

KAIKŌURA DISTRICT COUNCIL MEETING

Date:	Wednesday 28 June 2023
Time	9.00am
Location	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 the Council Meeting

7. Confirmation of Minutes:

7.1 Council meeting minutes dated 31 May 2023 page 3

8. Review of Action List

page 12

9. Matters of Importance to be raised as Urgent Business

10. Matters for Decision:

10.1 Adoption of the Annual Plan 2023/2024 page 13
10.2 Setting the rates for the Financial Year commencing 1 July 2023 page 91
10.3 Schedule of Fees and Charges for the Financial Year commencing 1 July 2023 page 105
10.4 Killarney St. Parking, Sudima Bus Stop & Ludstone Footpath and parking rearrangement page 122

11. Matters for Information:

11.1 Mayoral Verbal Update
11.2 Elected Member Verbal Updates
11.3 CEO Monthly Report page 130
11.4 Community Services Update Report page 135
11.5 Building and Regulatory Update Report page 144
11.6 Planning Update Report page 150

12. Public Excluded Session

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

- a) Public excluded council meeting minutes dated 31 May 2023
- b) Harbour Financial Issues – verbal update

The general subject matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1), 6 and 7 of the Local Government Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each to be considered	Reason for excluding the public	Grounds of the Act under which this resolution is made
Public excluded council meeting minutes dated 31 May 2023	The minutes are being tabled for confirmation and include commercially sensitive information on the harbour financial issues and IWK three waters contract	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 – verbal update	Verbal update on subject previously brought to Council around ongoing negotiations which is commercially sensitive	Section (7)(b)(ii) would be likely unreasonable to prejudice the commercial position of the person who supplied or who is subject of the information Section (7)(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities Section (7)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

13. Close meeting with a Karakia

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 AT ON
WEDNESDAY 31 MAY 2023 AT 9.00 AM, TOTARA, COUNCIL CHAMBERS,
96 WEST END, KAIKŌURA**

PRESENT: Mayor C Mackle (Chair), Deputy Mayor J Howden, Councillor V Gulleford, Councillor T Blunt, Councillor K Heays, Councillor J Diver, Councillor R Roche (present for part of the meeting)

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

1. KARAKIA

2. APOLOGIES

Apologies were received from Councillor L Bond.

Moved: Deputy Mayor J Howden

Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

3. DECLARATIONS OF INTEREST Nil

4. PUBLIC FORUM

9.01am R Hogan

R Hogan spoke to the Council about the timeline of the Signs Bylaw working group. He highlighted ten items from the timeline and was concerned that the timeline was falling behind schedule. He agreed with Councillor Diver's suggestion to circulate the current Bylaw as it currently stands to the community (and to base feedback on that). R Hogan had forwarded his suggestions to KDC.

5. FORMAL DEPUTATIONS Nil

6. ADJOURN TO WORKS & SERVICES COMMITTEE MEETING

The meeting adjourned to the Works & Services Committee meeting at 9.08am.

The meeting reconvened at 9.30am.

7. MINUTES TO BE CONFIRMED

7.1 Council meeting minutes dated 26 April 2023

RESOLUTION

THAT the Council:

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

Moved: Councillor T Blunt

Seconded: Councillor K Heays

CARRIED UNANIMOUSLY

8. REVIEW OF ACTION LIST

The Action List was reviewed and noted by the Council.

9. MATTERS OF IMPORTANCE TO BE RAISED AS URGENT BUSINESS

Councillor T Blunt raised that a matter had come to his attention on the Clarence Valley Access to be discussed in the public excluded session due to commercial sensitivity, which he needed to bring to the Council's immediate attention.

The meeting then moved to Item 10.3 Management of Road Reserve Frontages.

10. MATTERS FOR DECISION

10.3 Management of Road Reserve Frontages

It was noted that the proposed policy was to assist Council staff respond to future issues, and the intention was not to deal with historic road reserve frontages i.e. gardens and structures already in place. The recommended 'Generally Prohibitive' approach is adopted by most councils, and is the recommended approach by Council staff with a few amendments such as; allowing letter boxes, having control around grazing such as no steel waratahs or permanent posts.

RESOLUTION

That the Council:

- a) *Receives this report*
- b) *Adopts the Proposed Policy on Management of Road Reserve Adjacent to Private Properties presented in this report, subject to any amendments agreed by Council.*

Moved: Deputy Mayor J Howden

Seconded: Councillor V Gulleford

CARRIED UNANIMOUSLY

10.4 Trading in Public Places Policy

Suggested changes to the Policy were noted on page 28 of the Agenda.

RESOLUTION

That the Council:

- a) *Changes are made to Council's Trading in Public Places Policy in accordance with the content of this report.*

Moved: Deputy Mayor J Howden

Seconded: Councillor K Heays

MOTION LOST

An inconsistency between the Policy and the sale of alcohol from a mobile premise was highlighted. It was agreed to include wording in the General Licence Conditions that 'Alcohol sales are prohibited *unless an exception is specifically approved by Council*'.

AMENDED RESOLUTION

That the Council:

- a) *Changes are made to Council's Trading in Public Places Policy in accordance with the content of this report, subject to any amendments agreed by Council.*

Moved: Councillor T Blunt

Seconded: Councillor V Gulleford

CARRIED UNANIMOUSLY

The meeting moved to 11.1 Mayoral Verbal Update under Matters for Information.

11.1 Mayoral Verbal Update

Mayor C Mackle commented that there was a good turnout at the Spatial Plan hui's held with Community Groups and the public, both were run by Boffa Miskell.

The Canterbury Mayoral Forum visited Parliament on the 11th May and met with 9 Ministers. The forum shared the refreshed Mayoral Forum's Plan for Canterbury (which is on today's Agenda) and spoke about the issues that matter for their communities.

Further funding for the next two years has been confirmed for the Mayors Taskforce for Jobs.

KDC's TUIA candidate attended her second wananga this month in Rotorua. The Mayor showed Tira the various projects happening around the District at their recent one-on-one.

Both the Mayor and CE attended the Combined Sector Meeting in Wellington last Thursday and Friday. There was a mix of political speakers and workshops with all the sectors before they split off into a Rural & Provincial sector meeting.

AMENDED

That the Council receive the Mayor's verbal update.

Moved: Councillor T Blunt

Seconded: Councillor R Roche

CARRIED UNANIMOUSLY

The meeting then moved back to Item 10.1 LGNZ Membership.

10.1 LGNZ Membership

The Mayor welcomed Stuart Crosby and Susan Freeman-Greene from LGNZ, who joined the meeting on MS Teams. The CE noted that KDC feels its members are being well represented although there have been some concerns raised around the water reforms. Stuart and Susan were invited to provide comments.

The meeting adjourned at 10.05am and reconvened at 10.09am whilst Council Staff resolved sound issues.

The following was highlighted by LGNZ:

- The Future for Local Government programme will be released in June 2023
- LGNZ would like to see Local Government allocated a higher budget to strengthen local democracy
- The Akona platform should be viewed by councils as an investment in their elected official's development and included in council's operational budgets
- Feedback has been received from smaller Councils on the cost of Akona and LGNZ could look at a tiered system in the future, although the platform is already largely subsidised by LGNZ
- With regards to Three Waters, LGNZ have learnt a lot and have made significant changes on how they represent as a body. They explained that a non-disclosure agreement was entered into around negotiating the funding aspect and rather than walk away, they chose try and shape Three Waters in the best interest of Local Government and the communities.

LGNZ were thanked for their explanation on Three Waters.

RESOLUTION

That the Council:

a) receives this report;

b) maintains its membership to Local Government New Zealand (LGNZ); and

c) continues to engage with LGNZ to ensure that the views of the sector are well represented.

Moved: Deputy Mayor J Howden

CARRIED UNANIMOUSLY

10.2 Wakatu Quay Next Steps

It was noted that MBIE requires a commitment from KDC by the end of June on the next steps for the project. The paper outlines what that commitment from KDC looks like. It was noted that a financial commitment of \$800k to the project would be required to unlock the balance of MBIE funding of approximately \$7.4m. The financial commitment could either come via KDC or external investment. Any council funding commitment would not be required until 2024/25 financial year and would be included in the Long-Term Plan. It is proposed that Special Consultative Procedure could be undertaken ahead of the LTP to seek community feedback on inclusion of any funding commitment. Any funding commitment in the LTP would not preclude the project from continue to seek external investment and therefore may not ultimately be required. It would be intended that any Council funding included in the project would see a direct return on investment and therefore not have any burden on ratepayers.

RESOLUTION

That the Council:

- a) Receive this report;*
- b) Approves the confirmation of its commitment to MBIE as worded in section 6 to continue the Wakatu Quay project;*
- c) Agrees that the project continue to engage within interested parties seeking to partner with Council and invest in the*
- d) Wakatu Quay development;*
- e) Agrees that a Special Consultative Procedure (SCP) be conducted to gain feedback from the community for inclusion of the financial commitment into the 2024-34 LTP.*

Moved: Councillor T Blunt

Seconded: Deputy Mayor J Howden

CARRIED UNANIMOUSLY

Councillor R Roche gave his apologies from 11.00am.

The meeting adjourned for break at 10.48am at 11.12am

11.8 Youth Council Report

The Youth representatives asked the Council to refer people to their website for the Youth Awards nominations. KDC have confirmed sponsorship of one of the Youth Awards.

The Youth Council were thanked for their report and continued mahi. It was noted that it was great to see the members attending the meeting and presenting their report.

RESOLUTION

That the report be received for information.

Moved: Councillor T Blunt

Seconded: Councillor V Gulleford

CARRIED UNANIMOUSLY

11.9 Community Services Update Report

The MTJF funding being applied for is \$350,000 for next year. Funding has been guaranteed for two years but the levels of funding are yet to be confirmed. Two new products in the Library were highlighted on page 85 & 86 of the Agenda: Free after 3 and Premier Cards. The new Emergency Management Officer, Nigel Bryant starts on 3rd July. A comment was made on Scout Hall usage and

youth being unable to book in. A review of ongoing management arrangements is currently being undertaken.

RESOLUTION

THAT the Council receives this report for information.

Moved: Councillor T Blunt
Seconded: Deputy Mayor J Howden

CARRIED UNANIMOUSLY

The meeting moved back to item 11.2 Elected Member Verbal Updates.

11. MATTERS FOR INFORMATION

11.2 Elected Member Verbal Updates

Councillor K Heays

Credit was given to Te Whanau Whakaoranga; a diverse group of individuals and small organisations who contribute to the Kaikōura community. Councillor K Heays noted that 'they ask for nothing, expect nothing but give it all to a variety of community events and places via their waiata, Kai and cultural knowledge. They are an example of what can be done together with no agendas nor prejudices.'

It was noted that funding can be applied for in waste reduction projects via the Canterbury Joint Waste Committee.

The Footpath and Signs working groups were being well run by Dave Clibbery.

Councillor V Gulleford

21 premises were visited in regard to District Licensing. The Upper Room is no longer part of King Tide and those renting the space would need to apply for an alcohol license.

There is a new application for an on-license from Donegal House Limited, the new owners.

Councillor V Gulleford gave a brief explanation of the process of applying for an alcohol license.

Councillor T Blunt

Councillor T Blunt would like to see the sleep expert from Dark Sky week invited back to re-present to the community at the Memorial Hall.

Ben Wilkens (Ground Water Scientist – ECAN) presented water aging to the Waterzone Committee, the aging process is complex. Councillor T Blunt asked Ben to provide the actual ages of each well rather than Council having to interpret a graph.

Deputy Mayor J Howden

Destination Kaikōura has arranged an Eco night with members to be held at the Sudima Hotel. Good interest has come via agents to Lisa Bond, Destination Manager.

The Vehicle Trust usage of the van was 68k in 68 weeks.

The Older Person's Working Group survey has gone out to the community and is receiving a good response rate

Councillor J Diver

There are currently three grants with Creative Communities and the Sports Trust.

S Haberstock and Councillor J Diver are working on the MOU for the sports facility and waiting on a letter from the Runanga.

RESOLUTION

THAT the Council receives the Elected Member's verbal updates.

Moved: Mayor C Mackle
Seconded: Councillor V Gulleford

CARRIED UNANIMOUSLY

11.3 CEO Monthly Report

It was noted that the Dark Sky week was well attended and presented, Nicky McArthur was acknowledged for her role in organising the week. The IANZ special assessment was noted on page 39 of the Agenda, the Chief Executive acknowledged the Building Team for the good result in challenging circumstances

The CEO acknowledged that Dave Ward, Chief Executive of Selwyn District Council is retiring from the sector on 30 June 2023, the Council thanked him for his contribution and wished him well. David has made a massive contribution to the sector over his career

RESOLUTION

THAT the Council receives this report for information.

Moved: Councillor T Blunt
Seconded: Councillor V Gulleford

CARRIED UNANIMOUSLY

11.4 Canterbury Mayoral Forum's Plan for Canterbury 2023-2025

RESOLUTION

THAT the Council receives this report for information.

Moved: Councillor T Blunt
Seconded: Councillor K Heays

CARRIED UNANIMOUSLY

11.5 Draft Annual Plan

It was noted that minor changes are still to be put through, such as pensioner housing and the Chief Executive message. The draft Annual Plan will be put out to the community in the paper, on the website and through social media avenues. Council staff will look at holding community information evening to explain the Annual Plan once the delivery plans are in place.

RESOLUTION

That the Council:

- a) receives this report and attachments*
- b) notes that the Draft Annual Plan 2023/2024 and Schedule of fees and charges will be made available for public information.*

Moved: Deputy Mayor J Howden
Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

The Council acknowledged S Poulsen for her 26th Annual Plan, and the wider team for their mahi.

11.6 IWK Statement of Intent Financial Year 2023/2024

Council staff confirmed the KET board have no changes to the Statement of Intent.

RESOLUTION

That the IWK Statement of Intent 2023/2024 be received.

Moved: Councillor T Blunt
Seconded: Councillor K Heays

CARRIED UNANIMOUSLY

11.7 Service Performance Report Update

It was noted that the report is a follow-up to the half-yearly report from 31 December 2022 and provides an update on how to get those issues resolved. A discussion was held on Audit's loss of confidence on the historic reporting of complaints received from the CCO. KDC will receive a qualified report for 2022/23 subject to these ongoing issues. A question was asked as to when the last NAASRA count was undertaken on the road network. **(ACTION)**

Councillor R Roche re-joined the meeting 12.24pm.

RESOLUTION

That the report be received for information.

Moved: Deputy Mayor J Howden
Seconded: Councillor V Gulleford

CARRIED UNANIMOUSLY

The meeting adjourned for lunch at 12.37 and reconvened at 1.09am

11.10 Building and Regulatory Update Report

An overview of the Freedom Camping Survey results from April-May 2023 were tabled to the meeting. It was noted that KDC have re-signed up to Camper-Mate.

RESOLUTION

THAT the Council receives this report for information.

Moved: Councillor V Gulleford
Seconded: Deputy Mayor J Howden

CARRIED UNANIMOUSLY

11.11 Planning Update Report

It was agreed to move the open workshop from 9.00am on to 1:30pm on 14th June to accommodate a Spatial Plan hui with the Runanga **(ACTION)**.

National direction for plantation carbon forestation was raised and a question was raised as to whether our District Plan has a similar provision to the Hurunui District Plan in terms of consenting for these activities. **(ACTION)**.

RESOLUTION

THAT the Council receives this report for information.

Moved: Councillor T Blunt
Seconded: Councillor R Roche

CARRIED UNANIMOUSLY

11.12 Discretionary Grants Report

RESOLUTION

THAT the progress and completion reports be received for information

Moved: Councillor R Roche

Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

11.13 Wakatu Quay Quarterly Report

RESOLUTION

THAT the Council receives this report for information.

Moved: Councillor R Roche

Seconded: Councillor V Gulleford

CARRIED UNANIMOUSLY

12. RESOLUTION TO MOVE INTO COUNCIL PUBLIC EXCLUDED SESSION

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

- a) Proposed Extension of Water Services Contract
- b) Harbour Financial Issues – verbal update
- c) Public excluded council meeting minutes dated 29 March 2023
- d) Public excluded council meeting minutes dated 26 April 2023
- e) Clarence Valley Access

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
Proposed Extension of Water Services Contract	Extension of the IWK three waters contract in light of the Government Affordable Waters reform reset. Contains commercially sensitive information	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 – verbal update	Verbal update on subject previously brought to Council around ongoing negotiations which is commercially sensitive	Section (7)(b)(ii) would be likely unreasonable to prejudice the commercial position of the person who supplied or who is subject of the information Section (7)(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities Section (7)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
Public excluded council meeting minutes dated 29 March 2023	The minutes are being tabled for confirmation and include private information on ratepayers in default, and commercially sensitive information regarding the Marlborough Regional Forestry investment activities	Section 7(2)(a) to protect the privacy of natural persons 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)
Public excluded council meeting minutes dated 26 April 2023	The minutes are being tabled for confirmation and include private information on ratepayers in default, and commercially sensitive information on the harbour financial issues	Section 7(2)(a) to protect the privacy of natural persons Section (7)(b)(ii) would be likely unreasonable to prejudice the commercial position of the person who supplied or who is subject of the information Section (7)(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities Section (7)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
Clarence Valley Access	To discuss as a matter raised as urgent business by Councillor T Blunt	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)

Moved: Mayor C Mackle
 Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

The meeting moved into the Public Excluded Session at 1.40 pm.
 The meeting moved out of the Public Excluded Session at 2.17 pm.

13. CLOSED OF MEETING

There being no further business, the meeting was declared closed at 2.17 pm.

CONFIRMED _____ Chairperson
 Date

**ACTIONS FROM COUNCIL MEETINGS
AS AT 22 JUNE 2023**

	ACTION ITEMS	ASSIGNED TO	DUE	STATUS
1	<i>Carried Forward from previous Council:</i> Progress Reports: Te Ha, Kaikōura Wildlife Centre Trust, KORl, Kaikōura Cycling Club, Kaikōura Dark Sky Trust, Mayfair, Kaikōura Red Cross Branch, Takahanga Bowling Club, Kaikōura Croquet Club		July 2023	
2	<i>Quarterly Progress Reports from 1-Jul</i> Mayfair, Lions Club, Takahanga Bowling Club, Te Ha, Miniature Rifle Club, Sports Tasman, Kaikōura Squash Club, A&P Association, Museum, Dark Sky Trust, Youth Council, Kaikōura Red Cross Branch		October 2023 February 2024 April 2024 July 2024	
3	Three hard copies of the rehoused District Plan were requested for elected members.	B Makin / M Hoggard	-	On hold – waiting on outcome of appeal, then will provide printed copies as requested.
4	Investigate joint harbour role – KDC/ECAN	W Doughty	Ongoing	
5	Signs Bylaw Review	D Clibbery	December 2023 lapses	In progress

CLOSED ITEMS

	ACTION ITEMS	ASSIGNED TO	DUE	STATUS
	IWK Draft Statement of Intent – feedback to be provided to the Executive Officer to collate	Elected Members / B Makin	1 May 2023	Closed – 31 May 2023
	Reschedule open workshop to 1:30pm	W Doughty/ B Makin	-	Closed – rescheduled.
	National direction for plantation carbon forestation was raised and a question was raised as to whether our District Plan has a similar provision to the Hurunui District Plan in terms of consenting for these activities.	M Hoggard	26 July 2023	Closed - The NPS for plantation forestry overrides District Plan requirements with the exception of landscape. The document is silent on carbon farming.
	A question was asked as to when the last NAASRA count was undertaken on the local road network.	D Clibbery / J Prentice	28 June 2023	Closed – Note the last survey was completed 29/03/2021

Report to:	Council
Date:	28 June 2023
Subject:	Adoption of the Annual Plan 2023/2024
Prepared by:	S Poulsen - Finance Manager
Input sought from:	P Kearney - Senior Manager Corporate Services
Authorised by:	W Doughty - Chief Executive Officer

1. PURPOSE

The purpose of this report is to present the Annual Plan 2023/2024 for adoption.

Attachment A: Annual Plan 2023/2024

2. RECOMMENDATION

It is recommended that:

- a) This report be received
- b) The Annual Plan 2023/2024 be adopted

3. SUMMARY

3.1 No Significant Changes from year three of the Long-Term Plan 2021-2031

The Council is “sticking to the plan” with the Annual Plan 2023/2024 largely mirroring the priorities and service delivery objectives stated in the Long-Term Plan (the LTP).

Other than the timing of some capital projects, and grant revenues that were unforeseen at the time of preparing the LTP, the Annual Plan for the 2023/2024 includes the same priorities, which are to deal with roading backlog, footpath improvements, District Plan review, and its capital work programme. It is for that reason that the Council has opted not to consult on the Draft Annual Plan, instead making it available for the public to view while in its Draft form, and informing our communities through newsletters, website updates, and other media channels.

3.2 Overall Planned Financial Performance

The total rates revenue the Council needs to fund its operations for the 2023/2024 financial year increases by 4.99% over last year.

Total revenue is forecast to be almost \$32 million, and operating expenses \$19 million, leaving a forecast net surplus for the 2023/2024 year to be almost \$13 million.

Grants and subsidies continue to flow into the Council’s activities, with over \$20 million in forecast grant revenue. The most significant grants are:

- \$6.995 million from the Infrastructure Acceleration Fund (IAF)
- \$4.737 million from Waka Kotahi (NZTA) for the Glen Alton Bridge over the Waiau-Toa (Clarence River)
- \$4.436 million from Kanoa (formerly the Provincial Growth Fund) for the Wakatu Quay development
- \$1.63 million from Waka Kotahi for other roading work, including the Blue Duck and Puhi Puhi Valley remediation works
- \$1.35 million from the Department of Internal Affairs “Better Off” Fund
- \$0.625 million for the Link Pathway
- \$0.35 million assumed for the Mayors Taskforce for Jobs

Almost all the above grants are to fund capital projects (of almost \$23 million). Several of those projects are subject to external influences that are likely to have a significant impact on the timing of both the capital work and when the grants are received. An example is the replacement of the Glen Alton (Clarence River) Bridge, with ongoing concerns being worked through with the Rūnanga. The Annual Plan must, however, signal the Council's planned intentions for the year, with best known forecasts at the time the Annual Plan is prepared.

The Annual Plan continues its commitment to deal with the backlog of roading remediation and resealing works, and to improve footpath surfaces throughout the Kaikōura township.

We plan to use \$2.35 million in reserves and \$2.04 million in new borrowing to fund any cash shortfall in the capital work programme, however our total borrowing of \$8.3 million remains less than the \$10 million forecast in the LTP.

Further detail can be found within the Annual Plan 2023/2024.

4. FINANCIAL IMPLICATIONS AND RISKS

The Annual Plan provides for prudent financial stewardship, and its financial performance provides for revenue to cover operating expenses.

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



Annual Plan 2023/2024

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The Kaikōura District

The Kaikōura district spans from the Haumuri bluffs in the south to the Kekerengu valley in the north, covering 2,046 square kilometres of diverse landscape. The inland boundary of our district is the Inland Kaikōura Range, climbing 2,885 metres and snow covered for much of the year. The spectacular coastline provides excellent fishing, sporting and recreation for our 3,912 residents. The Kaikōura Canyon, at around 1,300 metres deep, provides the natural habitat for the sperm whale, and is also host to over 200 species of marine life.

The township is situated on a peninsula protruding from this rugged coastline. Māori legend tells that it was from this peninsula that Maui fished up the North Island from out of the ocean. Māori history and culture are an integral part of Kaikōura, and there is evidence of Māori settlement in the area up to 1,000 years ago.

Historically the district has thrived in the fishing, farming and dairy industries. Today Kaikōura is a world-class tourism destination, attracting one million visitors each year, yet still maintaining its fishing and farming heritage. The district boasts award-winning restaurants, cafés and accommodation facilities, and world-renowned visitor attractions such as whale watching, swimming with dolphins and seals, surfing, golf, and much more.

Rating database estimate at 1 July 2023:

	Capital value \$000's	Land value \$000's	Count
Rateable	2,237,341	1,341,657	3,035
Non-rateable	114,636	59,510	252
Part-non-rateable	7,031	4,051	9
Total rating units	2,359,008	1,405,218	3,296
Separately used or inhabited parts of a rating unit			3,061

Population 3,912 (usually resident population count, Census 2018)

Land Area 2,046 sq. km

Represented by 1 Mayor and 7 Councillors, elected at large

Utilities & Services
1 Landfill
8 Public Water Supplies
1 Wastewater system

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PO Box 6
Kaikōura 7340

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Kaikōura

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From the CEO

Welcome to the Annual Plan for the 2023/2024 financial year.

As we head into year three of the Long-Term Plan, we are continuing to focus on delivery of our priority projects and our agreed levels of service. We have not consulted this year on the annual plan as we are simply sticking to the plan and not adding anything new. Our opportunity to reshape the priorities will come with the Long-Term Plan work for 2024-2034 which we will start later this year.

For the year ahead we have focused on updating our budgets for all of the activities as well as including any grants and subsidies that have been confirmed. As with all Councils across the country, higher than expected inflation has been one of the key issues we have had to deal with. We have taken a good look at the major workstreams that are especially impacted by inflation, such as roading, and worked hard to ensure that we can manage these impacts without needing to reduce scope of work or our levels of services. We are continuing to address our backlog in road surface maintenance and also the next year of footpath repair work. It is vital we continue to get it done otherwise we will go backwards!

Despite inflation and other pressures, we are very pleased to be able to keep the overall rates increase to 4.99%. This is in the lowest quartile of increases across the country. We have been very mindful of the wider impacts of the cost of living on our community.

In the delivery space we have identified our Top 15 projects to focus on for this coming year. These include continued delivery of some large-scale capital projects such as replacement of the Glen Alton bridge (over the Waiau-Toa Clarence River), Wakatu Quay redevelopment, the link pathway, our infrastructure acceleration funded programme, as well as the projects funded through the Better off Funding (including the West End toilet replacement). Our Top 15 also includes key projects such as our Spatial Plan, our rating review to help inform the financial strategy for the Long-Term Plan, the Long-Term Plan itself for 2024-34 and a representation review which needs to be completed ahead of the next local body elections in 2025. We also want to make sure we have good oversight of our roading and footpath programmes as well as our three waters service and delivery.

Central government's massive reform agenda continues to create uncertainty for the local government sector. This will be further complicated by the general election scheduled for October 2023. Some of the key components of the reform agenda do not have cross-party support and so we could see further changes in policy come November. In the Affordable Waters space, we have already seen a shift to a 10-entity model across the country and a potential delay to implementation up to 2026. This impacts on our Long-Term Plan work as the original reform agenda had the responsibility for three waters delivery removed from Councils prior to the next LTP in July 2024. However, with the current changes our LTP may need to account for ongoing delivery until 2026. This may change again come November. The Resource Management reforms are likely to have an even greater impact on communities albeit over a longer period of change. We are still to fully understand the implications of the RMA reforms but in the meantime are progressing with our own spatial plan for the next 30 years and District Plan review. As a community we want to be in the best position to be able to control our own destiny rather than have that decided for us. The final Future for Local Government Review report is expected out in June. We are not anticipating that central government will pick up any of the recommendations prior to the election.

It has been fantastic to see international visitors returning to our streets over the summer and the interest being shown in Kaikōura both nationally and internationally. We have some exciting new external projects coming to the district over the coming year or so and every indication is that our visitor numbers will continue to recover to pre-Covid-19 pandemic numbers much faster than anticipated. There is no doubt that we have another exciting year ahead of us.

