innovative Waste Kaikōura Ltd).



## Directory

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Registered Office	Kaikoura Enhancement Trust PO Box 6 Kaikoura 7300
Trustees	T Blunt (Appointed on 26 March 2014) K Heays (Appointed 2022) R Roche (Appointed 5 Feb 2020)
Trust Settlor	Kaikoura District Council
Company Number	CC43926
Date of Incorporation	04-May-2009
Auditor	Audit New Zealand on behalf of the Auditor-General
Banker	Westpac Trust West End Kaikoura
Solicitor	Gascoigne Wicks 79 High Street Blenheim

<b>Report to:</b>	<b>Council</b>
<b>Date:</b>	22 February 2023
<b>Subject:</b>	Innovative Waste Kaikōura Ltd Draft Statement of Intent 2023/2024
<b>Prepared by:</b>	S Poulsen - Finance Manager
<b>Input sought from:</b>	KET Trustees: R Roche, K Heays, T Blunt
<b>Authorised by:</b>	W Doughty - Chief Executive Officer

## 1. PURPOSE

The purpose of this report is to present Innovative Waste Kaikōura Ltd's Draft Statement of Intent for the year commencing 1 July 2023 to 30 June 2024.

**Attachments: Innovative Waste Kaikōura Ltd Draft Statement of Intent 2023/2024**

## 2. RECOMMENDATION

That the Innovative Waste Kaikōura Ltd Draft Statement of Intent 2023/2024 be received, noting feedback is to be provided by 1st May to then be adopted no later than 30 June (sch 8 of the LGA 2002).

## 3. SUMMARY

### 3.1 Requirement to report to the board

Section 66 of the Local Government Act (2002) requires the board of a council-controlled organisation (in this case, Innovative Waste Kaikōura Ltd (IWK)), to deliver to its shareholders a draft statement of intent, on or before 1 March each year. In this case, the Kaikōura Enhancement Trust (KET) is the shareholder of IWK, and the Council is the parent of the group.

Having received the Draft Statement of Intent, KET has two months to provide comments to the IWK board, and the IWK board must then consider these, and deliver to KET a completed (final) statement of intent no later than 30 June each year.

The Council, as parent of the group, has the right to recommend to the KET board that they request modifications to the IWK Draft Statement of Intent.

### 3.2 Contents of the Draft Statement of Intent

Schedule 8 of the Local Government Act (2002) sets out the minimum required content for a Statement of Intent. The attached Draft has not been fully checked to ensure that it complies with Schedule 8. By way of example the operational performance targets could be reworded to explicitly comply with clause 10 (2) of Schedule 8.

That clause requires IWK to include a statement of the intended levels of service provision for water, sewer, and stormwater services, that complies with the Council's own mandatory reporting obligations as if IWK were the local authority itself.

The above is in relation to the mandatory reporting of attendance and resolution times for callouts.

The Council and the KET board have until 1 May to recommend any changes to the IWK board.

## 4. FINANCIAL IMPLICATIONS AND RISKS

There are no significant financial implications or risks from receiving the Draft Statement of Intent.

## 5. COMMUNITY OUTCOMES SUPPORTED

The work is in support of all community outcomes.

**Community**

We communicate, engage and inform our community

**Development**

We promote and support the development of our economy

**Services**

Our services and infrastructure are cost effective, efficient and fit-for-purpose

**Environment**

We value and protect our environment

**Future**

We work with our community and our partners to create a better place for future generations

**6. SIGNIFICANCE OF DECISION**

This decision is not considered significant in terms of Council's Significance and Engagement Policy.

**7. RELEVANT LEGISLATION**

The Local Government Act 2002 states that a local authority should ensure prudent stewardship and the efficient and effective use of its resources in the interests of its district or region.

**8. COMMUNITY VIEWS**

No community views were sought in relation to this report



**Innovative Waste Kaikōura Ltd  
Draft Statement of Intent  
For the year ended 30 June 2024**

# Contents

1. Introduction
2. Contact Details
3. Objectives
4. Nature and Scope of Activities
5. Governance
6. Performance Targets
7. Accounting Policies
8. Distributions
9. Information to be provided to the Shareholder
10. Acquisition/Divestment Policy

# 1. Introduction

This Statement of Intent (SOI) is prepared in accordance with Section 64(1) of the Local Government Act 2002 (LGA).

The SOI specifies for Innovative Waste Limited (IWK), the objectives, the nature and scope of the activities to be undertaken, and the performance targets and other measures by which the performance of the company may be judged in relation to its objectives, amongst other requirements.

The process of negotiation and determination of an acceptable SOI is a public and legally required expression of the accountability relationship between the company and its Shareholder (Kaikōura Enhancement Trust (KET), & its ultimate owner, being the Kaikōura District Council (KDC).

IWK is contracted to manage and operate the Kaikōura Resource Recovery Centre and 3 Waters operations and maintenance activities. This includes the:

1. The Materials Recovery Facility (MRF) which processes, Glass, Plastics, and Metals and sells the output product commercially, to external parties, from recyclable materials collected from the wider Kaikōura District.
2. The Recycling and Refuse Drop off area is open to the public along with commercial customers for the disposal of most household waste and commercial general waste and domestic recycling.
3. Management of the Transfer Station facility.

4. The retail store which sells all types of previously-owned goods are collected from members of the public, carefully sorted, priced and then sold to the Kaikōura public.
5. Operating and maintaining 7 Water schemes (Oaro, Ocean Ridge, Peketa, Urban, Fernleigh, Kincaid, East Coast)
6. Operating and maintaining the Waste Water Treatment Plant and the Wastewater Reticulation network
7. Undertaking maintenance activities on the stormwater network

IWK also provides the following services to KDC under contracts:

1. Kerbside Collection of recycling & rubbish
2. Rural recycling collection (Lynton Downs, Clarence & Kekerengu)
3. Amenities cleaning and maintenance

IWK provides the following services to the wider Kaikōura District:

1. Skip Hire service
2. Business recycling services
3. Event Waste management
4. Trees for Travellers (in hiatus)

The SOI is reviewed annually with KDC and covers a three-year period. Innovative Waste Kaikōura Ltd is a Council-Controlled Organisation (CCO) for purposes of the Local Government Act 2002.

## 2. Contact Details

### Address and Registered office

82 Scarborough Street  
KAIKŌURA 7300

### Board of Directors

Glen Hughes (Chair)  
Geoff Harmon  
Lynette Buurman  
Diane Brandish  
Craig Mackle

### General Manager

Jacki Remihana

### Telephone

03 319 7148

### Web

[www.iwk.org.nz](http://www.iwk.org.nz)

### Email

[iwk@iwk.org.nz](mailto:iwk@iwk.org.nz)

## 3. Objectives

The objectives of IWK are:

- **Deliver excellent services**
  - Develop and agree levels of service with KDC
  - Regularly survey and report stakeholder satisfaction levels
  - Constantly seek areas for improved service delivery
- **Educate the community**
  - Promote and encourage waste minimization
  - Establish partnerships with schools
  - Establish partnerships with community groups for upcycling/recycling
- **Be a good employer**
  - Pay the living wage
  - Provide training and development opportunities
  - Provide local apprenticeships/cadetships
- **Be innovative**
  - Partnership based contracts with KDC
  - Seek innovative ways to enhance services
- **Consider expansion and diversification within the district**
  - Assess alternative opportunities that are sympathetic with current operations and beneficial to KDC.

## 4. Nature and Scope of Activities

IWK is a Council-Controlled Organisation (CCO) for the purposes of the Local Government Act 2002 and the Companies Act 1993, operating for charitable purposes and specifically for the promotion, development and implementation of environmentally sound waste management processes and practices in New Zealand.

IWK's current area of operation is in the upper South Island.

IWK's function is the provision of solid waste management services, resource recovery, 3 water operations and maintenance, amenity servicing and environmental enhancement services.

## 5. Governance

IWK has a Board of directors in place. This board is appointed by the KET under the direction of KDC

IWK's Board of Directors are responsible for the corporate governance of the company. The Board and management are committed to ensuring the company operates to the recognised principles of best practice governance and adheres to high ethical standards and in alignment with the IWK Constitution.

This Statement presents an overview of the main corporate governance policies of the company.

### Role and Responsibility of the Board of Directors

IWK's Board of Directors is appointed by the shareholder, the KET, under direction of KDC and is responsible for the direction and control of the company's activities.

The primary function of the Board is to ensure that the company meets its objectives and requirements as listed in the SOI. Additionally, the Board has obligations under the Local Government Act 2002 to deliver an annual Statement of Intent and relevant half-yearly and annual reports to the Shareholder (and for publication as required by legislation).

All Directors endorse and are required to comply with the New Zealand Institute of Directors' Code of Proper Practice for Directors.

The board must make best endeavours to ensure:

1. The Company's financial position is protected to make sure that it is able to meet all debts and obligations.
2. The company's financial statements are a true and fair representation and otherwise conform to law.
3. The company has appropriate risk management in place.

### Conflict of Interest

The Board is conscious of its obligations to ensure that Directors avoid conflicts of interest (both real and apparent) between the company and their interests. Where conflicts do exist, then the Director/s concerned must disclose their interest, and participation will be as per the Conflict-of-Interest action plan.

The board maintains a Board and Management Interests Register and reviews this register quarterly at a board meeting.



The Board is to prepare a succession and rotation plan for all Directors to ensure continuity and continued fit of skillset to meet the nature of the services required including waste management.

### **Board Composition**

The board will consist of a minimum of 4 directors. With prior Shareholder and KDC approval, the Board may appoint one full time executive as a Director of the company.

Currently all members of the Board are non-executive Directors.

The Shareholder has the right to appoint a Chairperson and if it considers appropriate, a Deputy Chairperson for such periods as it sees fit. If the Shareholder does not exercise that right, then the Board may elect their own Chairperson or Deputy Chairperson.

The board supports the separation of the role of Chairperson and General Manager. The Chairperson's role is to manage and provide leadership to the Board and to facilitate the Board's interface with the General Manager.

The Board has delegated to the General Manager the day-to-day leadership and management of the company. The General Manager has formally delegated certain authorities to direct reports and has established a formal delegated authority framework for those direct reports to sub-delegate as appropriate.

The company may also make use of external advisors from time to time.

The Board is responsible for reviewing the company's accounting policies, reporting practices and resultant financial statements. It also considers external audit reports; audit

relationship matters and fees as well as delegated authorities.

### **Board Meetings**

Each year there are a minimum of 6 scheduled meetings of the Board, the Board also meets as required between the scheduled meetings.

### **Director Induction and Education**

Upon appointment to the Board, all new Directors will undergo a tailored induction programme appropriate to their experience to familiarise them with IWK's business and strategy. The programme includes one-on-one meetings with management and visits to facilities managed by the company.

Directors are expected to keep themselves informed of changes and trends in the company's business and in the environment and markets in which the company operates.

All Directors will undertake continuous education so that they may appropriately and effectively perform their duties.

### **Board Performance Review**

The board reviews its own performance and the performance of the General Manager. The process includes one-on-one meetings between the Chairperson and each Director, as well as regular Board discussion on governance and performance issues.

### **General Manager Performance Review**

The Board reviews the performance of the General Manager against their key performance objectives at least once a year.

### **Controlling and Managing Risk**

Health and Safety – The Board oversees company health and safety protection policies and hazard assessments and regularly monitor their performance. The General Manager

provides a report and supporting data monthly to the Board to review.

Risk Management - The company has developed a formal risk management framework which identifies the key risks and outlines the appropriate risk management and mitigation plans. The risk management framework is reported to and reviewed by the Board. Mitigation plans are controlled and administered by Management.

Performance – The Board sets the strategic direction of the company and participates in developing strategic plans, approves budgets and monitors company performance monthly.

Insurance – The Board satisfies itself that adequate insurance cover is in place for the company’s size and risk profile. External advice is received by the Board as appropriate.

## 6. Performance Targets

### Financial Performance Targets

The financial performance targets for the company are as follows (based on status quo of delivered services):

	2023/24	2024/25	2025/26
<b>Revenue</b>	2,050,000	2,085,000	2,100,000
<b>Net Profit Before Tax</b>	-17971	-10270	0
<b>Return on Equity</b>	-2%	-1%	0
Equity	889,596	879,325	879,325
<b>Fixed Asset turnover</b>	1.00	1.02	1.02

Liquidity ratio (excl Holiday pay accrual)	1.3	1.3	1.3
Wages as % of Revenue	53%	53%	53%
R & M as a % of Revenue	2.15%	2.15%	2.15%

### Operational Performance Targets

In addition to the above financial performance measures, IWK will use the following measures to assess its performance of the 2023/24 financial year:

Performance Targets	Performance Measure 2022/23
<b>Client Satisfaction</b>	<p>98% of all urgent callouts, applicable to the contract are responded to within one hour or two hours respectively from the time of the notification to the time that service personnel depart to the site.</p> <p>98% of all non-urgent call outs, applicable to the contract are responded to within 48 hours from the time the notification to the time that service personnel attend site.</p> <p>Compliance with KDC contractual requirements, including provision of all information required by KDC to enable assessment of its adopted performance measures in respect of public complaints and responsiveness for the three-waters and solid waste activities supported by IWK.</p> <p>Service requests received about recycling collections is less than 20 per year.</p> <p>Obtaining an unqualified audit opinion</p>

<b>Service Performance</b>	<p>Zero abatement notices or infringements issued to KDC for non-compliance with resource consent conditions.</p> <p>The number of complaints received per year being due to a service request not being actioned appropriately is less than 10.</p>
<b>Health and Safety</b>	<p>5% reduction in TRIF (Total Recordable Incident Frequency) accident rates</p> <p>LTIFR (LTI per 200,000 hours worked) &lt;6</p>
<b>Staff Engagement</b>	<p>Engagement score of 4.0 or better</p> <p>Communication score of 4.0 or better</p> <p>Culture score of 4.0 or better</p>
<b>Education activities</b>	<p>24 Social media posts</p> <p>6 Hard media adverts</p> <p>4 primary school classes (1 per school) undertakes an IWK led waste reduction education programme</p>
<b>Diversion from Landfill</b>	<p>55% (as per Ministry for Environment methodology)</p>

## 7. Accounting Policies

IWK has adopted accounting policies that are consistent with New Zealand International Financial Reporting Standards, generally accepted accounting practice and the policies adopted by the KDC.

The company's current Accounting Policies are attached to this Statement of Intent as Appendix One.

## 8. Distributions

IWK will consider a dividend to the shareholder, the Enhancement Trust, from residual cash after operating cash flow is applied to necessary capital expenditure, including future capital expenditure initiatives, finance costs, the reduction of debt and maintaining reserves sufficient to meet the company's future obligations. IWK recognises that some of its revenues are susceptible to commodity price fluctuations. For this reason, the directors consider it prudent for the company to maintain cash reserves and/or borrowing capacity to ensure the company can withstand unfavourable short-term movements. The dividends payable to the shareholder, KET, will be determined by the IWK Board after consideration of the company's funding requirements and the requirement to meet the solvency test under the provisions of the Companies Act 1993.

## 9. Information to be provided to the Shareholder

An annual report will be submitted to the Shareholders and KDC. The annual report will include audited financial statements and such other details as are necessary to permit an informed assessment of the company's performance and financial position during the reporting period provided to the Shareholder.

Half-yearly reports will also be provided to the Shareholder and KDC. These reports will contain unaudited information and comply with NZ IAS 34.

Annual reports will be produced and will provide

- a comparison of the performance of the IWK with the statement of intent; and
- an explanation of any material variances between that performance and the statement of intent;

The statement of intent will be submitted to the Shareholder and KDC for consultation annually, as required by the Local Government Act 2002. The Directors will include any other information they consider appropriate. Where it is appropriate, revised forecasts will be submitted to the Shareholder and KDC.

The Board and the Company will collaborate with the Shareholder and KDC in relation to the Government's proposed three-waters reforms – including information requirements and plans and actions leading up to and post the proposed implementation date of 1 July 2024.

The company will operate on a “no surprises” basis in respect of significant Shareholder-related matters, to the extent possible in the context of commercial sensitivity and confidentiality obligations.

The company will provide information requested by the Shareholder in accordance with the requirements of the Local Government Act 2002.

## **10. Acquisition and Divestment Policy**

The subscription or acquisition of securities in any company or organisation, or a divestment of part of the existing business, will only be considered where it is consistent with the long-term commercial objectives of IWK.

When the subscription, acquisition or divestment is considered by Directors to be significant to the company's business operations, it will be subject to consultation with the Shareholder and KDC. Any significant investment or acquisition is subject to a post investment review.

## **Appendix 1**

### **Statement of Accounting Policies**

#### **Reporting Entity**

The financial statements are of Innovative Waste Kaikōura Limited (“the Company”). Innovative Waste Kaikōura Limited is a company incorporated in New Zealand registered under the Companies Act 1993. Innovative Waste Kaikōura Limited is engaged in the business of operation of Kaikōura resource recovery centre & landfill. The company secured a further three year contract in July 2020 to provide contractual maintenance services in Kaikōura to the Council for the storm water, wastewater and water supply. The company is wholly owned by Kaikōura Enhancement Trust, a subsidiary of Kaikōura District Council, therefore the company is a council controlled organisation (CCO) as defined in section 6 of the Local Government Act 2002. The financial statements of Innovative Waste Kaikōura Limited have been prepared in accordance with the reporting requirements of Section 11 of the Financial Reporting Act 1993.

The objectives of the company are to deliver excellent services, educate the community, be a good employer, be innovative and consider expansion and diversification within the District. Accordingly, the company has designated itself as a public benefit entity for financial reporting purposes.

#### **Measurement Base**

The financial statements of Innovative Waste Kaikōura Limited have been prepared on an historical cost basis, except as noted otherwise below. The statements have been prepared on the going concern basis and the accounting policies have been applied consistently throughout the period.

The financial statements have been prepared in accordance with NZ PBE IPSAS Tier 2 RDR accounting standards. They comply with New Zealand generally accepted accounting practices (NZ GAAP). The financial statements are presented in New Zealand dollars and all values are rounded to the nearest dollar. The functional currency of the company is New Zealand dollars.

## Significant Accounting Policies

### 1. Property, Plant & Equipment

The entity has the following classes of Property, Plant & Equipment. Depreciation is calculated using the straight line basis, apart from site development, to allocate their cost over their useful life. The following rates have been used:

Asset type	2020 (%)
Site development	0.0%
Buildings	2.0% - 22.65% SL
Motor vehicles	6.5% - 13.5% SL
Office equipment	5.0% - 67.0% SL
Plant & equipment	4.0% - 33.0% SL

All property & equipment is stated at cost less depreciation and impairment, except for land that is not depreciated.

Leased assets are depreciated over the unexpired term of the lease or over the estimated useful life, whichever is shorter.

The residual value and useful life of an asset is reviewed, and adjusted if applicable, at each financial year end.

#### Additions

The cost of an item of property, plant and equipment is recognised as an asset if, and only if, it is probable that future economic benefits or service potential associated with the item will flow to the company and the cost of the item can be measured reliably.

An item of property, plant and equipment is recognised at its cost. Where an asset is acquired at no cost, or for a nominal cost, it is recognised at fair value when control over the asset is obtained.

#### Disposals

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount of the asset. Gains and losses on disposals are included in the surplus or deficit.

## **Subsequent Costs**

Costs incurred subsequent to initial acquisition are capitalised only when it is probable that future economic benefits or service potential associated with the item will flow to the company and the cost of the item can be measured reliably.

## **2. Impairment**

Assets with a finite useful life are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

Value in use is depreciated replacement cost for an asset where the future economic benefits or service potential of the asset are not primarily dependent on the asset's ability to generate net cash inflows and where the company would, if deprived of the asset, replace its remaining future economic benefits or service potential. If the recoverable amount of an asset is estimated to be less than its carrying amount, the carrying amount of an asset is reduced to its recoverable amount. The total impairment loss is recognised in the surplus or deficit. The reversal of an impairment is recognised in surplus or deficit.

## **3. Goods and Services Tax**

These financial statements have been prepared on a GST exclusive basis with the exception of accounts receivable and accounts payable which are shown inclusive of GST. Where GST is not recoverable as input tax then it is recognised as part of the related asset or expense.

The net GST paid to, or received from the Inland Revenue, including the GST relating to investing and financing activities, is classified as an operating cash flow in the Statement of Cash Flows.

Commitments and contingencies are disclosed exclusive of GST.

## **4. Income Tax**

Income tax expense in relation to the surplus or deficit for the period comprises current tax and deferred tax. Current tax is the amount of income tax payable based on the taxable surplus for the current year, plus any adjustments to income tax payable in respect of prior years. Current tax is calculated using rates that have been enacted or substantively enacted by balance date.

Deferred tax is the amount of income tax payable or recoverable in future periods in respect of temporary differences and unused tax losses. Temporary differences are differences between the carrying amount of assets and liabilities in the financial statements and the corresponding tax bases used in the computation of taxable surplus.

Deferred tax liabilities are generally recognised for all taxable temporary differences. Deferred tax assets are recognised to the extent that it is probable that taxable surpluses will be available against which the deductible temporary differences or tax losses can be utilised.

Deferred tax is calculated at the tax rates that are expected to apply in the period when the liability is settled or the asset is realised, using tax rates that have been enacted or substantively enacted by balance date.

Current tax and deferred tax is charged or credited to the surplus or deficit, except when it relates to items charged or credited directly to equity, in which case the tax is dealt with in equity.

## **5. Leases**

### **Operating Leases**

Operating leases are those which all the risks and benefits are substantially retained by the lessor. Operating lease payments are expensed in the periods the amounts are payable.

Lease incentives received are recognised in the surplus or deficit over the lease term as an integral part of the total lease expense.

### **Finance Leases**

A finance lease is a lease that transfers to the lessee substantially all the risks and rewards incidental to ownership of an asset, whether or not title is eventually transferred.

At the commencement of the lease term, the company recognises finance leases as assets and liabilities in the Balance Sheet at the lower of the fair value of the leased item or the present value of the minimum lease payments.

The amount recognised as an asset is depreciated over its useful life. If there is no certainty as to whether the company will obtain ownership at the end of the lease term, the asset is fully depreciated over the shorter of the lease term and its useful life.