As a Council, we will continue to focus on our agreed community priorities and ensure we do what we say we are going to do. We will continue to strongly advocate and represent our local voice regarding the reform agenda.

Wishing everyone a good year ahead and stay safe and well.

Will Doughty
Chief Executive

Changes from the Long-Term Plan 2021-2031

This 2023/2024 Annual Plan shows that there are no significant changes to what was already provided for in the 2023/2024 year of the Long-Term Plan (the LTP). It is for that reason that the Council opted not to consult on the Annual Plan – all the main issues in the Annual Plan were already consulted on for the LTP.

There are, however, some changes from the LTP, and these are highlighted below.

Timing of capital spend

The Glen Alton bridge replacement has experienced significant delays, with the Rūnanga expressing their concerns about Waka Kotahi (NZTA)'s chosen solution and its potential impact on the Waiau-Toa Clarence River. This bridge once crossed the river inland up the Clarence Valley Road until it was destroyed in the 2016 earthquake. The replacement was originally forecast to be complete by June 2024, however this is now expected to take until June 2025, and with the most significant costs in the 2024 and 2025 years. The Council is reliant on a 95% subsidy from Waka Kotahi for the bridge replacement to progress.

A portion of the NCTIR haul routes budget has also been rolled over, to progress with Ludstone Road rehabilitation and resealing. That work had been delayed while an adjacent project – to widen the road and include a footpath or cycleway – was worked through.

As signalled in last year's Annual Plan, the Link Pathway is assumed to be completed by the end of June 2024 – a year later than the LTP had forecast. Progress on the Link Pathway will become more visible over winter and spring of 2023 as vegetation is cleared and tracks are widened, and through summer 2023/24 as the coastal path surfaces are laid.

The Wakatu Quay development has paused after having a keen expression of interest from a third party to co-fund the project, that developer has since withdrawn. This leaves the Council revisiting options for either new co-funder(s) or for the Council to own and develop the land and buildings with tenancies. While the Council considers its options, the capital costs of the Wakatu Quay project have been reforecast in the budgets. Options will need to be considered as part of the process for the LTP 2024-2034.

Other minor timing differences have subtle differences to that of the LTP. The increasing cost of construction has been widely acknowledged, although on the whole, inflationary cost pressures have not significantly affected the capital project budgets. This is because several projects have a financial limit, such as the Glen Alton bridge, Wakatu Quay and Link Pathway projects where an external funder has granted a set dollar amount and that is the limit that the Council can spend.

Lower debt levels

The combined effect of capital project delays from the 2022 and 2023 financial years, and unexpected funding from the government and other sources, has meant that loans forecast to be drawn in 2023 have not been required. We start the 2023/2024 year with \$3 million less in debt than the LTP had forecast.

We now forecast ending the 2024 financial year with \$8.3 million in external debt, versus \$10.0 million forecast for the same year in the LTP.

Inflation

The cost of bitumen products for road surfacing, fuel prices, electricity, insurance, and inflation adjustments on contracts for maintenance have impacted the Council's budget forecasts as they have across NZ.

Road maintenance has been most significantly affected by inflation with costs in some instances increasing costs by more than 20%. The Council had already signalled in the LTP that it would address a backlog in road surface maintenance, regardless that a large portion of that backlog work would be unsubsidised, and loan funded. The impact of inflation, therefore, is that the Council confirms its commitment to renew road surfaces and that it will meet the additional cost by borrowing.

User fees & charges

One of the main ways the Council can mitigate the effect of inflation on rates is to increase its user fees and charges. The fees for harbour, airport, cemetery, building and resource consents, and other services, have increased by at least 10% to help share the impact of inflation across users and ratepayers. The Council

will do a more extensive review of all user fees and charges for the LTP 2024-2034.

Grants and subsidies funding

The LTP had forecast over \$6.1 million in grant funding for the 2023/2024 year, virtually all of which being Waka Kotahi subsidies for the Glen Alton bridge over the Waiiau-Toa Clarence River, plus other roading subsidies. This Annual Plan forecasts almost \$8.7 million in grants and subsidies for the 2023/2024 year, being \$4.7 million for the Glen Alton bridge replacement (adjusted due to project delays), \$1.7 million in other roading subsidies from Waka Kotahi, plus \$1.36 in the government's "Better Off" funding package. The balance includes funding for the Wakatu Quay project, and the Link Pathway, both of which have also been adjusted for timing.

The Council will receive \$1.55 million in "Better Off Funding" (the first tranche of a government sweetener to offset the bitter taste of three-waters reform). This will enable several projects including upgrading the West End toilets and Gooches Beach playground, new toilets on Churchill Park, upgrading the Lookout and contributing to a new emergency helipad opposite the hospital. With some of those projects already wholly or partially complete by 30 June 2023, the remainder carry over into 2023/2024. These include feasibility studies into township flood protection and Papakainga housing as well as grants to support cycling trails, community halls and dark sky accreditation.

How will rates be affected?

The LTP forecast the rates increase for the 2023/2024 year would be 1.9% overall, expecting the economy to be slowly recovering following the COVID-19 pandemic. The Annual Plan 2023/2024 shows a total rate increase of 4.99%, as like much of the country we grapple with relentless increases to costs, loan interest hikes, and having to compete for a shortage of resources.

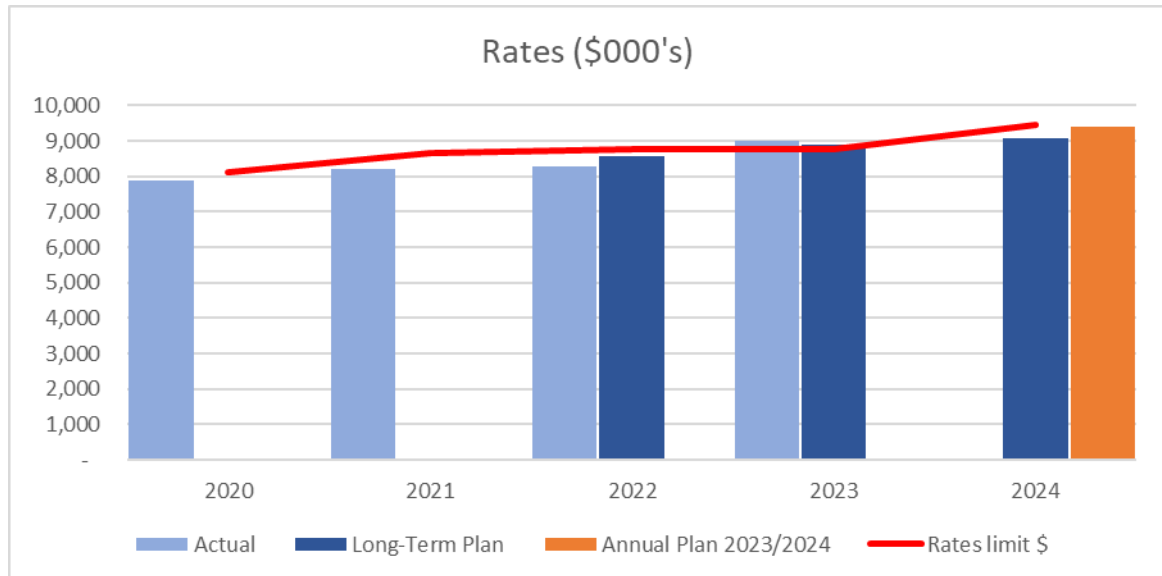
In keeping the increase to just under 5% (the Council's self-imposed limit on rates increases), we acknowledge that rates are a fixed cost to households, businesses, and farms, and that while the Council itself is struggling with the cost of inflation, rates themselves are a contributor to the increasing cost of living.

The Council Discretionary Fund

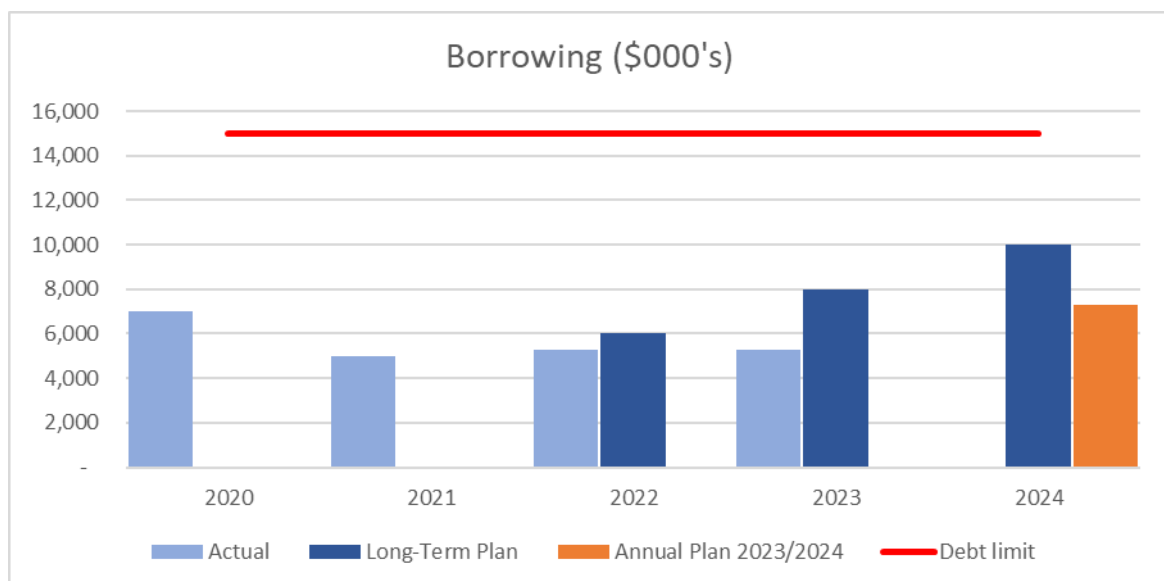
Introduced in the 2022/2023 Annual Plan to address the gap for organisations that might normally seek funding through submitting to the Annual Plan, the Council's Discretionary Fund now enables more community groups to access funding support. The fund also requires more accountability from successful recipients to show how ratepayer funds have been spent. Confirmed at \$100k for 2023/2024, applications seeking support have well-exceeded this amount. We have been able to fully allocate the fund through an open process and support a total of 13 projects. We will also look to support a number of relevant small initiatives through our economic development and environmental planning budgets over the coming year.

Financial Highlights

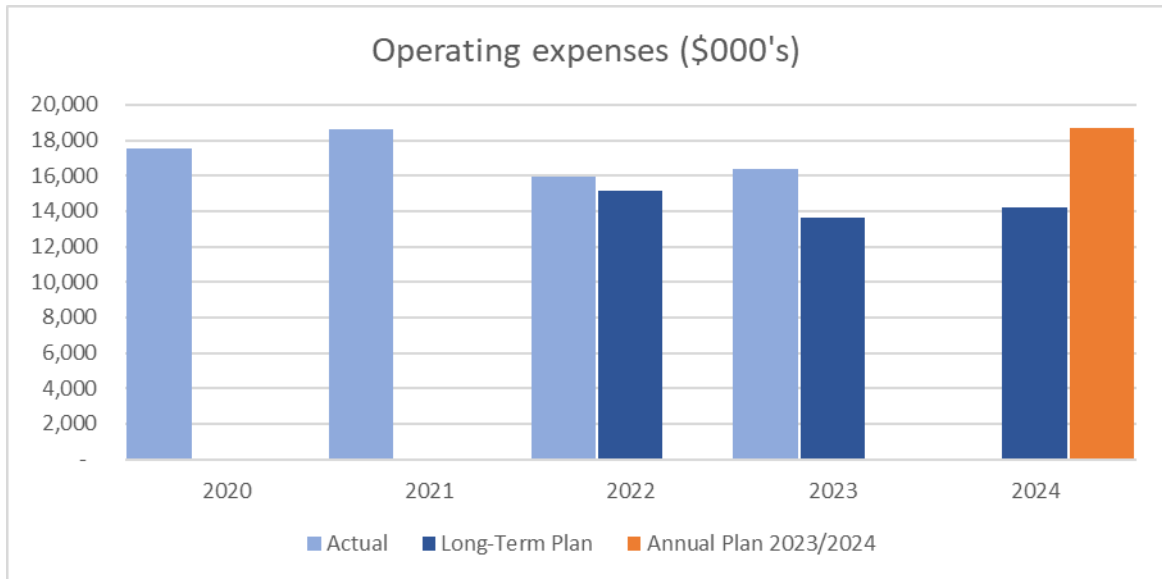
Since the Long-Term Plan (the LTP) was developed in July 2021, economies in New Zealand and across the world have been grappling with the ongoing impacts of COVID-19, and now the war in Ukraine (and other factors) are causing supply issues and high inflation. It is within this ongoing uncertainty that the Council presents an Annual Plan that shows a stable financial state and confirms that the Council is getting on with the job and delivering on the LTP programme.



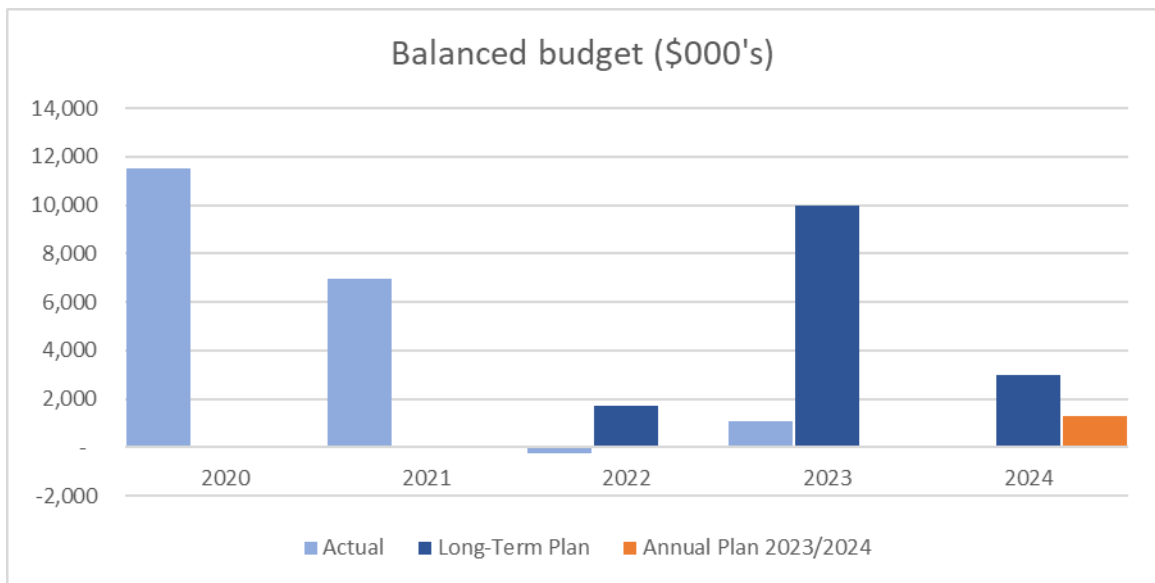
For the Annual Plan 2024 financial year we will keep our total rates increase to 4.99% - within our rates limit of 5%.



With the extent of grants and subsidies revenue paid to the Council over the last four years (and since the earthquake), and delays in projects that would be wholly or partially loan funded, the Council has not needed to borrow to the levels originally forecast. In this Annual Plan 2024 financial year, we predict our borrowings to reach no more than \$8.3 million (compared to a forecast \$10 million for the same financial year in the Long-Term Plan). The Council has a self-imposed limit on borrowings of \$15 million.



The Annual Plan 2024 financial years budgets are almost \$4 million higher than the 2024 year in the Long-Term Plan, because of the effects of inflation especially in roading, plus projects carried over into 2024 such as Wakatu Quay which contains a component of operating costs while designs and funding structures are being considered.



The balanced budget reflects the net surplus (or deficit) at year end. The Annual Plan for the 2024 financial year is relatively close to the forecast for the same year in the LTP, the main difference being increased operating expenses now forecast in the Annual Plan.

Compliance with Financial Strategy

Rates limits

The Council's financial strategy set a limit on rates increases for the 2024 financial year at 5%, and to remain at 5% for every year thereafter to 2031. This Annual Plan shows the total rates requirement is 4.99% increase over last year; therefore complying with the limit set by the Council's financial strategy.

Debt limits

The Council has set a self-imposed limit on the amount it can borrow, to no more than \$15 million. It has also set a limit on loan interest expenses to be no more than 10% of total revenue. Actual debt is expected to reach up to \$8.3 million, less than the \$10.0 million forecast in the LTP. Loan interest is forecast to only be around 1.03% of total revenue.

Balanced budget

A balanced budget means that revenue is set at a level that is adequate to cover all operating expenses (including depreciation). This Annual Plan forecasts a surplus of \$1.32 million, and therefore meets the definition of having a balanced budget. Once again grants and subsidies are a large portion of our total revenue, with \$8.7 million forecast in grants and/or subsidies for 2023/2024.

Financial assumptions

- Loan interest rates on any new loans raised will be 5.7% on average with the Council borrowing from the Local Government Funding Agency (LGFA), and 3.77% on existing loans, using the current weighted average interest rates for existing loans on fixed terms.
- Waka Kotahi (NZTA) subsidies for roading work is 51% for normal roading maintenance, 71% for major works on the Blue Duck and Puhi Puhi Valley Roads, and 95% to rebuild the Glen Alton Bridge.
- PGF funding will be received to progress the Link Pathway and the Wakatu Quay projects, with expected completion for both projects by end of June 2024
- The Glen Alton Bridge replacement is ongoing with close to \$5 million forecast spend for the 2024 financial year.
- The Better Off projects will be completed by 30 June 2024 with \$1.365 million to spend with grant funding from the government (from a total \$1.55 million granted).

Level of uncertainty and risks

With the COVID-19 pandemic, the Russian invasion of Ukraine, and some banks collapsing overseas, the confluence of the number of shocks to societies and economies globally is unprecedented. This Annual Plan has been prepared during this uncertainty, and it is expected to be several years before things return to "normal" (whatever that is).

Not least amongst the uncertainty is the increasing cost of construction, and the delays in supply of goods and materials. We are also facing the risk that Council staff need to take sick leave for extended periods or at key times of the year, and that this could affect our levels of service. We have business continuity plans in place to help to mitigate this issue.

Readers are encouraged to consider the very high level of uncertainty in preparing these budgets. The Council has mitigated the financial uncertainty by ensuring we have some reserve funds in place and can raise short-term contingency loans at short notice if reserve funds are unavailable.

Forecast Statement of Comprehensive Revenue & Expense

For the financial years ending 30 June

	Long-Term Plan 2022/2023 \$000's	Long-Term Plan 2023/2024 \$000's	Annual Plan 2023/2024 \$000's
Revenue			
Rates (including water charges)	8,897	9,066	9,383
User fees & charges	1,590	1,817	1,735
Grants & subsidies	12,972	6,115	20,483
Development contributions	45	46	44
Interest revenue	4	4	3
Other revenue	91	114	113
Total revenue	23,599	17,162	31,761
Expenses			
Personnel costs	3,471	3,565	3,836
Depreciation & amortisation	3,356	3,498	6,248
Finance costs	134	225	327
Other expenses	6,678	6,902	8,633
Losses	-	-	-
Total expenses	13,639	14,190	19,044
Net surplus / (deficit)	9,960	2,978	12,717
Other comprehensive income			
Gains on asset revaluation	-	-	-
Financial assets at fair value through equity	-	-	-
Total other comprehensive income	-	-	-
Total comprehensive income	9,960	2,978	12,717

Forecast Statement of Financial Performance by Activity

For the financial years ending 30 June

	Long-Term Plan 2022/2023 \$000's	Long-Term Plan 2023/2024 \$000's	Annual Plan 2023/2024 \$000's
Revenue			
Roading	7,182	7,419	14,866
Water supplies	1,435	1,472	1,388
Wastewater	679	699	758
Stormwater	119	123	57
Refuse & recycling	377	408	421
Facilities	8,399	1,581	7,843
Leadership & governance	53	38	86
Building & regulatory	853	854	1,049
Community services	64	56	583
District development	501	516	549
General rates	3,932	3,992	4,158
Interest revenue	4	4	3
Total revenue	23,599	17,162	31,761
Expenses			
Roading	2,688	2,836	4,129
Water supplies	1,715	1,765	2,389
Wastewater	1,097	1,118	1,554
Stormwater	196	200	236
Refuse & recycling	771	775	698
Facilities	2,613	2,836	4,418
Leadership & governance	1,416	1,428	1,468
Building & regulatory	1,386	1,433	1,689
Community services	910	929	1,599
District development	847	870	864
Total expenses	13,639	14,190	19,044
Net surplus / (deficit)	9,960	2,972	12,717
Gains/(losses) on asset revaluation	-	-	-
Total comprehensive revenue	9,960	2,972	12,717

Forecast Statement of Movements in Equity

For the financial years ending 30 June

	Long-Term Plan 2022/2023 \$000's	Long-Term Plan 2023/2024 \$000's	Annual Plan 2023/2024 \$000's
Equity opening balance	210,823	220,783	289,138
Comprehensive revenue & expense			
Net surplus/(deficit)	9,960	2,972	12,717
Gains on asset valuation	-	10,159	-
Total comprehensive revenue & expense	9,960	13,131	12,717
Equity closing balance	220,783	233,914	301,855

Forecast Statement of Financial Position

For the financial years ending 30 June

	Long-Term Plan 2022/2023 \$000's	Long-Term Plan 2023/2024 \$000's	Annual Plan 2023/2024 \$000's
Current assets			
Cash & cash equivalents	1,330	1,004	1,615
Receivables	1,616	1,175	2,175
Prepayments	185	185	185
Other financial assets	-	-	20
Total current assets	3,131	2,364	3,995
Non-current assets			
Other financial assets	207	207	177
Forestry	2,956	2,956	2,155
Investment property	10,229	10,229	9,236
Property, plant & equipment	215,858	230,437	298,294
Intangible assets	-	-	-
Total non-current assets	229,250	243,829	309,862
Total Assets	232,381	246,193	313,857
Current liabilities			
Payables & deferred revenue	1,251	1,290	1,537
Employee entitlements	263	263	304
Borrowings	-	-	-
Total current liabilities	1,514	1,553	1,841
Non-current liabilities			
Borrowings	8,000	10,000	8,300
Provisions	1,616	258	1,445
Other term liabilities	468	468	416
Total non-current liabilities	10,084	10,726	10,161
Equity			
Accumulated public equity	128,620	132,227	130,831
Special reserves & funds	3,576	2,941	4,380
Asset revaluation reserves	88,587	98,746	166,644
Total equity	220,783	233,914	301,855
Total Liabilities & Equity	232,381	246,193	313,857

Forecast Statement of Cash Flows

For the financial years ending 30 June

	Long-Term Plan 2022/2023 \$000's	Long-Term Plan 2023/2024 \$000's	Annual Plan 2023/2024 \$000's
Operating activities			
<i>Cash was provided from:</i>			
Rates (excluding water meter charges)	8,754	8,920	9,243
Interest received	4	4	3
Receipts from other revenue	14,382	8,679	21,609
<i>Cash was applied to:</i>			
Interest paid	(134)	(225)	(327)
Payments to suppliers & employees	(10,358)	(10,428)	(12,520)
Net cash flow from operating	12,649	6,950	18,008
Investing activities			
<i>Cash was provided from:</i>			
Sale of property, plant & equipment	-	-	150
<i>Cash was applied to:</i>			
Purchase of investment properties	(5,900)	-	(4,436)
Purchase of intangible assets	-	-	-
Purchase of property, plant & equipment	(8,162)	(7,918)	(18,447)
Reduction in provisions	-	(1,358)	-
Net cash flow from investing	(14,062)	(9,276)	(22,733)
Financing activities			
<i>Cash was provided from:</i>			
Proceeds from borrowings	2,000	2,000	3,000
<i>Cash was applied to:</i>			
Repayment of borrowings	-	-	-
Net cash flow from financing	2,000	2,000	3,000
Total net cash flows	587	(326)	(1,724)
Opening cash balance	742	1,330	3,340
Closing cash balance	1,330	1,004	1,615

Statement of Accounting Policies

Reporting entity

Kaikōura District Council (the Council) is a territorial local authority governed by the Local Government Act 2002.

The Kaikōura District Council group (KDC) consists of Kaikōura District Council and its subsidiary, the Kaikōura Enhancement Trust, a charitable Trust controlled by the Council. That Trust in turn owns 100% of Innovative Waste Kaikōura Ltd. The Council has an 11.5% interest in the Marlborough Regional Forestry joint venture.

The Council's primary objective is to provide goods and services for the community or social benefit rather than making a financial return. Accordingly, the Council has designated itself and the group as public benefit entities for the purposes of New Zealand equivalents to International Financial Reporting Standards (NZ IFRS).

The forecast financial statements of the Council are for the year 1 July 2023 to 30 June 2024.

The prospective financial statements were authorised for issue by the Council on 28 June 2023.

Basis of preparation

Statement of Compliance

The Council and management of the Kaikōura District Council confirm that the financial statements of the Council have been prepared in accordance with all requirements of the Local Government Act 2002, including the requirement to comply with New Zealand generally accepted accounting practice (NZ GAAP).

The financial statements have been prepared in accordance with Tier 2 PBE Accounting Standards Reduced Disclosure Regime, on the basis that KDC has expenses of more than \$2 million and less than \$30 million and is not publicly accountable. The financial statements comply with PBE Standards.

Measurement Base

The financial statements have been prepared on a historical cost basis, modified by the revaluation of land and buildings, infrastructure assets, investment property and financial instruments.

The preparation of prospective financial statements in conformity with PBE accounting standards requires management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets and liabilities, revenue and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances, the results of which form the basis of making the judgements about carrying value of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimates are revised if the revision affects only that period or in the period of the revision and future periods if the revision affects both current and future periods.

The accounting policies set out below will be applied consistently to all periods presented in the financial estimates.

The Council and management of the Kaikōura District Council are responsible for the preparation of the prospective financial statements.

Functional and Presentation Currency

The financial statements are presented in New Zealand dollars and all values are rounded to the nearest dollar. The functional currency of the Council is New Zealand dollars.

Significant Accounting Policies

The accounting policies set out below have been applied consistently to all periods presented in these financial statements.

Subsidiaries

The Council does not account for its subsidiaries, the Kaikōura Enhancement Trust and Innovative Waste Kaikōura Ltd (“the Group”), in its Annual Plan. It does account for the Group in its Annual Reports, and those Reports contain the accounting policies as they pertain to the Group and consolidation.

Joint ventures

A joint venture is a contractual arrangement whereby two or more parties undertake an economic activity that is subject to joint control. For jointly controlled operations the Council recognises in its financial statements its share of the assets that it controls, the liabilities and expenses it incurs, and the share of Revenue that it earns from the joint venture.

Of the Council’s interest in the Marlborough Regional Forestry joint venture, 13.37% is held in trust on behalf of Environment Canterbury. This is recognised as a non-current liability in the financial statements.

Revenue

Revenue is measured at the fair value of consideration received.

Rates revenue

Rates are set annually by a resolution from the Council and relate to a financial year. All ratepayers are invoiced within the financial year to which the rates have been set. Rates revenue is recognised when payable.

Rates collected on behalf of Environment Canterbury are not recognised in the financial statements as the Council is acting as agent for Environment Canterbury.

Other revenue

Water billing revenue is recognised on an accrual basis. Unbilled usage, as a result of unread meters at year end, is accrued on an actual usage basis.