## **6. Cash and Cash Equivalents**

Cash and short-term deposits in the balance sheet comprise cash at bank and in hand and short-term deposits with an original maturity of three months or less plus bank overdrafts. Bank overdrafts are shown on the balance sheet as current liabilities within short term borrowings.

## **7. Work in Progress**

Work in progress is stated at the lower of cost and net realisable value. Cost comprises direct materials, direct labour and an appropriate proportion of variable and fixed



overhead expenditure, the latter being allocated on the basis of normal operating capacity.

## **8. Financial Assets**

Financial assets are initially recognised at fair value on the trade date, which includes transaction costs when the contractual rights or obligations exist. After initial recognition, financial instruments are measured as set out below:

### **Loans and Receivables**

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. After initial recognition they are measured at amortised cost using the effective interest method.

### **Impairments**

The company assesses at each balance date whether there is objective evidence that a financial asset or group of financial assets is impaired. Impairment losses are recognised in the surplus or deficit. Impairment is established when there is evidence that the company will not be able to collect amounts due according to the original terms.

### **De-recognition of Financial Instruments**

The de-recognition of a financial instrument takes place when the company sells the instrument, or all cash flows attributable to the instrument are passed to an independent third party.

## **9. Revenue**

Revenue is measured at the fair value of consideration received.

### **Grants**

Council, government and non-government grants are recognised as revenue when they become receivable unless there is an obligation to return the funds if conditions of the grant are not met. If there is such an obligation the grants are initially recorded as grants received in advance, and recognised as revenue when conditions of the grant are satisfied.

### **Other Revenue**

Products held for sale are recognised when a product is sold to the customer. Sales are usually in cash or by credit card. The recorded revenue is the gross amount of the sale, including credit card fees payable for the transaction. Such fees are included in gate expenses.

Where a physical asset is donated or vested in the company for nil or nominal consideration the fair value of the asset received is recognised as revenue. Assets

vested in the company are recognised as revenue when control over the asset is obtained.

Volunteer services received are not recognised as revenue or expenditure as the company is unable to reliably measure the fair value of the services received.

Interest income is recognised using the effective interest method.

Revenue from a contract to provide services is recognised by reference to stage of completion of the contract at year end balance date.

## **10. Receivables**

Trade and other receivables are recorded at their fair value less any provision for impairment.

A provision for impairment of receivables is established when there is objective evidence that the company will not be able to collect all amounts due according to the original terms of the receivables. The amount of the provision is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted using the effective interest method.

## **11. Provisions**

Provisions are recognised when the company has a present obligation (legal or constructive) as a result of a past event and it is probable that an outflow of resources embodying economic benefits will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation. Provisions are measured at the present value of the expenditure expected using an appropriate discount rate.

## **12. Employee Entitlements**

A liability for holiday pay entitlements is recognised in the balance sheet.

Where the payment is expected to be longer than 12 months of balance date, the liability is recorded at its present value. Where the payment is expected to be less than 12 months, the provision is the amount expected to be paid.

These include salaries and wages accrued up to balance date, annual leave earned to, but not yet taken at balance date, retiring and long service leave entitlements expected to be settled within 12 months.

## **13. Finance Costs**

Finance costs are recognised as an expense in the period in which they are incurred.

## **14. Creditors and Other Payables**

Short-term creditors and other payables are recorded at their face value.

### **15. Borrowings**

Borrowings are initially recognised at their fair value plus transaction costs. After initial recognition, all borrowings are measured at amortised cost using the effective interest method.

Borrowings are classified as current liabilities unless the company has an unconditional right to defer settlement of the liability for at least 12 months after balance date.

Borrowings where the company has an unconditional right to defer settlement of the liability for at least 12 months after balance date are classified as non-current liabilities.

<b>Report to:</b>	<b>Council</b>
<b>Date:</b>	22 February 2023
<b>Subject:</b>	Innovative Waste Kaikōura Ltd Half-yearly Report to 31 December 2022
<b>Prepared by:</b>	S Poulsen - Finance Manager
<b>Input sought from:</b>	J Remihana - General Manager, IWK
<b>Authorised by:</b>	W Doughty - Chief Executive Officer

## 1. PURPOSE

The purpose of this report is to present Innovative Waste Kaikōura Ltd's Half-Yearly Report for the period to 31 December 2022.

**Attachments: Innovative Waste Kaikōura Ltd Half-Yearly Report to 31 December 2022**

## 2. RECOMMENDATION

It is recommended that this report be received for information.

## 3. SUMMARY

### 3.1 Legal requirements

The Local Government Act (2002), section 66 is stated below as it pertains to half-yearly reports.

#### 66 Half-yearly or quarterly reports

- (1) During each financial year, the board of a council-controlled organisation must report on the organisation's operations to—
  - (a) its shareholders; and
  - (b) in the case of an organisation that is indirectly controlled by 1 or more local authorities (for example, a subsidiary of a holding company owned by a local authority), to each local authority that indirectly controls the organisation.
- (2) A half-yearly report must be delivered within 2 months after the end of the first half of each financial year.
- (3) If the shareholders of the council-controlled organisation notify the organisation that they require quarterly reporting, quarterly reports must also be delivered within 2 months after the end of the first and third quarters of each financial year.
- (4) Each report must include the information required to be included by the council-controlled organisation's statement of intent.
- (5) Each local authority that receives a report under this section must publish the report on an Internet site maintained by or on behalf of the local authority within 1 month of receiving it and must maintain the report on that site for a period of no less than 7 years.

### 3.2 Financial Achievement

Overall, IWK has posted a loss of \$83,072 for the six-month period, against a budgeted loss (for the 12 months to 30 June 2023) of \$17,971.

### 3.3 Service Performance Achievement

The half-yearly report does not contain service performance information.

## 4. FINANCIAL IMPLICATIONS AND RISKS

Regular monitoring and reporting on the Council financials is required as there is a risk that the Council's financial position could deteriorate with an increase in debt levels; lowered credit rating; revenue flows are lower than budgeted, and expenditure is higher than projected. This includes the financial performance of the Group, including Innovative Waste Kaikōura Ltd.

## 5. COMMUNITY OUTCOMES SUPPORTED

The work is in support of all community outcomes.



### Community

We communicate, engage and inform our community



### Development

We promote and support the development of our economy



### Services

Our services and infrastructure are cost effective, efficient and fit-for-purpose



### Environment

We value and protect our environment



### Future

We work with our community and our partners to create a better place for future generations

## 6. SIGNIFICANCE OF DECISION

This decision is not considered significant in terms of Council's Significance and Engagement Policy.

## 7. RELEVANT LEGISLATION

The Local Government Act 2002 states that a local authority should ensure prudent stewardship and the efficient and effective use of its resources in the interests of its district or region.

## 8. COMMUNITY VIEWS

No community views were sought in relation to this report

# Management Report - July-December 2022

Innovative Waste Kaikoura Ltd  
For the 6 months ended 31 December 2022

Prepared by WK Advisors and Accountants Limited

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## Directory

### Innovative Waste Kaikoura Ltd For the 6 months ended 31 December 2022

**Date of Incorporation**

30 June 2000

**Company Number**

1045695

**Registered Office**

82 Scarborough Street,  
Kaikoura 7300

**Company Status**

Registered Company

**Issued Capital**

100 Shares

**Shareholders**

Kaikoura Enhancement Trust - 100 shares

**Business Location**

82 Scarborough Street  
Kaikoura

**Nature of Business**

Operation of Kaikoura Recovery Centre & Landfill.  
Contracted maintenance services for Council's Three waters assets.

**IRD Number**

76-884-188

**GST Status**

Payments Basis, Two Monthly Returns, Coinciding with Balance Date

**Chartered Accountants**

WK Advisors and Accountants Limited  
P O Box 349  
Blenheim 7240  
Contact - Neil Sinclair

**Auditors**

Audit New Zealand on behalf of Auditor-General





**Barrister and Solicitors**

Duncan Cotterill  
148 Victoria Street  
Christchurch

**Bankers**

Bank of New Zealand  
Private Bag 39806  
Wellington Mail Centre  
Lower Hutt 5045

## Statement of Profit or Loss

### Innovative Waste Kaikoura Ltd For the 6 months ended 31 December 2022

	NOTES	JUL-DEC 2022	JAN-JUN 2022	JUL-DEC 2021
<b>Revenue</b>				
Revenue		1,108,030	1,353,826	989,739
<b>Total Revenue</b>		<b>1,108,030</b>	<b>1,353,826</b>	<b>989,739</b>
<b>Cost of Sales</b>				
Cost of Sales		951,780	1,002,222	797,269
<b>Total Cost of Sales</b>		<b>951,780</b>	<b>1,002,222</b>	<b>797,269</b>
<b>Gross Profit</b>		<b>156,250</b>	<b>351,604</b>	<b>192,470</b>
<b>Gross Profit %</b>		<b>14</b>	<b>26</b>	<b>19</b>
<b>Other Income</b>				
Wage Subsidy		-	-	31,779
<b>Total Other Income</b>		<b>-</b>	<b>-</b>	<b>31,779</b>
<b>Expenses</b>				
Operating Expenses		172,663	218,723	232,573
Finance Costs		1,247	-	(48)
RB - Collection Costs		-	350	-
Carbon Credits		-	27,706	-
<b>Total Expenses</b>		<b>173,910</b>	<b>246,779</b>	<b>232,525</b>
<b>EBITDA</b>		<b>(17,659)</b>	<b>104,825</b>	<b>(8,276)</b>
<b>Depreciation and Amortization</b>				
Depreciation		64,639	80,506	76,307
<b>Total Depreciation and Amortization</b>		<b>64,639</b>	<b>80,506</b>	<b>76,307</b>
<b>EBIT</b>		<b>(82,298)</b>	<b>24,319</b>	<b>(84,583)</b>
<b>Interest</b>				
Interest - Term Loan		774	885	986
<b>Total Interest</b>		<b>774</b>	<b>885</b>	<b>986</b>
<b>Net Operating Profit (Loss) Before Distributions</b>		<b>(83,072)</b>	<b>23,434</b>	<b>(85,569)</b>
<b>Net Operating Profit (Loss) Before Tax</b>		<b>(83,072)</b>	<b>23,434</b>	<b>(85,569)</b>
<b>Income Tax</b>				
Income tax for the year		-	(28,598)	-
<b>Total Income Tax</b>		<b>-</b>	<b>(28,598)</b>	<b>-</b>
<b>Net Profit (Loss) for the Year</b>		<b>(83,072)</b>	<b>52,032</b>	<b>(85,569)</b>

*These financial statements are to be read in conjunction with the Notes to the Financial Statements and are subject to the Compilation Report.*

# Statement of Profit or Loss by Division

## Innovative Waste Kaikoura Ltd For the 6 months ended 31 December 2022

	NOTES	3 WATERS	RESOURCE RECOVERY CENTRE	PUBLIC AMENITIES	ADMINISTRATION	RUBBISH BAGS	TOTAL
<b>Trading Income</b>							
Revenue		451,444	577,974	73,610	-	-	1,103,029
RB - Sales		-	-	-	-	10,564	10,564
<b>Total Trading Income</b>		<b>451,444</b>	<b>577,974</b>	<b>73,610</b>	<b>-</b>	<b>10,564</b>	<b>1,113,593</b>
<b>Cost of Sales</b>							
Cost of Sales		361,063	526,793	62,732	1,191	-	951,780
<b>Total Cost of Sales</b>		<b>361,063</b>	<b>526,793</b>	<b>62,732</b>	<b>1,191</b>	<b>-</b>	<b>951,780</b>
<b>Gross Profit</b>		<b>90,381</b>	<b>51,181</b>	<b>10,878</b>	<b>(1,191)</b>	<b>10,564</b>	<b>161,814</b>
<b>Other Income</b>							
Interest Income		-	-	-	89	-	89
<b>Total Other Income</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>89</b>	<b>-</b>	<b>89</b>
<b>Expenses</b>							
Operating Expenses		33,085	61,413	3,127	77,814	-	175,439
Finance Costs		-	774	-	1,097	-	1,871
Depreciation		24,084	18,160	457	24,815	-	67,515
Loan Fees		-	-	-	150	-	150
<b>Total Expenses</b>		<b>57,169</b>	<b>80,346</b>	<b>3,583</b>	<b>103,876</b>	<b>-</b>	<b>244,974</b>
<b>Net Profit (Loss) Before Taxation</b>		<b>33,213</b>	<b>(29,165)</b>	<b>7,295</b>	<b>(104,978)</b>	<b>10,564</b>	<b>(83,072)</b>
<b>Net Profit (Loss) for the Year</b>		<b>33,213</b>	<b>(29,165)</b>	<b>7,295</b>	<b>(104,978)</b>	<b>10,564</b>	<b>(83,072)</b>

These financial statements are to be read in conjunction with the Notes to the Financial Statements and are subject to the Compilation Report.

# Statement of Movement in Equity

## Innovative Waste Kaikoura Ltd For the 6 months ended 31 December 2022

	JUL-DEC 2022	JAN-JUN 2022
<b>Equity</b>		
Opening Balance	971,390	919,357
<b>Increases</b>		
Profit for the Period	(83,072)	52,032
<b>Total Increases</b>	<b>(83,072)</b>	<b>52,032</b>
<b>Total Equity</b>	<b>888,318</b>	<b>971,390</b>

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# Balance Sheet

## Innovative Waste Kaikoura Ltd As at 31 December 2022

	NOTES	31 DEC 2022	30 JUN 2022	31 DEC 2021
<b>Assets</b>				
<b>Current Assets</b>				
Bank Accounts		177,641	214,998	215,893
Cash Float		-	-	210
Trade and Other Receivables		150,213	194,504	70,038
Prepayments		-	13,817	30,904
Work in Progress		-	-	20,000
Income Tax		25,716	25,716	-
<b>Total Current Assets</b>		<b>353,570</b>	<b>449,036</b>	<b>337,045</b>
<b>Non-Current Assets</b>				
Fixed Assets as per Schedule		921,197	933,667	1,001,300
Deferred Tax Liability		7,392	7,392	-
<b>Total Non-Current Assets</b>		<b>928,589</b>	<b>941,059</b>	<b>1,001,300</b>
<b>Total Assets</b>		<b>1,282,159</b>	<b>1,390,095</b>	<b>1,338,345</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Trade and Other Payables		185,836	179,578	132,107
GST		18,799	38,173	14,224
Payroll		116,470	122,963	138,165
Income Tax		-	-	18,420
Suspense		-	-	509
BNZ - Credit Card		7,736	2,992	9,356
Prepayments		-	-	-
<b>Total Current Liabilities</b>		<b>328,841</b>	<b>343,705</b>	<b>312,781</b>
<b>Non-Current Liabilities</b>				
Loans		65,000	75,000	85,000
Deferred Tax Liability		-	-	21,206
<b>Total Non-Current Liabilities</b>		<b>65,000</b>	<b>75,000</b>	<b>106,206</b>
<b>Total Liabilities</b>		<b>393,841</b>	<b>418,705</b>	<b>418,988</b>
<b>Net Assets</b>		<b>888,318</b>	<b>971,390</b>	<b>919,357</b>
<b>Equity</b>				
Retained Earnings		888,218	971,290	919,257
Reserves		100	100	100
<b>Total Equity</b>		<b>888,318</b>	<b>971,390</b>	<b>919,357</b>

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**Signed by:**

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

Date:

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# Statement of Cash Flows

## Innovative Waste Kaikoura Ltd For the 6 months ended 31 December 2022

JUL-DEC 2022

2022

### Cash Flows from Operating

#### Cash was provided from

Receipts from customers	1,140,059	2,423,720
Grants received	-	31,779
Interest received	89	33
<b>Total Cash was provided from</b>	<b>1,140,148</b>	<b>2,455,532</b>

#### Cash was applied to

Payments to suppliers and employees	(1,114,009)	(2,315,045)
Interest paid	(1,871)	(2,368)
Net GST	(6,977)	(2,158)
Income Tax paid	-	(56,995)
<b>Total Cash was applied to</b>	<b>(1,122,857)</b>	<b>(2,376,566)</b>

<b>Total Cash Flows from Operating</b>	<b>17,291</b>	<b>78,966</b>
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### Cash Flows from Investing

#### Cash was provided from

Receipts from sale of property, plant and equipment	5,652	9,132
<b>Total Cash was provided from</b>	<b>5,652</b>	<b>9,132</b>

#### Cash was applied to

Payments to acquire property, plant and equipment	(55,045)	(94,161)
<b>Total Cash was applied to</b>	<b>(55,045)</b>	<b>(94,161)</b>

<b>Total Cash Flows from Investing</b>	<b>(49,393)</b>	<b>(85,029)</b>
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### Cash Flows from Financing

Repayments of loans borrowed from other parties	(10,000)	(25,000)
<b>Total Cash Flows from Financing</b>	<b>(10,000)</b>	<b>(25,000)</b>

<b>Net Increase/ (Decrease) in Cash</b>	<b>(42,102)</b>	<b>(31,063)</b>
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### Cash Balances

Cash and cash equivalents at beginning of period	212,007	243,070
Cash and cash equivalents at end of period	169,904	212,007
Net change in cash for period	(42,102)	(31,063)

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# KPI Summary Report

Innovative Waste Kaikoura Ltd  
For the 6 months ended 31 December 2022

PERFORMANCE TARGETS	Actual Jun-22	Actual YTD Dec-22	Forecast Jun-23	Budget Jun-23
Revenue	2,291,412	1,107,940	2,215,970	1,973,764
Revenue (excluding Grants)	2,291,412	1,107,940	2,215,970	1,973,764
NPBT (excl Site Development)	-43,552	-83,074	-166,146	-150,688
Return on Equity	-5%	-9%	-21%	-23%
Shareholder Funds/Total Assets	71%	78%	64%	
Equity	961,375	971,390	795,229	644,541
ANALYTICAL RATIOS	Jun-22	YTD - Dec-22	Forecast	Budget 23
<b>Fixed Asset Turnover</b> <i>The fixed asset turnover ratio reveals how efficient a company is at generating sales from its existing fixed assets. A higher turnover ratio is indicative of greater efficiency in managing fixed-asset investments.</i>	1.06	1.07	1.07	0.95 <i>Based on Forecast Revenue</i>
<b>Current Ratio</b> <i>The current ratio is a liquidity ratio that measures a company's ability to pay short-term obligations or those due within one year. A current ratio greater than one indicates the company has the financial resources to remain solvent in the short-term</i>	1.42	1.08	N/A	N/A <i>Inclusive of Holiday Pay Accrual</i>
<b>Current Ratio excluding Holiday Pay</b>	2.27	1.60	N/A	N/A <i>Exclusive of Holiday Pay Accrual</i>
<b>Wages as a percentage of Revenue</b> <i>A wages to sales ratio is a calculation that allows a business to determine the value of its workforce as a function of its revenue</i>	52.58%	48.50%	48.50%	59.28%
<b>Repairs and Maintenance as percentage of Revenue</b> <i>An R&amp;M to sales ratio is a calculation that allows a business to determine the value of its R&amp;M as a function of its revenue</i>	1.97%	1.97%	1.97%	1.92%

\* Updated for audited accounts



<b>Report to:</b>	<b>Council</b>	<b>File #</b>
<b>Date:</b>	22 February 2023	
<b>Subject:</b>	Community Services Team Update	
<b>Prepared by:</b>	S Haberstock – Community Services Manager	
<b>Input sought from:</b>	Community Services Team and partners	
<b>Authorised by:</b>	W Doughty – Chief Executive Officer	

## 1. SUMMARY

The purpose of this report is to keep the Mayor and Councillors informed of the activities delivered by the Community Services Team and collaborations with the Kaikōura community.

The report this month includes the following activity updates for January:

1. Community Development
  - a. Community Development and Community Groups
  - b. Events
  - c. Grants
  - d. Mayor’s Taskforce for Jobs
  - e. Community Services Committee
  - f. Multi-purpose Community Courts
2. Library Dashboard
3. Kaikōura Emergency Management
4. Information Management

## 2. RECOMMENDATION

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

## 3. ACTIVITY UPDATES FOR AUGUST

### 1. Community Development

#### *a. Community Development and Community Groups*

#### **Violence Free**

The Violence Free Network has worked very hard over the last 6 months to tighten up grant and report processes, supporting workforce capability to provide safe, culturally appropriate practice e.g., training, workshops, and other activities, in the following way:

- We delivered a Wairau Women’s Programme from the 1 September 2022 to the 22 September 2022 and 6 women participated.
- We also delivered a Men’s Wellbeing and Support Programme from July 2022 to November 2022 with 9 men and their families participating.
- We supported REOSA, an initiative to create hope, dispel loneliness, and encourage understanding by raising awareness about the negative ripple effects of sexual abuse.
- We hosted the first The White Ribbon Riders as they travelled throughout New Zealand, spreading the nonviolence messaging and promoting respectful relationships.

The network helped build local leadership for the primary prevention of family violence (actions to stop violence in the first place) in the following ways:

- The Wairau Women’s Program was well received by participants and feedback was they gained a lot of information and insights from the course to support them to move through their healing process and reach their goals. Their goal to live a life free from any form of violence, to know who

to contact if they need help or support is on track, we will maintain contact and support however we can in the future.

- The Men's Wellbeing and Support Programme met weekly and included themes of getting through depression and supporting men through medical issues. A common topic was relationship with spouses/ partners and other family members. Tools and resources provided by RISE included the 1-10 anger scale and resources around time out and de-escalating tension. A focus on developing and maintaining respectful healthy, non-violent relationships is and continues to be a common theme. Two new members joined recently with several men interested to join.
- The key focus with the REOSA group was that with the unacceptable sexual abuse statistics within New Zealand, that every step they take on The REOSA Walk will bring us one step closer to better awareness, better support and better education for everyone affected by sexual abuse in New Zealand.
- The major focus of the White Ribbon Ride was the role dads (and parents and caregivers) can have in setting up their children to have 'respectful relationships' (which do not involve violence), and role modelling 'healthy masculinity'. It was a very well attended event and Hapuku School attended.

It was encouraging to see that after very little activity during COVID, the two programmes mentioned above and both REOSA and the White Riders have ignited a community spirit to combat rising violence levels. We will keep the momentum going with this 'joined-up' approach to family violence, including as many agencies and schools as we can.

### **Pensioner Housing**

Flat seven is due to be completed near the end of the month, and the committee met last week to discuss applicants on the waiting list. The committee decided who would be next to move in. There are eight applicants currently on the waiting list.

### **Community Networkers**

The final meeting last year was held on 13 December 2022 and a light morning tea was provided to acknowledge and thank everyone for their ongoing contribution, support, and services to our community. We will hold our first Networkers meeting for 2023 on Tuesday 14 February 2023.

### **Cultural Aspirations**

#### *Waitangi 2023*

Funding was received from Manatu Taonga (Ministry for Culture and Heritage) mid December 2022. A small but motivated community group developed a plan that involved the 6 activity areas over 3 days (4-6 February 2023):

1. Senior citizens
2. Young people and youth
3. Entertainment
4. Food
5. Market and Businesses
6. Wellbeing

The weekend was an enormous success, with not only pleasing attendance, but with meaningful interactions between groups of young and old, participation in activities and the feedback was extremely positive.

Some of the activities that were organised:

- Senior citizens visited Takahanga and Mangamaunu marae, and culturally significant places both north and south of Kaikōura. Maurice Manawatu stayed with them all day on the bus and

provided a cultural narrative relating to these areas. A slideshow from this day was presented to senior citizens on Waitangi Day.

- Youth attended a music workshop with a group called th'Orchard from Christchurch who work with music and youth. Our Kaikōura youth wrote a song around the Treaty of Waitangi and presented this to the community.
- A Treaty of Waitangi stall was located at the Schoolyard Market with appropriate resources to share with the community at the Schoolyard Market. Census 2023 collaborated, taking the opportunity to promote their message of 'making your voice count', which felt aligned with the Treaty of Waitangi kaupapa.
- The movies Moana (in Maori) and Whina were shown at the Mayfair Theatre, specifically targeting youth and young people. Mayfair Theatre staff shared that both were very well attended, including families and other adults attending and enjoying both movies.
- A short documentary was presented at the Kaikōura Museum about The Treaty of Waitangi, also well attended.
- The health stall identified 2 participants with extremely high glucose and they were referred to Kaikōura Health Clinic for an appointment the following morning. A 1-1 discussion was held with the nurse on location with both and appropriate support and information was provided.
- A mini market was held at the Memorial Hall on Waitangi Day where the following activities took place:
  - Poi Making
  - Poi earring making
  - Pepeha/whakapapa pictures and writing (family tree)
  - Mirimiri – cultural massage
  - BP checks and glucose testing
  - Wellbeing programmes
  - Bubbles galore
  - Harakeke – flax whakapapa and cultural significance
  - Moko kauae and Ta Moko stencilling for both young and old.
  - Treaty of Waitangi
  - Census 2023.
  - Community Hangi

Our older people were acknowledged and honoured with a special area designated for them with a team of hostesses looking after their needs; entertainment, food and refreshments and accompanying them throughout the mini market area. Due to the use of both the Tuketi Trust van and the Community Vehicle Trust Van and car we were able to pick up and drop them off on both Saturday and Monday. Our youth played a significant role at the mini market, taking responsibility and leadership roles with some of the activities. We finished the 3-day programme with a Quiz Night based on the Treaty of Waitangi, led by the Youth Council.

A Brown, Community Development Officer, would like to acknowledge the following community groups and services for providing support and guidance, for participating and donating their own time, for providing resources and idea sharing, for providing high energy and self-motivation and the focus to ensure that everyone was able to share and embrace this opportunity together – kotahitanga, a true collaborative community effort:

- Takahanga Marae
- Te Ahi Wairua o Kaikōura
- Te Whanau Whakaoranga members
- Mangamaunu Marae
- Kaikōura District Council
- Census 2023

- Kaikōura Shuttles
- th'Orchard
- Te Ha o Matauranga
- Mayfair Arts and Cultural Centre
- Kaikōura Museum
- Community Vehicle Trust
- Tuketi Trust
- Kaikōura Primary School
- Avodah Team
- Innovative Waste Management
- Kaikōura Youth Council
- Hapuku Kura

She would further like to acknowledge the following individuals for their involvement and support:

- Maurice Manawatu
- Cilla and Rose Harnett
- Carol Cumpstone
- Charmaine Hanbury-Weber
- Craig Campbell
- Mark Paterson
- Elbie and Alisha's team of helpers
- Marz Simpson
- Symonde Laugesen
- Michelle Paterson
- Dayna Hawke

And all those who provided kai for our volunteers, and to our community who embraced the opportunity to immerse themselves with The Treaty of Waitangi and Te Ao Maori. This was truly a collaborative community led event where a wide range of people, services and groups came together, which culminated in a successful weekend for a varied and wide range of our community, different cultures and age groups.

Finally, a sincere thank you to Manatu Taonga (Ministry of Culture and Heritage) for providing the funding for Waitangi 2023 in Kaikōura.

#### *Matariki Festival 2023*

Hapuku Kura is the lead with this event and has reached out to Kaikōura District Council Community Development for collaboration. We have already met once to discuss possible venues and visions and now that Waitangi is completed, we will now be able to focus on this, including S Wright, the Community Events Coordinator.

#### **Housing Forum**

Since the last Council report in November 2022, we have had 1 Housing Forum meeting. Agencies and organisations attending were:

- Kaikōura District Council – Community Services Manager
- Kaikōura District Council – Community Development
- Kaikōura District Council – Events and Community Development
- Te Ha o Matauranga – Youth
- Te Whare Putea – Food Bank and Temporary Community Accommodation
- Kainga Ora Regional Manager
- Kainga Ora Product Manager

- Te Runanga o Nga Maata Waka Whanau Ora Navigator

There are 3 Working Groups that are made up of Kaikōura Housing Forum members and community members:

- 1) Older Person's Working Group
- 2) First Home Ownership now called To Tatou Moemoea – Mana Kainga
- 3) Community Temporary Accommodation Units

### **Community Group Liaison**

*Te Whare Putea – Financial Capability*

Very busy with advocacy and working with ACC.

*Te Whanau Whakaoranga Kapa Haka*

Participated in the White Ribbon Ride event providing Kapa Haka and support

*Census 2023*

- Attended the workshop day in Rangiora on 24 November 2022, reinforcing relationships with team leader and area manager
- Participated in Waitangi 2023 3-day event with a presence both at the Schoolyard Market and the mini markets
- A Brown continues to build relationship with both the Kaikōura Team Leader Michael Weber and Solomon Smith (Stats NZ (Advisor, Community Engagement) to assist Kaikōura residents to 'have a voice' through Census 2023.

*Avodah*

- Supported Avodah to submit a funding application to the violence free Fund
- They are now attending the Housing Forum as they are interested in providing 'emergency/respice' housing solutions
- Working predominantly with men but discussing the need to also support women and whanau.

*Maori Wardens*

Participated in the White Ribbon Rider event by providing the BBQ and sausage sizzle for the community.

*Rata Foundation*

Confirmed presence on To Tatou Moemoea – Mana Kainga. Once processes are confirmed and in place, will be able to discuss possible funding.

*Takahanga Marae*

Marae Manager wholeheartedly supported the Waitangi event, and suggested the Kaumatua Pou aid and support for the Kaumatua activity.

### **b. Events**

#### **Community Christmas Celebration**

We put on a collaborative Community Christmas Celebration event with Te Whatu Ora - Kāikoura Health and Te Whare Putea. All three organisations shared costs and contributed with funding.

Many fun whanau activities were organised for Churchill Park, but unfortunately the weather didn't play ball, so it was moved to the Memorial Hall. The hall was filled with children and a few adults/elderly whom we had great feedback from. Santa was a hit with a long queue of children waiting for their turn to talk to him and have something from the collection of goodies.



### **Cruise Ships**

S Wright assisted with meeting and greeting cruise ship passengers when arriving on ships at South Bay jetty. Giving information on area, activities and transport:



### **c. Grants**

#### **Sports NZ Rural Travel Fund and George Low Fund**

We have 3 active projects:

1. Kaikōura Netball Centre
2. Kaikōura Junior Rugby (2020-2021)
3. Kaikōura Junior Rugby (2021-2022)

Next hui is planned for 3 May 2023.

#### **George Low Fund**

We have 2 active projects for the George Low Fund from 2021-2022:

1. Kaikōura Playcentre
2. Badminton Club

Next hui is planned for 3 May 2023.

#### **Creative Community Scheme**

We have a total of 14 active community projects:

1. Visitors book
2. Grounding

3. Tsunami with Mushrooms
4. Art Catalogue – overdue
5. Restart (Art) mixed media (part 2)
6. 30th Anniversary – Takahanga Marae
7. Hapuku Kura pool mural
8. Digital Art Exhibition
9. 48 hours
10. Takahanga Bowling Club
11. Raranga Collective
12. Kaikōura Historical Society
13. Elgrego the Magician
14. Jayden Shingleton – Music

- Round 2 for 2022-2023 hui is planned for 15 February 2023. 4 applications have been received.
- There will only be 3 rounds for 2022-2023 instead of the ‘normal’ 4 rounds due to the high number of applications received in Round 1.
- Round 3 will close on 19 May 2023
- We will officially acknowledge Moira Howard’s contribution to Kaikōura Creative Communities Scheme assessment committee of 12-15 years membership with a small presentation, as requested by Moira.

### **Community Initiative Fund**

We have 9 active projects with this fund.

1. Tinker Time
2. Organic Gardening
3. Community Conservations Kete Project
4. Nga Kaitiaki o Kaikōura Maori Trust
5. Bones of our Past – Takahanga Marae
6. Kaikōura Museum exhibition
7. K.O.R.I
8. Kaikōura Dark Sky
9. Kaikōura Senior Moments Marching

The second and final hui for 2022-2023 will close on 10 March 2023.

### **Generosity NZ**

4 referrals:

1. Project Jonah documentary
2. Emergency Management
3. Business Entity – the ‘old’ Thai Siam building
4. St Joseph’s school – Native Plants

### **d. Mayor’s Taskforce for Jobs (MTFJ) - reports for September and October 2022**

- MTFJ - Sean has been working hard to develop a local trades academy, in partnership with Kaikōura High School. This is starting this Friday. There are 15 students signed up 9 x year 11 and 6 year x 12.

The following training is planned for the coming months:

- Health & Safety Leadership for Frontline Managers 17 Feb
- Site Safe 3rd March
- First Aid 30th 7 31st March
- Outdoor First Aid 28th & 29th March
- Growsafe & Chainsaw 9th & 10th March

- Careers Day - Inzone school bus MTFJ sponsored
- Rangatahi Hustle - Rebel Business School - 1st week of July school holidays collaboration KDC, MTFJ, MSD and yet to be confirmed Marae funding provided by First 3
- St John's programme Poipoia te Pitomata 1st week of September Holidays



- MTFJ now has access to Clearhead online counselling, EMA, and many more discounted services. Sean has met with W Doughty from KDC to relook at Cadetships in Council for this year and to look at any upcoming projects where we can get youth involved in employment. MTFJ uses a tool called Hubspot to record outcomes and this produces some interesting graphs as below:

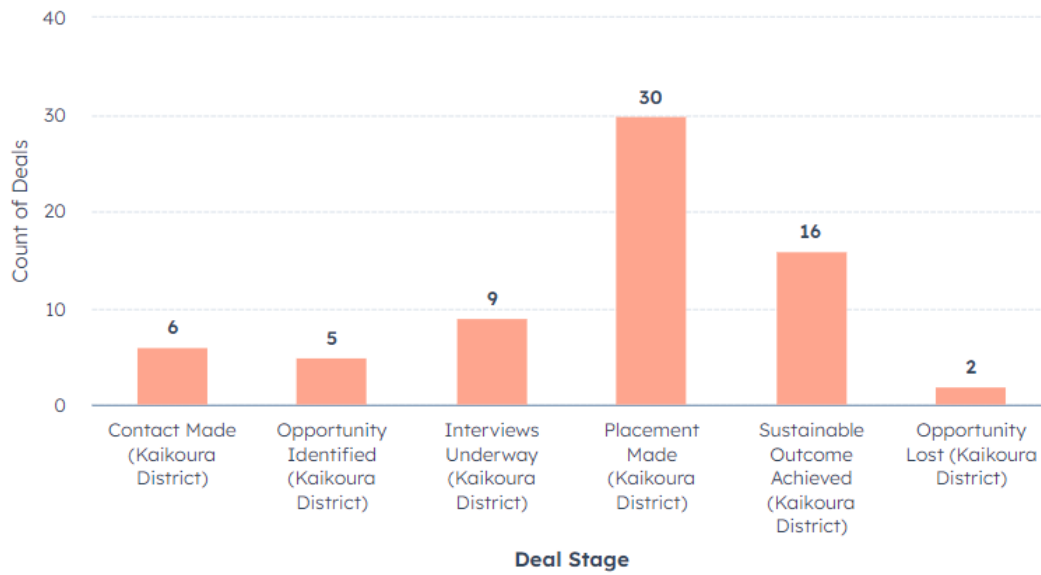


### Deal totals by stage in Kaikoura



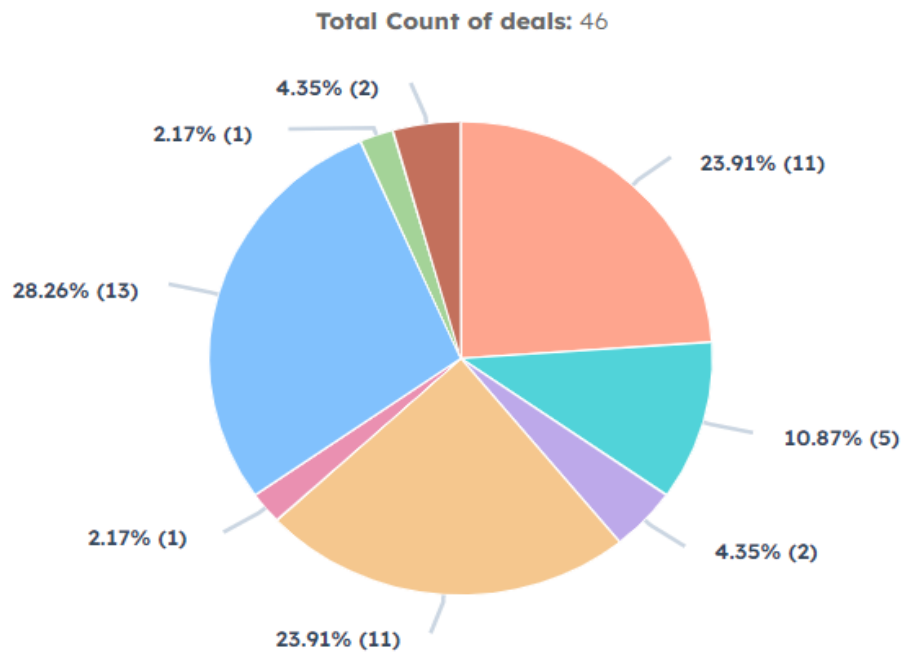
Date range: All time

● Count of Deals



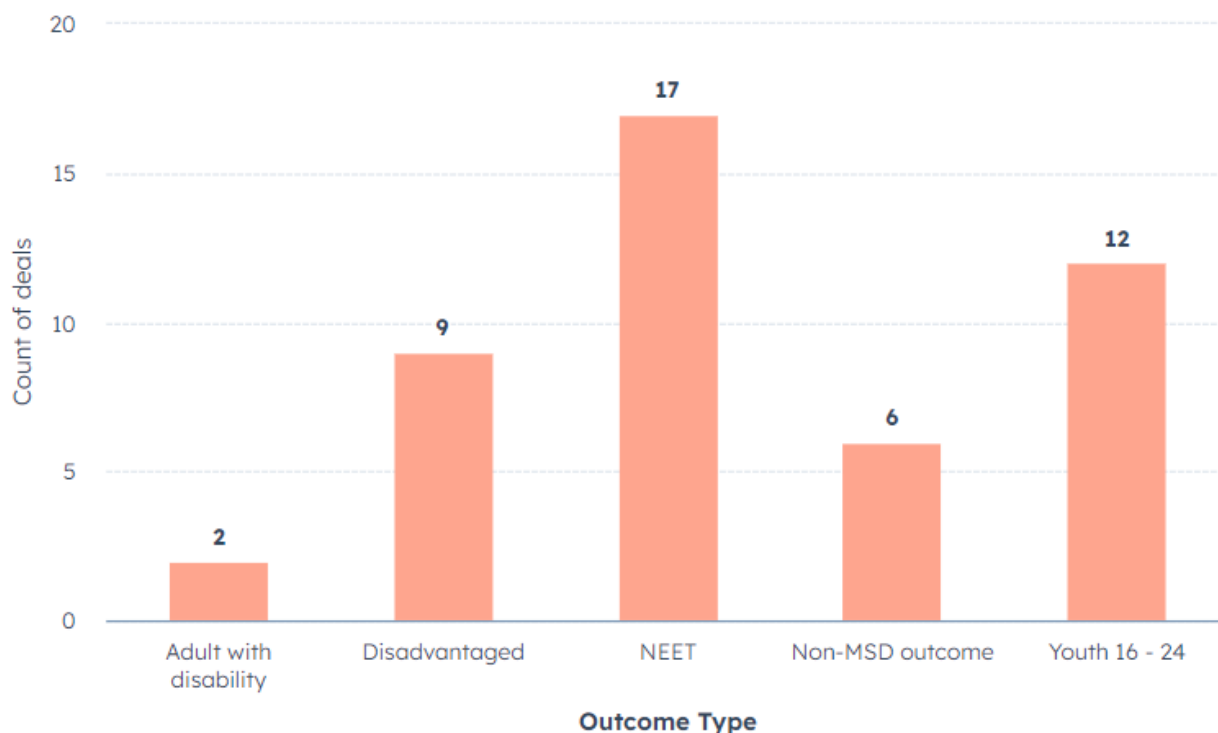
### No. of all job placements by industry in Kaikoura

● Agriculture / Forestry ● Arts and Recreation ● Construction ● Hospitality ● Other  
▲ 1/3 ▼



## Outcome by Type Kaikoura

● Count of deals



- Driving update - since July, we have supported 17 learners to pass their theory test, 32 to gain their restricted licences, and 11 to gain their full licences. We have also seen positive feedback from our mentoring and driving sessions, with 78 and 163 sessions respectfully. Additionally, we have supported 1 person pass their Class 2 learner licence, and 1 person pass their Class 2 full licence. We have also seen 12 people attend a defensive driving course in November. We are looking forward to further growth for the first half of this year with the continuation of teaching, mentoring, and instructing, and upcoming forklift and defensive driving courses.

### Other learning opportunities and youth support at Te Ha o Mātauranga:

- REAP - throughout October, November, and December, we ran 3 courses with the support of REAP Marlborough. We had 7 participants attending a basic computer course over 6 weeks, 15 participants in an organic gardening course held over 6 weeks and 19 participants attended refresher and comprehensive first aid courses over 2 days. We also have some overlap with driver training, with REAP funding our driver mentoring programme, and subsidising the defensive driving course for the community. Looking to the future we are hosting another first aid course on 30-31 March.
- Lateral Youth will be starting back up on the 10<sup>th</sup> of Feb. We are excited to announce that we are in the process of putting together a leadership team to help plan and organize our upcoming year. The leadership team will consist of youth volunteers who are passionate about Lateral Youth and are keen to gain some leadership experience.
- Youth Services is currently assisting 8 clients. Elbie is planning to conduct some more budgeting courses and parenting courses to provide even more assistance and guidance to their clients.
- Youth Development - we have already had a good start to our Youth Development this year. We took a few young people to Christchurch for an outdoor escape room and will be creating some

fun, free opportunities for the young people during Waitangi Weekend. Elbie will be starting back in the high school next week with her two lunchtime activities days and will also be supporting the teachers and students during their Beach Sports Day, Athletics Day, and Swimming Sports Day.

- KEA - Kaikōura Education Aspirations - our youth pou is meeting next week to discuss their actions and how to move forward. A small group from the main hui is meeting to discuss and plan community consultation around education aspirations.
- The Community Garden is going strongly after we funded Chloe Rowe to kick start it at the end of last year - the garden is looking great and Chloe ran a successful organic gardening course as well as running regular working bees and maintaining a strong social media presence. Chloe has continued in the role voluntarily since December - we are very grateful.
- Kaikōura Youth Council - Elbie has taken on the role of KYC Coordinator this year, with Petra Jellyman covering administrative roles. So far this year KYC has had one unofficial meeting to plan out their Waitangi Day quiz night. They will hold their first official meeting next Tuesday 7th February. Heading into 2023, our leadership group consists of Jade Cullen as Chairperson, Grace Petit as Deputy Chairperson and Theo Rae as Secretary. We have a group of 5-6 members returning this year and are looking to do a strong recruitment push once people are back into the swing of things.
- S Beardmore has been contacting our Te Kura ākonga for a 7 Feb start. There are currently 11 Te Kura students, many more than expected, with Sarah overseeing this. Mark Patterson has been employed to be face to face with ākonga as well as Sarah.
- We applied to the Office for Seniors to run digital literacy groups for elderly. The date for hearing back from them has been pushed out several times - we are currently meant to hear back in mid-February.
- Community Shed groups are running again. B Rickerby's Thursday group has a lot of plans for the shed including installing air borne dust extraction and opening extra skylights to allow natural light. One shed member designed a landing/stair from the back door onto the deck and a group of them worked together to build this. They've done a great job.

#### **e. Community Services Committee**

The members considered the relevance of this Committee and discussed if it continues to serve a purpose and how it could be reinvigorated to reflect more closely the work done in the 5 priority areas. Some of the points below:

- The importance of the members providing reports and items for discussion prior to the agenda being published
- The direction of the Committee such as discussions being meaningful based on recommendations from the member's reports (i.e., providing recommendations to Council, advising of letters of support required)
- The Wellbeing & Development Strategy and how discussions should be aligning with this rather than just business area (info) updates
- Changing Committee meetings to be held quarterly or bi-monthly, with the Chair meeting with the Community Services Manager in the months between
- How KDC Community Development staff could assist in collaborating with community groups
- The delegated authority from the Council to the Committee in the Delegations Manual.