Government Grants

The Council receives government grants from NZ Transport Agency, which subsidises part of the costs of maintaining the local roading infrastructure, plus various other government grants such as for responsible camping, and capital projects. These grants and subsidies are recognised as revenue upon entitlement as conditions pertaining to eligible expenditure have been fulfilled.

Provision of Services

Revenue from the rendering of services is recognised by reference to the stage of completion of the transaction at balance date, based on the actual service provided as a percentage of the total services to be provided.

Sale of Goods

Sales of goods are recognised when a product is sold to the customer. The recorded revenue is the gross amount of the sale (excluding GST).

Vested Assets

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

Agency Arrangements

Where revenue is derived by acting as an agent for another party, the revenue that is recognised is the commission or fee on the transaction.

Interest and dividends

Interest revenue is recognised using the effective interest method.

Dividends are recognised when the right to receive payment has been established. Dividends are recorded net of imputation credits.

Development Contributions

The revenue recognition point for development and financial contributions is at the later of the point when the Council is ready to provide the service for which the contribution was levied, or the event that will give rise to a requirement for a development or financial contribution under the legislation.

Borrowing Costs

The Council has elected to defer the adoption of NZ IAS 23 Borrowing Costs (Revised 2007) in accordance with its transitional provisions that are applicable to public benefit entities.

Consequently, all borrowing costs are recognised as an expense in the period in which they are incurred.

Grant Expenditure

Non-discretionary grants are those grants that are awarded if the grant application meets the specified criteria and are recognised as expenditure when an application that meets the specified criteria for the grant has been received.

Discretionary grants are those grants where the Council has no obligation to award on receipt of the grant application and are recognised as expenditure when a successful applicant has been notified of the Council's decision.

Foreign currency transactions

Foreign currency transactions (including those for which foreign exchange contracts are held) are translated into the functional currency using the exchange rates prevailing at the dates of the transactions. Foreign exchange gains and losses resulting from the settlement of such transactions and from the translation at year end exchange rates of monetary assets and liabilities denominated in foreign currencies are recognised in the surplus or deficit.

Leases

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 Council recognises finance leases as assets and liabilities in the statement of financial position 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 Council 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.

Operating leases

An operating lease is a lease that does not transfer substantially all the risks and rewards incidental to ownership of an asset. Lease payments under an operating lease are recognised as an expense on a straight-line basis over the lease term.

Cash and Cash Equivalents

Cash and cash equivalents includes cash in hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts.

Bank overdrafts are shown within borrowings in current liabilities in the statement of financial position.

Debtors and Other Receivables

Short-term debtors and other receivables are recorded at their face value, less any provision for impairment.

Impairment of a receivable is established when there is objective evidence that the Council will not be able to collect amounts due according to the original terms of the receivable. Significant financial difficulties of the debtor, probability that the debtor will enter into bankruptcy, receivership or liquidation, and default in payments are considered indicators that the debt is impaired. The amount of the impairment is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted using the original effective interest rate. The carrying amount of the asset is reduced through the use of an allowance account, and the amount of the loss is recognised in the surplus or deficit. When the receivable is uncollectible, it is written off against the allowance account for receivables. Overdue receivables that have been renegotiated are reclassified as current (that is, not past due).

Derivative financial instruments and hedge accounting

The Council does not engage in the use of derivative financial instruments and hedging activities.

Other financial assets

Financial assets are initially recognised at fair value plus transaction costs unless they are carried at fair value through surplus or deficit in which case the transaction costs are recognised in the surplus or deficit.

Purchases and sales of financial assets are recognised on trade-date, the date on which the Council commits to purchase or sell the asset. Financial assets are derecognised when the rights to receive cash flows from the financial assets have expired or have been transferred and the Council has transferred substantially all the risks and rewards of ownership.

Financial assets are classified into the following categories for the purpose of measurement:

- a) Fair value at fair value through surplus or deficit
- b) Loans and receivables
- c) Held to maturity investments
- d) Fair value through other comprehensive revenue

The classification of a financial asset depends on the purpose for which the instrument was acquired.

Financial assets at fair value through surplus or deficit

Financial assets at fair value through profit and loss include financial assets held for trading. A financial asset is classified in this category if acquired principally for the purpose of selling in the short-term or it is part of a portfolio of identified financial instruments that are managed together and for which there is evidence of short-term profit-taking. Derivatives are also categorised as held for trading unless they are designated into hedge accounting relationship for which hedge accounting is applied.

Financial assets acquired principally for the purpose of selling in the short-term or part of a portfolio classified as held for trading are classified as a current asset. The current/non-current classification of derivatives is explained in the derivatives accounting policy above.

After initial recognition, financial assets in this category are measured at their fair values with gains or losses on re-measurement recognised in the surplus or deficit.

The Council does not hold any financial assets in this category.

Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They are included in current assets, except for maturities greater than 12 months after the balance date, which are included in non-current assets.

After initial recognition, they are measured at amortised cost, using the effective interest method less impairment. Gains and losses when the asset is impaired or derecognised are recognised in the surplus or deficit.

Loans to community organisations made at nil or below-market interest rates are initially recognised at the present value of their expected future cash flows, discounted at the current market rate of return for a similar financial instrument. The loans are subsequently measured at amortised cost using the effective interest method. The difference between the

face value and present value of the expected future cash flows of the loan is recognised in the surplus or deficit as a grant.

The Council's loans and receivables comprise debtors and other receivables, community and related party loans. Loans and receivables are classified as "debtors and other receivables" in the statement of financial position.

Held to maturity investments

Held to maturity investments are non-derivative financial assets with fixed or determinable payments and fixed maturities and there is the positive intention and ability to hold to maturity. They are included in current assets, except for maturities greater than 12 months after balance date, which are included in non-current assets.

After initial recognition they are measured at amortised cost, using the effective interest method, less impairment. Gains and losses when the asset is impaired or derecognised are recognised in the surplus or deficit.

The Council's investments in this category include bank term deposits.

Fair value through other comprehensive revenue

Financial assets at fair value through other comprehensive revenue are those that are designated into the category at initial recognition or are not classified in any of the other categories above. They are included in non-current assets unless management intends to dispose of the share investment within 12 months of balance date or if the debt instrument is not expected to be realised within 12 months of balance date.

The Council includes in this category:

- Investments that it intends to hold long-term but which may be realised before maturity
- Shareholdings that it holds for strategic purposes

These investments are measured at their fair value, with gains and losses recognised in other comprehensive revenue, except for impairment losses, which are recognised in the surplus or deficit.

On de-recognition, the cumulative gain or loss previously recognised in other comprehensive revenue is reclassified from equity to the surplus or deficit.

Impairment of Financial Assets

Financial assets are assessed for objective evidence of impairment at each balance date. Impairment losses are recognised in the surplus or deficit.

Loans and other receivables

Impairment is established when there is objective evidence that the Council will not be able to collect amounts due according to the original terms of the debt. Significant financial difficulties of the debtor, probability that the debtor will enter bankruptcy, and default in payments are considered indicators that the asset is impaired. The amount of the impairment is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted using the original effective interest rate.

For debtors and other receivables, the carrying amount of the asset is reduced using an allowance account, and the amount of the loss is recognised in the surplus or deficit. When the receivable is uncollectible, it is written-off against the allowance account. Overdue receivables that have been renegotiated are reclassified as current (that is, not past due). Impairment in term deposits, local authority stock, government stock, and community loans, are recognised directly against the instruments carrying amount.

Financial assets at fair value through other comprehensive revenue

For equity investments, a significant or prolonged decline in the fair value of the investment below its cost is considered objective evidence of impairment.

For debt investments, significant financial difficulties of the debtor, probability that the debtor will enter bankruptcy, and default in payments are considered objective indicators that the asset is impaired.

If impairment evidence exists for the investments at fair value through other comprehensive revenue, the cumulative loss (measured as the difference between the acquisition cost and the current fair value, less any impairment loss on that financial asset previously recognised in the surplus or deficit) recognized in other comprehensive revenue is reclassified from equity to the surplus or deficit.

Equity instrument impairment losses recognised in the surplus or deficit are not reversed through the surplus or deficit.

If in a subsequent period the fair value of a debt instrument increases and the increase can be objectively related to an event occurring after the impairment loss was recognised, the impairment loss is reversed in the surplus or deficit.

Inventory

Inventory held for distribution or consumption in the provision of services that are not supplied on a commercial basis are measured at the lower of cost, adjusted when applicable, for any loss of service potential. Where inventory is acquired at no cost or for nominal consideration, the cost is the current replacement cost at the date of acquisition.

Inventories held for use in the production of goods and services on a commercial basis are valued at the lower of cost and net realisable value. The cost of purchased inventory is determined using the first-in first-out (FIFO) method.

The amount of any write-down for the loss of service potential or from cost to net realisable value is recognised in the surplus or deficit in the period of the write-down.

When land held for development and future resale is transferred from investment property/property, plant and equipment to inventory, the fair value of the land at the date of the transfer is its deemed cost.

Costs directly attributable to the developed land are capitalised to inventory, except for infrastructural asset costs which are capitalised to property, plant and equipment.

Non-Current Assets Held for Sale

Non-current assets held for sale are classified as held for sale if their carrying amount will be recovered principally through a sale transaction, not through continuing use. Non-current assets held for sale are measured at the lower of their carrying amount and fair value less costs to sell.

Any impairment losses for write-downs of non-current assets held for sale are recognised in the surplus or deficit.

Any increases in fair value (less costs to sell) are recognised in the surplus or deficit up to the level of any impairment losses that have previously been recognised.

Non-current assets (including those that are part of a disposal group) are not depreciated or amortised while they are classified as held for sale. Interest and other expenses attributable to the liabilities of a disposal group classified as held for sale continue to be recognised.

Property, Plant and Equipment

Property, plant and equipment consists of:

Operational assets

These include land, buildings, harbour assets, library books, computer equipment, office furniture, vehicles and plant.

Land and buildings were valued effective as at 30 June 2019 by Cameron Ferguson, (B.Com, VPM) of Quotable Value NZ, at fair value as determined from market-based evidence. Carrying values for those specific assets are shown less accumulated depreciation and plus any subsequent additions at cost.

The Council does not revalue its harbour assets, library books, computer equipment, office furniture, vehicles and plant.

Infrastructure Assets

This includes roads, bridges & footpaths, water systems, sewerage systems and stormwater systems, stated at fair value determined on a depreciated replacement cost basis by an independent valuer. At balance date the Council assesses the carrying values of its infrastructure assets to ensure that they do not differ materially from the assets' fair values. If there

is a material difference, then the off-cycle asset classes are revalued. Roading, water, wastewater and stormwater infrastructure were valued as at 30 June 2022 and the valuation was independently reviewed by WSP.

Each asset class includes all items required for the network to function, for example sewer reticulation includes reticulation pipes and sewer pump stations.

Property, plant and equipment is shown at cost or valuation, less accumulated depreciation and impairment losses.

Revaluation

Those asset classes that are revalued are valued on a three-yearly cycle on the basis described below. All other asset classes are carried at depreciated historical cost. The carrying values of revalued items are reviewed at each balance date to ensure that those values are not materially different to fair value.

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 Council and the cost of the item can be measured reliably.

In most instances, an item of property, plant and equipment is recognised at cost. Where an asset is acquired at no cost, or for nominal cost, it is recognised at fair value as at the date of acquisition.

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. When revalued assets are sold, the amounts included in asset revaluation reserves in respect of those assets are transferred to retained earnings.

Depreciation

Depreciation is provided on a straight-line basis on all property, plant and equipment other than land, at rates which will write off the cost (or valuation) of the assets to their estimated residual values over their useful lives.

The estimated useful economic lives of major classes of assets, and the depreciation rates to apply to them, are as follows:

Operational Assets	Estimated Life (years)	Rate (Rounded)
Land		Not Depreciated
Buildings – Structure	50	2%
Buildings – Services	15 - 33	From 3% to 6.67%
Buildings – Internal Fit out	4 - 33	From 6.67% to 25%
Harbour Seawall & Wharf	30 – 50	From 2.0% to 3.45%
Computer Equipment	5	20%
Plant, Vehicles and Machinery	5 - 50	From 2% to 20%
Library books	12	8%
Library non-books	5	20%
Park Furniture & Other Assets	8 – 50	From 2% to 12.5%
Artwork		Not Depreciated
Infrastructural Assets	Estimated life (years)	Rate (Rounded)
<i>Roading</i>		
Road formation and base course		Not Depreciated
Bridges	50	1.93%
Sealed Top Layer	7	15.46%
Kerb and Channels	50	2.72%
Drainage	50	1.73%
Traffic Facilities	4	20.2%

Infrastructural Assets	Estimated life (years)	Rate (Rounded)
<i>Roading (continued from previous page)</i>		
Seawalls	50	2.09%
Footpaths – Structure		Not Depreciated
Footpaths – Surface	25	5.39%
Street Lighting	17	5.79%
<i>Sewerage</i>		
Equipment & Oxidation Ponds	50	From 0.28% to 5.03%
Pump Stations	17 - 100	From 2.51% to 6.67%
Catchment Mains & Reticulation	25 – 77	From 1.13% to 2.71%
<i>Water</i>		
Pump Stations	12 – 25	From 4.22% to 7.74%
Pipes & Reticulation	7 – 99	From 1.19% to 13.14%
<i>Stormwater</i>		
Catchment Mains & Reticulation	70 – 99	From 1% to 1.42%
Structures	19 – 75	From 5.26% to 1.33%

In relation to infrastructural assets, depreciation has been calculated at a component level based on the estimated remaining useful lives as assessed by the Council's engineers and independent registered valuers. A summary of these lives is detailed above. The residual value and useful life of an asset is reviewed, and adjusted if applicable, at each financial year-end.

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 Council and the cost of the item can be measured reliably.

The costs of day-to-day servicing of property, plant and equipment are recognised in the surplus or deficit as they are incurred.

Deemed cost

Land under roads

Land under roads, was valued based on fair value of adjacent land determined by Connell Wagner Ltd effective 30 June 2001. Under NZ IFRS, the Council has elected to use the fair value of land under roads as at 30 June 2001 as deemed cost. Land under roads is no longer revalued.

Library collections

Library Books were valued at 30 June 2007 using actual cost per book, by the Kaikōura District Librarian, and this value has been deemed cost at that date. Library collections are no longer revalued.

Harbour assets

The South Bay harbour was fully remediated in 2018 by NZTA (NCTIR) following the November 2016 earthquake, which included dredging and deepening the sea floor. Harbour depth is the only asset of any considerable value, and it has a similar characteristic to land under roads (it does not depreciate, and revaluing serves no purpose). The Wakatu Quay (North) Wharf was fully impaired as the cost to repair far exceeded carrying value. The remainder of harbour assets have an immaterial carrying value, and have not been revalued.

Accounting for revaluations

The Council accounts for revaluations of property, plant and equipment on a class of asset basis.

The results of revaluing are credited or debited to an asset revaluation reserve for that class of asset. Where this results in a debit balance in the asset revaluation reserve, this balance is expensed in the surplus or deficit. Any subsequent increase on revaluation that off-sets a previous decrease in value recognised in the surplus or deficit will be recognised

first in the surplus or deficit up to the amount previously expensed, and then credited to the other comprehensive revenue and revaluation reserve for that class of asset.

Forestry Assets

Forestry assets owned via the Marlborough Regional Forestry joint venture, and also the Council's own forestry assets, are independently revalued annually at fair value less estimated point of sale costs. These valuations were performed at 30 June annually, by Forme Consulting Group for the joint venture, and by Merrill & Ring Ltd for the South Bay plantation. Fair value is determined based on the present value of expected net cash flows discounted at a current market determined pre-tax rate.

Gains or losses arising on initial recognition of forestry assets at fair value less estimated point of sale costs and from a change in fair value less estimated point of sale costs are recognised in the surplus or deficit.

The costs to maintain the forestry assets are included in the surplus or deficit.

Investment Property

Properties leased to third parties under operating leases only classified as investment property if the property is held to earn net rental yields or for capital appreciation. Most of the Council's leased properties are held to meet service delivery objectives and therefore are not classified as investment property.

Investment property is measured initially at cost, including transaction costs. After initial recognition, the Council measures all investment property at fair value as determined annually by an independent valuer, Quotable Value New Zealand.

Gains and losses arising from a change in the fair value of investment property are recognised in the surplus or deficit.

Intangible Assets

Emissions Trading Scheme (ETS) – Marlborough Regional Forestry

Marlborough Regional Forestry (MRF) (in which the Council holds a share as a joint venture) is a participant in the ETS with regard to both its significant holdings of "pre-1990" forests and currently minor holdings of "post 1989" forests.

Pre-1990 emission units (NZU's) received under the ETS Allocation Plan are recognised at cost and subsequently measured at cost subject to impairment. It is not anticipated that MRF will have any future liabilities or obligations with regard to its pre-1990 forests.

Post 1989 NZU's received for carbon stored are recognised at cost and subsequently measured at cost subject to impairment. Where there is an obligation to return units when carbon is lost the expense and liability are recognised and are measured at the carrying value of units on hand plus the fair value of any additional units required. If operations proceed as planned there will always be post 1989 units on hand in excess of any liability.

Any future cash flows associated with units receivable/payable will be taken into consideration in determining the valuation of the forest estate.

Emissions Trading Scheme (ETS) – Council Forestry

In addition to its share of forestry in MRF, the Council owns forestry assets. However, the small forest at South Bay does not meet the minimum criteria to enter the scheme.

Emissions Trading Scheme (ETS) – Council Landfill

The Council's landfill entered the ETS from 1 January 2013. The Council does not hold carbon credits, instead purchasing carbon credits when required to meet its immediate obligations arising from landfill emissions.

Impairment of Property, Plant and Equipment and Intangible Assets

Non-financial assets that have an indefinite useful life, are not yet available for use and are not subject to amortisation are tested annually for impairment. Assets that have a finite useful life are reviewed for impairment whenever events and 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 flows and where the entity would, if deprived of the asset, replace its remaining future economic benefits or service potential.

The value in use for cash-generating assets is the present value of expected future cash flows.

If an asset's carrying amount exceeds its recoverable amount the asset is impaired and the carrying amount is written down to the recoverable amount. For revalued assets the impairment loss is recognised against the revaluation reserve for that class of asset. Where that results in a debit balance in the revaluation reserve, the balance is recognised in the surplus or deficit.

For assets not carried at a revalued amount, the total impairment loss is recognised in the surplus or deficit.

The reversal of an impairment loss on a revalued asset is credited to the revaluation reserve. However, to the extent that an impairment loss for that class of asset was previously recognised in the surplus or deficit, a reversal of the impairment loss is also recognised in the surplus or deficit.

For assets not carried at a revalued amount, the reversal of an impairment loss is recognised in the surplus or deficit.

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 net of transactions costs incurred. After initial recognition, all borrowings are measured at amortised cost using the effective interest method.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance date or if the borrowings are expected to be settled within 12 months of balance date.

Employee Entitlements

Short-term benefits

Employee benefits that the Council expects to be settled within twelve months of balance date are measured at nominal values based on accrued entitlements at current rates of pay.

These include salaries and wages accrued up to balance date, annual leave earned to, but not yet taken at balance date, and sick leave.

A liability for sick leave is recognised to the extent that compensated absences in the coming year are expected to be greater than the sick leave entitlements earned in the coming year. The amount is calculated based on the unused sick leave entitlement that can be carried forward at balance date, to the extent that the Council anticipates it will be used by staff to cover those future absences.

A liability and an expense are recognised for bonuses where contractually obliged or where there is a past practice that has created a constructive obligation.

Long-term benefits

Superannuation schemes

Obligations for contributions to defined contribution superannuation schemes are recognised as an expense in the surplus or deficit as incurred.

The Council belongs to the Defined Benefit Plan Contributors Scheme (the scheme), which is managed by the Board of Trustees of the National Provident Fund. The scheme is a multi-employer defined benefit scheme.

Insufficient information is available to use defined benefit accounting, as it is not possible to determine from the terms of the scheme, the extent to which the surplus/(deficit) will affect future contributions by individual employers, as there is no prescribed basis for allocation. The scheme is therefore accounted for as a defined contribution scheme.

Provisions

A provision for future expenditure of uncertain amount or timing is recognised when there is a present obligation (either legal or constructive) as a result of a past event, it is probable that expenditure will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation. Provisions are not recognised for future operating losses.

Provisions are measured at the present value of the expenditures expected to be required to settle the obligation using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the obligation. The increase in the provision due to the passage of time is recognised as an interest expense.

Equity

Equity is the community's interest in the Council and is measured as the difference between total assets and total liabilities. Equity is disaggregated and classified into a number of reserves.

The components of equity are:

- Public equity – accumulated funds
- Special reserves
- Special funds
- Asset revaluation reserves
- Fair value through other comprehensive revenue reserves

Special reserves and funds

Special reserves and funds are a component of equity generally representing a particular use to which various parts of equity have been assigned. Reserves may be legally restricted or created by the Council.

Restricted (special) reserves are those subject to specific conditions accepted as binding by the Council and which may not be revised by the Council without reference to the Courts or a third party. Transfers from these reserves may be made only for certain specified purposes or when certain specified conditions are met.

Council-created reserves (special funds) are reserves which may be altered without reference to any third party or the Courts. Transfers to and from these reserves are at the discretion of the Council.

Asset revaluation reserves

This reserve relates to the revaluation of property, plant and equipment to fair value.

Fair value through other comprehensive revenue reserves

This reserve comprises the cumulative net change in the fair value of fair value through other comprehensive revenue instruments.

Goods and Services Tax (GST)

All items in the financial statements are stated exclusive of GST, except for receivables and payables, which are stated on a GST inclusive basis. Where GST is not recoverable as input tax then it is recognised as part of the related asset or expense.

The net amount of GST recoverable from, or payable to, the Inland Revenue Department (IRD) is included as part of receivables or payables in the statement of financial position.

The net GST paid to, or received from the IRD, 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.

Cost Allocation

The cost of service for each significant activity of the Council has been derived using the cost allocation system outlined below:

Direct costs are those costs directly attributable to a significant activity. Indirect costs are those costs, which cannot be identified in an economically feasible manner, with a significant activity.

Direct costs are charged directly to significant activities. Indirect costs are allocated to Council activities based on the total operating costs of the activity proportionate to the total operating costs of the Council.

Statement of Cash Flows

Cash means cash balances on hand, held in bank accounts, demand deposits and other highly liquid investments, with original maturities of three months or less, in which the Council invests as part of its day-to-day cash management.

Operating activities include cash received from all revenue sources and cash payments made for the supply of goods and services. Agency transactions (the collection of Regional Council rates) are recognised as receipts and payments in the Statement of Cash Flows because they flow through the Council's main bank account.

Investing activities are those activities relating to the acquisition and disposal of non-current assets.

Financing activities comprise the change in equity and debt structure of the Council.

Critical Accounting Estimates and Assumptions

In preparing these financial statements, the Council has made estimates and assumptions concerning the future. These estimates and assumptions may differ from the subsequent actual results. Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations or future events that are believed to be reasonable under the circumstances. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below:

Landfill aftercare provision

The Council estimates the current Scarborough Street landfill will reach the end of its useful life in 2024 and has reconfigured the site as a transfer station. Capping the landfill will commence in that same year, and all aftercare will be undertaken as part of the transfer station site operations.

Infrastructural assets

There are a number of assumptions and estimates used when performing DRC valuations over infrastructural assets.

These include:

- The physical deterioration and condition of an asset, for example the Council could be carrying an asset at an amount that does not reflect its actual condition. This is particularly so for those assets which are not visible, for example stormwater, wastewater and water supply pipes that are underground. This risk is minimised by the Council performing a combination of physical inspections and condition modelling assessments of underground assets;
- Estimating any obsolescence or surplus capacity of an asset;
- Estimates are made when determining the remaining useful lives over which the asset will be depreciated. These estimates can be impacted by the local conditions, for example weather patterns and traffic growth. If useful lives do not reflect the actual consumption of the benefits of the asset, then the Council could be over or under-estimating the annual depreciation charge recognised as an expense in the surplus or deficit. To minimise this risk, the Council's infrastructural asset useful lives have been determined with reference to the NZ Infrastructural Asset Valuation and Depreciation Guidelines published by the National Asset Management Steering Group, and have been adjusted for local conditions based on past experience. Asset inspections, deterioration and condition modelling are also carried out regularly as part of the Council's asset management planning activities, which gives further assurance over useful life estimates.

Infrastructure valuations are prepared by suitably qualified Council staff, and experienced independent valuers perform an assurance review over those Council's infrastructural asset revaluations for reasonableness.

Critical Judgments in Applying the Council's Accounting Policies

Kaikōura District Council management has exercised the following critical judgments in applying accounting policies for financial years 2021-2031:

Classification of property

The Council owns property which is maintained primarily to provide housing to pensioners. The receipt of market-based rental from these properties is incidental to holding these properties. These properties are held for service delivery objectives and to meet community outcomes. These properties are accounted for as property, plant and equipment.

Changes in Accounting Policy

There have been no significant changes in accounting policies. The accounting policies have been applied on a basis consistent with those used in the 2021-2031 Long-Term Plan.

Notes to the Forecast Financial Statements

For the financial years ending 30 June

Depreciation & amortisation expenses

	Long-Term Plan 2022/2023 \$000's	Long-Term Plan 2023/2024 \$000's	Annual Plan 2023/2024 \$000's
Roading	1,326	1,395	2,479
Water supplies	500	508	978
Wastewater	426	427	788
Stormwater	77	77	139
Refuse & recycling	187	188	76
Facilities	720	741	1,645
Leadership & governance	109	148	100
Building & regulatory	-	-	-
Community services	11	14	43
District development	-	-	-
	3,356	3,498	6,248

Targeted rates for metered water supply (water meter charges)

	Long-Term Plan 2022/2023 \$000's	Long-Term Plan 2023/2024 \$000's	Annual Plan 2023/2024 \$000's
Water meter charges	143	146	140

Water meter charges are included in rates income in the Statement of Comprehensive Revenue and Expense (page 8) and are included in targeted rates in the Forecast Funding Impact Statement (page 34), as required by the Local Government (Financial Reporting and Prudence) Regulations 2014. Water meter charges are defined as a targeted rate in the Local Government (Rating) Act 2002.