It was agreed that the Chair will speak individually to each of the members of the Committee to gauge interest in the Committee continuing, and its regularity. The Chair would provide a report back to the Committee members. The 5 priority areas are:

Priority Area 1: **Engagement & Partnership** - collaboration with partners esp Tangata Whenua; understanding community needs; utilising external forums to share issues and initiatives and trends.

Priority Area 2: **Community pride and belonging** - celebrating identity, heritage and cultural diversity while developing a growing sense of belonging and inclusion; advocate for whānau; resolve barriers to well-being, progress at the local level, elevating to the regional level if necessary; develop a robust events strategy supporting community event to the district.

Priority Area 3: **Social Equity** - supporting Kaikōura as a fair and just community; everyone can participate in their community; lead and coordinate local activity that supports a locally led approach and promote clarity about roles and responsibilities.

Priority Area 4: **Healthy and active communities** – encouraging healthy living, physical activity, and access to health services; encourage whanau and community led activities that advance health and well-being outcomes; collate information about well-being programmes & projects & link to Well-being Strategy, identify gaps & emerging needs.

Priority Area 5: **Safe and resilient communities** – helping people feel safe in their homes, neighbourhoods and public places; coordination and collaboration.

These priority areas are outlined in our Kaikōura Community Well-being and Development Strategy and the diagram below outlines all the services and government agencies involved with our work (once the Local Government Reforms are adopted, we will weave any changes into our Well-being and Development Strategy):



**f. Community Courts update**

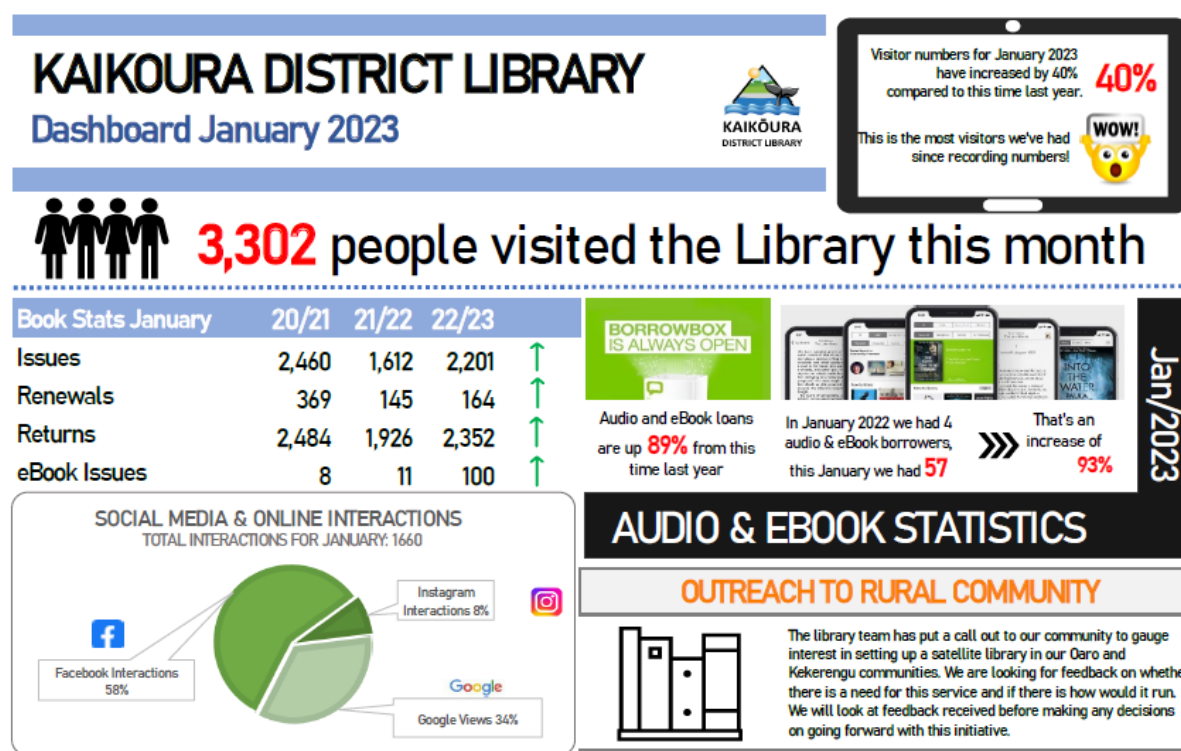
At our meeting with Tennis, Netball and Runanga, we invited Trish Hughes our relationship advisor from DIA (Lotteries) to attend and discussed the next steps with the sports groups. We agreed on the following:

- Netball will come back with confirmed usage dates across summer and winter
- KDC is to come back to the group with costings for split level and one level courts
- Trish advised that the existing funding for the repair was time sensitive and we needed to start repairs soon. If the decision were for the much more expensive option of one level, we would have to apply to Lotteries Facility Fund and have 1/3 of the funding applied for in the bank.

## 2. Library Dashboard

We are delighted to report that our statistics are up from this time last year for the first time since COVID-19, including community activity and visitors. Our book statistics also show a significant increase with our new book issues and online services. We are delighted by the encouraging comments and positivity with our new books and services.

Please find January library statistics below:



## 3. Kaikōura Emergency Management

The Emergency Management Officer (EMO) conducted elected members training on the 25<sup>th</sup> of January 2023. The EMO is happy that the top team understands why a declaration would be called for and the process of how and who can get it signed off. The members left with information for their councillor's files. This outlines how to sign a declaration when a state of emergency is declared, underlining that the controller and local EMO will be there to advise them.

The first responders' group met for the first time this year on the 31<sup>st</sup> of January. The members of the group consist of all the major response agencies (Police, Fire, St John's, Kaikōura Health), as well as those supporting agencies that are based in Kaikōura. The focus for this meeting was agreeing to the EMO's proposed community gathering points around the district. Primarily they are for locals to rub

shoulders with one another and for them to meet the emergency services and hear from them what we have in the district. This further involves how the emergency services information can benefit them in an emergency and what the locals can do to help themselves and support the emergency response in their local areas and in this district. The dates and locations for these are:

Kaikōura – A&P Show 25<sup>th</sup> March

Inland Road – 4<sup>th</sup> April

Oaro/Goose Bay – 11<sup>th</sup> April

Kekerengu – 2<sup>nd</sup> May

The EMO’s second in command, Sarah Wright, has already started attending courses that will up skill her in the coordination of both events and the EOC. Sarah will also attend some of the EMO Fora that are held around Canterbury to gain knowledge and relationships with other EMO teams in different districts. The EMO will book Sarah on the next new EMO induction course that is run by NEMA.

The EMO spent 1 day (23<sup>rd</sup> January) with the Marlborough CDEM team, coaching them in D4H use and coach their Council staff in the use of this event management programme.

Lastly, the EMO was requested through Canterbury Group and NEMA to go up to Auckland to assist in their Emergency Coordination Centre (ECC). He spent 5 days working and a day either side in travel, working in their Operations Function – working on the Solid Waste disposal plan and execution. He worked with both emergency managers and their functional staff from all over NZ. The EMO returned from Auckland on the 12<sup>th</sup> February 2023 to be on station for Kaikōura’s developing weather event this week.

### Information management update

The Information Management improvement project we are currently undertaking in collaboration with Hurunui IT is making pleasing progress:

- We have now adopted a new Information Management Policy
- We have been developing a Disposal Schedule which is now almost finalised
- ‘ArchiveSocial’ has been implemented to track information posted on social media and website
- We started an inhouse Backscanning project for our property files
- We have been in contact with Archives NZ around disposing of our property files once they have been scanned – this is a work in progress, and we will still require specific sign-off to dispose of the paper
- Based on information received from Archives NZ we now need to update our Digitisation Standard.

## 4. FINANCIAL IMPLICATIONS AND RISKS

None – expenditure remains within budgets

## 5. COMMUNITY OUTCOMES SUPPORTED



### Community

We communicate, engage and inform our community



### Development

We promote and support the development of our economy



### Environment

We value and protect our environment



### Future

We work with our community and our partners to create a better place for future generations



### **Services**

Our services and infrastructure are cost effective, efficient and fit-for-purpose

<b>Report to:</b>	<b>Council</b>	<b>File #</b>
<b>Date:</b>	22 February 2023	
<b>Subject:</b>	Kaikōura Youth Council	
<b>Prepared by:</b>	Kaikōura Youth Council and Petra Jellyman	
<b>Input sought from:</b>		
<b>Authorised by:</b>	W Doughty – Chief Executive Officer	

## 1. SUMMARY

This is our first report of 2023! We have started the year with a few changes, and are spending some time looking at the year ahead and all the possibilities it holds. We would like to take the chance to reintroduce ourselves and some of our newer members!

## 2. RECOMMENDATION

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

## 3. BACKGROUND

Kaikōura Youth Council (KYC) are a group of young people making a difference to the Kaikōura community. They have been active in Kaikōura since 1999 and meet regularly after school at Te Hā o Mātauranga – Learning in Kaikōura, to work on youth issues, organise events and bring Kaikōura's youth together.

KYC aim to help Council engage with the youth of Kaikōura by facilitating a pathway of communication and representing youth in Council matters. All their work is to improve the ways of wellbeing (social, environmental, cultural and economic) for the youth of Kaikōura.

KYC's vision statement is; Kaikōura youth are optimistic, confident and make valued contributions.

## 4. DISCUSSION

### 4.1 Recruitment

So far, we have held two meetings this year, where we have had the pleasure of welcoming three new members – Quinn, Henré and Mia - to our original six. We have been looking at ways of conducting a recruitment drive to try to engage a few more members in the coming weeks.

### 4.2 New Staff

Vicki and Sarah have stepped back from their roles in Youth Council; and so we have welcomed Elbie Burnett as our new Coordinator and Petra Jellyman as our new Administrator.

### 4.3 YVC Training Day

Three of our members got the chance to travel to Christchurch for a Youth Voice Canterbury training day on Sunday the 12<sup>th</sup> February. There were four other youth participation groups in attendance; Selwyn, Hurunui and Christchurch Youth Council, and Ecan Youth Ropu. The day was focused on Youth Participation and Consultation tips and tricks.

### 4.4 Looking at the year ahead

We have been looking into some exciting events and opportunities for the coming year. This year we are looking at running our biennial Youth Awards again, and have examined the costs from previous years and talked about what this event could look like this year. We are excited about Festival for the Future being held in Wellington again this year, and are looking at this as a potential development opportunity for our members. We are also excited to see that the Whare Taonga here has opened, and are looking at visting as a group; this will be an amazing opportunity for our members to learn more about our local history. We are currently in the processes of looking into the sorts of events we run, and figuring out what we would like to run throughout the year, i.e. youth week activities. We



will be doing some consultation for the KDC annual plan this year, and hope to become more involved on committees as opportunities arise that our members have availability for. Theo is currently on the Creative NZ Funding Committee, which is an awesome opportunity to feed into decisions around projects happening in our community.

## 5. COMMUNITY OUTCOMES SUPPORTED



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### Development

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### Services

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### Environment

We value and protect our environment



### Future

We work with our community and our partners to create a better place for future generations

<b>Report to:</b>	<b>Council</b>	
<b>Date:</b>	22 February 2023	
<b>Subject:</b>	Planning Update Report	
<b>Prepared by:</b>	M Hoggard - Strategy Policy and District Plan Manager	
<b>Input sought from:</b>	P Egan - LIMs & Administration Officer	
<b>Authorised by:</b>	W Doughty – Chief Executive Officer	

## 1. SUMMARY

This report provides a general update of what is occurring in the Planning Department.

Key aspects to note are:

- LIMs numbers continue to flatten
- Some resource consents are still being processed by external consultants
- Natural Hazards – Appeal still requires resolution
- District Plan Review
- Spatial Plan – Boffa Miskel to drive Spatial Plan
- Application for Light Industrial Zone submitted by Kaikoura Business Park Limited
- National Policy Statement – Indigenous Biodiversity - Exposure Draft – No changes
- National Policy Statement for Highly Productive Land 2022 taking effect
- Notification for additional forestry Kahutara Hills Blunts Road

As mentioned at the previous Council meeting Cheyenne Laugesen has left to study at Lincoln University, Cheyenne has been an amazing asset in the planning team and her effort over the past years has been greatly appreciated. We wish Cheyenne the best for her future and are pleased we may see her again in the planning field. We are fortunate to have found a replacement with the recent employment of Paula Egan, Paula joins the Council from Whale Watch and was previously a key member of the administration team of Topmaq in Christchurch.

Basic processing of consents, PIMS and subdivision signoffs continues to be the focus and all extra work such as process mapping has been delayed. It is noted that LIMs numbers have reduced however the timing is excellent as it is allowing Paula to settle into the team.

Attachments:

- i. Resource Consents In Progress

## 2. RECOMMENDATION

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

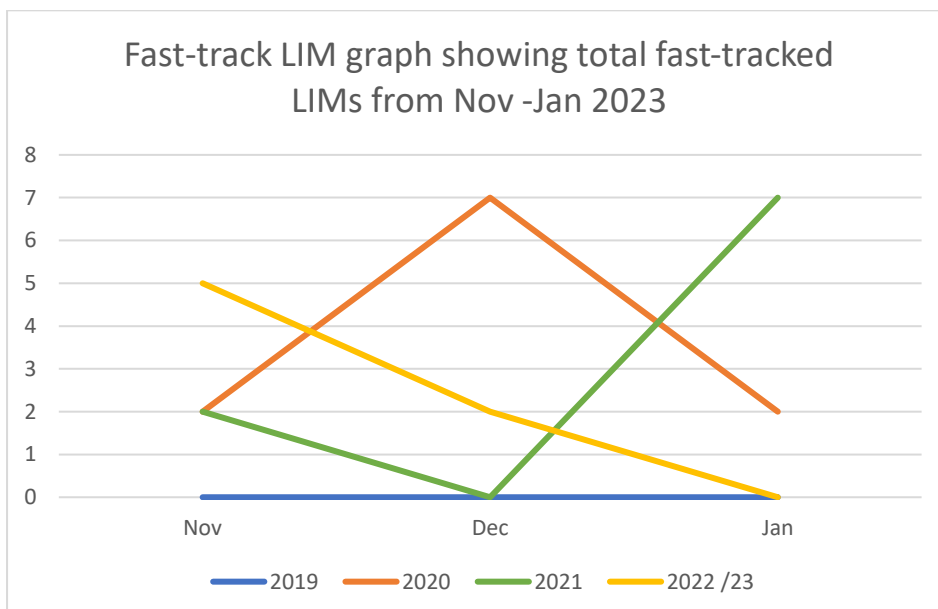
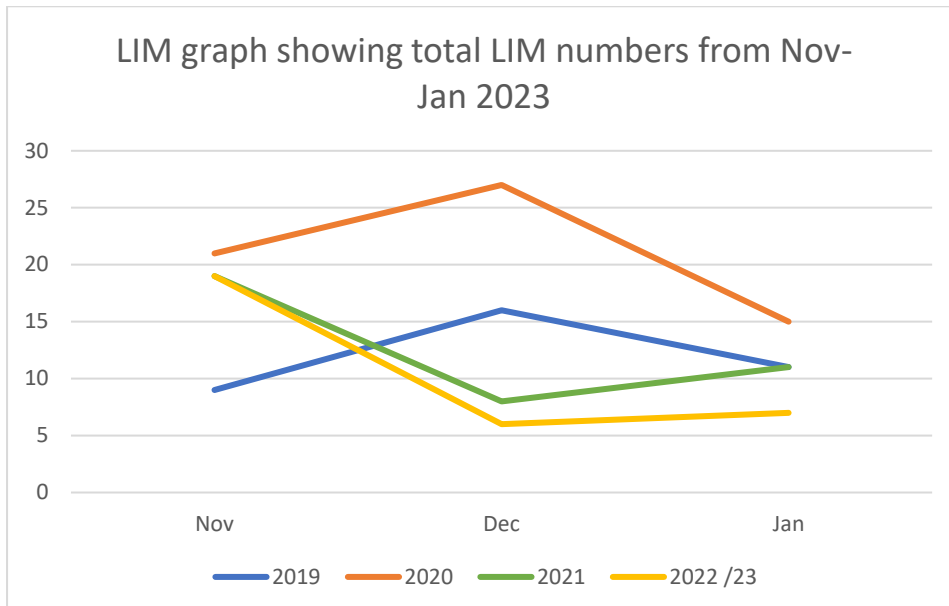
## 3. BACKGROUND

### 3.1 Resource Consents Status:

Attachment 1 includes a list of resource consents that are currently in progress, or which have been issued since the November 2022 Council report.

### 3.2 Land Information Memorandums (LIMs)

In recent weeks LIM numbers have reduced considerably from previous years. This may be due to the recent increase in interest rates. No fast track LIM's have been received in January.



### 3.3 District Plan Review – Natural Hazards Chapter Update

The natural hazard plan change is almost fully operative, decisions have been released and one appeal has been received. The appeal is very specific in that it is related only to specific timeframes around the fault avoidance area. Council staff are currently working to resolve this which has been complicated by the appellant being in the northern hemisphere, progress is slow but occurring.

### 3.4 District Plan Review

#### 3.4.1 Spatial Plan

Four sound responses were received for the Request for Proposal (RFP) for the creation of a spatial plan it was evident that a lot of work had been put into these RFP's. A weighting matrix was used as per the RFP process and a decision was made to award the contract to Boffa Miskel, the final contract is being drafted for signing.

### **3.4.2 Te Rūnanga o Kaikōura District Plan Involvement**

Te Rūnanga o Kaikōura has been made aware of the RFP process. Although meetings have been scheduled to discuss what is occurring within planning and seek input no additional meetings have occurred.

### **3.4.3 Plan Change 4 - Kaikoura Business Park Limited**

Kaikoura Business Park Limited has submitted a private plan change for the rezoning of 69 Inland Road Kaikoura. Given the current staff capacity this has been sent to Resource Management Group (RMG) for review. The 544 page document seeks “to re-zone approximately 21.6 ha of rural land located at 69 Inland Kaikōura Road, Peketā, to a new proposed ‘Light Industrial Zone’. This Private Plan Change (PPC) request includes a complete set of provisions that will apply to the proposed Light Industrial Zone including objectives and policies and rules with associated standards and matters of discretion.” Planning and Engineering staff are currently providing input to RMG. Once it is determined the application is complete public notification will occur as required by the Act.

### **3.5 Landscape Overlay Review**

Following on from the workshop 23<sup>rd</sup> November 2022 additional work is still required in this area including the need for future discussion with Te Rūnanga o Kaikōura.

### **3.6 National Policy Statement – Indigenous Biodiversity - Exposure Draft**

No changes have occurred since last Council Meeting (September 2022) the Ministry for Environment website still states:

“The targeted consultation on the exposure draft closed on 21 July. Officials will now analyse submissions and feedback. Policy change recommendations will be provided to Minister Shaw for decisions before the final policy goes to Cabinet to consider for gazettal.”

The final content of the policy and its implications for Kaikoura is still unknown.

### **3.7 National Policy Statement for Highly Productive Land 2022**

The National Policy Statement for Highly Productive Land 2022 (NPSHPL) is now in effect. The first testing of this is the proposed new Light Industrial Zone Plan, Change 4. Of the 20ha of land identified for re-zoning 3ha has been identified as Class 2 Arable, Good Land with slight limitations. Staff’s view is that as Council has identified the land for rezoning in both its Long Term Plan and in the Council resolution made on 15<sup>th</sup> August 2007 which supported the rezoning of this land and as the land has been identified the NPSHPL should not prevent re-zoning.

### **3.8 National direction for plantation and exotic carbon afforestation**

A submission has been made by Canterbury Mayoral Forum. The submission supports greater control over the exotic carbon forestry, and reinforces the right tree right location approach. Additional detail was provided at the November Council meeting.

On the 1st of February Council staff received notification from PF Olsen in relation to the Resource Management (National Environmental Standards for Plantation Forestry) Regulations 2017 that upgrading of tracking will occur for forest access at Kahutara Hills, Blunts Road. Tracks will be used for establishment this winter and ongoing forest management including pest animal control. This will be the second property over 1000ha to be converted from farmland to forestry within the Kaikoura District.

### 3.9 Resource Management Reform

On 15<sup>th</sup> November Natural and Built Environment and the Spatial Planning Bills have been introduced into the house. A submission will be made from the Canterbury Policy Forum. It is intended that Kaikoura District Council will piggy back off this submission.

### 3.10 Signs Bylaw

As Council is aware there is a need to review our Signs Bylaw, options are still being explored for this project.

### 3.11 The next three months

Planning is looking to progress the following over the next three months:

District Plan:

1. Natural hazards plan change resolve outstanding appeal.
2. Continued Review RMA reform documents
3. Workshop with Councillors and Boffa Miskell on district wide landscape assessment
4. Consultants appointed for spatial planning support

Policies and bylaws

5. Community engagement on options for signage. Resource identification for the project.
6. TAB Policy review, see separate report item in Council agenda

Staff

7. Training and upskilling of new staff

Resource Consents

8. Further process mapping to improve current planning processes
9. Closing out resource consent which have been on hold for prolonged periods

## 4. FINANCIAL IMPLICATIONS AND RISKS

No changes have occurred since the last Council report in that:

The only change to risks from previous meetings is the introduction of the Natural and Built Environment and the Spatial Planning Bills. It is anticipated that both these documents will have a significant lead in time and in the interim business as usual to set the future direction for Council is considered the best course of action.

The risk associated with the use of consultants has been discussed at previous meetings, the lack of local knowledge and historical decisions is still evident in some consent processing, requiring extra vigilance for staff review of the external processing.

## 5. RELEVANT LEGISLATION

Resource Management Act 1991

## 6. COMMUNITY OUTCOMES SUPPORTED



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### Future



**Services**

Our services and infrastructure are cost effective, efficient and fit-for-purpose

We work with our community and our partners to create a better place for future generations

## ATTACHMENT 1

### 1. Active and deferred Resource Consent applications to 15<sup>th</sup> February 2023

“Deferred” applications are applications which have been placed on hold either on a request by the applicant or by Council requesting further information to better understand the effects of the proposed activity. Where applications are deferred the statutory processing clock (working days) is placed on hold.