Capital Works Programme

	Long-Term Plan 2022/2023 \$000's	Long-Term Plan 2023/2024 \$000's	Annual Plan 2023/2024 \$000's
<u>Roading</u>			
Glen Alton (Waiau-Toa Clarence) Bridge	5,140	5,284	4,987
NCTIR haul roads renewals	-	-	443
Sealed surface renewals	421	531	552
Unsealed road renewals	185	190	198
Drainage, kerb & channel	67	69	72
Sublayer rehabilitation	339	348	460
Traffic services	62	63	66
Minor safety improvements	154	159	300
Blue Duck & Puhi Puhi Valley work	-	-	800
Infrastructure Acceleration Project	-	-	6,995
Footpaths	103	106	100
Streetlights	-	-	-
	6,471	6,750	14,973
<u>Water supplies</u>			
Kaikōura Urban pipe renewals	-	344	-
Kaikōura Urban structure renewals	12	73	20
Kaikōura Urban electrical improvements	-	-	45
Kaikōura Urban variable speed drives	-	-	30
Ocean Ridge steel plant pipe renewals	-	-	30
Peketa structure renewals	9	-	-
Fernleigh structure renewals	-	-	15
East Coast pipe renewals	-	104	61
Kincaid turbidity meter renewal	-	-	15
Kincaid stabilise intake	-	-	40
Kincaid reconfigure raw water tanks	-	-	10
Kincaid treatment upgrade	-	-	80
	21	521	346
<u>Wastewater</u>			
Structure renewals	79	25	24
Pump station renewals	-	-	155
	79	25	179
<u>Refuse & recycling</u>			
Transfer station construction	-	-	250
Landfill closure	-	1,358	500
	-	1,358	750

Capital Works Programme continued

	Long-Term Plan 2022/2023 \$000's	Long-Term Plan 2023/2024 \$000's	Annual Plan 2023/2024 \$000's
Facilities			
Playgrounds	-	-	55
Public toilets – West End	15	-	790
Public toilets – Churchill Park	-	-	90
West End security cameras	-	-	10
West End carpark reseal	-	-	32
Community Courts	-	-	25
Housing for the elderly	33	75	40
Peninsula lookout upgrade	-	-	85
Airport projects	35	-	40
South Bay harbour projects	51	131	50
Wakatu Quay (PGF project)	5,900	-	4,436
25 Beach Road (Op Shop)	-	5	5
Point Kean & Jimmy Armers	-	33	-
Link Pathway	1,327	-	836
Civic Centre	-	21	20
	7,361	265	6,514
Leadership & Governance			
Office furniture & equipment	15	16	15
Computers & software	47	278	46
Vehicles & plant	34	29	28
	96	323	89
Community Development			
Library books	33	33	32
Equipment & other projects	-	-	-
	33	33	32
Total Capital Works Programme	14,061	9,276	22,883

Special Reserves & Funds

Special reserves & funds are money set aside by the Council for a specific purpose. The Council defines its special reserves as those that are funded by a targeted rate – and therefore are required by legislation to only be used for the purpose of the targeted rate. Where an activity is funded by a targeted rate, the incoming and outgoing funds of the activity are recorded in special reserves to keep any surpluses or deficits separate from other activities.

Special funds are established where the Council has received a grant, or raised a loan, or has some other specific revenue to undertake a project and so it sets aside those funds to track spend against it.

Special reserves	Purpose	Opening Balance \$000's	Transfers In \$000's	Transfers Out \$000's	Closing Balance \$000's
Kaikōura water cohort	All costs for the Kaikōura, Ocean Ridge, Suburban, Oaro, and Peketa water supplies	644	-	(125)	519
Roading	Maintenance and upgrading of local roads and bridges	829	-	(695)	134
Roading emergency fund	Urgent repairs following flood or other events	163	-	(98)	65
East Coast water	Maintenance, administration, upgrading and loan costs	65	-	(65)	-
Kincaid water	Maintenance, administration, upgrading and loan costs	181	-	(164)	17
Fernleigh water	Maintenance, administration, upgrading and loan costs	15	-	(15)	-
Stormwater	Maintenance, administration, upgrading and loan costs	166	-	(40)	126
Wastewater	Maintenance, administration, upgrading and loan costs	230	-	(179)	51
Footpaths & streetlights	Maintenance, administration, upgrading and loan costs	29	-	-	29
Town centre	Maintenance, administration, upgrading and loan costs	(22)	-	-	(22)
District Plan	Conduct a rolling review of the Kaikōura District Plan and develop a Spatial Plan	67	-	-	67
Stock control	The net costs of stock control	23	-	(3)	20
Recycling	Net costs of recycling services	15	-	-	15
Tourism & Commercial rate	Support for the i-Site and Destination Kaikōura	(10)	-	-	(10)
Harbour	South Bay & North Wharf maintenance, administration, upgrading and loan costs	119	-	-	119
Civic centre	Maintenance, administration, upgrading and loan costs	(375)	-	-	(375)
Total special reserves		2,139	-	(1,384)	755

Special funds	Purpose	Opening Balance \$000's	Transfers In \$000's	Transfers Out \$000's	Closing Balance \$000's
Social services	Social services committee expenses plus social projects	5	-	-	5
George Low fund	Grants for recreational facilities for the youth of Kaikōura	65	-	-	65
Tourism Strategy fund	Support development and implementation of a Tourism Plan	35	-	-	35
Forestry	Net costs of forestry, and strategic purposes including purchase of assets and/or offsetting rates	953	-	(136)	817
Parks & reserves	Upgrading, improvement and purchase of parks & reserves	135	8	-	143
Community facilities	Upgrading, improvement and purchase of community facilities	1,167	-	(82)	1,085
Landfill aftercare	Capping and ongoing maintenance of the landfill site after closure	161	-	(161)	-
Mayoral fund	Respond to community hardship following an emergency event	33	-	-	33
Kaikōura Marine Development Project	Wakatu Quay & South Bay projects	998	-	-	998
Pensioner flats	Maintenance, administration, upgrading and loan costs	(21)	-	-	(21)
Library grants	Books and other resources	2	-	-	2
Building accreditation	Accreditation costs and offset rates	61	-	(47)	14
Financial & corporate sustainability	Systems improvements including assets and document management	112	-	(68)	44
Airport	Maintenance, administration, upgrading and loan costs	18	-	(18)	-
Freedom camping	Responsible camping ambassadors, signage, site maintenance, etc	173	-	(71)	102
Significant natural areas	Funding assistance for landowners to protect areas of biodiversity	22	-	-	22
Waste minimisation levy	Waste minimisation projects	107	-	-	107
Creative Communities	Funding available to creative arts projects	11	-	-	11
Legal Challenges	Legal and other expenses involved in defending any legal challenge	100	-	-	100
Environmental projects	Projects that enhance or protect the environment	18	-	-	18
Economic development	Projects that promote or support economic activity	10	-	-	10
Ford maintenance	Ford maintenance for Hapuku, Puhi Puhi and Kahutara River fords	15	-	-	15
IAF Project	Track spend per the Infrastructure Acceleration Fund	(62)	-	-	(62)
3Waters transition	Support 3Water transition costs	82	-	-	82
Better Off fund	Grant to complete various projects	385	-	(385)	-
Total special funds		4,585	8	(968)	3,625
Total special reserves and funds		6,724	8	(2,352)	4,380

Borrowing & Debt Servicing Programme

New borrowing

Loan Name	Purpose	Amount \$000's
Waiau-Toa Bridge Loan (2023)	Construct a new bridge across the Waiau-Toa (Clarence River) including road protection work and ford crossings, to replace the Glen Alton Bridge destroyed by the 2016 earthquake	249
Roading Backlog Loan (2023)	To fund the net cost (after subsidy) to complete road sublayer rehabilitation and surface reseals	821
Landfill Loan (2023)	Reconfigure landfill site to a transfer station	588
District Plan Loan (2023)	To fund the District Plan review and Spatial Plan development	155
Link Pathway Loan (2023)	Develop the Link Pathway (net costs after PGF funding)	211
Airport Loan (2023)	Develop a new sealed access to airport hangars	19
		2,043

Summary of forecast borrowing needs:

	Long-term Plan 2022/2023 \$000's	Long-term Plan 2023/2024 \$000's	Annual Plan 2023/2024 \$000's
Opening balance of debt (including internal borrowing)	7,447	7,969	7,134
Movements through the financial year:			
Loans maturing	(652)	(539)	(617)
New borrowings	1,174	2,710	2,043
Net movement through the financial year:	522	2,171	1,426
Closing balance of debt (including internal borrowing)	7,969	10,140	8,560

The projected debt levels, and the costs of servicing debt, are within the limits prescribed in the Council's Liability Management Policy. Those limits are;

Measure	Limit	Actual
Total debt	\$15 million	\$8.3 million
Loan interest as a percentage of total revenue	10%	1.03%

Financial Forecasting Assumptions

The financial information included in this Annual Plan is a forecast based on assumptions that the Council can reasonably expect to occur, along with the actions it reasonably expects to take, as at the date the forecast was prepared. We recommend caution if this prospective financial information is used for any purpose other than as an Annual Plan prepared under the Local Government Act (2002).

The main assumptions underlying the forecast information, based on predictions from both internal and external sources, are as follows.

Interest rates

- Interest rates for new loans raised are forecast to be 5.7%
- For existing loans we have applied the current actual weighted average interest cost of 3.77%
- Interest revenue on term deposits is forecast to be 0.25%

Marlborough Regional Forestry revenues

The Council usually receives a capital distribution from the Marlborough Regional Forestry joint venture (MRF), of which we issue 13.37% to Environment Canterbury for their share of the joint venture held on behalf. These funds are used to cover all expenses relating to Council's forestry activities in the first instance, with the balance used to replenish the forestry special fund. In recent years MRF signalled that all mature trees would be harvested, and that the joint venture partners will be required to contribute to MRF operating costs for around six years, until the next block of trees have sufficiently matured for logging to commence.

This means we are no longer forecasting cash inflows from the MRF capital distributions, and that there will be cash outflows (payments **to** MRF) to cover MRF operations for the next six years. The Council will continue to draw on some of our forestry reserves in 2023/2024 so that there is no draw on rates to cover this cost.

There is currently no intention to sell the Council's share of MRF, as future returns from the joint venture are forecast to be very strong.

Grants and subsidies

- The Bridge over the Waiau-Toa Clarence River is the only remaining earthquake-related project, to replace the Glen Alton bridge destroyed in the 7.8M quake; this project is assumed to be 95% subsidised by Waka Kotahi (NZTA).
- We are assuming that the remaining "Better Off" government-funded projects will be fully completed by the end of June 2024 and that the cost of each project is matched by the government grants.
- The Infrastructure Acceleration Project incorporates \$7 million worth of road extensions from Ludstone Road, following Green Lane through to Ocean Ridge, including a rail overpass (or crossing), shared pathways and safety work. The project will be cost neutral to the Council, being funded from MBIE's Kanoa Fund and the Ocean Ridge and Vicarage Views developers.
- Waka Kotahi subsidies are assumed to be 51% for all maintenance and capital work, except for the Blue Duck and Puhi Puhi Valley Roads which require remediation to protect against flood and slip damage; this is assumed to be funded at 71% by Waka Kotahi.
- The Link Pathway is substantially funded from the Provincial Growth Fund, and we assume that the carry-over work continues to be grant funded up to the PGF approved amount of \$1.9 million in total for the project.
- The Sport NZ rural travel grants, Creative Communities, and family violence coordination are assumed to continue at the same level of funding as was received in 2021/2022.

District valuation

The latest District valuation for rating purposes was undertaken in 2021, and those values are used to calculate the actual rates and charges in the Rating Funding Impact Statement, after having adjusted for new builds, demolitions,

subdivisions, service connections and any other changes to the value of individual properties since that date, and which have an impact on the rating database.

Inflation

Inflation has been applied across expenditure budgets using special adjustments based on contractual changes, recent tenders, and supplier notifications. Examples are increases of 8% to insurance, 10% to electricity and fuel, a range of 10% to 30% for roading, and specific increases per known contract price adjustments.

Taxation

The commercial nature of the South Bay Marina makes the harbour a taxable activity. The Council has unused tax losses at 31 March 2022 of \$982,794, with a tax effect of \$324,322 available to carry forward and offset against future profits. It is assumed that the activity will be managed on a balanced budget basis; therefore, no surpluses will be generated to create a tax liability.

Landfill capacity

The landfill is close to reaching its full capacity, and during the 2022/2023 year the Council developed the Scarborough Street site as a transfer station, for waste to be transferred outside the district (to Kate Valley and/or Blue Gums solid waste sites). That site is assumed to be operational by 1 July 2023 (a year later than forecast) and that the landfill will now be capped and closed by the end of the 2023/2024 financial year.

Emissions trading scheme

The Council has statutory obligations under the Emissions Trading Scheme to purchase carbon credit units and surrender these dependent upon the level of emissions from Council operations. The Scarborough Street landfill has greenhouse gas emissions. For this 2023/2024 financial year, the Council has not provided for the cost of carbon credits because the landfill will be closed, and the site operating as a transfer station with no waste remaining in the district. The cost of carbon credits will be borne via the fees paid to Kate Valley and/or Blue Gums landfills, and these costs have been included in our budget estimates.

Short term loans

From time to time the Council may need to raise short-term loans to manage its cash flows and to pay commitments to suppliers. While there are no short-term loans specifically provided for within this Annual Plan, the Council retains the right to raise unspecified loans for periods not exceeding 12 months, and for amounts not exceeding \$2 million, for cash management purposes.

Uncertainty and risk of forecasting assumptions

This Annual Plan has been prepared with the risk of uncertainty, in part due to the impact of the COVID -19 pandemic and geopolitical conflicts overseas, but also the risk of severe weather events and the potential for another large earthquake. To mitigate the uncertainty, the Council has a loan facility in place that exceeds its borrowing forecasts (by at least \$2 million), and so if there were to be an unforeseen event or loss, the Council could borrow in the first instance, if deemed necessary.

The actual results are highly likely to vary from the forecast information contained in this Annual Plan, and such variations are likely to be material.

Forecast Funding Impact Statement (Whole of Council)

For the years ended 30 June

	Long-Term Plan 2022/2023 \$000's	Long-Term Plan 2023/2024 \$000's	Annual Plan 2023/2024 \$000's
Sources of operating funding			
General rates, UAGC, rates penalties	3,932	3,991	4,159
Targeted rates (incl. water meter charges)	4,964	5,075	5,224
Subsidies and grants - operating	645	658	1,903
Fees & charges	1,590	1,817	1,735
Interest & dividends from investments	4	4	3
Fuel tax, fines & other revenue	91	114	113
Total operating funding (A)	11,226	11,659	13,137
Applications of operating funding			
Payments to staff & suppliers	10,149	10,467	12,470
Finance costs	134	225	327
Other operating funding applications	-	-	-
Total applications of operating funding (B)	10,283	10,692	12,797
Surplus/(deficit) of operating funding (A - B)	944	967	340
Sources of capital funding			
Subsidies and grants – capital	12,327	5,457	18,580
Development and financial contributions	45	46	44
Increase / (decrease) in debt	522	2,171	1,426
Gross proceeds from sale of assets	-	-	150
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
Total sources of capital funding (C)	12,894	7,674	20,200
Applications of capital funding			
Expenditure to meet additional demand	7,227	-	5,271
Expenditure to improve level of service	272	264	9,286
Expenditure to replace assets	6,562	9,011	8,326
Increase / (decrease) in reserves	(223)	(635)	(2,343)
Increase / (decrease) in investments	-	-	-
Total application of capital funding (D)	13,838	8,641	20,540
Surplus/(deficit) of capital funding (C – D)	(944)	(967)	(340)
Funding balance ((A – B) + (C – D))	-	-	-

Annual plan disclosure statement for the year ending 30 June 2024

What is the purpose of this statement?

The purpose of this statement is to disclose the Council's planned financial performance in relation to various benchmarks to enable the assessment of whether the Council is prudently managing its revenues, expenses, assets, liabilities, and general financial dealings.

The Council is required to include this statement in its annual plan in accordance with the Local Government (Financial Reporting and Prudence) Regulations 2014 (the regulations). Refer to the regulations for more information, including definitions of some of the terms used in this statement.

Benchmark	Limit	Planned	Met
Rates affordability benchmark			
<ul style="list-style-type: none"> Income (quantified limit on rates) 	\$9,457,067	\$9,382,785 ¹	Yes
<ul style="list-style-type: none"> Increases (quantified limit on rate increases) 	5.0%	4.18% ¹	Yes
Debt affordability benchmark			
<ul style="list-style-type: none"> Quantified limit on borrowing 	\$15 million	\$8.3 million	Yes
Balanced budget benchmark	>/= 100%	166.5%	Yes
Essential services benchmark	>/= 100%	353.6%	Yes
Debt servicing benchmark	=/< 10%	1.03%	Yes

Notes

Rates affordability benchmark

For this benchmark —

- A. the Council's planned rates income for the year is compared with a quantified limit on rates contained in the financial strategy included in the Council's long-term plan; and
- B. the Council's planned rates increases for the year are compared with a quantified limit on rates increases for the year contained in the financial strategy included in the Council's long-term plan.

The Council meets the rates affordability benchmark if—

- A. its planned rates income for the year equals or is less than each quantified limit on rates; and
- B. its planned rates increases for the year equal or are less than each quantified limit on rates increases.

Debt affordability benchmark

For this benchmark, the Council's planned borrowing is compared with quantified limits on borrowing contained in the financial strategy included in the Council's long-term plan.

The Council meets the debt affordability benchmark if its planned borrowing is within each quantified limit on borrowing.

¹ Rates includes water meter charges for the purposes of this disclosure statement. With water meter charges excluded from the calculation, the rates increase is 4.99%, which is still within the Council's rates increase limit.

Balanced budget benchmark

For this benchmark, the Council's planned revenue (excluding development contributions, vested assets, financial contributions, gains on derivative financial instruments, and revaluations of property, plant, or equipment) is presented as a proportion of its planned operating expenses (excluding losses on derivative financial instruments and revaluations of property, plant, or equipment).

The Council meets the balanced budget benchmark if its revenue equals or is greater than its operating expenses.

Essential services benchmark

For this benchmark, the Council's planned capital expenditure on network services is presented as a proportion of expected depreciation on network services.

The Council meets the essential services benchmark if its planned capital expenditure on network services equals or is greater than expected depreciation on network services.

Debt servicing benchmark

For this benchmark, the Council's planned borrowing costs are presented as a proportion of planned revenue (excluding development contributions, financial contributions, vested assets, gains on derivative financial instruments, and revaluations of property, plant, or equipment).

Because Statistics New Zealand projects that the Council's population will grow slower than the national population growth rate, it meets the debt servicing benchmark if its planned borrowing costs equal or are less than 10% of its planned revenue.

Rating Funding Impact Statement

For the financial year ending 30 June 2024

The following pages set out what your rates are used for, and how they are calculated.

Definitions

The following pages refer to several categories of property, and several types of rates. The following definitions should be helpful to determine which rates apply to certain property.

Commercial property

All rateable properties in the District;

- Used principally or exclusively for commercial and/or industrial purposes, (not being farmland as defined by Land Information NZ); or
- Used principally for visitor accommodation for commercial reward for **not less than five persons**, and for the avoidance of doubt, including any motel, hotel, motor lodge, bed and breakfast, hostel, or camping ground; or
- Used as licensed premises under the Sale and Supply of Alcohol Act 2012.

General rate

The general rate is a rate set for all rateable properties within the district and is based on the property's capital value. The Council introduced a differential of 0.9:1 on the general rate for rural and semi-rural properties. The objective of the differential rate is to acknowledge that rural and semi-rural properties are predominantly farmland with high capital values (in comparison with their urban counterparts) but that their capital value does not necessarily reflect the services they receive or have access to.

Self-contained and serviced

All rateable properties within the area serviced by the Kaikōura wastewater system, and used principally for short term accommodation, but limited to those properties with motel-type units, including motels, motor lodges, motor inns, motel apartments, serviced apartments and serviced holiday cottages, each of which contain a private or ensuite bathroom, with bedding, linen and cooking facilities provided, and which are serviced daily.

Separately used or inhabited part of a rating unit

A "separately used or inhabited part of a rating unit" is defined as:

- *Any portion of a rating unit used or inhabited by any person, other than the ratepayer or member of the ratepayer's household, having a right to use or inhabit that portion by virtue of a tenancy, lease, license or other agreement, or*
- *Any part or parts of a rating unit that is/are used or occupied by the ratepayer for more than one single use.*

For clarification, this means that each flat within a block of flats, or each shop within a block of shops, for example, would be rated a uniform annual general charge. The same would apply to a farm with more than one dwelling (i.e. worker accommodation), or a residential property with a separate fully self-contained unit available for visitor accommodation. The separately inhabited part of a rating unit may be part of a larger structure containing multiple parts but is separate by virtue of being self-contained and having separate external access.

Small accommodation property

All rateable properties providing short-term accommodation for commercial reward, but not meeting the criteria of a commercial property. For the avoidance of doubt, this means (having not met the criteria of a commercial property in the first instance), all rateable properties that provide short-term visitor accommodation, and which are;

- **not used principally and exclusively** for commercial or industrial purposes (other than for visitor accommodation). Examples may include a residential dwelling where the principal use is residential, but visitor accommodation is also provided on the property (whether within the dwelling or in separate units); or a residential dwelling where the

principal use is a holiday home for the owner, which is rented out as a holiday home for commercial reward (including Air B&B style accommodation); or any other property not principally commercial/industrial, but which provides visitor accommodation, or

- if they are used principally for visitor accommodation, the property only provides for **no more than four persons**. This includes any property providing short-term accommodation such as small bed & breakfasts, but not including long-term rental accommodation.

These properties are subject to the visitor accommodation charge and may also be subject to separate sewer charges. These rates are applied on a per separately used or inhabited part of a rating unit.

Targeted rates

Targeted rates enable the Council to identify specific properties that it considers receive the greatest benefit from, or create the greatest need for, the Council's various activities.

Targeted rates can be applied on a number of categories of rateable property, including (for example);

- the use to which the land is put,
- the provision of a service to the land,
- the availability of a service to the land,
- the location of the land

Targeted rates may be either a rate based on a property's value, or a set dollar amount per annum. Unless otherwise specified throughout the following pages, where a targeted **rate** is applied, this is a rate based on a property's capital value; and where a targeted **charge** is applied, this refers to a set dollar amount per annum.

The Council has chosen to apply most of its targeted charges to separately used or inhabited parts of a rating unit, to remain consistent with the principles of the uniform annual general charge. In some instances, however, such as the registered premises charge, or sewerage charges, these are applied subject to certain other factors.

The Council will not be inviting lump sum contributions in respect of any targeted rates.

Uniform Annual General Charge (UAGC)

This shall be a fixed amount per separately used or inhabited part of a rating unit, for all rateable land within the district.

Rating Areas

Throughout these pages there is reference to properties within defined areas (urban, semi-rural and rural rating areas).



The above map shows each of the rating areas.

Urban area for rating purposes

The pale blue area is the current urban area for rating purposes. It includes the Kaikōura peninsula, Beach Road to Mill Road, a length of Ludstone Road, and includes South Bay and Ocean Ridge. As the town grows, this area may be extended to incorporate new areas as appropriate to meet the intent of these rates – i.e., in areas where property is able to connect to the Urban water supply or wastewater systems, or where footpaths, streetlights or stormwater is developed. The rating boundaries shown in the above maps are approximate, and for indicative purposes only.

Semi-rural area for rating purposes

The purple area on the map is the semi-rural area for rating purposes. It is an area defined for its proximity to urban services, and therefore has no relationship to the size, land use, or value of individual properties within, or outside of, this area. The semi-rural area extends to the Hapuku River in the north, and to the Kahutara River to the south (thereby including the villages of Hapuku and Peketa). This area also extends inland to the foothills of Mt Fyffe, abutting the Department of Conservation (DoC) land. DoC land is shown in pale green, and while it makes up a significant part of the district, this land is non-rateable.

Rural area for rating purposes

The remainder of the District is rural, portrayed in pale orange. Effectively the rural area for rating purposes is all rateable property that is not located within either the Urban or Semi-rural rating areas.

Utilities

Utilities are as defined by the Resource Management Act (1991), and include Council-owned water, wastewater and stormwater systems, as well as electricity, telecommunications, and railway networks.

Rates for 2023/2024

General Rates & Uniform Annual General Charges

General Rates and the Uniform Annual General Charge apply to all rateable land. The Council applies a differential on the general rate of 0.9:1 for all properties in the rural and semi-rural areas (i.e. outside the urban area), except for utilities. The map on the previous page indicates those rating areas.

General Rate: to fund the general operations of Council, including general management, community services, communications, strategy & policy, economic development, environmental planning, the net costs of statutory planning, building control, dog control, forestry, community facilities, general parks and reserves, the airport, and a portion of public toilets and traffic control.

The general rate may also fund the same activities as the UAGC, because the UAGC lever provides for costs to be transferred to the general rate where necessary to remain under the 30% cap on rates set on a uniform basis, as required by the Local Government (Rating) Act 2002 (the Rating Act).

Category	Differential	Factor	Rate	Amount required (including GST)
All rateable properties within the urban area, and all rateable properties classified as utilities	1:1	per dollar of rateable capital value	\$0.00129623	\$1,486,162
All rateable properties outside the urban area, except for properties classified as utilities	0.9:1	per dollar of rateable capital value	\$0.00116661	\$1,263,446
Total				\$2,749,608

Uniform Annual General Charge: to fund the general operations of Council, including landfill and recycling operations, governance, library services, sports fields, playgrounds, cemetery, walkways, public halls, swimming pool, general environmental health and emergency management.

The Council uses a UAGC lever to transfer costs to or from the general rate where necessary to remain under the 30% cap required by the Rating Act.

Category	Differential	Factor	Rate	Amount required (including GST)
All rateable properties within the Kaikōura district	None	Fixed amount per separately used or inhabited part of a rating unit	\$663.93	\$2,032,284

Targeted Rates

The earthquake levy, roading rate, district planning rate, and civic centre charge (as below), apply to all properties within the Kaikōura district. They are separate targeted rates for the purposes of transparency and accountability, rather than for the purpose of targeting certain categories of land.

<i>Earthquake Levy: to fund the net costs of earthquake response and rebuilding, including loan servicing costs relating to earthquake work (most notably roading) and, once those costs are covered, to build resilience reserves which can be used for current and future emergency event response and rebuilding.</i>				
Category	Differential	Factor	Rate	Amount required (including GST)
All rateable properties within the Kaikōura district	None	Fixed amount per separately used or inhabited part of a rating unit	\$40.00	\$122,440
<i>Roading Rate: to fund the net costs of upgrading and maintenance of the district bridges and roading network</i>				
Category	Differential	Factor	Rate	Amount required (including GST)
All rateable properties within the Kaikōura district	None	per dollar of rateable capital value	\$0.00053026	\$1,182,246
<i>District Planning Rate: to fund the net costs of district planning, including development of the Kaikōura District Plan.</i>				
Category	Differential	Factor	Rate	Amount required (including GST)
All rateable properties within the Kaikōura district	None	per dollar of rateable capital value	\$0.00010418	\$232,265
<i>Civic Centre charge: to fund the net costs (after lease revenues) of the museum, library and Council office building.</i>				
Category	Differential	Factor	Rate	Amount required (including GST)
All rateable properties within the Kaikōura district	None	Fixed amount per separately used or inhabited part of a rating unit	\$168.28	\$515,118

Rates on the following pages are targeted rates for specific categories of land and apply to specific services.

<i>Kaikōura Water Annual Charge: to fund the costs of the supply, treatment, upgrading and maintenance of the Kaikōura water supply, including the Suburban water scheme, as well as to partially subsidise the net costs of the Ocean Ridge, East Coast, Fernleigh, Peketa and Oaro water supplies.</i>				
Category	Differential	Factor	Rate	Amount required (including GST)
All rateable properties connected to the Kaikōura water supply.	Full charge	Fixed amount per separately used or inhabited part of a rating unit	\$478.37	\$896,471
All rateable properties situated within 100 metres of any part of the Kaikōura water supply, but not connected to the supply.	Half charge	Fixed amount per separately used or inhabited part of a rating unit	\$239.19	\$26,550
Total				\$923,021
<i>Suburban Water Charge: to contribute to the cost of the supply, treatment, upgrading and maintenance of the Kaikōura water supply.</i>				
Category	Differential	Factor	Rate	Amount required (including GST)
All rateable properties situated within the Suburban water area and connected to the Kaikōura water supply. The Suburban water area is from the Waimangarara water intake and the Kaikōura flats area including properties on Postmans Road, McInnes Road, Brunells Road, Schrodgers Road, Mt Fyffe Road, Schoolhouse Road and Red Swamp Road north of Postmans Road. Properties in this area have a different type of connection to the Kaikōura water supply in that Suburban water connections are supplied in water units regulated by a restrictor.	None	Fixed amount per water unit (1,000 litres)	\$478.37	\$23,440

Note that, for the Kaikōura water supply and the Suburban water area, certain properties are “extraordinary consumers”, such as commercial and accommodation premises, properties with a swimming pool, or rural properties using water for irrigation, for example. These properties are metered, and water meter charges apply in addition to the applicable rates above.

<i>Ocean Ridge Water Annual Charge: to fund the costs of the supply, treatment, and maintenance of the Ocean Ridge water supply.</i>				
Category	Differential	Factor	Rate	Amount required (including GST)
All rateable properties connected to the Ocean Ridge water supply.	Full charge	Fixed amount per separately used or inhabited part of a rating unit	\$478.37	\$32,051
All rateable properties situated within 100 metres of any part of the Ocean Ridge water supply, but not connected to the supply.	Half charge	Fixed amount per separately used or inhabited part of a rating unit	\$239.19	\$19,852
Total				\$51,903

<i>East Coast Rural Water Charges to fund the supply, treatment, upgrading, and maintenance of the East Coast Rural Water supply.</i>				
Category	Differential	Factor	Rate	Amount required (including GST)
All rateable properties connected to the East Coast rural water supply and outside the Clarence Village area.	1:1	Fixed amount per water unit (1,800 litres)	\$690.00	\$88,320
All rateable properties situated within the Clarence Village area, being that area from the East Coast water intake near the Clarence River to where the main rail line runs adjacent to State Highway One and incorporating all properties to the South of Clarence Valley Road and State Highway One to the Clarence River or the main rail line as applicable.	0.69:1	Fixed amount per water unit (1,800 litres)	\$478.37	\$7,176
Total				\$95,496
<p><i>A differential applies as to whether a property is connected to the Clarence Village (treated) supply or not. The rural differential is 1:1 due to the large pipe network and booster pumps required to supply water over the rural area. The village differential is 0.69:1 because (for economic reasons²), these properties are part of the Kaikōura Water Cohort and are partially subsidised by the Kaikōura water supply.</i></p>				

² There are only 15 households within the Clarence Village area, with the water being primarily used for drinking, cooking and domestic purposes (as opposed to the rural area where the water is primarily used for stock and irrigation). The cost of treating water to ensure it meets drinking water standards would make the cost per unit inequitable – and likely unaffordable – for those households.

<i>Other Rural Water Charges to fund the supply, treatment, upgrading, and maintenance of the following water supply areas.</i>			
Rate and Category	Factor	Rate	Amount required (including GST)
<u>Kincaid Rural Water Charge:</u> all rateable properties connected to the Kincaid rural water supply.	per water unit (1,000 litres per day)	\$158.29	\$101,620
<u>Oaro Rural Water Charge:</u> all rateable properties connected to the Oaro rural water supply.	per separately used or inhabited part of a rating unit	\$478.37	\$34,443
<u>Peketa Rural Water Charge:</u> all rateable properties connected to the Peketa rural water supply.	per separately used or inhabited part of a rating unit	\$478.37	\$9,089
<u>Fernleigh Rural Water Charge:</u> all rateable properties connected to the Fernleigh rural water supply	per water unit (1,000 litres per day)	\$558.47	\$175,917

A “water unit” refers to a certain water connection, generally a rural water connection, that restricts the quantity of water supplied to a property, to the quantity of litres per day as specified.

<i>Stormwater Rate: to fund the costs of stormwater disposal, loan servicing, upgrading and maintenance of the Kaikōura Stormwater scheme.</i>				
Category	Differential	Factor	Rate	Amount required (including GST)
All rateable properties within the Kaikōura urban area.	None	per dollar of rateable capital value	\$0.00005386	\$58,312

<i>Sewerage Charge: to fund the costs of sewage disposal, treatment, upgrading and maintenance of the Kaikōura sewerage (wastewater) system.</i>				
Category	Differential	Factor	Rate	Amount required (including GST)
<u>Sewerage Charge:</u> All rateable properties within the area serviced by the Kaikōura sewerage system.	Full charge	Fixed amount for the first water closet per separately used or inhabited part of a rating unit (plus a targeted rate for each additional water closet or urinal if applicable ³ , please refer to the following pages).	\$369.52	\$643,896

³ A rating unit used primarily as a residence for one household will not be treated as having more than one water closet or urinal.

<i>Sewerage Charges (continued): to fund the costs of sewage disposal, treatment, upgrading and maintenance of the Kaikōura sewerage (wastewater) system.</i>				
<u>Sewerage Additional Pan Charge:</u> All rateable properties within the area serviced by the Kaikōura sewerage system, not being either commercial or self-contained and serviced (see definition on the following page).	Half charge	One full charge for the first water closet or urinal applies, then a fixed amount for each water closet and urinal after the first, within each separately used or inhabited part of a rating unit where there are more than one water closet or urinal	\$184.76	\$4,619
<u>Sewerage Half Charge (Available):</u> All rateable properties situated within 100 metres of any part of the Kaikōura sewerage system, but not connected to the system	Half charge	Fixed amount per separately used or inhabited part of a rating unit	\$184.76	\$40,832
<u>Sewerage Charge - Self-contained & Serviced:</u> All rateable properties within the area serviced by the Kaikōura sewerage system, and used principally for short term accommodation, but limited to those properties with motel-type units, including motels, motor lodges, motor inns, motel apartments, serviced apartments and serviced holiday cottages, each of which contain a private or ensuite bathroom, with bedding, linen and cooking facilities provided, and which are serviced daily	None	One full charge for the first water closet or urinal applies, then a fixed amount for each water closet and urinal after the first within each separately used or inhabited part of a rating unit where there are more than one water closet or urinal.	\$140.00	\$51,380
<u>Sewerage Charge - Commercial:</u> All rateable properties within the Kaikōura urban area used principally for commercial and/or industrial purposes; or used as a licensed premise under the Sale of Liquor Act 1989; or used for providing short term accommodation for commercial reward, but not including rateable properties defined as Self Contained and Serviced	None	One full charge for the first water closet or urinal applies, then a fixed amount for each water closet and urinal after the first within each separately used or inhabited part of a rating unit where there are more than one water closet or urinal	\$240.00	\$65,520
Total				\$162,351

The Kerbside Recycling Charge pertains to whether a property has access to the kerbside recycling collection service. More properties may be charged the kerbside recycling charge if the service is extended over a wider area, or to more properties within the serviced area.

<i>Kerbside Recycling Charge: to fund the costs of the weekly kerbside recycling collection service.</i>				
Category	Differential	Factor	Rate	Amount required (including GST)
All rateable properties within the Kaikōura urban area, except for properties in the West End and properties defined as Commercial property.	None	Fixed amount per separately used or inhabited part of a rating unit	\$185.03	\$308,636

Commercial Rates and Charges

Commercial businesses use, and contribute to the need for, certain services that a residential household or rural property does not. The commercial rate and accommodation sector charge ensure that these types of property continue to contribute to the costs of activities and services that they benefit from.

<i>Commercial Rate: to fund the net costs of tourism and economic development, the annual grant paid to the visitor centre, and a portion of traffic control, harbour facilities and public toilets.</i>		
Category	Calculation	Amount required (including GST)
All rateable properties in the District; <ul style="list-style-type: none"> Used principally or exclusively for commercial and/or industrial purposes, (not being farmland as defined by Land Information NZ); or Used principally for visitor accommodation for commercial reward for <i>not less than five persons</i>, and for the avoidance of doubt, including any motel, hotel, motor lodge, bed and breakfast, hostel, or camping ground; or Used as licensed premises under the Sale of Liquor Act 1989. 	\$0.00239489 per dollar of rateable capital value	\$481,445
<i>Accommodation Sector Charge: to fund the net costs of tourism and economic development, the annual grant paid to the visitor centre, and a portion of traffic control, harbour facilities and public toilets.</i>		
Category	Calculation	Amount required (including GST)
All rateable properties providing accommodation for commercial reward, but not meeting the criteria of a commercial property, and for the avoidance of doubt, including any property providing short-term accommodation such as small bed & breakfasts, baches rented out as holiday homes, and other visitor accommodation such as Air B&B-style, but not including long-term rental accommodation.	\$400.00 per separately used or inhabited part of a rating unit	\$78,000

<i>Public Rubbish Bin Charge: to fund the costs of providing a public rubbish bin collection service at various locations around the District.</i>		
Category	Calculation	Amount required (including GST)
All rateable properties in the District; <ul style="list-style-type: none"> Used principally or exclusively for commercial and/or industrial purposes, (not being farmland as defined by Land Information NZ); or Used principally for visitor accommodation for commercial reward for not less than five persons, and for the avoidance of doubt, including any motel, hotel, motor lodge, bed and breakfast, hostel, camping ground or "boarding house"; or Used as licensed premises under the Sale of Liquor Act 1989. 	\$162.46 per separately used or inhabited part of a rating unit	\$38,017
<i>Registered Premises Charge: to fund the net costs of liquor licensing, food and health safety inspections, and environmental health.</i>		
Category	Calculation	Amount required (including GST)
All rateable properties undertaking a licensed activity, such as premises where alcohol is sold or consumed, food premises, camping grounds, funeral directors or hairdressers.	\$347.43 per license (liquor licence or food premises licence)	\$41,170

Please refer to the sewerage charges on page 44-45 as they pertain to certain commercial properties, and also to the water meter charges on page 49 for commercial properties that are metered.

Rating area differentials

Throughout these pages there is reference to properties within defined areas (urban, semi-rural and rural rating areas). Please refer to the definitions and map of rating areas on page 39.

These rating areas apply differentials to acknowledge that it is the properties within the urban area that benefit most from urban-type services, properties on the outskirts of the township benefit to a lesser extent, and properties further away from the town benefit least of all. Utilities services are not subject to these rates because they cover a wide area and so it is impossible to determine which rating area they are situated in.

<i>Harbour Rate: to fund 50% of the net costs of operating the harbour facilities, including South Bay and the North and Old Wharves, including loan servicing costs.</i>				
Category	Differential	Factor	Rate	Amount required (including GST)
All rateable properties within the urban area.	1:1	per dollar of rateable capital value	\$0.00004473	\$51,285
All rateable properties within the semi-rural area.	0.5:1	per dollar of rateable capital value	\$0.00002237	\$12,654
All rateable properties within the rural area.	0.25:1	per dollar of rateable capital value	\$0.00001118	\$5,784
Total				\$69,723

<i>Town Centre Rate: to fund the net costs of town centre maintenance, including cleaning and servicing the West End toilets, and the loan servicing costs of the West End upgrading loans.</i>				
Category	Differential	Factor	Rate	Amount required (including GST)
All rateable properties within the urban area.	1:1	per dollar of rateable capital value	\$0.00008497	\$97,421
All rateable properties within the semi-rural area.	0.5:1	per dollar of rateable capital value	\$0.00004249	\$24,038
All rateable properties within the rural area.	0.25:1	per dollar of rateable capital value	\$0.00002124	\$10,987
Total				\$132,446
<i>Footpath & Streetlight Rate: to fund the net costs of maintaining, upgrading and operating footpaths and streetlights, including electricity and loan servicing costs.</i>				
Category	Differential	Factor	Rate	Amount required (including GST)
All rateable properties within the urban area.	1:1	per dollar of rateable capital value	\$0.00023897	\$273,991
All rateable properties within the semi-rural area.	0.5:1	per dollar of rateable capital value	\$0.00011949	\$67,604
All rateable properties within the rural area.	0.2:1	per dollar of rateable capital value	\$0.00004779	\$24,721
Total				\$366,316

The previous pages identify each rate for the 2023/2024 financial year. Note that all amounts are GST inclusive, whereas those amounts within the Forecast Funding Impact Statement (on page 34) exclude GST.

Other Rates & Charges

Water Meter Charges

Extraordinary consumers, such as commercial properties and homes with swimming pools, and properties with more than one connection, have water meters attached to their property to measure water use. These water meters are read twice each year (in January and June), and the consumers are charged for the water they use. Charges are in addition to the water rates on the previous pages.

For water usage which exceeds 365m³ per annum, a charge of \$1.00 including GST per cubic meter applies. All properties with a meter will incur a twice-annual meter maintenance charge of \$25.00 (\$50.00 per year) to cover the costs of the meter as well as administration expenses.

Meter read date:	For the period:	Due date for payment:
1st week July	January to June	20 August 2023
1st/2nd week January	July to December	20 February 2024

Meter reading dates and the period they cover are approximate.

Rates Penalties

A 10% penalty will be added to any portion of the instalment remaining unpaid after the relevant last date for payment. However, a penalty on the first instalment will be waived if the total years rates are paid on or before 20 December (the last day for payment of instalment 2).

An additional 10% penalty will be added to all previous year's rates unpaid as at 20 July. A further additional charge of 10% will be added to any rates to which the additional penalty referred to in this paragraph is added and remains unpaid as at 20 January.

Penalties are applied no earlier than the next working day after the last date for payment, and as soon as practicable.

	For the period:	Last date for payment:
Instalment 1:	1 July 2023 to 30 September 2023	20 September 2023
Instalment 2:	1 October 2023 to 31 December 2023	20 December 2023
Instalment 3:	1 January 2024 to 31 March 2024	20 March 2024
Instalment 4:	1 April 2024 to 30 June 2024	20 June 2024

Environment Canterbury Rates

The Council acts as agent for the collection of rates for Environment Canterbury, which makes its own rates. This Annual Plan does not refer to those rates, however your rates invoice does include the rates we collect from you on behalf of Environment Canterbury.

Rates for 2023/2024

All rates are shown including GST	Rates 2022/2023 \$	Rates 2023/2024 \$	Increase / (Decrease) %
General Rate (Urban & Utilities)	0.00120434	0.00129623	7.63%
General Rate (Rural & Semi-rural)	0.00108390	0.00116661	7.63%
Uniform Annual General Charge	632.65	663.93	4.94%
Earthquake Levy	40.00	40.00	-
Roading Rate	0.00046924	0.00053026	13.01%
District Planning Rate	0.00015760	0.00010418	(33.90%)
Civic Centre Charge	151.80	168.28	10.86%
Kaikōura Water Annual Charge	437.74	478.37	9.28%
Kaikōura Water Annual Charge (Half)	218.87	239.19	9.28%
Ocean Ridge Water Annual Charge	437.74	478.37	9.28%
Ocean Ridge Water Annual Charge (Half)	218.87	239.19	9.28%
East Coast Rural Water Charge	690.00	690.00	-
East Coast Village Water Charge	437.74	478.37	9.28%
Kincaid Water Charge	147.45	158.29	7.35%
Fernleigh Water Charge	342.25	558.47	63.18%
Oaro Water Charge	437.74	478.37	9.28%
Peketa Water Charge	437.74	478.37	9.28%
Suburban Water Charge	437.74	478.37	9.28%
Water Meter Charge (per m3)	1.00	1.00	-
Water Meter Maintenance Charge ⁴	50.00	50.00	-
Sewerage Charge	350.51	369.52	5.43%
Sewerage Half Charge (Available)	175.25	184.76	5.43%
Sewerage Additional Pan Charge ⁵	175.25	184.76	5.43%
Sewerage Charge – Commercial ⁵	213.40	240.00	12.46%
Sewerage Charge – Self Contained & Serviced ⁵	123.55	140.00	13.31%
Stormwater Rate	0.00005865	0.00005386	(8.16%)
Footpath & Streetlight Rate – Urban	0.00029919	0.00023897	
Footpath & Streetlight Rate – Semi-rural	0.00014960	0.00011949	(20.13%)
Footpath & Streetlight Rate – Rural	0.00005984	0.00004779	
Town Centre Rate – Urban	0.00006923	0.00008497	
Town Centre Rate – Semi-rural	0.00003461	0.00004249	22.74%
Town Centre Rate – Rural	0.00001731	0.00002124	
Harbour Rate – Urban	0.00007776	0.00004473	
Harbour Rate – Semi-rural	0.00003888	0.00002237	(42.48%)
Harbour Rate – Rural	0.00001944	0.00001118	
Commercial Rate	0.00250973	0.00239489	(4.58%)
Accommodation Sector Charge	400.00	400.00	-
Registered Premises Charge	322.92	347.43	7.59%
Public Rubbish Bin Charge	157.52	162.46	3.14%
Kerbside Recycling Charge	178.49	185.03	3.67%

⁴ Invoiced twice a year \$25.00

⁵ For each subsequent pan where there is more than one pan

Impact of Rates on Benchmark Properties

The district rating valuation was completed as at 1 August 2021, which means that all property rates will be assessed on that valuation, plus the value of any construction work completed since that date. Changes in rating values have an impact on individual property rates beyond any changes to rates from this Annual Plan, and these changes in rating values are outside the Council's control.

Note CV stands for Capital Value; the total value of each property including land and buildings, for rating purposes. Please refer to the map on page 39 for the urban, semi-rural and rural areas, and the definitions on page 37-38 as to what is a commercial property.

		2021/2022	2022/2023	2023/2024
Urban area – Kaikōura township including Ocean Ridge and South Bay				
Residential	Change %	2.91%	4.87%	2.97%
High Value	Total rates	4,291.84	4,500.96	4,634.87
CV \$1,160,000	Change \$	121.27	209.12	133.90
Residential	Change %	3.34%	2.05%	3.56%
Medium Value	Total rates	3,456.60	3,566.56	3,693.58
CV \$760,000	Change \$	111.68	71.52	127.02
Residential	Change %	4.13%	4.98%	4.50%
Low Value	Total rates	2,551.75	2,678.87	2,799.36
CV \$380,000	Change \$	101.29	127.13	120.49
Commercial	Change %	(0.25%)	(5.51%)	0.72%
High value 30 room motel	Total rates	29,163.32	27,557.01	27,748.94
CV \$4,490,000	Change \$	(72.75)	(1,606.31)	191.94
Commercial	Change %	(0.09%)	3.88%	1.19%
Medium value 12 room motel	Total rates	11,650.13	12,101.83	12,245.35
CV \$1,785,000	Change \$	(10.07)	451.70	143.52
Commercial	Change %	1.05%	(4.66%)	0.91%
Medium Value Retail shop	Total rates	6,414.33	6,115.10	6,170.92
CV \$830,000	Change \$	66.70	(299.22)	55.82
Commercial	Change %	1.18%	9.63%	1.99%
Low Value Retail shop	Total rates	4,075.01	4,467.55	4,556.57
CV \$490,000	Change \$	47.39	392.54	89.02
Semi-rural area – including the Kaikōura flats, Peketa & Hapuku				
Farm	Change %	5.60%	(6.93%)	2.93%
High Value	Total rates	10,402.29	9,681.42	9,965.27
CV \$4,580,000	Change \$	551.43	(720.87)	283.86
Lifestyle block	Change %	5.82%	9.00%	3.61%
Medium Value	Total rates	2,495.13	2,719.61	2,817.89
CV \$980,000	Change \$	137.23	224.49	98.28
Residential	Change %	6.06%	23.09%	4.19%
Low Value	Total rates	1,376.83	1,694.68	1,765.64
CV \$450,000	Change \$	78.64	317.85	70.96

		2021/2022	2022/2023	2023/2024
Rural area – all areas beyond the Semi-rural area				
Farm	Change %	4.69%	(5.08%)	4.18%
High Value	Total rates	17,529.07	16,638.59	17,333.30
CV \$8,750,000	Change \$	785.62	(890.48)	694.70
Farm	Change %	4.79%	6.89%	4.25%
Medium Value	Total rates	8,092.57	8,650.19	9,018.10
CV \$4,330,000	Change \$	369.79	557.62	367.91
Farm	Change %	4.95%	6.17%	4.40%
Low Value	Total rates	4,232.19	4,493.33	4,691.18
CV \$2,030,000	Change \$	199.68	261.15	197.85

Rural water charges have been excluded from this table, because other properties in those areas may or may not have these charges, and the charges vary depending on which water supply the property is connected to, as well as the number of water units they may hold. All urban properties are subject to urban water charges, and these have been included in the above table where applicable.

All of the above benchmark properties have one separately used or inhabited part of a rating unit (see definitions on pages 37-38).

Water meter charges are excluded in all instances because these are charged per cubic meter of water consumed, and this will vary from property to property.

The properties in the above tables are benchmark properties used to give an indication of rates that would be assessed by properties with their stated capital value, location, and category of use. This will differ from actual rates assessed when the capital value, location, category of use, and other factors about the property are different to the benchmark property used in the table.

Council Activities

Roading

Goal: To provide a transport network for the safe and reliable movement of people and goods throughout the district, connecting communities and accessing property.

Sub-Activities

- Roads & bridges
- Footpaths & cycleways
- Streetlights

What we do and why we do it

The Council maintains 208km of local roads and 40 bridges in our district. Approximately half of our roads are sealed. Of the bridges, 32 are single lane and 6 apply weight restrictions. The New Zealand Transport Agency (NZTA) owns and maintains State Highway One, which includes Churchill Street and Beach Road (within the Kaikōura township).

The Glen Alton bridge in the Clarence Valley was destroyed during the November 2016 earthquake and is to be replaced. With rebuild costs estimated to be over \$13 million, support from Waka Kotahi (NZ Transport Agency) is essential, and that Agency has indicated it will fund 95% of the cost subject to it being to a design agreed with the Agency. The design phase of the project has commenced but actual construction will not be underway until this 2023/2024 financial year. The project has been delayed while the Council is working through issues raised by Te Rūnanga O Kaikōura and Environment Canterbury.

In the Long-Term Plan 2021-2031 (the LTP), the Council has substantially increased its investment in local roading maintenance and renewal programmes to address a backlog of road remedial work and surface resealing. This will bring our roads back to a good, safe condition. Alongside the increased capital investment, we are also ensuring our maintenance budgets are at a level sufficient to keep the roads in good condition.

This increased investment in roading will not only address the risk of the roads deteriorating, but also our roads and footpaths are maintained by local contractors, and so continuing with these programmes of work helps keep local people employed and our local economy functioning. This is vital to help sustain our

community during the COVID-19 pandemic, and we will continue to support roading projects.

Having completed a township-wide conversion of streetlights to LED in the last couple of years (except for the state highway which is owned and controlled by Waka Kotahi), there are no significant projects required for streetlighting. The Council will continue to work alongside the Kaikōura Dark Sky Working Group towards the long-term goal of making the Kaikōura district an internationally recognised Dark Sky Reserve.

What we're planning for 2023/2024

Roading renewals will be a key focus for this year, and for at least the next six years, as the Council works to address the accumulated backlog of underinvestment in road rehabilitation.

Footpaths have consistently scored very poorly in our resident satisfaction survey, and the Council has approved an accelerated programme of renewals for next 10 years to address this issue. Construction will commence in 2023, including creating footpaths of asphalt or concrete to provide safer access for elderly and others that rely on a smooth footpath.

The Infrastructure Acceleration Fund and developers from Ocean Ridge and Vicarage Views will fund the extension of road access from Ludstone Road to Ocean Ridge, including shared pathways (walking and cycling).

Major assumptions

- Waka Kotahi will continue to fund eligible roading activities at 51% or better
- The Glen Alton bridge over the Waiau-Toa Clarence River is constructed and is 95% funded by Waka Kotahi
- There are no significant flooding events during the year
- Funding for Puhi Puhi and Blue Duck Valley Road emergency works will be funded at 71% by Waka Kotahi
- The IAF project is cost neutral to Council, and is completed per forecast timeframes.

Funding Impact Statement: Rooding

For the year ended 30 June

	Long-Term Plan 2022/2023 \$000's	Long-Term Plan 2023/2024 \$000's	Annual Plan 2023/2024 \$000's
Sources of operating funding			
General rates, UAGCs, rates penalties	-	-	-
Targeted rates	1,315	1,387	1,453
Subsidies & grants for operating purposes	514	528	534
Fees and charges	-	-	-
Internal charges and overheads recovered	-	-	-
Fuel tax, fines, infringement fees & other	39	40	43
Total operating funding (A)	1,867	1,955	2,030
Applications of operating funding			
Payments to staff and suppliers	1,186	1,221	1,371
Finance costs	44	81	127
Internal charges and overheads applied	132	138	152
Other operating funding applications	-	-	-
Total applications of operating funding (B)	1,362	1,441	1,650
Surplus/(deficit) of operating funding (A-B)	505	514	380
Sources of capital funding			
Subsidies & grants for capital expenditure	5,308	5,457	12,829
Development and financial contributions	6	6	6
Increase/(decrease) in debt	651	772	965
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
Total sources of capital funding (C)	5,966	6,235	13,800
Application of capital funding			
Capital expenditure			
- To meet additional demand	-	-	6,995
- To improve the level of service	257	264	400
- To replace existing assets	6,214	6,485	7,578
Increase/(decrease) in reserves	-	-	(793)
Increase/(decrease) in investments	-	-	-
Total applications of capital funding (D)	6,471	6,750	14,180
Surplus/(deficit) of capital funding (C-D)	(505)	(514)	(380)
Funding balance ((A-B) + (C-D))	-	-	-

Water supplies

Goal: To provide clean potable water for our communities in the Kaikōura district

Sub-Activities

- Kaikōura Urban water supply (now includes the former Suburban water supply),
- Ocean Ridge water supply,
- East Coast rural & village water supply,
- Kincaid rural water supply,
- Fernleigh rural water supply,
- Oaro rural water supply,
- Peketa rural water supply.

What we do and why we do it

Treating, storing, testing, and distributing water is a major part of the Council's core business because human health and disease prevention, tourism and other industries rely on having a safe and reliable water supply.

The Council aims to supply water reliably and efficiently to residents and businesses, while also ensuring ecological, recreational, and cultural values are recognised and enhanced.

The Government is currently undertaking a review of the way water services are delivered across the country. New levels of service for drinking water have been introduced and changes to the ownership and management of these water supplies are proposed, for implementation by not later than June 2026.

What we're planning for 2023/2024

With several significant changes and improvements to water supplies implemented in recent years, Council's

water supplies are now functioning well, consistently providing water that is safe to drink. All the boil water notices that had previously been in place have now been lifted, and the pipes and other assets that make up the water supplies are considered to generally be in good condition, with relatively little renewal required.

The most significant works targeted for the 2023/24 year are improvement to the Kincaid water supply intended to address the current inability of the treatment process to operate effectively when the Waimangarara Stream source is discoloured after heavy rain, which has potential to result in extended interruptions to water supply.