No	RC ID	Applicant Name	RC Description	RC Location	Status / Notes
1	1632	D & R NZ Ltd	Land Use (Mixed use building development)	26-36 West End	No change from June 2021 Council meeting. Deferred (s 92). Waiting for further information Neighbour’s approval was requested in September 2019 further information was requested in October 2019. A reminder was sent to applicant on the 20/07/2020. A follow up email has been sent in July 2021.
2	1660	Leanne Taylor	(Land Use) Visitor Accommodation	5 Kotuku Road	No change from June 2021 Council meeting. Deferred(s92). Further information (Neighbours approval) was requested on 8 <sup>th</sup> Sept 2020. Further communication has occurred on 2 <sup>nd</sup> October 2020. A follow up email has been sent in July 2021.
3	1675	Eyssen Juan	Land Use Dwelling in Flood Zone	238C Mt Fyffe Rd	No change from June 2021 Council meeting. Deferred (s92) Further information) Further information was requested on the 15 <sup>th</sup> April 2020 seeking plans and elevations of what is proposed. Further communication occurred 15 <sup>th</sup> October. A follow up email has been sent in July 2022.
4	1777	John Drew	Relocation of building platform, boundary setbacks breached.	1481 D State Highway 1	Deferred under s 92(1), geotechnical report and landscape assessment required. Being processed by RMG
5	1797	Elisha Dunlea	Two lot subdivision	190 Mt Fyffe Road	Applicant had originally withdrawn application but have now asked to have the application put back on hold under s 92(1) as the consent was ready to be issued.

					Processed by RMG. Council staff need to speak with the applicants about this consent.
6	1817	Pohutukawa Heights Ltd	Historic Building (H22), undertake earthworks within and archaeological area and breach of car parking standards	1 Avoca Street	Granted – Processed by Hurunui District Council
7	1843 & 1844	Kaikōura Trustee Company Ltd	Two allotment subdivision within rural zone and land use for dwelling within landscape area and on undersized allotment.	1516 SH1	On hold by applicant – Public notification has occurred submissions closed on 16 <sup>th</sup> January 2023. Applicant has requested time to consider submission and determine how they intend to proceed.  Being processed inhouse
8	1848	Kaikōura District Council	Wakatu Quay redevelopment, non-compliance with Noise and Parking	Wakatu Quay	Active – Additional information has been received and a review of the notification report is occurring based on the additional information. Being processed by RMG
9	1850	Estate of McIntyre	Rock protection structure at the rear of the property and on the adjacent Department of Conservation land	200 & 266 Torquay Street	Deferred – Confirmation of access for maintenance, DoC approval/concession for structure across DoC land. Being processed by RMG
10	1851	Chapman	Visitors Accommodation	769 Mt Fyffe Rd	Granted Processed in house.
11	1859	Christine Lake	Visitors Accommodation 7 persons	200 Torquay Street	Granted Processed in house
12	1865	Forest Partnership Limited	Rural boundary adjustment by way of 2 lot fee simple subdivision of a high country farm	123 Blunts Road	Granted Processed in house



13	1866	Jason Ruawai	Two lot rural subdivision below controlled allotment size	95 Green Lane	Active - Limited Notified Being proceed in house
14	1867	Blueview Custom New Homes	3 lot subdivision – significant change to previously approved 3 lot subdivision	74 Torquay Street	Active Being proceed in house
15	1868	Little Tamariki Montessori Pre-School	Two signs	49 Ludstone Road	Granted Proceed in house
16	1869	Juanita Edelmann,	Visitors accommodation for up to 12 people	117 Kiwa Road	Granted Processed in house
17	1870	Mark Baxter	Outdoor Dinning Area – Temporary Activity	21 West End	Active Limited notification unable to obtain neighbour approval Processed in house
18	1871	Dampier-Crossley Family Trust	Visitors accommodation for up to 6 people	111A Scarborough Street	Granted Processed in house
19	1872	Andrea Hughes	Temporary sign permit for a flag	159 Torquay Street	Granted Processed in house
20	1873	Grace Adams	Flood Assessment Certificate	Mill Road	Granted Processed in house
21	1874 & 1875	Vicarage Views Limited	Subdivision to create 67 vacant residential allotments and land use to increase density	Mt Fyffe Road	Active Currently notified Processed in house
22	1876	Andrea Hughes	Additional dwelling too close to the boundary and visitors	159 Torquay Street	Granted Processed in house

			accommodation for up to 8 guests		
23	1877	Liam Brown	Two lot subdivision Lot 1 – 1.61ha with existing dwelling Lot 2 – 1.7ha currently undeveloped	29 Skevingtons Road	Active Being processed in house

## 2. Notified consents

Currently Three notified or limited notified consents are in progress:

- I. Kaikōura Trustee Company Ltd is proposing to undertake a two allotments subdivision within a significant landscape area the controlled allotment size is 40,000m<sup>2</sup> the proposed allotments are 1,947m<sup>2</sup> and 2440m<sup>2</sup>. The applicant has required limited notification as they have been unable to obtain neighbours approval. As the adjoining property is Māori Land it has not been possible to identify all property owners, this has been discussed with the applicants surveyors and full notification is considered to be the best method to progress the consent. Notification has resulted in submissions and the applicant has asked to place the application on hold while deciding what action should be undertaken.
- II. Jason Ruawai is planning to subdivide two create two allotments with a 1 ha average net lot size along Green Lane, limited notification has occurred and an affected party has offered conditional approval the application is being amended to reflect the conditional approval. A hearing is not anticipated.
- III. Mark Baxter is proposed an Outdoor Dinning Area which will result in a gate being placed over an existing ROW, the Mr Baxter has been unable to obtain approval from the holder of the ROW and limited notification has occurred.

## 3. Plan Changes

Plan Change 4 has been submitted to Council as discussed in the body of this report.

## 4. Monitoring

Follow up on the complaint on Luke Creek, Council has been advised this container will only be used for storage, this will be monitored.

Staff are starting to undertake monitoring of consent issued to Kaikōura District Council, getting our house in order before undertaking programmed monitoring of other consents (although resourcing is limited).

## **5. Road Stopping**

Active road stoppings:

Fookes – Hapuku Road –Surveyor has responded to Land Information New Zealand (LINZ) and the site has been repegged, application is currently with LINZ.

## **6. General**

- Project Information memorandum processing is ongoing
- Land Information Memorandum processing is ongoing

<b>Report to:</b>	<b>Council</b>	<b>File #</b>
<b>Date:</b>	22 February 2022	
<b>Subject:</b>	Building and Regulatory Update	
<b>Prepared by:</b>	D Clibbery – Senior Manager Operations	
<b>Input sought from:</b>	R Harding – Senior Building Administration Officer	
<b>Authorised by:</b>	W Doughty – Chief Executive Officer	

### 1. SUMMARY

This is a routine report on recent activity in the BCA and regulatory areas of Council.

### 2. RECOMMENDATION

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

### 3. BUILDING CONTROL

The following apply for the period from 1 November 2022 to 31 January 2023:

- Building Consent applications received 27
- Building Consents issued 21
- Code Compliance Certificate applications received 34
- Code Compliance Certificates granted 19
- Building Inspections conducted 296
- Inspection failed percentage 45%

Failed rate per inspector:

Phillip Bone (Contractor) – Nov 61% Dec 51% Jan 36%

Mark Mitchell – Nov 42%

Mark Milnes (HDC) – Dec 48%

Clive Matthews (under direct supervision) – Nov 50% Jan 16%

Brendan Rosetta (Comply Ltd, remote inspections) – Dec 0% Jan 60%

Two rounds of recruitment have been conducted for a Building Control Manager following the departure of Mark Mitchell last year, but neither has been successful despite the indication of a very competitive remuneration package.

Similarly recruitment for qualified Building Control Officers has continued, but again without success, and it has been decided to discontinue attempts to recruit for both the BCO and Manager roles.

Following Mark Mitchell's departure an interim arrangement was put in place that is reliant on multiple contractors and assistance from Hurunui District Council.

At a practical level this arrangement has been working well, but it is fragile because of the multiple parties involved and expensive because contractor charges are typically substantially higher than those of salaried employees.

Exploration is continuing of potential alternative means of delivering building control in the district, but none of these is straightforward and/or likely to be able to be implemented quickly.

As such a reliance on a contractor based service appears unavoidable in the short to medium term at least, and the extent of contractor involvement will potentially be further increased shortly because in addition to requiring contractors to undertake 'hands on' consent inspection and processing of

consents there is a need for a contractor to also undertake the specialist technical management and quality control of the BCA that will be needed if KDC is to retain its accreditation.

Recently recruited cadet Building Control Officer Clive Matthews has enrolled in the National Diploma in Building Surveying and is receiving on-the-job training from Phillip Bone and Hurunui District Council BCOs.

Clive is currently spending 2 days per week with HDC at Amberley as part of this.

### **Sale and Supply of Alcohol**

For the months of November to January there were:

LICENSING INSPECTOR – Reports

- Managers- 12
- On Licence - 3
- Off Licence - 0
- Special Licences – 1
- Temp Authority – 1

ALCOHOL LICENSING ADMINISTRATION

New Managers applications received - 9

Renew Managers applications received – 6

Special Licence applications - 0

Premises Applications – 0

ALCOHOL LICENSING ADMINISTRATION – Licences Issued

Managers Certificates - 10

Special Licences – 2

Premises On/Off/Club – 5

NOTABLE EVENTS –

Hearing re. Donegal House took place on January 24, 25 and 26.

All monitoring indicated operation in accordance with the Act other than that for Donegal House.

### **4. FOOD ACT 2014**

Scheduled verifications were completed.

As members are aware a prosecution was taken under the food act.

Two Notices of Direction served on Donegal House.

### **5. WATER SAFETY**

Routine three-waters sampling as per KDC's approved Water Safety Plan.

Routine drinking water data oversight and laboratory correspondence.

Work on new monitoring programme to meet Taumata Arowai requirements.

Commenced new monitoring programme to meet new DWQAR requirements.

Audit of data with Matt Molloy, for Audit NZ.

### **Health Act 1956**

Health Act Inspection due to start end of November 2022.

EHO's are in liaison with ECan and Te Whatu Ora about the bacterial levels in Lyell Creek.

### **Regulatory Staffing**

As is the case with a number of other specialist areas within Council, the recruitment and retention of general regulatory staff has proved challenging, and at present Council is attempting to fill the vacancy created by the resignation of Regulatory Officer Mark Paterson.

At this time KDC has only two part-time staff who are endeavouring to respond as best they can to urgent regulatory issues.

### **Freedom Camping**

Over the summer there have been very high levels of freedom camping activity, and a significant proportion of it has been in vehicles that do not satisfy the requirements of Council's Responsible Freedom Camping Bylaw, in particular the requirement that to be self-contained it must be possible to use the toilet in the vehicle with the bed fully made up, and this is generally not possible in many small vehicles that are configured for use by more than one person.

A lack of visitor awareness of this aspect of the KDC Bylaw has however been problematic and Council staff have to date attempted to take an educational rather than infringement approach to compliance, as has been done in the years since the Bylaw was put in place in 2019.

Such an approach has not however been fully successful this summer as camper numbers have returned to something like pre-Covid levels and it currently appears that firmer enforcement, including issue of infringements is needed to help raise awareness of the community's rules.

Doing so is likely to change the nature of the role of KDC's Freedom Camping Ambassadors, and a challenge exists in finding suitable people willing and able to effectively undertake such a revised role in the current tight employment market.

It is believed that it will be helpful if the changes in respect of the definition of 'Self Contain vehicles' that is current proposed under the governments review of the Freedom Camping Act become law, since this would provide the type of control of this activity that was desired by the community when our Bylaw was introduced.

### **Parking**

As indicated in the previous report to Council charges for parking were re-instituted from 1 December 2022 as parking activity levels surged after Covid.

As is the case with freedom camping it appears that a firmer enforcement approach may now be required to ensure compliance with parking restrictions.

### **Dog Control and Animal Control**

Essential services are being provided. A detailed report of incident numbers etc cannot at this time be provided because staff familiar with the relevant recording systems are absent.

### **Noise Complaints**

Occasional complaints are being effectively managed by our part time contractor.

## **6. COMMUNITY OUTCOMES SUPPORTED**

The work is in support of all/the following community outcomes.



#### **Community**

We communicate, engage and inform our community



#### **Environment**

We value and protect our environment



**Development**

We promote and support the development of our economy



**Services**

Our services and infrastructure are cost effective, efficient and fit-for-purpose



**Future**

We work with our community and our partners to create a better place for future generations



## Quarterly Project Progress Report Kaikōura Marine Development Programme

<b>Project Name</b>	Wakatu Quay	<b>Report Date (period)</b>	31 December 2022
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Project Approval	Name	Title	Signature	Date
<b>Prepared By:</b>	Wendy Walker	Project Manager		
<b>Reviewed By:</b>	Chris Sturgeon	Programme Lead		
<b>Approved By:</b>	Danny Smith	KMDP Chairperson		

### Distribution List

Name	Role
Warren Gilbertson	MBIE Regional Manager
Governance Board Members	Governance Board
Will Doughty	KDC Chief Executive
Craig Mackle	Mayor
Kaikōura District Council	Councillors

### Overall Summary

<b>Summary</b>	<ul style="list-style-type: none"> <li>Resource Consent – Responding to requests for information from ECAN and RMG</li> <li>Workshops with councillors, Rūnanga representatives, Kanoa representative and Governance Group members to form a response to withdrawal from project by Cooper Developments</li> <li>Procurement of Seawall repairs contractor and Traffic and Parking design contractor completed.</li> <li>Enabling works - installation of new transformer completed by Mainpower.</li> <li>Project timelines and budget review – Project agreement variation draft</li> </ul>
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### Status of Activities and tasks

Project Status		KEY	Completed on time	Late - WIP	Not yet due
Milestones	Baseline Date	Forecast Date	Actual Date	Comments	
Design RFP	28 <sup>th</sup> April	28 <sup>th</sup> April		Achieved	
Concept Design Completed	30 <sup>th</sup> June	30 <sup>th</sup> June	29/09/21	Achieved	
Commence Investor EOI process	30 <sup>th</sup> July 21	October 2021	27/10/21	Achieved	
Project Delivery Timeframe and Milestone Review		January 2022	31/03/22	Completed phase 1. Milestone review outcomes contingent on confirmation of developer involvement.	



Milestones	Baseline Date	Forecast Date	Actual Date	Comments
Resource Consent Received		July 2022		Advised response likely in February 2023
Offsite works Design and Tender – Road and Parking		August 2022		Concept Design phase completed. Detailed Design and construction drawings to inform tender package in development in new year.
Offsite works Design and Tender – Seawall slumping		August 2022		Contractor engaged works to commence January 2023
Offsite works - Construction				To be programmed
Onsite works Design and Tender – Seawall Remediation		August 2022		Contractor engaged works to commence January 2023
Onsite works - Construction		Sep – Dec 2022		Scheduling subject to early contractor engagement advice
Complete Value Engineering		May 2022	June 2022	Completed
Complete Due Diligence		July 2022	June 2022	Completed
Complete Contractual arrangements with developer		June 2023		Due to preferred developer withdrawing from project the plan is to go back to market and seek an alternative investor/developer.
Complete Detailed Design & approvals process	30 <sup>th</sup> Sept 21	September 2023		Development Agreement and Council approval delayed. Now contingent on identifying new investor/developer or KDC funded alternative option. Milestones are indicative only - to be realigned with Developer approach once Development agreement has progressed to draft contract.
Complete Building Consent		December 2023		
Release Construction (Buildings) Tender to market	30 <sup>th</sup> Jan 22	October 2022		
Commence Construction - Buildings		February 2023		
Complete Building Construction	30 June 23	July 2024		

## Report on Analysis & Actual Progress last Quarter

<b>Planned and achieved</b>	<ul style="list-style-type: none"> <li>Project timeline and budget review</li> <li>Procurement of Seawalls repair contractor</li> <li>Procurement of Traffic and Parking design consultant</li> <li>Enabling works relocation of transformer</li> <li>Project agreement variation draft</li> </ul>
<b>Planned but not achieved</b>	<ul style="list-style-type: none"> <li>Development agreement and lease contract with preferred developer due to Developer departure.</li> <li>Complete Warren and Mahoney Contract negotiations for Design Phase, no longer required at this stage</li> </ul>
<b>Not planned and achieved</b>	<ul style="list-style-type: none"> <li>Workshops with councillors, Rūnanga representatives, Kanoa representative and Governance Group members to form a response to withdrawal from project by Cooper Developments</li> </ul>
<b>Resourcing</b>	<ul style="list-style-type: none"> <li>PDP engaged to provide WaM and Developer contract negotiation support</li> <li>KPMO engaged to provide Roading and Parking RFP support</li> </ul>

<b>Media &amp; Communications</b>	<ul style="list-style-type: none"> <li>No media releases during this period.</li> <li>Responses provided to questions received from The Kaikoura Star reporter.</li> </ul>
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### Issues Open this Period

Date	Issues No.	Description	Status	Priority	Owner	Proposed Resolution Date
30 Sept 21	1	Traffic Access and Parking – community opposition to upgrade of Wakatu Quay road	High	High	Project Lead	30 June 2023
30 Sept 22	2	<b>Delay in commencement of Detailed Design</b> - Clarification of developer and tenants involvement	High	High	Project Lead	30 June 2023
30 Sept 22	3	<b>Financial impact from Timeline extension.</b> - as a result of delayed detailed design there is a burnrate cost that will need to be accommodated within current budget	High	High	Project Lead	30 June 2023

### Risks Open this Period

Date	Risk No.	Description	Likelihood	Mitigated	Owner
20 Dec 20	1	Poor Selection of Architectural Partner, unbuildable	Very High	Medium	Project Lead
20 Dec 20	2	Project not delivered on Time & Cost Parameters	High	Low	Project Lead
15 May 21	3	Further Asbestos and metal discoveries	Very High	High	Project Lead
30 Sept 21	4	Consenting process is notified impacting timeframes	High	Medium	Project Lead
17 May 2022	5	Councillor work load may impact decision making timeframes	High	Medium	Project Lead

### Summary of Funding Received

Creditor	Date	Amount	% Project Drawn down
KDC Contribution		270,000	-
MBIE	10-Jun-20	600,000	6%
MBIE	17-Jun-21	2,000,000	20%
MBIE – South Bay Transfer	Dec-22	300,000	3%
	<b>Total</b>	<b>3,170,000</b>	<b>28%</b>

Next funding instalment application was forecast to be in September 2021. However, this funding is subject to completion of the “Detailed Design Phase” of the project and a co-funding strategy, process and timeframe. A variation request has been submitted to Kanoa for consideration. Next drawdown application will be in February 2023.

A funds transfer request to transfer the unspent portion of the South Bay funding to Wakatu Quay was approved by Kanoa in December and is shown in the table above. Total funding for the Wakatu Quay project is \$10,180,000

### Summary of Potential Investor Funding

*Note: This table has been updated at the end of December 2022.*

Potential Funding	Funder	Level of Surety	Date of last advice

## Project Budget and Funding Allocation to date

Funder	Description	Amount
PGF	Project Management, Design etc	\$9,800,000
PGF	South Bay Funds Transfer	300,000
KDC	Site remediation	270,000
Developer/investor TBC	Building construction	6,000,000
<b>Target Project Cost</b>		<b>\$16,370,000</b>

## Summary of Expenditure to date

Current Budget Est.*	Actual \$'s spent to date	EAC	Variance (%)
17,690,000	\$2,545,212	\$9,880,000	0%

\*Subject to Investment decision, Detailed Design, Value engineering. Target Budget circa. \$16 million.

## Expenditure to end of this quarter 31 December 2022

	Sum of Estimate	Sum of Actual (LTD)
☉ Project Overheads	\$ 1,603,785	\$ 945,703
☉ Feasibility & Site prep	\$ 1,153,862	\$ 1,170,780
☉ Construction	\$ 6,946,115	\$ -
☉ Design	\$ 1,645,140	\$ 324,795
☉ External Works	\$ 3,439,836	\$ -
☉ Civil Works	\$ 1,173,137	\$ 41,449
☉ Off-site Works	\$ 1,496,368	\$ 44,484
☉ Artwork	\$ 231,659	\$ 18,000
<b>Grand Total</b>	<b>\$ 17,689,902</b>	<b>\$ 2,545,212</b>

## The Period Ahead – Next Quarter 1 January– 31 March 2023

<b>Planned</b>	<ul style="list-style-type: none"> <li>Develop options and approach for seeking investor/developer</li> <li>Provide recommendations to Council to consider for decision on preferred approach.</li> <li>Receive Resource Consent application response.</li> <li>Commence Seawall Repairs</li> <li>Complete detailed design of traffic and parking and seek tenders</li> <li>Complete enabling works for utilities on site</li> <li>Update project timeline and budget forecast</li> </ul>
<b>Resourcing</b>	<ul style="list-style-type: none"> <li>No additional inhouse project resources required.</li> <li>Ongoing engagement with professional services for procurement, consenting and technical services.</li> </ul>

<b>Report to:</b>	<b>Council Meeting</b>
<b>Date:</b>	22 February 2023
<b>Subject:</b>	Destination Kaikōura Quarterly Update Report
<b>Prepared by:</b>	L Bond – Destination Manager
<b>Input sought from:</b>	
<b>Authorised by:</b>	W Doughty – Chief Executive Officer

### 1. EXECUTIVE SUMMARY

Report for the period October – December 2022

### 2. RECOMMENDATION

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

### 3. QUARTERLY UPDATE

#### OCTOBER:

##### **DESTINATION MANAGEMENT PLAN RELEASED**

Kaikōura’s Destination Management Plan was officially endorsed by the Mayor & Councillors in September 2022. It was then officially released in October to the community, presented to MBIE (our funder for this project) as well as a hard copy handed to the then Minister of Tourism, Stuart Nash.

We are the only RTO (Regional Tourism Organisation) to have written our DMP ourselves, others used consultants. Something we can be very proud of.