Another aspect requiring attention is proper setting, recording, and charging in respect of flow restrictors on the 'trickle feed' rural water supplies. Over time change have occurred to restrictors which have in some cases compromised fairness and equity for customers of the schemes, and there is a need for these issues to be remedied

Major assumptions

- The Government's Three-Waters Reform does not significantly affect service delivery or the structure of water ownership during this 2023/2024 year
- Water assets perform to their expected remaining useful lives as identified in the Council's asset management plans

Funding Impact Statement: Water Supplies

For the year ended 30 June

	Long-Term Plan 2022/2023 \$000's	Long-Term Plan 2023/2024 \$000's	Annual Plan 2023/2024 \$000's
Sources of operating funding			
General rates, UAGCs, rates penalties	-	-	-
Targeted rates	1,417	1,454	1,370
Subsidies & grants for operating purposes	-	-	-
Fees and charges	8	8	8
Internal charges and overheads recovered	-	-	-
Fuel tax, fines, infringement fees & other	-	-	-
Total operating funding (A)	1,425	1,462	1,378
Applications of operating funding			
Payments to staff and suppliers	794	816	974
Finance costs	-	2	-
Internal charges and overheads applied	421	439	437
Other operating funding applications	-	-	-
Total applications of operating funding (B)	1,215	1,257	1,412
Surplus/(deficit) of operating funding (A-B)	210	205	(34)
Sources of capital funding			
Subsidies & grants for capital expenditure	-	-	-
Development and financial contributions	10	10	10
Increase/(decrease) in debt	(2)	102	-
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
Total sources of capital funding (C)	8	113	10
Application of capital funding			
Capital expenditure			
- To meet additional demand	-	-	-
- To improve the level of service	-	-	140
- To replace existing assets	21	521	206
Increase/(decrease) in reserves	196	(204)	(370)
Increase/(decrease) in investments	-	-	-
Total applications of capital funding (D)	218	317	(24)
Surplus/(deficit) of capital funding (C-D)	(210)	(205)	34
Funding balance ((A-B) + (C-D))	-	-	-

Wastewater

Goal: To provide a reticulated sewerage network and treatment facilities which meet environmental standards.

Sub-Activities

- Kaikōura wastewater network
- Koura Bay wastewater network (pending)
- Stock effluent facilities

Note the terms “wastewater” and “sewerage” are used interchangeably throughout this Annual Plan and other Council documents.

What we do and why we do it

The Council operates a wastewater (sewer) network that services the Kaikōura township including South Bay, and Ocean Ridge.

The systems include 63km of reticulation, 10 major pump stations, 33 smaller (pressure sewer) pump stations, various odour control units and the treatment and effluent disposal facility off Old Beach Road.

The system can cope with a peak demand equivalent to 10,000 people, so has ample capacity to serve our community for the foreseeable future.

The Council also operates a stock truck effluent disposal point at the Inland Road/SH1 intersection.

What we’re planning for 2023/2024

The only planned capital work of note is some minor replacements or repairs to reticulation in the Avoca St/Esplanade area and the corrosion protection of a pump station.

Continuing efforts will be made to identify and reduce sources of stormwater infiltration into sewers and to implement the provisions of KDC’s Trade Waste Bylaw to control the discharge of difficult to treat effluent into the sewer system.

There is also a need to address some recently identified issues of non-compliance in respect of the resource consents for this activity.

Major assumptions

- The Government’s Three-Waters Reform does not significantly affect service delivery or the structure of wastewater ownership during this 2023/2024 year
- Wastewater assets perform to their expected remaining useful lives as identified in the Council’s asset management plans
- Resource consent compliance issues do not necessitate substantial additional expenditure

Funding Impact Statement: Wastewater

For the year ended 30 June

	Long-Term Plan 2022/2023 \$000's	Long-Term Plan 2023/2024 \$000's	Annual Plan 2023/2024 \$000's
Sources of operating funding			
General rates, UAGCs, rates penalties	8	9	9
Targeted rates	627	646	701
Subsidies & grants for operating purposes	15	15	18
Fees and charges	21	21	24
Internal charges and overheads recovered	-	-	-
Fuel tax, fines, infringement fees & other	-	-	-
Total operating funding (A)	671	691	752
Applications of operating funding			
Payments to staff and suppliers	412	421	452
Finance costs	-	-	-
Internal charges and overheads applied	259	271	315
Other operating funding applications	-	-	-
Total applications of operating funding (B)	671	691	767
Surplus/(deficit) of operating funding (A-B)	-	-	(15)
Sources of capital funding			
Subsidies & grants for capital expenditure	-	-	-
Development and financial contributions	16	16	15
Increase/(decrease) in debt	-	-	-
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
Total sources of capital funding (C)	16	16	15
Application of capital funding			
Capital expenditure			
- To meet additional demand	-	-	-
- To improve the level of service	-	-	-
- To replace existing assets	79	25	179
Increase/(decrease) in reserves	(63)	(9)	(179)
Increase/(decrease) in investments	-	-	-
Total applications of capital funding (D)	16	16	-
Surplus/(deficit) of capital funding (C-D)	-	-	15
Funding balance ((A-B) + (C-D))	-	-	-

Stormwater

Goal: To provide a reticulated urban stormwater network to prevent surface flooding causing harm to residents and their property.

Sub-Activities

- Stormwater collection
- Stormwater disposal

What we do and why we do it

The stormwater network includes pipes, open channels, overland flow paths, swale drains and wetland systems, within the Kaikōura township including South Bay and Ocean Ridge.

Stormwater is part of the Council's core activities because it prevents water from accumulating in low lying areas and potentially causing harm to people or damage to buildings, properties, or the environment.

What we're planning for 2023/2024

Our service provider, IWK, undertakes a planned programme of work to ensure the stormwater system is functioning well and kept clear of debris ready for heavy rain events.

The stormwater network is generally in a sound condition and no significant capital works are currently planned for the 2023/24 year.

Work will however be required during the year to update and achieve compliance with the global resource consent for discharge of stormwater from the network.

Major Assumptions

- The Government's Three-Waters Reform does not significantly affect service delivery or the structure of stormwater ownership during this 2023/2024 year
- Wastewater assets perform to their expected remaining useful lives as identified in the Council's asset management plans
- The achievement of compliance with resource consent conditions does not require substantial additional expenditure

Funding Impact Statement: Stormwater

For the year ended 30 June

	Long-Term Plan 2022/2023 \$000's	Long-Term Plan 2023/2024 \$000's	Annual Plan 2023/2024 \$000's
Sources of operating funding			
General rates, UAGCs, rates penalties	-	-	-
Targeted rates	114	118	51
Subsidies & grants for operating purposes	-	-	-
Fees and charges	1	1	2
Internal charges and overheads recovered	-	-	-
Fuel tax, fines, infringement fees & other	-	-	-
Total operating funding (A)	114	119	53
Applications of operating funding			
Payments to staff and suppliers	34	35	49
Finance costs	-	-	-
Internal charges and overheads applied	85	88	49
Other operating funding applications	-	-	-
Total applications of operating funding (B)	119	123	98
Surplus/(deficit) of operating funding (A-B)	(5)	(5)	(45)
Sources of capital funding			
Subsidies & grants for capital expenditure	-	-	-
Development and financial contributions	5	5	5
Increase/(decrease) in debt	-	-	-
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
Total sources of capital funding (C)	5	5	5
Application of capital funding			
Capital expenditure			
- To meet additional demand	-	-	-
- To improve the level of service	-	-	-
- To replace existing assets	-	-	-
Increase/(decrease) in reserves	-	-	(40)
Increase/(decrease) in investments	-	-	-
Total applications of capital funding (D)	-	-	(40)
Surplus/(deficit) of capital funding (C-D)	5	5	45
Funding balance ((A-B) + (C-D))	-	-	-

Refuse & Recycling

Goal: Our community has effective, efficient, and affordable means of managing solid waste.

Sub-Activities

- Refuse disposal
- Recycling & waste diversion

What we do and why we do it

The Council, through our contracted service provider Innovative Waste Kaikōura Ltd (IWK), operates a Resource Recovery Centre (RRC) in Kaikōura that offers services for the disposal of refuse and hazardous wastes and the recovery, recycling or re-use of green waste and a range of other materials or items.

Through IWK we also provide street litter bins and kerbside collection services in the urban area for domestic rubbish, household recycling and organic food waste. Three collection points for recycling are also provided in the rural areas.

The Kaikōura Landfill ceased operation in 2022 and collected refuse is now transported to the Kate Valley Landfill near Waipara for disposal.

The resource recovery centre and landfill are being reconfigured to operate as a refuse transfer station, with work currently nearing completion. Once reconfiguration of the site is complete, the remaining areas of the landfill will be capped and closed.

What we're planning for 2023/2024

The focus will be on finishing the reconfiguration of the RRC, adapting operating practices to the new site and planning and commencing the final closure of the landfill. A specialist consultant has been engaged to prepare a plan for this closure, which will need to be approved by Environment Canterbury (ECan).

Work will also be undertaken to address issues of non-compliance in respect of resource consents for the RRC/landfill site that have recently been identified by ECan. Some of this work is expected to be integrated with the landfill closure, but depending on the expectations of ECan regarding timing, some may need to be conducted in advance.

Major assumptions

- Upon closure of the landfill, the full cost of disposal of refuse is met from user pays charges.
- That the requirements and costs of completing the site reconfiguration and landfill closure are in line with expectations.
- That works required to address resource consent non-compliance can largely be integrated with RRC reconfiguration and landfill closure.
- That forthcoming legislation on mandatory recycling does not result in significant additional costs being imposed on ratepayers.

Funding Impact Statement: Refuse & Recycling

For the year ended 30 June

	Long-Term Plan 2022/2023 \$000's	Long-Term Plan 2023/2024 \$000's	Annual Plan 2023/2024 \$000's
Sources of operating funding			
General rates, UAGCs, rates penalties	241	238	260
Targeted rates	255	262	301
Subsidies & grants for operating purposes	-	-	-
Fees and charges	92	94	70
Internal charges and overheads recovered	-	-	-
Fuel tax, fines, infringement fees & other	31	52	51
Total operating funding (A)	618	646	682
Applications of operating funding			
Payments to staff and suppliers	388	365	428
Finance costs	13	31	41
Internal charges and overheads applied	183	191	154
Other operating funding applications	-	-	-
Total applications of operating funding (B)	584	587	623
Surplus/(deficit) of operating funding (A-B)	34	59	59
Sources of capital funding			
Subsidies & grants for capital expenditure	-	-	-
Development and financial contributions	-	-	-
Increase/(decrease) in debt	(77)	1,136	529
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
Total sources of capital funding (C)	(77)	1,136	529
Application of capital funding			
Capital expenditure			
- To meet additional demand	-	-	-
- To improve the level of service	-	-	750
- To replace existing assets	-	1,358	-
Increase/(decrease) in reserves	(43)	(163)	(162)
Increase/(decrease) in investments	-	-	-
Total applications of capital funding (D)	(43)	1,195	588
Surplus/(deficit) of capital funding (C-D)	(34)	(59)	(59)
Funding balance ((A-B) + (C-D))	-	-	-

Facilities

Goal: to provide fit for purpose facilities which meet a broad range of community social and recreational needs, and which are not provided by central government and cannot be readily provided by the private sector.

Sub-Activities

- Parks & reserves
 - Cemetery
 - Playgrounds
 - Public toilets
 - Recreational & coastal reserves
 - Sports fields
 - Town centre
 - Walkways
- Property
 - Civic centre
 - Community halls
 - Housing for the elderly
 - Wakatu Quay development
- Airport
- Harbour & wharves

What we do and why we do it

Our community amenities help provide for the health, wellbeing, social, educational, recreational, leisure and cultural needs of the community as well as providing an important role in the development of a vibrant town by creating a sense of place and providing opportunities for people to meet and interact socially.

Community facilities help to define how we live, work and play. In many ways, the condition of community facilities reflects our quality of life. Clean and well-maintained buildings, peaceful open spaces and aesthetically pleasing parks and playgrounds enable us to come together, interact, keep fit, relax, or play sports.

We want to provide facilities that are safe, welcoming, attractive and culturally appropriate. Equally important is ensuring facilities are affordable to operate and access on an ongoing basis.

What we're planning for 2023/2024

The Link Pathway, funded by the Provincial Growth Fund (PGF), will transform the way we enjoy the peninsula coastline. The Link Pathway will provide walking and cycling access from the West End to the Point Kean seal colony, up to the peninsula lookout. The project has already commenced, and due to the complexities, we aim to have it completed by June 2025.

The Wakatu Quay project is ongoing as the Council seeks either another funding partner (the first partner having withdrawn their interest due to the economic climate and their other project priorities). The Council has signalled its commitment to Kanoa (PGF) to secure the \$10.88 million in funding for the project.

Other projects of note are the replacement of the West End toilet block, and the construction of new toilets in Churchill Park and the Northern entrance to the township. We will continue to refurbish the housing for the elderly units on Torquay St, and complete repairs to the amphitheatre.

Major assumptions

- There are no new legal requirements that impose greater obligations on the Council in respect of these activities
- All the major buildings associated with this activity remain under the control and ownership of the Council and do not require very major renewal or repair works during the year.
- Funding for the Link Pathway, Wakatu Quay, and Better Off Funding projects is received as and when the projects progress, and the projects are completed in the forecast timeframes.

Funding Impact Statement: Facilities

For the year ended 30 June

	Long-Term Plan 2022/2023 \$000's	Long-Term Plan 2023/2024 \$000's	Annual Plan 2023/2024 \$000's
Sources of operating funding			
General rates, UAGCs, rates penalties	860	855	939
Targeted rates	657	617	747
Subsidies & grants for operating purposes	86	86	643
Fees and charges	629	870	695
Internal charges and overheads recovered	127	127	127
Fuel tax, fines, infringement fees & other	-	-	-
Total operating funding (A)	2,359	2,555	3,151
Applications of operating funding			
Payments to staff and suppliers	1,309	1,461	1,958
Finance costs	64	86	129
Internal charges and overheads applied	646	674	813
Other operating funding applications	-	-	-
Total applications of operating funding (B)	2,019	2,222	2,900
Surplus/(deficit) of operating funding (A-B)	340	333	251
Sources of capital funding			
Subsidies & grants for capital expenditure	7,019	-	5,751
Development and financial contributions	8	8	8
Increase/(decrease) in debt	(186)	(228)	(210)
Gross proceeds from sale of assets	-	-	150
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
Total sources of capital funding (C)	6,841	(220)	5,699
Application of capital funding			
Capital expenditure			
- To meet additional demand	7,227	-	5,271
- To improve the level of service	15	-	1,000
- To replace existing assets	119	266	242
Increase/(decrease) in reserves	(180)	(153)	(563)
Increase/(decrease) in investments	-	-	-
Total applications of capital funding (D)	7,181	113	5,950
Surplus/(deficit) of capital funding (C-D)	(340)	(333)	(251)
Funding balance ((A-B) + (C-D))	-	-	-

Leadership & governance

Goal: to provide leadership to the community and have in place a system of representation which is open and transparent. We engage with, and inform our community, and give opportunities for participation in the democratic process and decision making. We provide accountable stewardship of the Council's assets and resources.

Sub-Activities

- Mayor & Councillors
- Office of the Chief Executive
- Support Services
- Communications & Engagement

What we do and why we do it

The Kaikōura district is governed by the Council consisting of one Mayor and seven councillors, each elected at large (which means each of these elected members represent the entire district, there are no separate wards based on geographic area).

The Council's aim is to provide an effective and fit for purpose system of governance and democratic local decision making that facilitates the involvement of the community, residents and ratepayers and mana whenua.

The CEO and Council staff provide advice to the elected members, provide support and corporate functions (such as Finance, IT, and Communications), manage Council assets, and meet our health and safety obligations and legal responsibilities.

The Council recognises Te Rūnanga O Kaikōura as our iwi partner.

What we're planning for 2023/2024

The Council plans to undertake a representation review which addresses the total number of councillors there should be for the district and the way they are elected. The review involves deciding whether councillors are elected from wards or at large, as well as whether there

should be community boards and if so, each board's boundary, purpose, and membership arrangements.

During 2023/2024 the Council will be developing its Long-Term Plan for the ten years 2024-2034. With the currently known changes to the government's Three-Waters reform, the actual date that the transition takes place is expected to be 1 July 2026, which is the third year of the next Long-Term Plan. This means there will be two years of "three-waters in" and the remaining years of the Long-Term Plan will be developed on the assumption that three-waters are not activities provided by the Council.

The Council has initiated a rating review, which means it is deliberating over each activity the Council provides and who benefits from that activity, to then determine how much of the activity should be funded from rates versus other revenue sources, and how those rates should be levied (i.e., general rates or targeted rates). Community views on the rating review will be sought late 2023, to then inform the financial modelling for the Long-Term Plan taking effect 1 July 2024.

Major assumptions

- There are no significant changes to the form, functions, or funding of local government because of reforms currently being considered by central government, for the 2023/2024 year.
- The Council can attract and retain suitably qualified staff
- The relationship with Te Rūnanga o Kaikōura continues to flourish

Funding Impact Statement: Leadership & Governance

For the year ended 30 June

	Long-Term Plan 2022/2023 \$000's	Long-Term Plan 2023/2024 \$000's	Annual Plan 2023/2024 \$000's
Sources of operating funding			
General rates, UAGCs, rates penalties	1,291	1,284	1,302
Targeted rates	-	-	-
Subsidies & grants for operating purposes	-	-	40
Fees and charges	53	38	46
Internal charges and overheads recovered	2,381	2,493	2,506
Fuel tax, fines, infringement fees & other	-	-	-
Total operating funding (A)	3,724	3,815	3,894
Applications of operating funding			
Payments to staff and suppliers	3,317	3,386	3,525
Finance costs	-	3	-
Internal charges and overheads applied	371	384	348
Other operating funding applications	-	-	-
Total applications of operating funding (B)	3,688	3,772	3,873
Surplus/(deficit) of operating funding (A-B)	36	43	21
Sources of capital funding			
Subsidies & grants for capital expenditure	-	-	-
Development and financial contributions	-	-	-
Increase/(decrease) in debt	-	220	-
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
Total sources of capital funding (C)	-	220	-
Application of capital funding			
Capital expenditure			
- To meet additional demand	-	-	-
- To improve the level of service	-	-	-
- To replace existing assets	96	323	89
Increase/(decrease) in reserves	(60)	(60)	(68)
Increase/(decrease) in investments	-	-	-
Total applications of capital funding (D)	36	263	21
Surplus/(deficit) of capital funding (C-D)	(36)	(43)	(21)
Funding balance ((A-B) + (C-D))	-	-	-

Building & regulatory

Goal: To protect public health and safety by ensuring compliance with legislation and local bylaws. Delivering assurance by ensuring the decisions made are fair, sound and protect the Council and ratepayers.

Sub-Activities

- Building control
- Statutory planning
- Food premises & environmental health
- Parking & traffic control
- Dog & stock control
- Liquor licensing
- Other TA Regulatory functions

What we do and why we do it

Building and regulatory services ensure that rules and regulations are adhered to, especially in the areas affecting public health and safety. It involves assessing and processing building and resource consent applications, inspecting buildings under construction, ensuring compliance with legislation relating to food premises, sale of liquor, and animal control. We also provide a responsive and efficient resource consent service that observes planning rules.

What we're planning for 2023/2024

As a NZ Territorial Authority (TA) the Kaikōura District Council has legislative obligations to ensure that:

- Building Act requirements are met
- Land use and subdivision consents are assessed against applicable standards
- All dogs are registered
- Dogs and stock are adequately controlled

- Premises that prepare and sell food are registered and inspected
- Premises that sell alcohol are licensed and inspected
- Noise complaints and other environmental nuisances are responded to appropriately
- Advice and guidance on building and regulatory matters is available to members of the public
- Responsible Camping is monitored and controlled throughout the district
- Commercial premises are audited for Building Warrant of Fitness
- Earthquake Prone Buildings are identified
- Resource Consent conditions are checked
- Illegal building work is investigated, and action taken as necessary
- Swimming pools are inspected

Major assumptions

- The legislation relating to natural and built environments, strategic planning and climate change adaptation will not have effect during the 2023/2024 year
- The Council can make progress towards internal employment of Building Control Officers
- Building activity remains at similar levels to that of 2022/2023.
- Subdivision activity remains at similar levels to that of 2022/2023.

Funding Impact Statement: Building & regulatory

For the year ended 30 June

	Long-Term Plan 2022/2023 \$000's	Long-Term Plan 2023/2024 \$000's	Annual Plan 2023/2024 \$000's
Sources of operating funding			
General rates, UAGCs, rates penalties	480	529	518
Targeted rates	68	64	147
Subsidies & grants for operating purposes	-	-	62
Fees and charges	765	769	820
Internal charges and overheads recovered	-	-	-
Fuel tax, fines, infringement fees & other	21	21	20
Total operating funding (A)	1,334	1,383	1,567
Applications of operating funding			
Payments to staff and suppliers	1,064	1,098	1,344
Finance costs	-	-	-
Internal charges and overheads applied	321	335	344
Other operating funding applications	-	-	-
Total applications of operating funding (B)	1,385	1,433	1,688
Surplus/(deficit) of operating funding (A-B)	(52)	(50)	(121)
Sources of capital funding			
Subsidies & grants for capital expenditure	-	-	-
Development and financial contributions	-	-	-
Increase/(decrease) in debt	-	-	-
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
Total sources of capital funding (C)	-	-	-
Application of capital funding			
Capital expenditure			
- To meet additional demand	-	-	-
- To improve the level of service	-	-	-
- To replace existing assets	-	-	-
Increase/(decrease) in reserves	(52)	(50)	(121)
Increase/(decrease) in investments	-	-	-
Total applications of capital funding (D)	(52)	(50)	(121)
Surplus/(deficit) of capital funding (C-D)	52	50	121
Funding balance ((A-B) + (C-D))	-	-	-

Community & customer services

Goal: we are committed to putting our community first and will consolidate processes where residents come together to take collective action generating solutions to common problems.

Sub-Activities

- Customer services
- Community development
- Emergency management
- Community grants, events & fundraising
- Youth development
- Kaikōura District Library

What we do and why we do it

Community and customer service activities support a welcoming and proactive face of Council. It also supports the health, wellbeing, growth and development of the Kaikōura community. These services prepare the community for disasters, access information and funding on behalf of groups and individuals, provide library services and connect community groups, NGO's and national agencies with each other and those they support.

What we're planning for 2023/2024

The emphasis for this financial year is supporting the Kaikōura community through the help and advice of our community development officers, working collaboratively with community groups and government agencies to move Kaikōura forward.

We further aim to provide professional effective and efficient customer services, with capacity to respond to any issues that present themselves.

We are continuing to migrate our current records to a new records management system, which involves much scanning and updating files to new naming protocols,

establishing a professional electronic data records management system that complies with the Public Records Act. More work and cost will be required in this area.

We continue to work towards having a modern library as the heart of the community - not just a place for self-improvement from childhood to old age, but also a space with equal consideration to a proactive, constantly evolving participatory space with traditional library services.

Emergency management is a key function of the Council, and we are continually training and participating in mock exercises alongside local emergency services (Police, Fire & Emergency, St Johns, and Red Cross, etc), to keep up to date with evolving emergency management systems and in a state of preparedness for any event.

Major assumptions

- No major natural hazard events will occur in the next three years. Statistically, the odds of a major natural hazard event are very low while the consequences of a major event are high.
- Council services are not adversely impacted by a natural disaster and our team is able to support the community as planned.
- Community grants, events and fundraising activities continue at levels similar to that of 2022/2023, such as Mayor's Taskforce for Jobs, enabling planned community support to continue.

Funding Impact Statement: Community & customer services

For the year ended 30 June

	Long-Term Plan 2022/2023 \$000's	Long-Term Plan 2023/2024 \$000's	Annual Plan 2023/2024 \$000's
Sources of operating funding			
General rates, UAGCs, rates penalties	887	909	970
Targeted rates	10	10	-
Subsidies & grants for operating purposes	30	28	557
Fees and charges	23	18	25
Internal charges and overheads recovered	222	225	311
Fuel tax, fines, infringement fees & other	-	-	-
Total operating funding (A)	1,172	1,190	1,863
Applications of operating funding			
Payments to staff and suppliers	922	930	1,639
Finance costs	12	16	25
Internal charges and overheads applied	187	193	204
Other operating funding applications	-	-	-
Total applications of operating funding (B)	1,121	1,139	1,867
Surplus/(deficit) of operating funding (A-B)	51	50	(4)
Sources of capital funding			
Subsidies & grants for capital expenditure	-	-	-
Development and financial contributions	-	-	-
Increase/(decrease) in debt	(19)	(17)	(14)
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
Total sources of capital funding (C)	(19)	(17)	(14)
Application of capital funding			
Capital expenditure			
- To meet additional demand	-	-	-
- To improve the level of service	-	-	-
- To replace existing assets	33	33	32
Increase/(decrease) in reserves	-	-	(50)
Increase/(decrease) in investments	-	-	-
Total applications of capital funding (D)	33	33	(18)
Surplus/(deficit) of capital funding (C-D)	(51)	(50)	4
Funding balance ((A-B) + (C-D))	-	-	-

District development

Goal: to enable the district to progress, while ensuring that the natural and physical environment is sustainably managed. This includes attracting investment, enhancing economic diversification, creating awareness of natural hazards, and providing for sustainable tourism opportunities.

Sub-Activities:

- District planning
- Environmental planning
- Economic development
- Tourism & marketing

What we do and why we do it

The Kaikōura District Plan sets strategic direction for how and where development should occur, provides standards for development, and identifies where resource consents are required, whilst seeking to manage the environment, in accordance with the Resource Management Act (the RMA).

The Council plays a role in supporting and promoting economic development for the district. Whilst tourism, directly and indirectly, is the major contributor to Kaikōura's GDP, all businesses and activities contribute to the district's economy and employment.

What we're planning for 2023/2024

We will continue a rolling review of the Kaikōura District Plan that results in a progressive plan that reflects the expectations of our community, while protecting and enhancing our unique biodiversity. Given Resource Management reform the rolling review has been paused to enable our community to better prepare for future Government direction.

We know the Resource Management Act will be replaced with three new pieces of legislation being the Natural Built Environments Act, Spatial Planning Act and Climate Adaptation Act.

The Council is currently developing a Spatial Plan to ensure our community direction is well established. The development of the Spatial Plan will continue into the 2023/24 financial year. Once completed we will be better placed to assess our District Plan review and prioritise what is important over the next 5 years. In

2022/2023 we completed the Natural Hazards Chapter which is now operative.

We will also continue to provide a friendly and helpful service, keep abreast of pending changes to planning legislation and will ensure that planning standards and guidelines set down in regulations are met.

The Council provides ecological support to landowners and works in partnership with landowners, our community, and Environment Canterbury, to achieve the best environmental outcomes for the district.

Kaikōura is a unique community that values a vital, diverse, well-structured district economy, based on best practice and innovative environmental management that attracts values-based investment. The Council supports economic and environmental projects and events that align with our values and promote Kaikōura as a leader in innovative solutions that strengthen our Kaikōura brand.

The Council also supports Destination Kaikōura to promote the Kaikōura district offerings to international and domestic markets.

Major assumptions

- The Resource Management Reforms proceed as outlined by the Bills introduced into Parliament in November 2022
- The District Plan review progresses as per the review Road Map
- The significant changes that have been signalled for Resource Management legislation do not result in significant costs or direction for the Council or the district.
- The Council continues to work in partnership with Environment Canterbury for planning services.
- The Council does not move to a full E-plan format for the District Plan.
- COVID-19 will continue to affect the economy, with overseas visitors returning in line with predictions from the Ministry of Tourism.
- The Council continues to support Destination Kaikōura at similar levels to 2022/2023.

Funding Impact Statement: District development

For the year ended 30 June

	Long-Term Plan 2022/2023 \$000's	Long-Term Plan 2023/2024 \$000's	Annual Plan 2023/2024 \$000's
Sources of operating funding			
General rates, UAGCs, rates penalties	166	168	160
Targeted rates	501	516	454
Subsidies & grants for operating purposes	-	-	50
Fees and charges	-	-	45
Internal charges and overheads recovered	-	-	-
Fuel tax, fines, infringement fees & other	-	-	-
Total operating funding (A)	337	684	709
Applications of operating funding			
Payments to staff and suppliers	721	733	730
Finance costs	1	6	4
Internal charges and overheads applied	125	131	129
Other operating funding applications	-	-	-
Total applications of operating funding (B)	847	870	864
Surplus/(deficit) of operating funding (A-B)	(180)	(186)	(155)
Sources of capital funding			
Subsidies & grants for capital expenditure	-	-	-
Development and financial contributions	-	-	-
Increase/(decrease) in debt	155	186	155
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
Total sources of capital funding (C)	155	186	155
Application of capital funding			
Capital expenditure			
- To meet additional demand	-	-	-
- To improve the level of service	-	-	-
- To replace existing assets	-	-	-
Increase/(decrease) in reserves	(25)	-	-
Increase/(decrease) in investments	-	-	-
Total applications of capital funding (D)	(25)	-	-
Surplus/(deficit) of capital funding (C-D)	180	186	155
Funding balance ((A-B) + (C-D))	-	-	-

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“Moving Kaikōura forward”



KAIKŌURA
DISTRICT COUNCIL

Report to:	Council
Date:	28 June 2023
Subject:	Setting the rates for the Financial Year commencing 1 July 2023
Prepared by:	S Poulsen - Finance Manager
Input sought from:	P Kearney - Senior Manager Corporate Services
Authorised by:	W Doughty - Chief Executive Officer

1. PURPOSE

The purpose of this report is for the Council to set the rates for the year commencing 1 July 2023 and ending 30 June 2024, as stated in the Annual Plan 2023/2024 which was adopted earlier today.

2. RECOMMENDATION:

It is recommended that the Council:

- a) **Receives** this report, and
- b) **Sets the rates and charges as set out in Part 3 of this report** under the Local Government Act 2002 and the Local Government (Rating) Act 2002, on rating units in the Kaikōura District for the financial year commencing on 1 July 2023 and ending on 30 June 2024, and
- c) **Approves** the due dates for the payment of rates as:
 - 20 September 2023, for instalment 1 from 1 July 2023 to 30 September 2023, and
 - 20 December 2023, for instalment 2 from 1 October 2023 to 31 December 2023, and
 - 20 March 2024, for instalment 3 from 1 January 2024 to 31 March 2024, and
 - 20 June 2024, for instalment 4 from 1 April 2024 to 30 June 2024, and
- d) **Approves** the due dates for the payment of volumetric water meter charges as:
 - 20 August 2023, for water meter invoices covering the period January to June 2023, and
 - 20 February 2024, for water meter invoices covering the period July to December 2023, and
- e) **Approves** that a 10% penalty will be added to any portion of the rates instalment remaining unpaid after the relevant due date for payment. However, a penalty on the first instalment will be waived if the total years rates are paid on or before 20 December (the due date for payment of instalment 2). An additional 10% penalty will be added to all previous year's rates unpaid as at 20 July and 20 January (up to 20% per annum in total). Penalties are applied no earlier than the next working day after the due date for payment, and as soon as practicable. Penalties do not apply to volumetric water meter charges.

3. THE RATES AND CHARGES FOR THE 2023/2024 FINANCIAL YEAR

3.1 Definitions

The schedule of rates and charges refer to several categories of property, and several types of rates. The following definitions determine which rates apply to certain property.

3.1.1 Commercial property

All rateable properties in the District;

- Used principally or exclusively for commercial and/or industrial purposes, (not being farmland as defined by Land Information NZ); or
- Used principally for visitor accommodation for commercial reward for **not less than five persons**, and for the avoidance of doubt, including any motel, hotel, motor lodge, bed and breakfast, hostel, or camping ground; or
- Used as licensed premises under the Sale and Supply of Alcohol Act 2012.

3.1.2 General rate

The general rate is a rate set for all rateable properties within the district and is based on the property's capital value. The Council introduced a differential of 0.9:1 on the general rate for rural and semi-rural properties. The objective of the differential rate is to acknowledge that rural and semi-rural properties are predominantly farmland with high capital values (in comparison with their urban counterparts) but that their capital value does not necessarily reflect the services they receive or have access to.

3.1.3 Self-contained and serviced

All rateable properties within the area serviced by the Kaikōura wastewater system, and used principally for short term accommodation, but limited to those properties with motel-type units, including motels, motor lodges, motor inns, motel apartments, serviced apartments and serviced holiday cottages, each of which contain a private or ensuite bathroom, with bedding, linen and cooking facilities provided, and which are serviced daily.

3.1.4 Separately used or inhabited part of a rating unit

A "separately used or inhabited part of a rating unit" is defined as:

- *Any portion of a rating unit used or inhabited by any person, other than the ratepayer or member of the ratepayer's household, having a right to use or inhabit that portion by virtue of a tenancy, lease, license or other agreement, or*
- *Any part or parts of a rating unit that is/are used or occupied by the ratepayer for more than one single use.*

For clarification, this means that each flat within a block of flats, or each shop within a block of shops, for example, would be rated a uniform annual general charge. The same would apply to a farm with more than one dwelling (i.e. worker accommodation), or a residential property with a separate fully self-contained unit available for visitor accommodation. The separately inhabited part of a rating unit may be part of a larger structure containing multiple parts but is separate by virtue of being self-contained and having separate external access.

3.1.5 Small accommodation property

All rateable properties providing short-term accommodation for commercial reward, but not meeting the criteria of a commercial property. For the avoidance of doubt, this means (having not met the criteria of a commercial property in the first instance), all rateable properties that provide short-term visitor accommodation, and which are;

- **not used principally and exclusively** for commercial or industrial purposes (other than for visitor accommodation). Examples may include a residential dwelling where the principal use is residential, but visitor accommodation is also provided on the property (whether within the dwelling or in separate units); or a residential dwelling where the principal use is a holiday home for the owner, which is rented out as a holiday home for commercial reward (including Air B&B style accommodation); or any other property not principally commercial/industrial, but which provides visitor accommodation, or
- if they are used principally for visitor accommodation, the property only provides for **no more than four persons**. This includes any property providing short-term accommodation such as small bed & breakfasts, but not including long-term rental accommodation.

These properties are subject to the visitor accommodation charge and may also be subject to separate sewer charges. These rates are applied on a per separately used or inhabited part of a rating unit.

3.1.6 Targeted rates

Targeted rates enable the Council to identify specific properties that it considers receive the greatest benefit from, or create the greatest need for, the Council's various activities.

Targeted rates can be applied on a number of categories of rateable property, including (for example);

- the use to which the land is put,
- the provision of a service to the land,
- the availability of a service to the land,
- the location of the land

Targeted rates may be either a rate based on a property's value, or a set dollar amount per annum. Unless otherwise specified throughout the following pages, where a targeted **rate** is applied, this is a rate based on a property's capital value; and where a targeted **charge** is applied, this refers to a set dollar amount per annum.

The Council has chosen to apply most of its targeted charges to separately used or inhabited parts of a rating unit, to remain consistent with the principles of the uniform annual general charge. In some instances, however, such as the registered premises charge, or sewerage charges, these are applied subject to certain other factors.

The Council will not be inviting lump sum contributions in respect of any targeted rates.

3.1.7 Uniform Annual General Charge (UAGC)

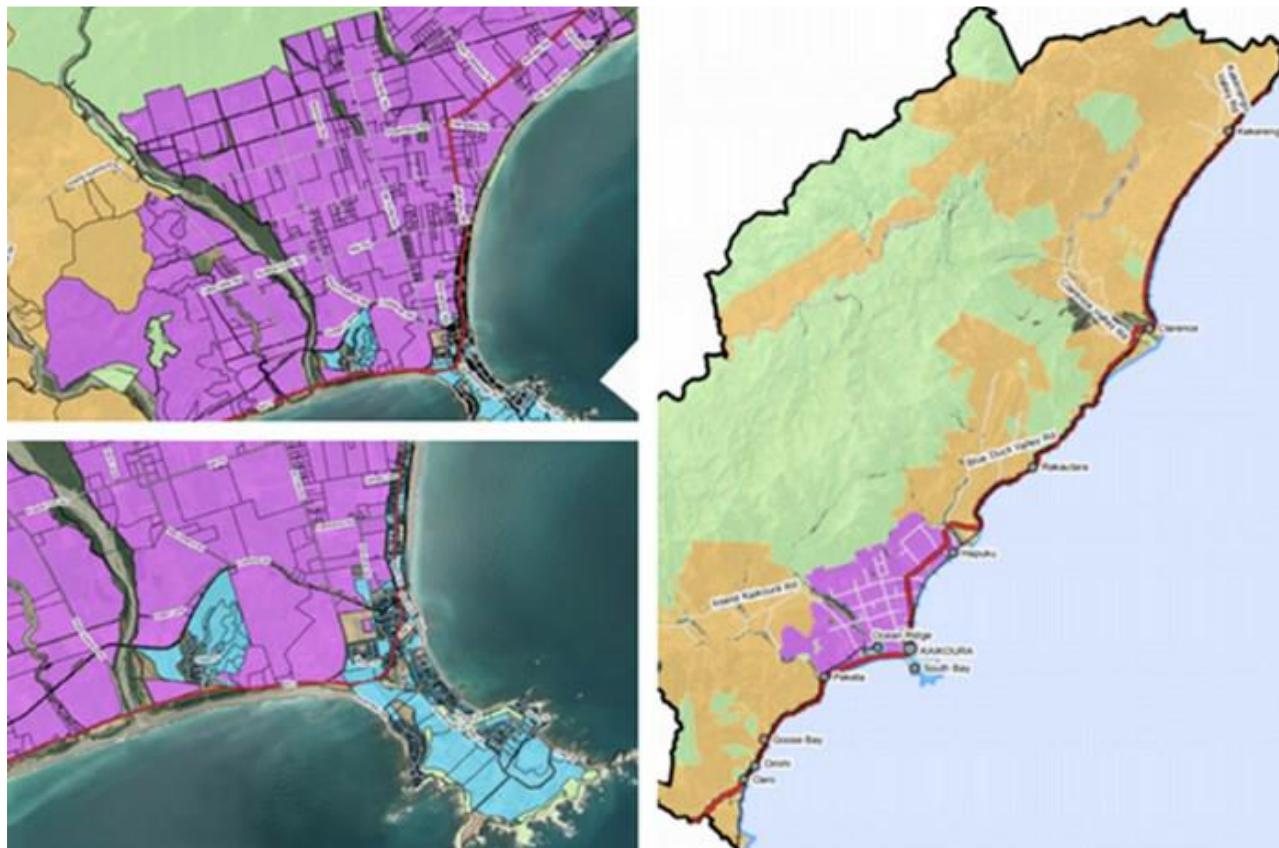
This shall be a fixed amount per separately used or inhabited part of a rating unit, for all rateable land within the district.

3.1.8 Utilities

Utilities are as defined by the Resource Management Act (1991), and include Council-owned water, wastewater and stormwater systems, as well as electricity, telecommunications, and railway networks.

3.1.9 Rating Areas

The schedule of rates and charges refer to properties within defined areas (urban, semi-rural and rural rating areas).



The above map shows each of the rating areas.

Urban area for rating purposes

The pale blue area is the current urban area for rating purposes. It includes the Kaikōura peninsula, Beach Road to Mill Road, a length of Ludstone Road, and includes South Bay and Ocean Ridge. As the town grows, this area may be extended to incorporate new areas as appropriate to meet the intent of these rates – i.e., in areas where property is able to connect to the Kaikōura Urban or Ocean Ridge water supplies or wastewater systems, or where footpaths, streetlights or stormwater is developed. The rating boundaries shown in the above maps are approximate, and for indicative purposes only.

Semi-rural area for rating purposes

The purple area on the map is the semi-rural area for rating purposes. It is an area defined for its proximity to urban services, and therefore has no relationship to the size, land use, or value of individual properties within, or outside of, this area. The semi-rural area extends to the Hapuku River in the north, and to the Kahutara River to the south (thereby including the villages of Hapuku and Peketa). This area also extends inland to the foothills of Mt Fyffe, abutting the Department of Conservation (DoC) land. DoC land is shown in pale green, and while it makes up a significant part of the district, this land is non-rateable.

Rural area for rating purposes

The remainder of the District is rural, portrayed in pale orange. Effectively the rural area for rating purposes is all rateable property that is not located within either the Urban or Semi-rural rating areas.

3.2 Schedule of Rates and Charges for 2023/2024

3.2.1 General Rates & Uniform Annual General Charges

General Rates and the Uniform Annual General Charge apply to all rateable land. The Council applies a differential on the general rate of 0.9:1 for all properties in the rural and semi-rural areas (i.e. outside the urban area), except for utilities. The map in 3.1.9 of this report indicates those rating areas.

General Rate: to fund the general operations of Council, including general management, community services, communications, strategy & policy, economic development, environmental planning, the net costs of statutory planning, building control, dog control, forestry, community facilities, general parks and reserves, the airport, and a portion of public toilets and traffic control.

The general rate may also fund the same activities as the UAGC, because the UAGC lever provides for costs to be transferred to the general rate where necessary to remain under the 30% cap on rates set on a uniform basis, as required by the Local Government (Rating) Act 2002 (the Rating Act).

Category	Differential	Factor	Rate	Amount required (including GST)
All rateable properties within the urban area, and all rateable properties classified as utilities	1:1	per dollar of rateable capital value	\$0.00129623	\$1,486,162
All rateable properties outside the urban area, except for properties classified as utilities	0.9:1	per dollar of rateable capital value	\$0.00116661	\$1,263,446
Total				\$2,749,608

Uniform Annual General Charge: to fund the general operations of Council, including landfill and recycling operations, governance, library services, sports fields, playgrounds, cemetery, walkways, public halls, swimming pool, general environmental health and emergency management.

The Council uses a UAGC lever to transfer costs to or from the general rate where necessary to remain under the 30% cap required by the Rating Act.

Category	Differential	Factor	Rate	Amount required (including GST)
All rateable properties within the Kaikōura district	None	Fixed amount per separately used or inhabited part of a rating unit	\$663.93	\$2,032,284

3.2.2 Targeted Rates

The earthquake levy, roading rate, district planning rate, and civic centre charge (as below), apply to all properties within the Kaikōura district. They are separate targeted rates for the purposes of transparency and accountability, rather than for the purpose of targeting certain categories of land.

<i>Earthquake Levy: to fund the net costs of earthquake response and rebuilding, including loan servicing costs relating to earthquake work (most notably roading) and, once those costs are covered, to build resilience reserves which can be used for current and future emergency event response and rebuilding.</i>				
Category	Differential	Factor	Rate	Amount required (including GST)
All rateable properties within the Kaikōura district	None	Fixed amount per separately used or inhabited part of a rating unit	\$40.00	\$122,440
<i>Roading Rate: to fund the net costs of upgrading and maintenance of the district bridges and roading network</i>				
Category	Differential	Factor	Rate	Amount required (including GST)
All rateable properties within the Kaikōura district	None	per dollar of rateable capital value	\$0.00053026	\$1,182,246
<i>District Planning Rate: to fund the net costs of district planning, including development of the Kaikōura District Plan.</i>				
Category	Differential	Factor	Rate	Amount required (including GST)
All rateable properties within the Kaikōura district	None	per dollar of rateable capital value	\$0.00010418	\$232,265
<i>Civic Centre charge: to fund the net costs (after lease revenues) of the museum, library and Council office building.</i>				
Category	Differential	Factor	Rate	Amount required (including GST)
All rateable properties within the Kaikōura district	None	Fixed amount per separately used or inhabited part of a rating unit	\$168.28	\$515,118

Rates on the following pages are targeted rates for specific categories of land and apply to specific services.

<i>Kaikōura Water Annual Charge: to fund the costs of the supply, treatment, upgrading and maintenance of the Kaikōura water supply, including the Suburban water scheme, as well as to partially subsidise the net costs of the Ocean Ridge, East Coast, Fernleigh, Peketa and Oaro water supplies.</i>				
Category	Differential	Factor	Rate	Amount required (including GST)

All rateable properties connected to the Kaikōura water supply.	Full charge	Fixed amount per separately used or inhabited part of a rating unit	\$478.37	\$896,471
All rateable properties situated within 100 metres of any part of the Kaikōura water supply, but not connected to the supply.	Half charge	Fixed amount per separately used or inhabited part of a rating unit	\$239.19	\$26,550
Total				\$923,021
<i>Suburban Water Charge: to contribute to the cost of the supply, treatment, upgrading and maintenance of the Kaikōura water supply.</i>				
Category	Differential	Factor	Rate	Amount required (including GST)
All rateable properties situated within the Suburban water area and connected to the Kaikōura water supply. The Suburban water area is from the Waimangarara water intake and the Kaikōura flats area including properties on Postmans Road, McInnes Road, Brunells Road, Schrodgers Road, Mt Fyffe Road, Schoolhouse Road and Red Swamp Road north of Postmans Road. Properties in this area have a different type of connection to the Kaikōura water supply in that Suburban water connections are supplied in water units regulated by a restrictor.	None	Fixed amount per water unit (1,000 litres)	\$478.37	\$23,440

Note that, for the Kaikōura water supply and the Suburban water area, certain properties are “extraordinary consumers”, such as commercial and accommodation premises, properties with a swimming pool, or rural properties using water for irrigation, for example. These properties are metered, and water meter charges apply in addition to the applicable rates above.

<i>Ocean Ridge Water Annual Charge: to fund the costs of the supply, treatment, and maintenance of the Ocean Ridge water supply.</i>				
Category	Differential	Factor	Rate	Amount required (including GST)
All rateable properties connected to the Ocean Ridge water supply.	Full charge	Fixed amount per separately used or inhabited part of a rating unit	\$478.37	\$32,051
All rateable properties situated within 100 metres of any part of the Ocean	Half charge	Fixed amount per separately	\$239.19	\$19,852

Ridge water supply, but not connected to the supply.		used or inhabited part of a rating unit		
Total				\$51,903

East Coast Rural Water Charges to fund the supply, treatment, upgrading, and maintenance of the East Coast Rural Water supply.

Category	Differential	Factor	Rate	Amount required (including GST)
All rateable properties connected to the East Coast rural water supply and outside the Clarence Village area.	1:1	Fixed amount per water unit (1,800 litres)	\$690.00	\$88,320
All rateable properties situated within the Clarence Village area, being that area from the East Coast water intake near the Clarence River to where the main rail line runs adjacent to State Highway One and incorporating all properties to the South of Clarence Valley Road and State Highway One to the Clarence River or the main rail line as applicable.	0.69:1	Fixed amount per water unit (1,800 litres)	\$478.37	\$7,176
Total				\$95,496

A differential applies as to whether a property is connected to the Clarence Village (treated) supply or not. The rural differential is 1:1 due to the large pipe network and booster pumps required to supply water over the rural area. The village differential is 0.69:1 because (for economic reasons¹), these properties are part of the Kaikōura Water Cohort and are partially subsidised by the Kaikōura water supply.

Other Rural Water Charges to fund the supply, treatment, upgrading, and maintenance of the following water supply areas.

Rate and Category	Factor	Rate	Amount required (including GST)
<u>Kincaid Rural Water Charge:</u> all rateable properties connected to the Kincaid rural water supply.	per water unit (1,000 litres per day)	\$158.29	\$101,620
<u>Oaro Rural Water Charge:</u> all rateable properties connected to the Oaro rural water supply.	per separately used or inhabited part of a rating unit	\$478.37	\$34,443

¹ There are only 15 households within the Clarence Village area, with the water being primarily used for drinking, cooking and domestic purposes (as opposed to the rural area where the water is primarily used for stock and irrigation). The cost of treating water to ensure it meets drinking water standards would make the cost per unit inequitable – and likely unaffordable – for those households.

<u>Peketa Rural Water Charge:</u> all rateable properties connected to the Peketa rural water supply.	per separately used or inhabited part of a rating unit	\$478.37	\$9,089
<u>Ferneigh Rural Water Charge:</u> all rateable properties connected to the Ferneigh rural water supply	per water unit (1,000 litres per day)	\$558.47	\$175,917

A “water unit” refers to a certain water connection, generally a rural water connection, that restricts the quantity of water supplied to a property, to the quantity of litres per day as specified.

<i>Stormwater Rate: to fund the costs of stormwater disposal, loan servicing, upgrading and maintenance of the Kaikōura Stormwater scheme.</i>				
Category	Differential	Factor	Rate	Amount required (including GST)
All rateable properties within the Kaikōura urban area.	None	per dollar of rateable capital value	\$0.00005386	\$58,312

<i>Sewerage Charge: to fund the costs of sewage disposal, treatment, upgrading and maintenance of the Kaikōura sewerage (wastewater) system.</i>				
Category	Differential	Factor	Rate	Amount required (including GST)
<u>Sewerage Charge:</u> All rateable properties within the area serviced by the Kaikōura sewerage system.	Full charge	Fixed amount for the first water closet per separately used or inhabited part of a rating unit (plus a targeted rate for each additional water closet or urinal if applicable ² , please refer to the following pages).	\$369.52	\$643,896
<u>Sewerage Additional Pan Charge:</u> All rateable properties within the area serviced by the Kaikōura sewerage system, not being either commercial or self-contained and serviced (see definition on the following page).	Half charge	One full charge for the first water closet or urinal applies, then a fixed amount for each water closet and urinal after the first, within each separately used or inhabited part of a rating unit where there are more than one water closet or urinal	\$184.76	\$4,619

² A rating unit used primarily as a residence for one household will not be treated as having more than one water closet or urinal.

<i>Sewerage Charge (Continued): to fund the costs of sewage disposal, treatment, upgrading and maintenance of the Kaikōura sewerage (wastewater) system.</i>				
Category	Differential	Factor	Rate	Amount required (including GST)
<u>Sewerage Half Charge (Available):</u> All rateable properties situated within 100 metres of any part of the Kaikōura sewerage system, but not connected to the system	Half charge	Fixed amount per separately used or inhabited part of a rating unit	\$184.76	\$40,832
<u>Sewerage Charge - Self-contained & Serviced:</u> All rateable properties within the area serviced by the Kaikōura sewerage system, and used principally for short term accommodation, but limited to those properties with motel-type units, including motels, motor lodges, motor inns, motel apartments, serviced apartments and serviced holiday cottages, each of which contain a private or ensuite bathroom, with bedding, linen and cooking facilities provided, and which are serviced daily	None	One full charge for the first water closet or urinal applies, then a fixed amount for each water closet and urinal after the first within each separately used or inhabited part of a rating unit where there are more than one water closet or urinal.	\$140.00	\$51,380
<u>Sewerage Charge - Commercial:</u> All rateable properties within the Kaikōura urban area used principally for commercial and/or industrial purposes; or used as a licensed premise under the Sale of Liquor Act 1989; or used for providing short term accommodation for commercial reward, but not including rateable properties defined as Self Contained and Serviced	None	One full charge for the first water closet or urinal applies, then a fixed amount for each water closet and urinal after the first within each separately used or inhabited part of a rating unit where there are more than one water closet or urinal	\$240.00	\$65,520
Total				\$162,351

The Kerbside Recycling Charge pertains to whether a property has access to the kerbside recycling collection service. More properties may be charged the kerbside recycling charge if the service is extended over a wider area, or to more properties within the serviced area.

<i>Kerbside Recycling Charge: to fund the costs of the weekly kerbside recycling collection service.</i>				
Category	Differential	Factor	Rate	Amount required (including GST)
All rateable properties within the Kaikōura urban area, except for properties in the West End and properties defined as Commercial property.	None	Fixed amount per separately used or inhabited part of a rating unit	\$185.03	\$308,636

3.2.3 Commercial Rates and Charges

Commercial businesses use, and contribute to the need for, certain services that a residential household or rural property does not. The commercial rate and accommodation sector charge ensure that these types of property contribute to the costs of activities and services that they benefit from.

<i>Commercial Rate: to fund the net costs of tourism and economic development, the annual grant paid to the visitor centre, and a portion of traffic control, harbour facilities and public toilets.</i>		
Category	Rate	Amount required (including GST)
All rateable properties in the District; <ul style="list-style-type: none"> Used principally or exclusively for commercial and/or industrial purposes, (not being farmland as defined by Land Information NZ); or Used principally for visitor accommodation for commercial reward for not less than five persons, and for the avoidance of doubt, including any motel, hotel, motor lodge, bed and breakfast, hostel, or camping ground; or Used as licensed premises under the Sale of Liquor Act 1989. 	\$0.00239489 per dollar of rateable capital value	\$481,445
<i>Accommodation Sector Charge: to fund the net costs of tourism and economic development, the annual grant paid to the visitor centre, and a portion of traffic control, harbour facilities and public toilets.</i>		
Category	Rate	Amount required (including GST)
All rateable properties providing accommodation for commercial reward, but not meeting the criteria of a commercial property, and for the avoidance of doubt, including any property providing short-term accommodation such as small bed & breakfasts, baches rented out as holiday homes, and other visitor accommodation such as Air B&B-style, but not including long-term rental accommodation.	\$400.00 per separately used or inhabited part of a rating unit	\$78,000

<i>Public Rubbish Bin Charge: to fund the costs of providing a public rubbish bin collection service at various locations around the District.</i>		
Category	Rate	Amount required (including GST)
All rateable properties in the District; <ul style="list-style-type: none"> • Used principally or exclusively for commercial and/or industrial purposes, (not being farmland as defined by Land Information NZ); or • Used principally for visitor accommodation for commercial reward for not less than five persons, and for the avoidance of doubt, including any motel, hotel, motor lodge, bed and breakfast, hostel, camping ground or “boarding house”; or • Used as licensed premises under the Sale of Liquor Act 1989. 	\$162.46 per separately used or inhabited part of a rating unit	\$38,017
<i>Registered Premises Charge: to fund the net costs of liquor licensing, food and health safety inspections, and environmental health.</i>		
Category	Rate	Amount required (including GST)
All rateable properties undertaking a licensed activity, such as premises where alcohol is sold or consumed, food premises, camping grounds, funeral directors or hairdressers.	\$347.43 per license (liquor licence or food premises licence)	\$41,170

3.2.4 Rating area differentials

The Schedule of Rates and Charges refers to properties within defined areas (urban, semi-rural and rural rating areas). Please refer to the definitions and map of rating areas in Part 3.1 of this report. These rating areas apply differentials to acknowledge that it is the properties within the urban area that benefit most from urban-type services, properties on the outskirts of the township benefit to a lesser extent, and properties further away from the town benefit least of all. Utilities services are not subject to these rates because they cover a wide area and so it is impossible to determine which rating area they are situated in.

<i>Harbour Rate: to fund 50% of the net costs of operating the harbour facilities, including South Bay and the North and Old Wharves, including loan servicing costs.</i>				
Category	Differential	Factor	Rate	Amount required (including GST)
All rateable properties within the urban area.	1:1	per dollar of rateable capital value	\$0.00004473	\$51,285
All rateable properties within the semi-rural area.	0.5:1	per dollar of rateable capital value	\$0.00002237	\$12,654

All rateable properties within the rural area.	0.25:1	per dollar of rateable capital value	\$0.00001118	\$5,784
Total				\$69,723
<i>Town Centre Rate: to fund the net costs of town centre maintenance, including cleaning and servicing the West End toilets, and the loan servicing costs of the West End upgrading loans.</i>				
Category	Differential	Factor	Rate	Amount required (including GST)
All rateable properties within the urban area.	1:1	per dollar of rateable capital value	\$0.00008497	\$97,421
All rateable properties within the semi-rural area.	0.5:1	per dollar of rateable capital value	\$0.00004249	\$24,038
All rateable properties within the rural area.	0.25:1	per dollar of rateable capital value	\$0.00002124	\$10,987
Total				\$132,446
<i>Footpath & Streetlight Rate: to fund the net costs of maintaining, upgrading and operating footpaths and streetlights, including electricity and loan servicing costs.</i>				
Category	Differential	Factor	Rate	Amount required (including GST)
All rateable properties within the urban area.	1:1	per dollar of rateable capital value	\$0.00023897	\$273,991
All rateable properties within the semi-rural area.	0.5:1	per dollar of rateable capital value	\$0.00011949	\$67,604
All rateable properties within the rural area.	0.2:1	per dollar of rateable capital value	\$0.00004779	\$24,721
Total				\$366,316

3.2.5 Water Meter Charges

Extraordinary consumers, such as commercial properties and homes with swimming pools, and properties with more than one connection, have water meters attached to their property to measure water use. These water meters are read twice each year (in January and June), and the consumers are charged for the water they use. Charges are in addition to the water rates on the previous pages.