Click here to view: [Kaikōura’s DMP](#)

##### **SPRING DIGITAL CAMPAIGN WITH MAVERICK DIGITAL & AIVA**

29 August – 23 October 2022

Campaign activation mix:

- Full-funnel digital (suggest Google Ads Display, YouTube, Google Ads Search, Facebook Display and Retargeting), using a page/user journey on the Kaikōura website as the landing experience(s). Driving itineraries work as good mid-funnel content to inspire further consideration.
- Destination Kaikōura owned social media channels and consumer newsletter.
- Tactical partnership with Aiva (pre-existing Destination Kaikōura deals platform) to enhance user journey and drive operator conversions.

Campaign Results:

- The campaign drove 12,716 visitors to the website.
- During the campaign 2,937 people visited the campaign hub, spending a quality 1min 46secs on the page itself on average. This highlights the campaign was captivating, that this content was both relevant to the traffic coming from the adverts but also engaging.
- A total of 22,504 New Zealanders viewed the videos throughout the campaign period. 37% of people watched more than 75% of the 30sec video, and a fantastic 25% watched the longer form, 1 min version of this length.
- Remarketing took an all-encompassing approach to highlight the breadth of the operators involved. An overall CTR of 0.62%, driving 485 visitors back to the campaign landing page.
- A 12%+ in bounce rate shows the content people are seeing when entering the site matches their search intent.

#### AIVA Integration Results

- Participants were asked to explore the products on offer within an integration with a third-party listing plug in (AIVA). This was given its own section of the website on the campaign landing page.
- The voucher and discounts varied between participating businesses.
- During the campaign we had a total of 2,652 clicks on the Aiva integration and a total of 28 purchases.

#### **SARAH-KATE LYNCH**

Hosted Sarah-Kate and two producers for a TV series set to be filmed in Kaikōura this Autumn. Introduced to potential accommodation providers etc...

#### **FILM MARLBOROUGH + FILM CHRISTCHURCH**

Met with both on separate occasion, looking at how the Kaikōura Region might fit in with the work they are doing.

#### **KIA ORA MAGAZINE**

Hosted Catherine from the editorial team at Kia Ora Magazine. She spent 3 days in region to do a show case feature on Kaikōura. This regional piece will be in February 2023' Kia Ora Magazine. [Click here to read article](#)

#### **CENTRAL SOUTH ISLAND MEETING**

Collaboration between CHCNZ, MacKenzie, Timaru, Hurunui, West Coast and Kaikōura. Preparation for a Regional Showcase in AKL to invited ITO's (Inbound Tour Companies). CHC International Airport also taking part in this collaboration.

#### **REGIONAL EVENTS FUND (REF) – meeting with event organisers around funding opportunities**

Regional Events Fund is designed to stimulate domestic tourism and travel between regions through holding events. This is intended to support the tourism and events sector and replace some of the spending from international tourists due to the border closure because of COVID-19.

#### **TOPS OF THE SOUTH TOURING ROUTE (TOTS)**

Development and planning (on going with bi-weekly meetings)

#### **TE KOROWAI HUI, DARK SKIES & KITI BOARD MEETING**

Attend the monthly meetings.

#### **NOVEMBER:**

#### **THRILLIST FAMIL**

Hosted Natasha who wrote a feature on the Central South Island offering. Organised through Christchurch NZ, featuring MacKenzie, West Coast, Hurunui and Kaikōura.

#### **TIA SHOWCASE – HAMILTON**

Attended the Annual TIA (Tourism Industry Aotearoa) Showcase.

#### **HOST PPG SHORE HANDLERS**

PPG are new shore handlers for the Silver Whisper Cruise Ship due in port on the 2<sup>nd</sup> February 2023. Provided operator contacts, helped prepare itinerary and offer advice as needed.

### **CRUISE VISIT**

Kaikōura's first cruise ship of the season was the Seabourn Odyssey. The mayor also came and helped welcome passengers as they came ashore. It was a perfect weather day with many happy visitors enjoying the tours they were on etc...



### **APT WEBSITE**

Working with Time Zone One on the upgrade of the Alpine Pacific Touring Route website.

### **CANTERBURY & WEST COAST TRADESHOW**

Six Regional Tourism Organisations - Christchurch, Hurunui, Kaikōura, Timaru, MacKenzie and the West Coast joined forces to relaunch tourism awareness with tourism trade at an event in Auckland. The event attracted 100 agents from 50 different inbound companies, as well as Tourism New Zealand, Air New Zealand, Christchurch Airport, and Qualmark. There were 36 tourism operators at the event – each region having 6 operators represent their region.



**Team Kaikōura**



**RTO Collective**

### **SITE VISITS**

When able I try to get out and meet with operators so I can gain a better idea of what they do, what they offer as well as let them know what Destination Kaikōura does and can do for them.

- Kanuka Terrace Accommodation
- Middle Hill Mountain Bike Park
- The Craypot Kitchen & Bar

### **TOPS OF THE SOUTH TOURING ROUTE (TOTS)**

Development and planning (on going with bi-weekly meetings)

### **TE KOROWAI HUI, DARK SKIES & KITI BOARD MEETING**

Attend the monthly meetings.

## **DECEMBER:**

### **DESTINATION DIGITAL WORKSHOP IN AKL**

The workshop theme was: Reimagining tourism through a digital lens. Well attended by many RTO's and industry related businesses.

### **TEC SUMMIT**

Attended the Annual Tourism Export Council Summit in AKL

### **CRUISE VISIT**

Welcomed passengers off the Seabourn Odyssey on the 16<sup>th</sup> Dec. The mayor joined us for this cruise visit also.

### **ID TOURS**

Met with Wendy the ID Tours Shore Handler for Kaikōura. Went over ships they are looking after for the season ahead and how Destination Kaikōura can help etc... We have now hosted 3 ships together which has gone well.

### **KAIKŌURA DATA DASHBOARD**

Working with Christchurch NZ we now can access Kaikōura monthly data Research into the Kaikōura Visitor Trends Dashboard, Visitor Trend Reports and Triptech Reports.

Click here [Kaikōura Dashboard](#)

### **ANZCRO**

Meetings to discuss what activity we can do together over the next year. Starting to look at a potential off-season campaign.

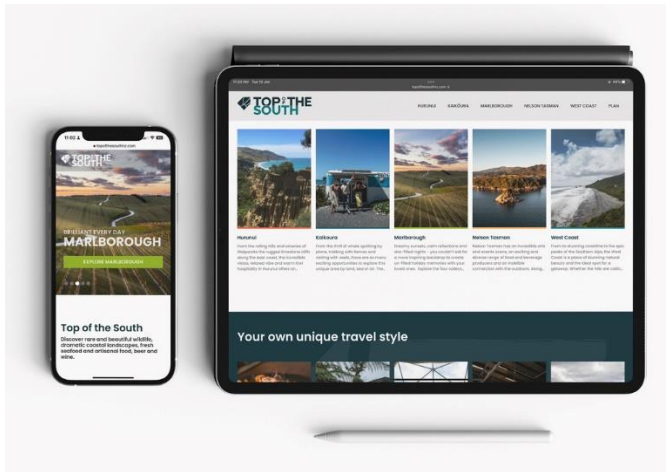
### **GO WITH TOURISM**

Go with Tourism is a unique initiative that specialises in growing New Zealand's tourism and hospitality workforce. We met to discuss how they can best support the Kaikōura Region, especially in the work force space.

### **TOP OF THE SOUTH (TOTS)**

The Top of the South RTO collective (Kaikōura, Hurunui, West Coast, Nelson Tasman & Marlborough) have been working on our Touring Route website. This is now live and provides both Trade and FIT (free independent travellers) travellers a tool as to how to get around this touring route as well as what there is to see do and where to stay along the way.

<https://www.topofthesouthnz.com/>



**TOPS OF THE SOUTH TOURING ROUTE (TOTS)**

Development and planning (on going with bi-weekly meetings)

**TE KOROWAI HUI, DARK SKIES & KITI BOARD MEETING**

Attend the monthly meetings.

**4. FOCUS OVER THE NEXT 3 MONTHS**

- Destination Kaikōura Autumn Digital Campaign
- Attend RTO & TNZ Hui in AKL
- Attend RTO & ITO Hui in AKL
- Prepare for TRENZ 2023
- Organise operator workshops.
  - Astro Tourism
  - Strategic Storytelling
  - Sustainability Phase 2
- Organise Hello World Famil partnering with ChristchurchNZ & Hurunui Tourism
- Organise BEIA Workshop in the events space happening later March.
- Compile a cruise survey for the 2022-23 Season.

**5. COMMUNITY OUTCOMES SUPPORTED**



**Community**  
We communicate, engage and inform our community



**Development**  
We promote and support the development of our economy



**Services**  
Our services and infrastructure are cost effective, efficient and fit-for-purpose



**Environment**  
We value and protect our environment



**Future**  
We work with our community and our partners to create a better place for future generations



<b>Report to:</b>	<b>Council Meeting</b>
<b>Date:</b>	22 February 2023
<b>Subject:</b>	Discretionary Grants Fund – Progress / Completion Reports
<b>Prepared by:</b>	W Doughty – Chief Executive Officer
<b>Input sought from:</b>	B Makin – Executive Officer
<b>Authorised by:</b>	W Doughty – Chief Executive Officer

### 1. EXECUTIVE SUMMARY

To receive progress and completion reports from organisations whose projects had received funding through the Discretionary Grants Fund (the “Fund”). The funding had been approved pre the 2022 Triennial Elections on 28<sup>th</sup> September 2022.

Completion Reports Attached:

- Kaikōura Bowling Club

Progress Reports Attached:

- The Kaikōura Education Trust – Te Hā o Mātauranga
- Kaikōura Croquet Club
- Kaikōura Dark Sky Trust
- Kaikōura Ocean Research Institute Inc. (KORI)
- Kaikōura Cycling Club
- Takahanga Bowling Club

Reports not received:

- Kaikōura Red Cross Branch

### 2. RECOMMENDATION

It is recommended that the Council:

- Receives the progress and completion reports for information.

### 3. BACKGROUND

Council had approved the discretionary grants process for the Fund at a meeting on 29<sup>th</sup> June 2022. A total of 16 applications were received and assessed by the Council on 28<sup>th</sup> September 2022. The Council resolved to support 10 of the applications, with either full or partial funding. Their decisions were based on whether the criteria was met by the organisations and if there were other opportunities to further fund those initiatives i.e. Better Off Funding.

The Council requested that as part of the commitment to the funding, that the 10 organisations provide a completion report and in the meantime, quarterly progress reports to Council for the February, May and July 2023 meetings.

### 4. COMMUNITY OUTCOMES SUPPORTED



#### Community

We communicate, engage and inform our community



#### Development

We promote and support the development of our economy



#### Environment

We value and protect our environment



#### Future

We work with our community and our partners to create a better place for future generations

<b>Report to:</b>	<b>Council</b>	<b>File #</b>
<b>Date:</b>	22 February 2023	
<b>Subject:</b>	Completion Report – Kaikōura Bowling Club	
<b>Prepared by:</b>	Bev Hurst	
<b>Input sought from:</b>		
<b>Authorised by:</b>	W Doughty – Chief Executive Officer	

**1. EXECUTIVE SUMMARY**

The purpose of this report is to provide a completion report following the funding to help towards the annual insurance premium.

Attachments:

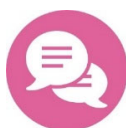
1. Invoice from Apex Insurance
2. Bank Statement to show payment made

**2. COMPLETION OVERVIEW**

This season we have had a number of local organisations make use of our bowling green and clubrooms. This included a free after school bowls programme we ran to introduce the sport to children. This was successful and we hope to carry this on again this year.

We thank the Kaikōura District Council very much for this help received.

**3. COMMUNITY OUTCOMES SUPPORTED**



**Community**  
We communicate, engage and inform our community



**Development**  
We promote and support the development of our economy



**Environment**  
We value and protect our environment



**Future**  
We work with our community and our partners to create a better place for future generations



## Statement of Account

Kaikoura Bowling Club Inc  
 18 Ludstone Road  
 Kaikoura, 7300

For all enquiries please contact:

**Sue Dillon**  
**Apex General Limited**  
 Ph:  
 Email: sue@apexinsurance.co.nz  
 G.S.T Reg. No: 046-732-073  
 Print Date: 13/09/2022

Invoice Date	Insured Name	Invoice No	Funded	Description	Amount Outstanding
12.09.2022	Kaikoura Bowling Club Inc	I00176060	No	2022 Renewal	\$488.75
12.09.2022	Kaikoura Bowling Club Inc	I00176061	No	2022 renewal	\$4,030.87

**Invoice Total:** 4,519.62

**If Payment has been made within the last few days please ignore this statement**

**Internet banking to:-  
 To Pay this invoice in Full**

**Our bank details for payment are -  
 Apex General Limited 06-0294-0086179-02  
 Please include your full client number with payment**

Client Name: Kaikoura Bowling Club Inc  
 Client Ref: APX GEN 18242

**Total Amount Due: \$4,519.62**



<b>Report to:</b>	<b>Council</b>	<b>File #</b>
<b>Date:</b>	22 February 2023	
<b>Subject:</b>	Progress Report - The Kaikōura Education Trust – Te Hā o Mātauranga	
<b>Prepared by:</b>	Petra Jellyman	
<b>Input sought from:</b>	V Gulleford	
<b>Authorised by:</b>	W Doughty – Chief Executive Officer	

### 1. EXECUTIVE SUMMARY

The purpose of this report is to provide an update on the progress following the funding to help towards the operational costs of our Community Education Hub

### 2. PROGRESS OVERVIEW

We have used District Grant funding to support our accounting, electricity, printing, rent, telephone and internet costs. These costs are associated with the day-to-day operations for our building. We run a whole heap of projects which are dependent on having a base to work from. Since we received the District Grant, we have continued with providing the Mayor’s Taskforce for Jobs project, placing 29 people into work, supporting 17 people to gain a learner’s licence, 32 to pass restricted, 11 to pass full, 78 driver mentoring sessions to run, 163 driving lessons to run, 12 people to pass a defensive driving course.

We have also run a first aid course (19 people), organic gardening course (15 people), and computer skills for women course (7 people).

We have worked with 27 young people who have disengaged from education and have supported many of these to make positive changes – some have been supported to pass NCEA 1 and 2, some have re-engaged at school, others are now in employment.

This is a small sample of the work that is possible with having a base to work from!

### 3. FOCUS OVER THE NEXT 3 MONTHS

We will continue with our usual mahi, at this stage we have \$1677 left from the grant to spend and this will happen over the next 3 months.

### 4. COMMUNITY OUTCOMES SUPPORTED



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#### Development

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#### Future

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# Budget Variance

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Kaikoura Education Trust trading as Te Ha o Matauranga,  
Learning in Kaikoura - LINK  
KDC Discretionary Grant  
3 October 2022 to 7 February 2023

7 Feb 23

<b>Income</b>	
Community Initiatives	10,000
<b>Total Income</b>	<b>10,000</b>
<b>Gross Profit</b>	<b>10,000</b>
<b>Less Operating Expenses</b>	
Consulting & Accounting	194
Light, Power, Heating	579
Printing & Stationery	890
Rent	6,174
Telephone & Internet	486
<b>Total Operating Expenses</b>	<b>8,323</b>
<b>Net Profit</b>	<b>1,677</b>

<b>Report to:</b>	<b>Council</b>	<b>File #</b>
<b>Date:</b>	22 February 2023	
<b>Subject:</b>	Progress Report - Kaikōura Croquet Club	
<b>Prepared by:</b>	Erica O'Connor	
<b>Input sought from:</b>	Kaikōura Croquet Club Meeting	
<b>Authorised by:</b>	W Doughty – Chief Executive	

## 1. OVERVIEW

Preparing club room to be painted inside by ourselves, and new curtains to be put up.

Also, window seat squabs to be recovered.

## 2. PROGRESS OVERVIEW

The drape and squab covering material have been brought. Photo included below of the drape and also attached is a copy of the invoice.

Paint colour for walls has been chosen. We are about to buy it along with rollers etc. One Honours board on wall has been removed. The “little rooms” have been washed with sugar soap ready for painting.



### 3. FOCUS OVER THE NEXT 3 MONTHS

Remove remaining boards, photos etc from walls. Wash down main room ready to paint.

### 4. COMMUNITY OUTCOMES SUPPORTED



#### Community

We communicate, engage and inform our community



#### Development

We promote and support the development of our economy



#### Services

Our services and infrastructure are cost effective, efficient and fit-for-purpose



#### Environment

We value and protect our environment



#### Future

We work with our community and our partners to create a better place for future generations



**SPOTLIGHT CHRISTCHURCH**  
 cnr Colombo & Elgin Streets  
 Christchurch, 8023  
 Ph 03 377 6121  
 Fax 03 377 6160

Description	Total \$
3-PKT STD TAPE, WHT, 75MM 9418501073811	
8.000u @ \$2.97/u	23.76*
RC04 Price override-Was \$3.50/u goldcard 9401038000009	
BULK GATHER HOOK PLASTIC 100PK, WHT, 28MM 9314935227878	7.65*
RC04 Price override-Was \$9.00 NYLON GATHER HOOK 50PK, WHT 9418501064741	4.25*
RC04 Price override-Was \$5.00 HOPKIN E/LET EA.TL, 140X223CH 9349335046605	
8 @ \$25.00	200.00*
<b>TOTAL (Inc GST)</b>	<b>\$235.66</b>
11 Items	

VIP Card 2732003569076

Paid by EFTPOS \$235.66

\*-----EFTPOS-----\*  
 TERMINAL 07851317  
 TIME 13DEC22 16:02  
 TRAN 000618 CREDIT  
 MCARD  
 CARD ....2526  
 Master  
 RID: 40000004  
 PIX: 1010  
 TC: 12B6BC0F647CB885  
 TUR: 0000048000  
 ATC: 0028  
 TSI: E800  
 AUTH R38860  
 PURCHASE NZ\$235.66  
 TOTAL NZ\$235.66  
 ACCEPTED

*PAID.  
21-12-22.*

\*-----\*  
 CUSTOMER COPY

Change Due \$0.00  
 GST Amount \$30.74

\* Signifies item(s) with GST

Account : 2732003569076

**TAX INVOICE**  
 007111047705

Served by Mary on Lane 11  
 13/12/2022 4:02:00 PM

GST NO. 65-610-043

-----  
 Please retain receipt as proof of purchase

<b>Report to:</b>	<b>Council</b>	<b>File #</b>
<b>Date:</b>	22 February 2023	
<b>Subject:</b>	Progress Report - Kaikōura Dark Sky Trust	
<b>Prepared by:</b>	Colette Doughty	
<b>Input sought from:</b>		
<b>Authorised by:</b>	W Doughty – Chief Executive Officer	

## 1. EXECUTIVE SUMMARY

The purpose of this report is to provide an update on the progress following the funding to help towards operational costs, notably staff costs for the Kaikōura Dark Sky Trust.

## 2. PROGRESS OVERVIEW

Thanks to support from this fund towards the project coordinator role we've been able to make great over the last few months. Here with a brief summary covering the time period September 2022 until end January 2023.

Area	Update
Trust	<ul style="list-style-type: none"> <li>Charitable status confirmed - CC60751</li> </ul>
Stargazing sites	<ul style="list-style-type: none"> <li>Researched and completed report on potential stargazing sites around the district to promote on the website and also for potential signage.</li> <li>Priced physical signs and started conversations with KDC and DOC around criteria and permissions.</li> </ul>
Website	<ul style="list-style-type: none"> <li>Continued to work on improvements namely the creation of the 'where to view and stargazing tips' sections. <a href="https://Kaikouradarksky.nz/enjoy-our-night-sky">https://Kaikouradarksky.nz/enjoy-our-night-sky</a></li> </ul>
Private Plan Change	<ul style="list-style-type: none"> <li>Received Stage 1 scope report from Kahu Environmental.</li> <li>Extra piece of work completed around reserve vs sanctuary.</li> <li>In January 2023 the Trust contracted Kahu Environmental to commence Stage 2.</li> </ul>
IDA	<ul style="list-style-type: none"> <li>Completed work with Ashley from IDA America around Reserve vs Sanctuary requirements and seeking clarification.</li> <li>In January 2023 the Trust confirmed that we will work towards achieving Sanctuary Status.</li> </ul>
Outreach/events	<ul style="list-style-type: none"> <li>Suburban School – 1<sup>st</sup> Nov successful school visit. Sadly, 17<sup>th</sup> Nov stargazing event postponed due to weather.</li> <li>High School – 15<sup>th</sup> Nov successful stargazing event run by Omaka and KIDS.</li> <li>Community Stargazing – 18<sup>th</sup> Nov postponed due to poor weather.</li> <li>3 banners - designed and created for events.</li> <li>A&amp;P show – worked with the A&amp;P committee to have 'Enjoy the night' integrated into this year's show.</li> </ul>
Lighting Improvements	<ul style="list-style-type: none"> <li>Kiwirail – have agreed to make adjustments after new lights were installed.</li> <li>Waka Kotahi – working to ensure the SH1 lighting retrofit meets the IDA standards.</li> <li>Vicarage Views – advised the project manager on IDA friendly lighting.</li> </ul>
Funding	<ul style="list-style-type: none"> <li>Mainpower Community Funding – applied and received \$500.</li> <li>Lotteries Community Fund – applied for \$20,000. Awaiting response.</li> </ul>

### 3. FOCUS OVER THE NEXT 3 MONTHS

- 2023 Project planning, timelines & budgeting.
- Progress Stage 2 Private Plan Change.
- Funding Applications – namely Rata Foundation.
- Stargazing signage.
- A&P Show, planning IDA week and stargazing winter 2023 series.

### 4. COMMUNITY OUTCOMES SUPPORTED



#### Community

We communicate, engage and inform our community



#### Development

We promote and support the development of our economy



#### Environment

We value and protect our environment



#### Future

We work with our community and our partners to create a better place for future generations

<b>Report to:</b>	<b>Council</b>	<b>File #</b>
<b>Date:</b>	22 February 2023	
<b>Subject:</b>	Progress Report - Kaikōura Ocean Research Institute Inc. (KORI)	
<b>Prepared by:</b>	Dr Jody Weir	
<b>Input sought from:</b>		
<b>Authorised by:</b>	W Doughty – Chief Executive Officer	

## 1. EXECUTIVE SUMMARY

The purpose of this report is to provide an update on the progress following the funding to help towards the development of a marine field programme for Kaikōura.

## 2. PROGRESS OVERVIEW

The entirety of the funding provided will go towards my (Jody Weir) time. While in the past many ideas have come to mind, this funding allows me to allocate dedicated (paid) time towards processing these ideas and developing the scope and case for what is possible. Currently funding allows me to commit part-time hours to this project, while I maintain other paid work (for DOC and teaching field courses).

Many have agreed over the years and in my recent interviews, that Kaikōura is the ideal place to build this kind of programme, one that integrates our marine environment into a long-running, established research and education mecca. In the Kaikōura Marine Strategy document, published 10 years ago, there is a recommendation for connecting our marine environment to both mainstream curriculums and to broader international institutions. While there is agreement on thinking that this is a good idea, for it to come to fruition requires a dedicated project manager, and team to make it happen. This funding is the first step in that process, as it allows me dedicated time to develop the scope and case for what is possible.

The bulk of the progress thus far has been in the form of research and information gathering. This includes in person and virtual meetings/interviews with several field programme directors (from programmes in New Zealand, Canada, the United States and Madagascar) and investigating programmes online.

Through this research, I am learning:

- 1) how other successful field programmes are run, including how they operate on a broad scale, and on a day-to-day basis,
- 2) what types of content our programme would need to provide, to satisfy curriculum requirements in New Zealand (from preschool through tertiary levels),
- 3) what types of content our programme would need to provide, to satisfy curriculum requirements from institutions overseas (principally looking at tertiary levels to begin with),
- 4) what types of content our programme would need to provide, to attract New Zealanders outside of the traditional education system (for example, Saturdays for preschool/primary school age, and adult education),
- 5) what types of content our programme would need to provide, to attract international participants outside of the traditional education systems (for example, students on OE or adults wanting an experience overseas that has a specific focus/meaning/outcome),
- 6) what infrastructure resources are currently available (existing already) within Kaikōura for programmes to operate, and how much would these cost to use (for example, indoor space that can accommodate groups for lectures and different operators who could provide vessel excursions),
- 7) what type of personnel/staffing is required to provide the different possible components/aspects of 2 – 6 above, and

- 8) if a dedicated base for the wider marine programme were to be built, for example as part of the planned South Bay Marine development, what it would need to look like, and how it would need to operate, to be most successful.

### 3. FOCUS OVER THE NEXT 3 MONTHS

My focus will continue to be the 8 elements outlined above, and synthesizing the information I gather into cohesive summaries for the final report. In addition, I plan to create and distribute a survey to be distributed locally and overseas in both electronic/online and hard copy versions to gather input and ideas from a wide range of possible participants. While part of this project is learning from the broader picture of how other programmes operate, the surveys will shine light on what people are actually seeking on a more individual basis. The information from the completed surveys will be collated and included in the final report.

### 4. COMMUNITY OUTCOMES SUPPORTED

The development of a marine field programme for Kaikōura supports all four of the community outcomes listed below.

**Community:** I am directly communicating and engaging with our community through interviews/conversations and upcoming surveys with local individuals, local organisations, and local businesses. The resulting report findings will in turn inform our community.

**Development:** A marine field programme centered in Kaikōura would definitely promote and support the development of our economy by driving business to existing local companies and providing additional job opportunities for operating the developed programme. Eventually, a programme that attracted participation from outside of Kaikōura could contribute to our economy on a similar level as tourism. While most of our tourists currently only stay in town for one to a few days, this programme could draw people here for weeks and/or months. This would benefit local accommodation providers, etc.

**Environment:** At every step this programme will take best measures to value and protect our environment. A dedication to cherish, understand and work in and with our changing environment is a pillar of this initiative.

**Future:** A future with a marine field programme centered in Kaikōura will provide a much brighter place for future generations. In particular, I'm constantly hearing of our youth needing to leave Kaikōura for secondary school or afterwards, to learn and develop skills to find employment in the marine space, whether that be academic research, or trade skills. What if they could stay *here* to learn? What if we could draw people from other towns or countries to learn about *this* place? Like any parent, I want the very best for my 3-year old, and I want the very best to be available to him right here, in Kaikōura.



#### Community

We communicate, engage and inform our community



#### Development

We promote and support the development of our economy



#### Environment

We value and protect our environment



#### Future

We work with our community and our partners to create a better place for future generations

<b>Report to:</b>	<b>Council</b>	<b>File #</b>
<b>Date:</b>	22 February 2023	
<b>Subject:</b>	Kaikōura Cycling Club Quarterly Update	
<b>Prepared by:</b>	Tania Ross	
<b>Input sought from:</b>	Kaikōura Cycling Club members	
<b>Authorised by:</b>	Sally Turnbull – Club Secretary	

## 1. SUMMARY

This is the first quarterly report to Council from the Kaikōura Cycling Club. The quarterly reports follow a sum of \$10,000.00 kindly granted to the Kaikōura Cycling Club in the 2022/2023 budget in support of the work that the Kaikōura Cycling Club undertake for walking and cycling in the community.

## 2. PROGRESS OVERVIEW/ OR COMPLETION OVERVIEW

We are pleased to report that the Marlborough Kaikōura Trails Trust is working on the section of trail from the West End to Hapuku. Consents are currently in the process of being obtained. This section will be all off road and include several bridges. This will become a huge asset to the town being a very achievable and pleasant biking distance for visitors and locals to take in the beauty of our coast line. We are grateful of this news from the Trails Trust and will update as we hear about progress.

An asset audit was undertaken late last year to make sure that bridges were safe for use. As a result of this audit it was noted that 2 safety rails should be installed, one on the bridge at the end of the pines section across from the golf course and the other on one of the bridges just before the middle ford. These have both now been installed. Also the club has designed, purchased and erected close to 100 new safety signs along the trail including “No Horses” “No Motorbikes” “Low Head Height” and “Expect Traffic”.

Last year there was logging undertaken to the pines in the golf course trail, as a result of this, historic rail wagons were discovered. After consultation with the local museum it was decided to keep the wagons where they are and a new entry has been created to display the historic wagons which then leads into the old trail.

There was unfortunately damage done to the beautiful arched bridge at the start of the Hapuku trail. We can only guess that this was a result of a horse or something very heavy using the trail. However, the damage has now been fixed by a member of the trail team who noticed the damage and went and fixed it.

The trail team have been in correspondence with the owners of the land between Scarborough Street and Jimmy Armers and we are pleased to report that the trail is now open to bikes on a trial basis. The track team will work with the owners to make this more rideable with a safer exit onto the private laneway down to Jimmy Armers and provide better walking conditions for walkers year round.

The club have been working on the concept of a Cycling Hub which was approved for submission to council at a club meeting on the 19<sup>th</sup> of January and then submitted for approval to Mike Russell at the Kaikōura Council on the 20<sup>th</sup> January. Please find a copy of the concept attached for your information. It will include a covered area, bike tools, information and an ebike charging station.

As always the track team have been working every Monday to ensure our entire trail network is rideable with higher use and different weather patterns to what we would expect this time of year.

### 3. COMMUNITY OUTCOMES SUPPORTED



#### **Community**

We communicate, engage and inform our community



#### **Development**

We promote and support the development of our economy



#### **Services**

Our services and infrastructure are cost effective, efficient and fit-for-purpose



#### **Environment**

We value and protect our environment



#### **Future**

We work with our community and our partners to create a better place for future generations

# Tax Invoice

Date	Tax Invoice #
14.02.2023	5



Tax Invoice To
Kaikoura District Council P O Box 6 KAIKOURA

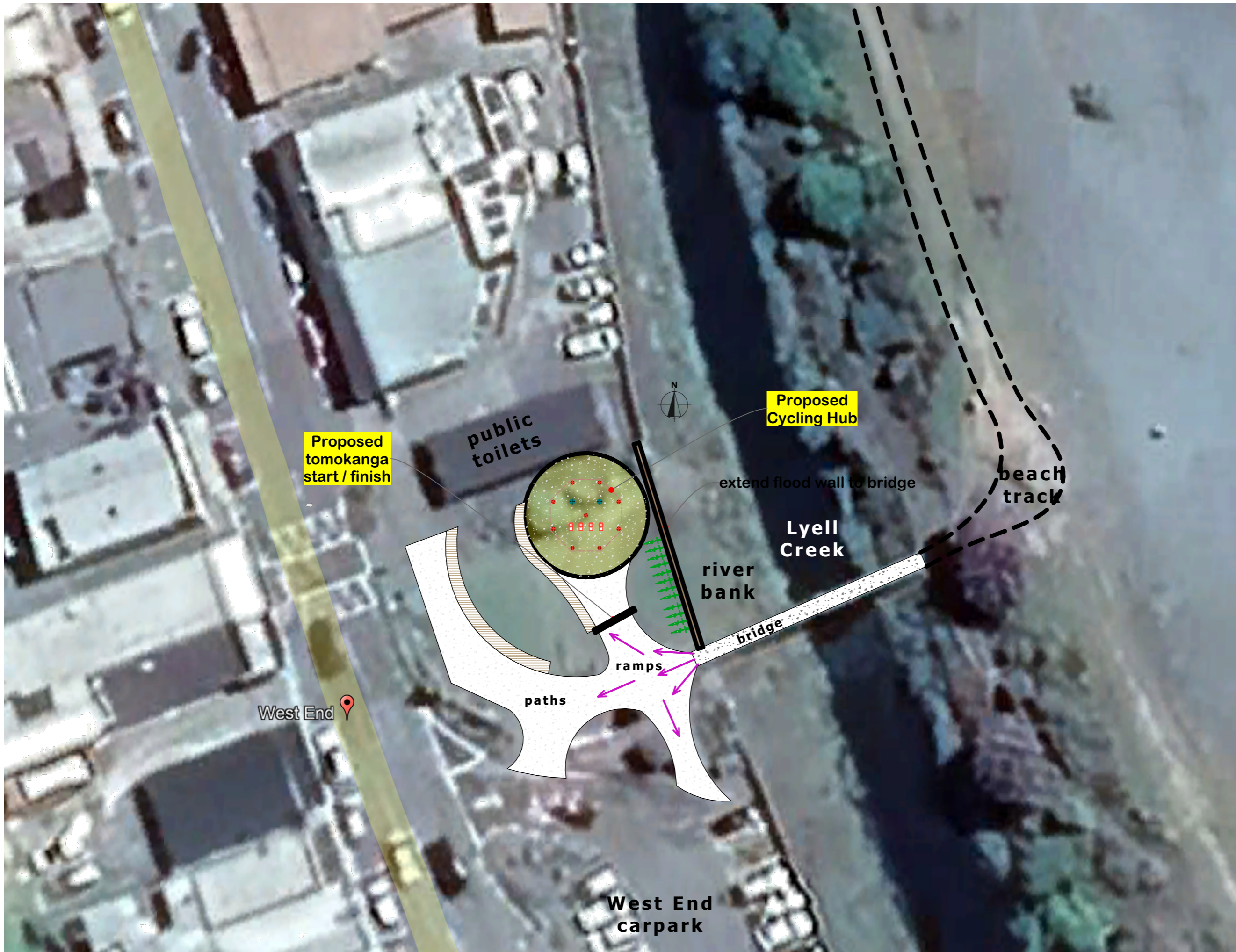
Due Date	Terms
20.03.2023	On receipt

Qty	Description	Rate	Amount
	Discretionary Grants Fund 2022/2023		\$10,000.00

Kaikoura Cycling Club Direct Credit: Westpac Kaikoura 03-1586-0079290-00
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<b>Balance Due</b>	\$10,000.00





West End

Proposed tomokanga start / finish

public toilets

Proposed Cycling Hub

Lyell Creek

river bank

bridge

beach track

ramps

paths

West End carpark

extend flood wall to bridge



Proposed tomokanga start / finish

public toilets

Proposed Cycling Hub

extend flood wall to bridge

beach track

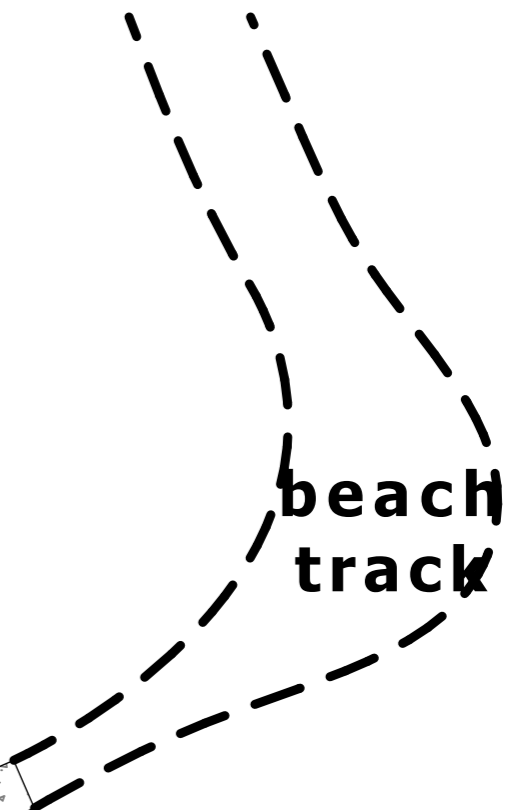
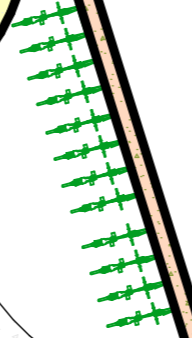
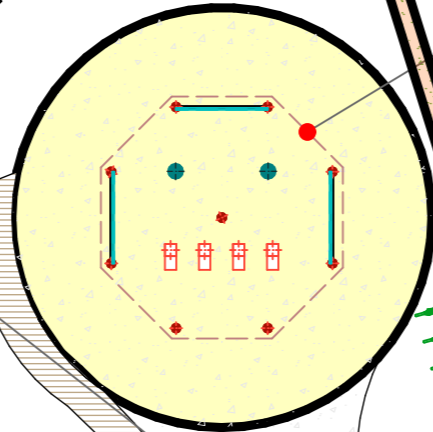
river bank

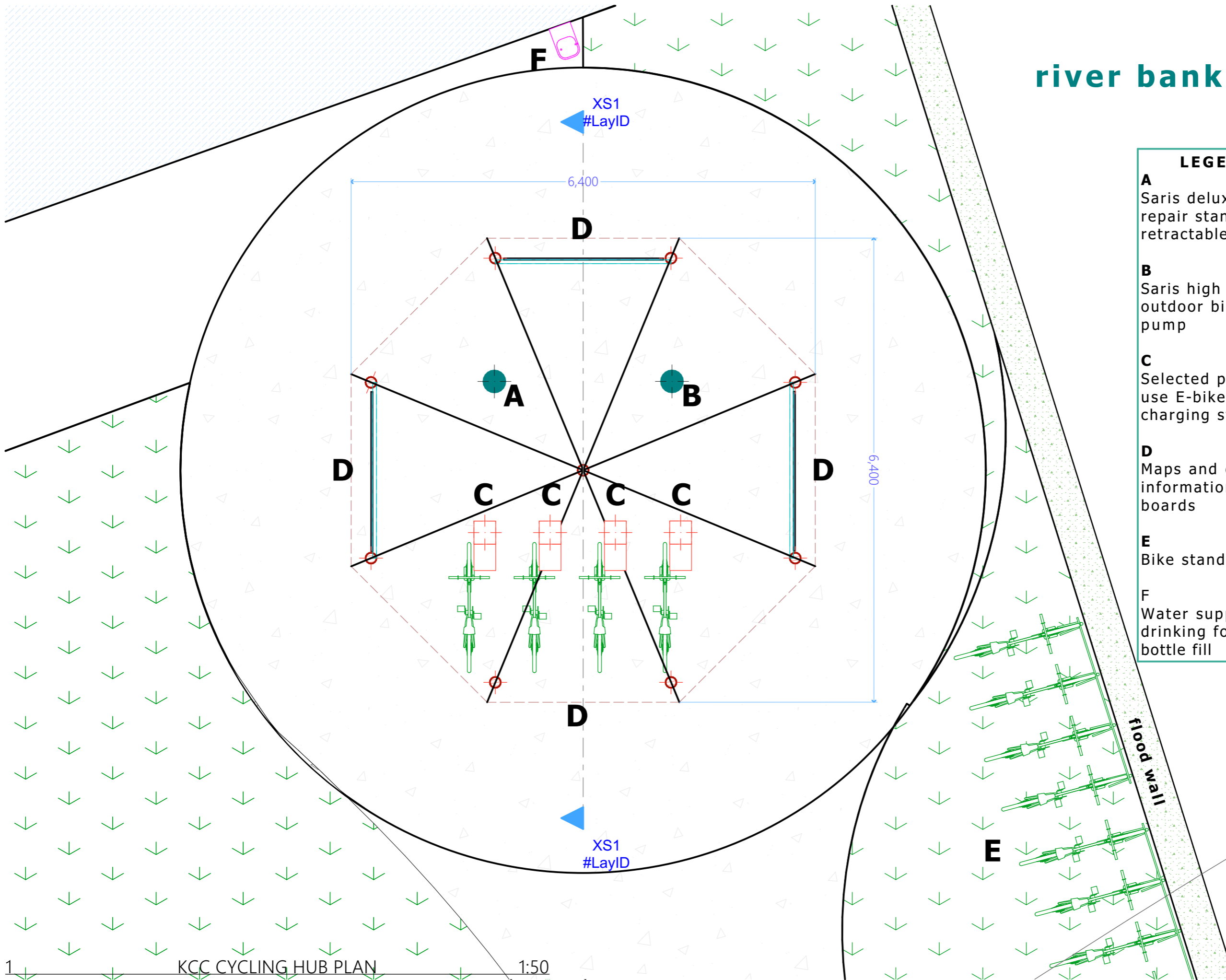
bridge

ramps

paths

West End carpark



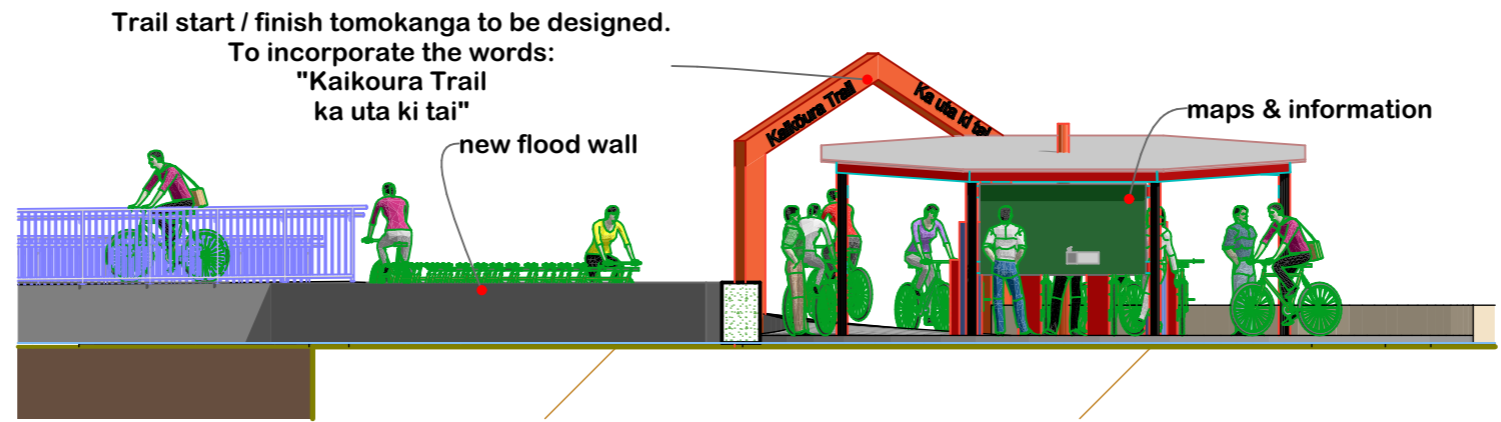


river bank

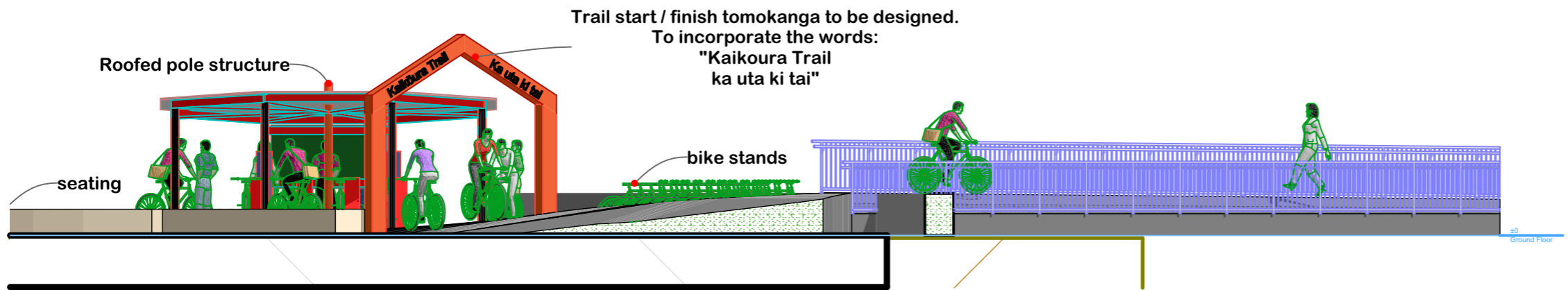
LEGEND	
<b>A</b>	Saris deluxe bike repair stand with retractable tools
<b>B</b>	Saris high security outdoor bike pump
<b>C</b>	Selected pay-to-use E-bike charging station
<b>D</b>	Maps and cycling information boards
<b>E</b>	Bike stands
<b>F</b>	Water supply, drinking fountain, bottle fill

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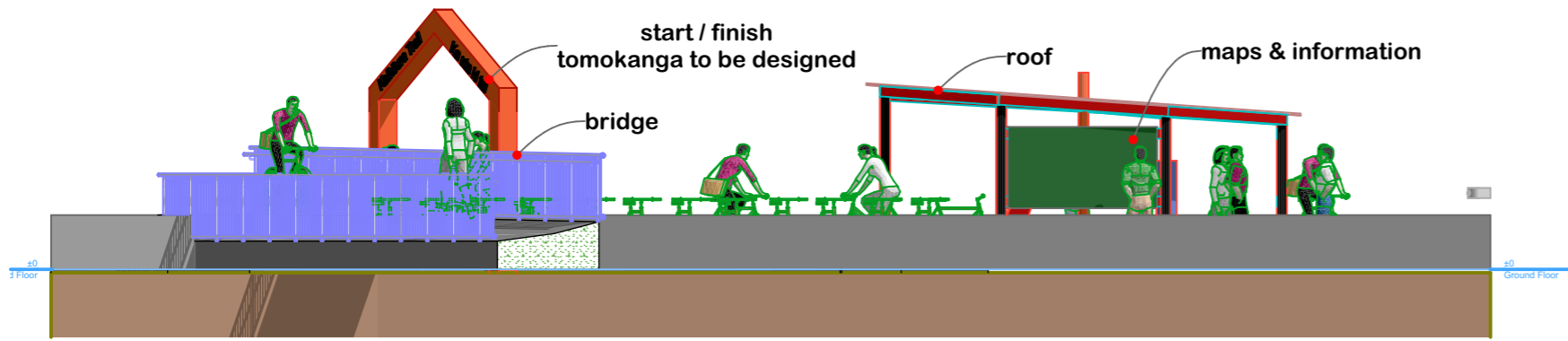


2 North Elevation 1:100

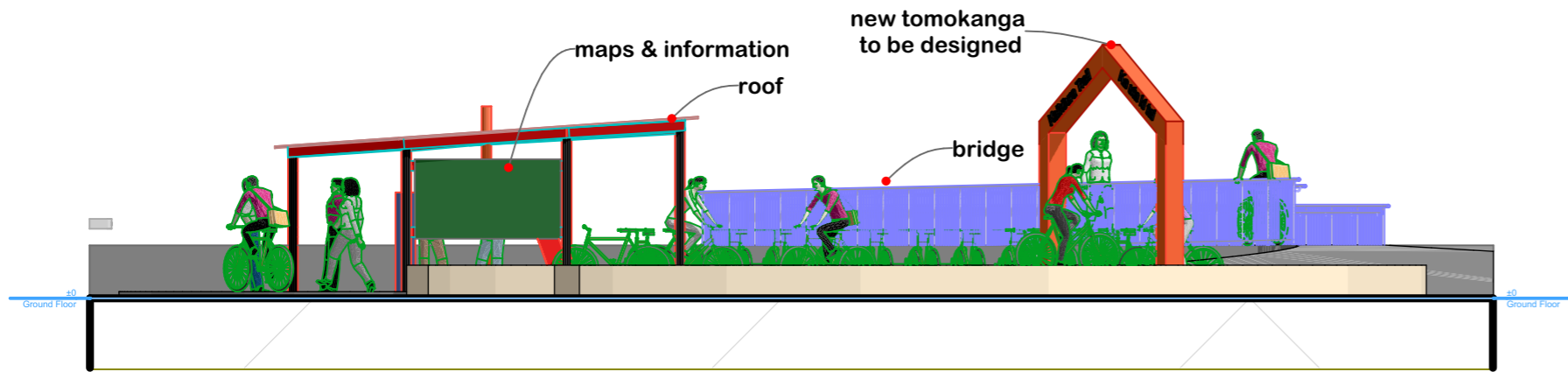


1 South Elevation 1:100





1 East Elevation 1:100



3 West Elevation 1:100



<b>Report to:</b>	<b>Council</b>	<b>File #</b>
<b>Date:</b>	22 February 2023	
<b>Subject:</b>	Progress Report - Takahanga Bowling Club	
<b>Prepared by:</b>	Thora Lawson	
<b>Input sought from:</b>		
<b>Authorised by:</b>	W Doughty – Chief Executive Officer	

## 1. SUMMARY

The Takahanga Bowling Club applied for funding to assist with power, administration and volunteer green keepers petrol voucher.

## 2. PROGRESS OVERVIEW/ OR COMPLETION OVERVIEW

The attached photographs of bank statements show proof of payment for:

Trust Power	(power monthly examples) e.g.	\$319.64, \$301.24
Caltex	(purchase of petrol vouchers)	\$526.88
Paymark Ltd	(EFTPOS monthly payment)	\$21.74
Smartpay Ltd	(EFTPOS monthly charge)	\$40.25
Admin	(Paper Plus) Supplies (Book)	\$15.98
Copier Company	(monthly charge for photo copier)	\$11.02
Admin	(Paper Plus) Ink cartridges	\$139.96

The grant has assisted the Club with general monthly costs which has certainly helped us in our day-to-day business.

Many groups use our facilities i.e.

- Kaikōura Bridge Club
- Kaikōura Art Group

Also used regularly for hired venue so assisting with power is very valuable.

11/02/2023	TAKAHANGA BOWLING CL	101126150	11FEB23	EFTPOS	PS		526.00	20,140.75 CR
10/02/2023	TAKAHANGA BOWLING CL	101126150	10FEB23	EFTPOS	PS		584.00	19,614.75 CR
10/02/2023	Lobster Inn Tavern	Lobster Inn	Bar	Bar	BP	1,250.00		19,030.75 CR
10/02/2023	Caltex Kaikoura	Caltex KK	fuel card	Garage	BP	526.88		20,280.75 CR
10/02/2023	Glennis Caldwell	Glennis Cald		Travel	BP	120.00		20,807.63 CR
10/02/2023	The Copier Company L	The Copier C	Printer	36826	BP	41.97		20,927.63 CR
10/02/2023	Kaikoura Building Ce	KK Building			BP	37.00		20,969.60 CR
10/02/2023	Innovative Waste KK	Innovative W	Waste	Innovative	BP	19.20		21,006.60 CR
10/02/2023	Bowls Marlborough	Bowls Marlbo	Fees	448	BP	18.40		21,025.80 CR
10/02/2023	Paper Plus KK	Paper Plus	Admin	Paper Plus	BP	6.00		21,044.20 CR
09/02/2023	TRUSTPOWER	TRUSTPOWER L	00018060940	834135225	DD	319.64		21,050.20 CR
09/02/2023	0856/856000000/001		tournament	Mens 2 day	DR	3,320.00		21,369.84 CR
08/02/2023	TAKAHANGA BOWLING CL	101126150	08FEB23	EFTPOS	PS		13.00	24,689.84 CR
07/02/2023	Lion Nathan NZ LTD	9401226155	001	0092486071	DD	2,782.28		24,676.84 CR
07/02/2023	DEPOSIT	000000001	BNZ KAIKOURA	1238071029	ATM		1,115.00	27,459.12 CR
07/02/2023	DEPOSIT	000000001	BNZ KAIKOURA	1238071027	ATM		717.70	26,344.12 CR
05/02/2023	TAKAHANGA BOWLING CL	101126150	05FEB23	EFTPOS	PS		45.00	25,626.42 CR
03/02/2023	TAKAHANGA BOWLING CL	101126150	03FEB23	EFTPOS	PS		66.00	25,581.42 CR
03/02/2023	LAWSON K A	Sub			BP		20.00	25,515.42 CR
01/02/2023	KAIKOURA BRIDGE	Monthly	Hall Hire		AP		320.00	25,495.42 CR
01/02/2023	Greenkeeper	Greenkeeper	Provisional	Fund	AP	500.00		25,175.42 CR
30/01/2023	PATERSON, L J		O'Keefe	Rangiora	DC		220.00	25,675.42 CR
27/01/2023	TAKAHANGA BOWLING CL	101126150	27JAN23	EFTPOS	PS		48.00	25,455.42 CR
26/01/2023	TURNERS AUTOMOTIVE G	QUARTERLY DI	TAKAHANGABO	82611877	DC		19.10	25,407.42 CR
24/01/2023	DEPOSIT	000000001	BNZ KAIKOURA	1238241004	ATM		825.00	25,388.32 CR
24/01/2023	DEPOSIT	000000001	BNZ KAIKOURA	1238241003	ATM		150.00	24,563.32 CR
20/01/2023	PAYMARK LIMITED	STMT31122022	31 SHEARWATE	112615	DD	21.74		24,413.32 CR
20/01/2023	Tulls Supermarket Li	KAIKOURA NEW		548279	DD	1,239.24		24,435.06 CR
20/01/2023	TAKAHANGA BOWLING CL	101126150	20JAN23	EFTPOS	PS		139.00	25,674.30 CR
17/01/2023	LAWSON K A	20 tables	Wedding	Kate lawson	BP		200.00	25,535.30 CR
16/01/2023	SMARTPAY NEW ZEALAND	Smartpay Ltd	R0160199	PY194825	DD	40.25		25,335.30 CR
16/01/2023	Mansfield S J &			Mansfield	DC		220.00	25,375.55 CR
14/01/2023	GUTHRIE, P M	Phil Guthrie		2 day tourna	BP		220.00	25,155.55 CR
13/01/2023	TAKAHANGA BOWLING CL	101126150	13JAN23	EFTPOS	PS		36.00	24,935.55 CR

« First | « Previous | 1 | 2 | 3 | 4 | 5 | Next » | » Last »

**NEW** = New transaction since last business day.

Disclaimer: This is information available as at the time displayed only. For full account details, please refer to Online Statements.



All Transactions								
View account details								
Opening Balance (01/07/2022) 32,208.88 CR								
Closing Balance (14/02/2023) 14,431.75 CR								
Date	Name	Particulars	Code	Reference	Type	Withdrawals	Deposits	Balance
13/01/2023	Richards B J	Brian R	2 Day fees		DC		220.00	24,899.55 CR
13/01/2023	MCPARTLIN B D	B.McPartlin	Parklands	Entry Fees	DC		220.00	24,679.55 CR
10/01/2023	DEPOSIT	000000001	BNZ KAIKOURA	1238101002	ATM		800.00	24,459.55 CR
09/01/2023	Riddell P K & M				DC		220.00	23,659.55 CR
09/01/2023	Vaughan J M & H	B Hole	Bronwyn	Hole	DC		150.00	23,439.55 CR
06/01/2023	TRUSTPOWER	TRUSTPOWER L	00017888092	834135225	DD	301.24		23,289.55 CR
06/01/2023	TAKAHANGA BOWLING CL	101126150	06JAN23	EFTPOS	PS		14.00	23,590.79 CR
05/01/2023	MARSHALL MRS H E & M	TRYAN		SUMNER BC	BP		220.00	23,576.79 CR
04/01/2023	TAKAHANGA BOWLING CL	101126150	04JAN23	EFTPOS	PS		24.00	23,356.79 CR
04/01/2023	I J PETTIGREW	Pettigrew	2 day entry	Waiau	BP		220.00	23,332.79 CR
04/01/2023	LAWSDP	Entry 2 Day	Bill Kingan	Awamoa	BP		220.00	23,112.79 CR
04/01/2023	O'LOUGHLIN B J	K&b oloughli		7	DC		220.00	22,892.79 CR
04/01/2023	KAIKOURA BRIDGE	Monthly	Hall Hire		AP		320.00	22,672.79 CR
04/01/2023	Greenkeeper	Greenkeeper	Provisional	Fund	AP	500.00		22,352.79 CR
28/12/2022	Lion Nathan NZ LTD	9401195522	001	0092391978	DD	706.36		22,852.79 CR
28/12/2022	HEAYS, K J	22/23 subs		Heays x 2	BP		300.00	23,559.15 CR
23/12/2022	RH & GJ Calvert				BP	85.00		23,259.15 CR
23/12/2022	Duane Novis	Duane Novis	Travel	Blenheim	BP	75.00		23,344.15 CR
22/12/2022	DEPOSIT	DUNSANDEL	BNZ ROLLESTO	LEO PONSONBY	ATM		220.00	23,419.15 CR
21/12/2022	Bowls Marlborough	Bowls Marlbo	Fees	448	BP	120.00		23,199.15 CR
20/12/2022	KK DISTRICT CON	RATES	2108026800A		DD	356.01		23,319.15 CR
20/12/2022	KK DISTRICT CON	RATES	2108026800B		DD	650.26		23,675.16 CR
20/12/2022	Tulls Supermarket Li	KAIKOURA NEW		548279	DD	2,346.33		24,325.42 CR
20/12/2022	PAYMARK LIMITED	STMT30112022	31 SHEARWATE	112615	DD	21.74		26,671.75 CR
20/12/2022	Kaikoura Kayaks	Kaikoura	Kayaks	Matt Foy	DC		150.00	26,693.49 CR
20/12/2022	GUTHRIE M J	subs		m.guthrie	DC		150.00	26,543.49 CR
20/12/2022	KAIKOURA DC	KAIKOURADC			DC		2,300.00	26,393.49 CR
20/12/2022	DEPOSIT	000000001	BNZ KAIKOURA	1238201007	ATM		755.00	24,093.49 CR
20/12/2022	DEPOSIT	000000001	BNZ KAIKOURA	1238201003	ATM		1,350.00	23,338.49 CR
20/12/2022	Strawberry	sound system			BP	4,284.90		21,988.49 CR
20/12/2022	Kaikoura Bowling Clu	KK Bowling C			BP	1,156.00		26,273.39 CR
20/12/2022	Dunlea Products Ltd	Dunlea Produ		205982	BP	202.46		27,429.39 CR
20/12/2022	Caltex Kaikoura	Caltex KK	Gas	Garage	BP	126.83		27,631.85 CR
20/12/2022	Hammer Hardware	Hammer Hardw			BP	21.98		27,758.68 CR
19/12/2022	CHURCH G & M	MARIE	CHURCH		BP		150.00	27,780.66 CR
18/12/2022	TAKAHANGA BOWLING CL	101126150	18DEC22	EFTPOS	PS		85.00	27,630.66 CR
18/12/2022	GUTHRIE, P M	Phil G		subs	BP		150.00	27,545.66 CR
17/12/2022	TAKAHANGA BOWLING CL	101126150	17DEC22	EFTPOS	PS		4.00	27,395.66 CR
16/12/2022	TAKAHANGA BOWLING CL	101126150	16DEC22	EFTPOS	PS		69.00	27,391.66 CR
16/12/2022	BALDWIN,SJ&PJ	Rego		S&PBaldwin	BP		225.00	27,322.66 CR
15/12/2022	Aotearoa Gaming Trus			GA221114-373	DC		8,500.00	27,097.66 CR
15/12/2022	DEPOSIT	WOODEND	BNZ KAIPOI	BROWN	ATM		220.00	18,597.66 CR
14/12/2022	SMARTPAY NEW ZEALAND	Smartpay Ltd	R0160199	PY173141	DD	40.25		18,377.66 CR
14/12/2022	MCCALLISTER P		McAllister	WoolstonPark	BP		220.00	18,417.91 CR
14/12/2022	KK Garden Club	Xmas lunch	Bar & hire		BP		339.00	18,078.91 CR
13/12/2022	TAKAHANGA BOWLING CL	101126150	13DEC22	EFTPOS	PS		18.00	17,859.91 CR



Date	Name	Account	Category	Reference	Branch	Amount	Balance
09/12/2022	Caltex Kaikoura	Caltex KK	Gas	Garage	BP	26.17	16,782.99 CR
09/12/2022	Paper Plus KK	Paper Plus	Admin	Paper Plus	BP	15.98	16,809.16 CR
09/12/2022	The Copier Company L	The Copier C	Printer	36826	BP	11.02	16,825.14 CR
09/12/2022	Innovative Waste KK	Innovative W	Waste	Innovative	BP	4.50	16,836.16 CR
07/12/2022	Landrebe K M	J Lavell &	K Landrebe		DC	220.00	16,840.66 CR
06/12/2022	TRUSTPOWER	TRUSTPOWER L	00017713871	834135225	DD	301.60	16,620.66 CR
06/12/2022	DEPOSIT	000000001	BNZ KAIKOURA	1238061042	ATM	1,303.00	16,922.26 CR
06/12/2022	BEAUMONT S K	s beaumont			DC	75.00	15,619.26 CR
05/12/2022	HARRRG	Tourn 2023	Harrison	Cheviot	BP	220.00	15,544.26 CR
05/12/2022	MCLEAN P J	mclean	kaikoura		BP	220.00	15,324.26 CR
03/12/2022	TAKAHANGA BOWLING CL	101126150	03DEC22	EFTPOS	PS	8.00	15,104.26 CR
02/12/2022	TAKAHANGA BOWLING CL	101126150	02DEC22	EFTPOS	PS	313.00	15,096.26 CR
02/12/2022	SHEEHAN M J	Skip	Mark Sheehan	Lincoln	DC	220.00	14,783.26 CR
02/12/2022	A TAYLOR & F		A Taylor	New Brighton	BP	220.00	14,563.26 CR
01/12/2022	KAIKOURA BRIDGE	Monthly	Hall Hire		AP	320.00	14,343.26 CR
01/12/2022	Greenkeeper	Greenkeeper	Provisional	Fund	AP	500.00	14,023.26 CR
28/11/2022	YOUNG MALCOLM R	M. Young	entry fee		DC	220.00	14,523.26 CR
26/11/2022	WALFORD, C M	eftpos rent			BP	150.00	14,303.26 CR
25/11/2022	TAKAHANGA BOWLING CL	101126150	25NOV22	EFTPOS	PS	300.00	14,153.26 CR
25/11/2022	CRAIG L V				BP	150.00	13,853.26 CR
24/11/2022	MILLIGAN M	M Milligan	Milligan	Takahanga	BP	220.00	13,703.26 CR
23/11/2022	Mary Mulcock	Mary Mulcock		Refund	BP	220.00	13,483.26 CR
23/11/2022	Lyn Richardson	Lyn Richards		Refund	BP	220.00	13,703.26 CR
23/11/2022	Glennis Caldwell	Glennis Cald		Travel	BP	60.00	13,923.26 CR
22/11/2022	Richards B J	Brian Richar	subscription		DC	150.00	13,983.26 CR
22/11/2022	DEPOSIT	000000001	BNZ KAIKOURA	1238221004	ATM	820.00	13,833.26 CR
21/11/2022	PAYMARK LIMITED	STMT31102022	31 SHEARWATE	112615	DD	21.74	13,013.26 CR
21/11/2022	Tulls Supermarket Li	KAIKOURA NEW		548279	DD	861.21	13,035.00 CR
21/11/2022	Innovative Waste KK	Innovative W	Waste	Innovative	BP	21.50	13,896.21 CR
21/11/2022	NZ Bowls	NZ Bowls	Membership	5061	BP	1,790.64	13,917.71 CR
21/11/2022	Bowls Marlborough	Bowls Marlbo	Fees	505	BP	1,391.13	15,708.35 CR
21/11/2022	Apex General Ltd	Apex General	Insurance	Apex 21075	BP	889.26	17,099.48 CR
21/11/2022	Hill Laboratories	hills		green	BP	260.82	17,988.74 CR
21/11/2022	Henrys	Henrys	Alcohol	Bar	BP	153.01	18,249.56 CR
21/11/2022	Caltex Kaikoura	Caltex KK	Gas	Garage	BP	30.45	18,402.57 CR
21/11/2022	The Copier Company L	The Copier C	Printer	36826	BP	17.02	18,433.02 CR
18/11/2022	TAKAHANGA BOWLING CL	101126150	18NOV22	EFTPOS	PS	97.00	18,450.04 CR
18/11/2022	GUTHRIE, C A	Guthrie C		Subs	BP	150.00	18,353.04 CR
18/11/2022	Apex General Ltd	Apex General	Insurance	Apex 21075	BP	6,000.00	18,203.04 CR
16/11/2022	TAKAHANGA BOWLING CL	101126150	16NOV22	EFTPOS	PS	4.00	24,203.04 CR
15/11/2022	DEPOSIT	000000001	BNZ KAIKOURA	1238151054	ATM	330.50	24,199.04 CR
14/11/2022	SMARTPAY NEW ZEALAND	Smartpay Ltd	R0160199	PY151887	DD	40.25	23,868.54 CR
11/11/2022	TAKAHANGA BOWLING CL	101126150	11NOV22	EFTPOS	PS	167.00	23,908.79 CR
09/11/2022	Paper Plus KK	Paper Plus	Admin	Paper Plus	BP	139.96	23,741.79 CR
09/11/2022	RH & GJ Calvert	calvert		Intclb	BP	90.00	23,881.75 CR
09/11/2022	DP & TM Lawson	Thora Lawson	spuds		BP	82.35	23,971.75 CR
09/11/2022	P Holstein	P Holstein	catering	Food	BP	51.59	24,023.34 CR

<b>Caltex</b> <b>Caltex Kaikoura</b> 55 Beach Road Kaikoura 7300 Phone: 03 319 5492		<b>TAX INVOICE</b> <b># 8490030565294</b> 10/01/2023 16:15 GST Number: 87-167-232 <i>Copy Only</i>				
Customer No: <b>8490010000075</b> <b>POTHORA</b> <b>TAKAHANGA BOWLING CLUB</b> <b>10 MIRO MIRO DRIVE</b>  <b>KAIKOURA 7300</b> <b>Phone: 027 453 0100</b>						
<b>Code</b>	<b>SKU</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit price</b>	<b>Price</b>
9337694040519	9337694040519	Caltex StarCash Gift Card \$500	1	Each	\$500.00	\$500.00
<b>Prices include taxes of \$0.00</b>						<b>Sale Total: \$500.00</b>
<b>Payments:</b>	<b>Type</b>	<b>Amount</b>				
	ACCOUNT	\$500.00				
You were served at checkout: 3			by Site Manager		Thank you for shopping with us	
Infinity Retail Management System Registered to Caltex Kaikoura				10/01/2023 4:15:52 PM Page #1		

### 3. COMMUNITY OUTCOMES SUPPORTED



#### Community

We communicate, engage and inform our community



#### Environment

We value and protect our environment



### **Development**

We promote and support the development of our economy



### **Services**

Our services and infrastructure are cost effective, efficient and fit-for-purpose



### **Future**

We work with our community and our partners to create a better place for future generations