For water usage which exceeds 365m³ per annum, a charge of \$1.00 including GST per cubic meter applies. All properties with a meter will incur a twice-annual meter maintenance charge of \$25.00 (\$50.00 per year) to cover the costs of the meter as well as administration expenses.

4. FINANCIAL IMPLICATIONS AND RISKS

The Schedule of Rates and Charges provides for revenue to cover operating expenses.

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 rates and charges are set for the financial year 1 July 2023 to 30 June 2024 in accordance with the Local Government Act 2002 and the Local Government (Rating) Act 2002.

8. COMMUNITY VIEWS

No community views were sought in relation to this report

Report to:	Council
Date:	28 June 2023
Subject:	Schedule of Fees and Charges for the Financial Year commencing 1 July 2023
Prepared by:	S Poulsen - Finance Manager
Input sought from:	P Kearney - Senior Manager Corporate Services
Authorised by:	W Doughty - Chief Executive Officer

1. PURPOSE

The purpose of this report is for the Council to adopt the Schedule of Fees & Charges for the year commencing 1 July 2023 and ending 30 June 2024.

Attachment A: Schedule of Fees & Charges 2023/2024

2. RECOMMENDATION

It is recommended that the Council:

- a) **Receives** this report, and
- b) **Adopts the Schedule of Fees and Charges as set out in Attachment A** of this report to take effect on 1 July 2023.

3. INCREASES TO FEES AND CHARGES FOR THE 2023/2024

3.1 The Annual Plan 2023/2024

The Council faced several challenges in preparing the Annual Plan budgets this year, not least of which was balancing inflationary pressures while holding rates increases low to avoid contributing to escalating the cost of living. It very quickly became apparent that rates should not be expected to absorb the increased costs of delivering services without also considering user fees and charges.

The Council signalled that – to help absorb the increasing cost of providing services – increases of not less than 10% should be applied to building and resource consents, harbour, airport, cemetery, and licences to occupy. Some minor fees & charges have been adjusted to correct administrative issues (such as room hire by the hour instead of by the half-day).

3.2 The impact of the fees and charges increase on users

The Council has considered the impact of the fees increase on users and assesses the increased fees to be fair and reasonable. In several instances, such as berthage fees, airport landing fees, and licenses to occupy, the user fee price had not been adjusted for at least six years. In other instances, such as cemetery plot preparation, the user fee price was below the cost of providing the service.

A full review of fees and charges will take place over the coming year, informed by the work currently under way for the Rating Review, which considers every activity of Council and how it is funded.

4. FINANCIAL IMPLICATIONS AND RISKS:

The Schedule of Rates and Charges provides for revenue to cover operating expenses.

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 rates and charges are set for the financial year 1 July 2023 to 30 June 2024 in accordance with the Local Government Act 2002 and the Local Government (Rating) Act 2002.

8. COMMUNITY VIEWS

No community views were sought in relation to this report

ATTACHMENT A: Schedule of Fees & Charges

Administration Fees

Administration and processing hourly rates		
Processing fees (hourly rates) per processing officer	Hourly rate (including GST):	
Administration Officers	\$100.00	
Asset Manager / Engineering Manager / Planning Manager	\$210.00	
Building Control Officer	\$210.00	
Engineering Technical Support Officer	\$160.00	
Environmental Health Officer / Food Act Verifier / Food Safety Officer	\$176.00	
Planning Officer	\$160.00	
Regulatory Officer (monitoring and enforcement)	\$210.00	
Consultancy/External contractor/Legal Advice	At actual cost	
Site Visits and Travel costs	Hourly rate plus 95c per km	
Administration: photocopying, scanning		
	Black & White	Colour
A4 Photocopying/printing	20c per sheet	\$1.00 per sheet
A4 Photocopying/printing double-sided	25c per sheet	\$2.00 per sheet
A3 Photocopying/printing	35c per sheet	\$2.00 per sheet
A2 Photocopying/printing	\$4.00 per sheet	\$10.00 per sheet
A1 Photocopying/printing	\$5.00 per sheet	\$15.00 per sheet
Debtors Booking Fees	\$25.00	
Administration: maps and property files		
GIS map production (if it takes more than 15 minutes to produce)	\$100.00 per hour	
GIS map production for bona fide community groups	First 30 minutes no charge	
Other GIS services (charged in 15 minute increments)	\$100.00 per hour	
Property files – supply in electronic format	\$30.00 small \$60.00 medium \$90.00+ large \$120.00+ commercial	
Requests for information Pursuant to section 13(1A) of the Local Government Official Information and Meetings Act 1987, the Council may charge for the supply of information to recover its reasonable costs for labour and materials. The first hour of time spent actioning a request for information shall be provided free of charge. The Council reserves its rights to charge for the provision of information above one hour. The Council requires payment in advance.	\$38.00 per half hour after the first hour, plus photocopying & printing. If external resources are required to process the request, then their actual hourly rate will be charged.	

Airport Landing Fees

	Price per landing (incl. GST)
Up to 800kg gross take-off weight	\$8.00
800-1500kg	\$11.50
1500-2000kg	\$16.10
2000-3000kg	\$23.00
3000-4000kg	\$34.50
4000-5000kg	\$46.00
Aerial spray contractors	\$8.00 per tonne

Alcohol Licensing Fees

	Application Fee	Annual Fee*	Risk Weighting
On, Off and Club premises			
Very low risk	\$368.00	\$161.00	0-2
Low risk	\$609.50	\$391.00	3-5
Medium risk	\$816.50	\$632.50	6-15
High risk	\$1,023.50	\$1,035.00	16-25
Very high risk	\$1,207.50	\$1,437.50	26 plus
Special licence			
Small (one or two events)	\$63.25	Less than 100 people attending	
Medium (1-3 medium events or 3-12 small events)	\$207.00	100-400 people attending	
Large (3 or more small events or more than 4 medium events)	\$575.00	400 plus people attending (AMP required)	
Other fees			
Alcohol compliance certificate (new premises)		\$130.00	
Alcohol compliance certificate (existing premises)		\$60.00	
Temporary Authority		\$296.70	
Managers Certificate - new applications and renewals		\$316.25	

* Annual fees are payable on the anniversary of the date the licence was issued. If the annual fee is not paid within 30 days of due date, the licence is no longer valid.

Animal Control Fees

Part refunds of dog registration fees may be given following death of a dog (proof required).

	Price (incl. GST)
Dog Registration Fees	
Standard	\$80.00 per dog
Neutered or Spayed Dogs	\$60.00 per dog
Menacing/Dangerous Dogs	\$100.00 per dog
Working Dogs ¹	\$160.00
Guide Dogs	Free
Replacement tag	\$5.50
Licence Fee for keeping more than two dogs in a residential area (Kaikōura Township, Oaro, Goose Bay, Peketa, Hapuku, Rakautara, Clarence and Kekerengu)	\$40.00
Late Registration Penalty	
A 50% penalty will be applied if a registration has not been completed by the owner by 20 August each year	
Microchipping	
Microchipping as a service (dogs only)	\$60.00
Impoundment Fees	
Impoundment First Offence	\$80.00
Impoundment Second Offence	\$110.00
Impoundment Third Offence	\$160.00
Daily Impoundment (Sustenance) Fee	\$25.00 per day
Investigative fee	\$210.00 per hour
Stock Control Fees	
Callout fee	\$210.00 per hour

¹ Dog control officers may need to verify that the dog meets the definition of a working dog in the Dog Control Act 1996. This may involve observing the dog at work (e.g. mustering or some other activity that proves it can be classified as working under the Act).

Building Control Fees

The following building control fees are a deposit only. They include processing times and inspections. The fees are not determined until all processing is complete, then an invoice may be produced, and any extra fees will be required to be paid before the consent is issued.

External consultants or contractors such as Fire Engineers, Structural Engineers, Environmental Health Officers are not included in the deposit, but may be required for some consent processing for example commercial buildings.

Further fees may accrue throughout the building process, e.g. re-inspection for failed inspections. The following fees are not fixed costs or final costs.

	Price incl. GST
Residential Buildings	
New Dwelling – large > 250m ²	4,719.00
New Dwelling – small < 250m ²	3,751.00
Dwelling alterations – large	2,662.00
Dwelling relocated	1,936.00
Dwelling – minor plumbing	545.00
Solid/Liquid Fuel Heaters	
Solid/Liquid fuel heater – freestanding/inbuilt/liquid	484.00
Solid/Liquid fuel heater – change location or make and/or model	300.00
Garages and/or Conservatories	
Proprietary garage – no plumbing	1,210.00
Proprietary garage – with plumbing & drainage	1,694.00
Proprietary garage – with sleepout, plumbing & drainage	2,057.00
Conservatories	968.00
Commercial or Industrial Buildings	
Commercial/industrial building =/<\$50,000	2,662.00
Commercial/industrial building \$50,001 - \$100,000	3,872.00
Commercial/industrial building \$100,001 - \$150,000	4,840.00
Commercial/industrial building \$150,001 - \$250,000	5,808.00
Commercial/industrial building \$250,001 - \$350,000	7,018.00
Commercial/industrial building \$350,001 - \$500,000	8,107.00
Commercial/industrial building \$500,001 - \$1,000,000	9,075.00
Commercial/industrial buildings > \$1 million	At time and cost
Commercial alterations large	4,235.00
Commercial new/alterations small	2,420.00
Farm buildings	
Minor farm building (four bay shed)	900.00
Large farm buildings	1,210.00

Other Building Consent Applications	
Septic tank and effluent field consent only	665.00
Decks, patios, garden sheds, retaining walls, verandas, pergolas etc	665.00
Swimming pool – inbuilt plus fencing consent	545.00
Swimming pool – 1,200mm above ground and spa pool and fencing	121.00
Swimming pool compliance audit	242.00
Marquee over 100m ²	440.00
Solar hot water systems	560.00
Partial demolition of building	560.00
Drainage & septic tanks – minor work	560.00
Drainage & septic tanks – major work	1,089.00
Extension of time for consents not started within first year of granting	120.00
Waiver/modification waiver amendment	210.00
Project Information Memoranda (PIM)/Building Consideration	
PIM (deposit only) – processing time for PIM will be invoiced upon completion	425.00
Territorial Authority Building Consideration where no PIM applied for (deposit only) – processing time for PIM will be invoiced upon completion	425.00
PIM/Building Consideration rechecking fee	240.00
Specialist Reviews	
Consultancy or external contractor (specific design peer reviews)	At Cost
Various charges	
Pre-consent meeting	First 30 minutes free, then charged at hourly rate
Monthly building statistics report	187.50
Lapsing of building consent	100.00
Surcharge – receiving hard copy applications, lodging online (per hour)	100.00
Building warrant of fitness renewal	120.00
Building warrant of fitness audit report and inspection fee	100.00
Construction statement review and acceptance	Charged at hourly rate in 15-minute increments
Exempt Building Work	
Lodgement of Building Act Schedule 1 - Exempt work reports with owner's declarations	100.00
Application for exempt work	615.00
Application for property report	85.00
Earthquake prone buildings	
Application for exemption for an earthquake prone building (deposit)	545.00
Application for extension of time for a Heritage earthquake prone building (deposit)	545.00
Assessment of information related to a building's earthquake prone status (deposit)	665.00

Notices to Fix	
Notice to fix where consent held	\$242.00 plus recovery charges per hour for monitoring of notices under the Building Act 2004.
Notice to Fix where no consent held	\$545.00 plus recovery charges per hour for investigation and monitoring of notices under the Building Act 2004.
Application for Certificate of Acceptance (non-refundable) Note: In the case of an application for a certificate of acceptance under Section 96(1)(a) of the Building Act 2004, the application must be accompanied by any fees, charges or levies that would have been payable had the owner, or the owner's predecessor in title, applied for a building consent before carrying out the building work.	\$1,029.00 Where the cost to process a Certificate of Acceptance exceeds the deposit then additional cost will be charged at the relevant processing time.
Code Compliance Certificates & Compliance schedules	
Compliance schedule	242.00
Compliance schedule amendment	180.00
Compliance schedule statement	242.00
Code compliance certificate	One certificate included in consent application fee
New code compliance application following rejected application	\$121.00
Older code compliance certificate application (includes review of building consents if over four years old)	At cost
Building Act 2004 Certificates	
Section 72 Land information Certificate (hazardous land register)	\$450.00
Section 73 Natural hazard	\$450.00
Section 75 Construction of building on 2 or more allotments	\$407.00
Building Warrant of Fitness audits	\$242.00 (1 inspection plus hourly charge)
Certificate of Public Use	\$420.00 (includes one inspection)
Certificate of Public Use – first extension	\$545.00
Certificate of Public Use – any further extensions	\$726.00
Request for Certificate of Title	\$30.00
Request for information to be placed on property file	\$100.00 plus photocopying
Fire & Emergency New Zealand reviews (plus all FENZ charges)	\$300.00 plus FENZ charges

Levies	
MBIE Levy – assessed on the value of building work over \$20,444	0.201%
BRANZ Levy – assessed on the value of building work over \$20,000	0.1%
Building Consent Accreditation (BCA) levy, applies per \$1,000 of the estimated project value	\$1.00
Printing/submitting Building Consents (does not apply to minor consents)	
Full Building Consent	\$50.00
Additional Copy	\$50.00 + administration time
GoGet Administration Surcharge (all consents)	\$33.00
Online portal charge (all consents)	\$55.00
Regulatory hourly rates	
Administration officers	\$100.00 per hour
Building control officer (processing and inspections)	\$210.00 per hour
Regulatory officers (monitoring and enforcement)	\$210.00 per hour

Car Parking Fees – Pay & Display

Fee/charge	Price (inc GST)
Peak (22 December – 31 January)	\$1.50 / hour
Off peak (1 February – 21 December)	\$1.00 / hour
Monthly permit (May – September inclusive only)	\$50.00/month
Annual permit (Limited to 15 permits annually)	\$650.00/year

Cemetery Charges

Fee/charge	All Prices Include GST
Ashes:	
Ashes Plot Reservation Fee	\$385.00
Interment Fee	\$275.00
Lawn Cemetery:	
Lawn Plot Reservation Fee	\$550.00
Interment Fee (includes extra depth)	\$1,650.00
Interment Fee (children under 15)	\$990.00
Other additional fees	
RSA plot reservation fee	Free
Weekend or statutory holiday burial (additional fee)	\$350.00

Development Contributions

The Council's Development Contributions Policy provides further detail about development contributions, and how these are assessed. Please refer to Council's Development Contributions Policy for details on the Housing Equivalent Unit, and how this policy applies. The Policy can be found on our website www.kaikoura.govt.nz or at the Council office.

Purchase of water units, connection fees and other costs associated with the development will also apply.

Fee/charge	Per Housing Equivalent Unit	Per Bed (Accommodation)
Footpaths	\$707.99	\$118.00
Roading	-	-
Sewer	\$1,758.83	\$293.14
Stormwater	\$518.17	\$86.36
Water – Kaikōura Urban & Suburban supply	\$1,148.38	\$191.40
Water – Kincaid supply	\$1,380.00	\$230.00
Other Development Contribution Levies		
Parks & Reserves The land value is to be determined by: An estimate from a Council Officer based on similar lot (size, attributes, and location), if agreed to by the applicant, or if no agreement, either: An independent valuation for the new lot(s) which is no greater than three months old, arranged at the applicants cost, Or a signed sale and purchase agreement for the new lot(s)	Residential	2.5% of land value of each additional lot
	Rural residential (lots < 5 hectares)	1.0% of land value of each additional lot (assessed up to maximum 6,000m ²)
	Rural (lots > 5 hectares)	0.5% of land value of each additional lot (assessed up to maximum 40,000m ²)
	Non-subdivision	The value equivalent to 20m ² of land for each additional housing equivalent unit created

Engineering Fees

See "Administration and processing hourly rates" for the fees that apply per Council Officer time spent.

Fee/charge	Price (including GST)
Road Crossing Fee Applies to laying of services under a road or footpath	\$350.00 Plus hourly rate of processing officer should reinstatement fail to comply with stated conditions
Service Approval Fees For each of water, sewerage and stormwater services	\$250.00 per service
Effluent Disposal Fees Applies to septic tank and/or portaloos emptying to the sewerage ponds	\$40.00 per cubic metre of waste

Environmental Health Fees

Fee/charge	Price (incl. GST)
Amusement devices	\$11.50 for one device, for seven days of operation, and \$2.30 for each additional device, for seven days, and \$1.15 for each device for each further period of up to seven days.
Camping Grounds Registration	\$302.50
Funeral director	\$225.00
Hairdressers Registration	\$225.00
Hawkers Licence & Itinerant Traders	\$130.00
Mobile Shop (Non-Food)	\$130.00
Offensive Trade Licence	\$225.00
Transfer Fees	\$100.00
Food Safety Officer enforcement actions	\$210.00
Any other environmental health service	\$176.00 per hour plus mileage

Food Premises

The Food Act 2014 introduced a number of new fees and charges, with a focus for full cost-recovery of the cost of processing food premises registrations and audits.

Fee/Charge	Price incl. GST
New registration	
Food Control Plan (FCP) single site	\$308.00
Food Control Plan multi-site	\$341.00
National Programme (NP)	\$473.00
New business assistance over one hour, or pre-opening visit	\$176.00/hr plus travel
Registration renewal	
12-month renewal of Food Control Plan single site	\$308.00
12-month renewal of Food Control Plan multi-site	\$341.00
24-month renewal National Programme	\$473.00
Site audits	
Food Control Plan – single site audit (incl. Close out up to 15 minutes)	\$682.00 plus travel
Food Control Plan – multi site audit (incl. Close out up to 15 minutes)	\$682.00 plus hourly rate if close out takes > 15min
Food Control Plan audit close out over 15 minutes	\$176.00 plus travel
Additional fees	
Food Control Plan mentoring (based on two hours)	\$352.00 plus travel
Complaint resulting in issue of improvement notice and its review	\$176.00/hr plus travel

Application for exemption	\$176.00/hr plus travel
Travel fees	
Where fees are stated “plus travel” above, the following charges apply:	
Zone 1	No additional fee
Zone 2	\$32.95
Zone 3	\$92.30
Zone 4	\$179.90

Harbour Fees

Fee/charge	Price (inc GST)	Frequency
Slipway fee (single launch)	\$11.50	Per launch
Slipway fee (one month ticket)	\$100.00	Per month
Slipway fee (one year ticket)	\$345.00	Per annum
South Bay boat park lease (per boat park)	\$3,967.50	Per annum
Slipway fee (commercial user)	\$1,983.75	Per annum
Fishing charters and other commercial users	\$264.50	Per month
Berthage fees – New North Wharf	\$2,645.00	Per annum
Passenger Cruise vessels	\$5.00 per passenger capacity per vessel	Per visit

Infringement Fees & associated costs

Litter infringements	
Litter left in a public space or on private land without occupier's consent	\$400.00
Hazardous or offensive litter ² left in a public space or on private land without the occupier's consent	\$400.00 plus clean-up costs at \$11.50 per cubic metre of waste
Noise control	
Infringement notice to be issued under Resource Management Act (RMA 1991)	\$500.00
Return of confiscated equipment (seizure of any property)	\$100.00 plus investigative time at officer's hourly rate

Land Information Memoranda (LIM's)

Fee/charge	Price (including GST)
LIM – available within 10 working days	\$319.00
LIM – fast track (no more than three working days)	\$495.00 (if service is available)

² Hazardous litter includes broken glass, barbed wire, jagged metal, medicines. Offensive waste includes rotting food, animal remains, faeces (including discarded nappies).

Library Fees

Fee/Charge	Price (including GST)
Overdue Items – charges accrue at the following rates: <ul style="list-style-type: none"> - Children's / Young Adult's - Adults - DVDs 	No Overdue Charges
Lost or damaged item	Full replacement of purchase cost (if invoiced, admin fee of \$25.00 applies)
Premier Card	\$50.00 per annum
Room rental (Matariki Room)	\$20.00
Replacement Library Card	\$5.00
Reserves	\$1.00
Inter-library loans (postage fee)	\$12.00
Public PC's	No Charge
Photocopy printing <ul style="list-style-type: none"> - Black & White A4 - Black & White A3 - Colour A4 - Colour A3 	20c 40c \$2.00 \$4.00
Scanning	No Charge
Internet and WIFI	No Charge
Laminating A4	\$1.50 per page
Laminating A3	\$3.00 per page
New Fiction and Rental Fiction (three-week issue)	\$1.00, \$2.00
Toys (one to three-week issue)	\$1.00, \$1.50, \$2.00
DVDs (one-week issue)	\$2.00-\$4.00

Licence to Occupy

Fee/charge	Price (inc GST)
Mobile shops (foreshore, Beach Rd, Esplanade)	\$3,162.50 per annum
Outdoor dining licence to occupy	\$253.00 per annum
Retail display licence to occupy	\$253.00 per annum

Pensioner Units

	Price (inc GST)
Single Bed Unit	\$125.00 per week
Double Bed Unit	\$165.00 per week
Two Bedroom Units (1 x double + 1 guest room)	\$185.00 per week

Resource Management Fees

All resource management fees are based on actual processing time, and are the **minimum** payable, subject to additional actual costs. “Additional actual costs” includes photocopying and postage, additional processing time above the base fee, and consultant or external contractor charges, legal advice, etc. Fees are payable on application for consent, and an invoice may be issued for any additional actual costs where these are higher than the fee paid.

	Price (including GST)
Sign Consents	
Signs Permit Fee	\$230.00
Land Use Consents	
Category 1 – Non-Notified Land Use Base Fee <ol style="list-style-type: none"> 1. Less than 20% breach of bulk and location standards of the District Plan for the following rules: <ul style="list-style-type: none"> - Internal Boundary or Road Setback - Recession plane - Site Coverage, Height, Density 2. Visitor accommodation 3. Relocated buildings 	\$770.00
Category 2 – Non-Notified Land Use Base Fee <ul style="list-style-type: none"> - Building in a flood hazard area - Earthworks or modification within an archaeological area or site - Temporary activities 	\$396.00
Category 3 – All other Non-Notified Land Use Consent Applications not listed as either category 1 or category 2 – Base Fee	\$990.00
If an application requires a hearing	An additional base fee of \$6,050.00 plus costs
Subdivision Consents	
Subdivision – two lots	Base fee \$1,980.00
Subdivision – more than two lots	Base fee plus \$440.00 per lot over two lots
If public or limited notification of an application requires a hearing	An additional base fee of \$6,050.00 plus additional actual costs
Subdivision Consent (Post Decision) – this is invoiced on completion of the consent. These fees are charged on an hourly rate based on time spent. These fees and charges relate to the processing and administration of subdivision consent post decision up to the S224 stage and include the following: Planner’s time per hour: Title plan checking and certification (s223) Consent notice preparation & issue Refundable bond preparation	See “Administration & Processing Fees” on Page 1

Checking & Issuing conditions certificate (s224) Registering bond preparation & releases Engineering time per hour: Engineering Plan checking and approval Roads, access ways and services	
Hearings/Committee Meetings – non-notified applications	\$105.00 for first ½ hour or part thereof \$210.00 per hour after first ½ hour, plus officer’s attendance per hour per officer, plus Commissioner (if required) at actual cost.
Hearings/Committee Meetings – notified applications	Actual cost of committee attendance, facility cost, officer attendance, minutes secretary, or independent Commissioner (if required) at actual cost.
Submitter request to Council for independent Commissioner under section 100A(2)	Base fee \$2,200.00 plus additional actual costs
Application for variation of consent conditions (including change of consent notices for non-notified consents)	\$396.00
Application for variation of consent conditions (including change of consent notices for notified consents)	\$770.00
Application for extension of consent timeframe	\$396.00
Application for existing use rights	\$770.00
Certificate of Compliance (section 139 RMA)	\$396.00
Plan Changes & Designations	
Fees are the minimum payable and required in advance – final fees will be based on actual time spent, at the hourly rate of the processing officer	
Plan Change	\$11,000.00
Requirement for Designations or Heritage Orders	\$1,914.00
Alteration of Designation	\$2,750.00
Assessment of Outline Plan	\$715.00
Removal of Designation	\$715.00
Miscellaneous Charges	
Consultation of more than 60 minutes regarding interpretation of District Plan	Base fee \$50.00 plus fee at the hourly rate of the processing officer
Cancellation of Building Line Restriction	\$374.00
Cancellation of Easements	\$385.00
Certified Resolution	\$385.00
Right of Way Approval	\$385.00
Completion Certificate	\$275.00
Withdrawal of Caveat	\$220.00
Creation/Variation or Waiver of Esplanade Strips and Reserves	\$286.00
Certificate Under s226 of the RMA	\$715.00

Reports and Plans	
Kaikōura District Plan (Full Printed Copy)	\$190.00
Kaikōura District Plan (Printed Maps Only)	\$50.00
Kaikōura District Plan (Digital)	\$60.00

Venue and Equipment Hire

Memorial Hall hires are subject to an additional charge for metered use of heater. Terms and conditions apply to hire of the hall and all equipment hire. Bonds are refunded less cost of power and/or cleaning, once the venue has been inspected and found to be in acceptable condition.

Memorial Hall	Half Day	Whole Day	Bond	
Supper Room only (hire fee includes chairs & tables)	\$50.00	\$100.00	\$200.00	
Supper Room, Projector & Screen Package	\$150.00	\$200.00	\$400.00	
Supper Room bond for function serving alcohol			\$400.00	
Main Hall only (hire fee includes chairs & tables)	\$150.00	\$300.00	\$200.00	
Main Hall & sound equipment (PACKAGE TWO)	\$200.00	\$350.00	\$400.00	
Main Hall & Microphone Only (PACKAGE THREE)	\$250.00	\$400.00	\$500.00	
Main Hall & Projector & Screen (PACKAGE FOUR)	\$300.00	\$450.00	\$500.00	
Main Hall & Projector, Screen & Microphone (PACKAGE FIVE)	\$350.00	\$500.00	\$500.00	
Main Hall & Projector, Screen & Wireless Headset (PACKAGE SIX)	\$450.00	\$600.00	\$600.00	
Main Hall bond for function serving alcohol			\$600.00	
Upstairs meeting room (includes two trestle tables)	\$30.00	\$60.00	-	
Downstairs meeting room	\$20.00	\$40.00	-	
Additional equipment		Hire Fee	Bond	
Extra handheld microphone & stand		\$50.00	-	
Extra wireless headset microphone		\$100.00	-	
Civic Centre		Hourly	Bond	
Totara Room (1st Floor)		\$40.00	-	
Tawa Room (Top Floor)		\$20.00	-	
Matariki Room (Library 1 st Floor)		\$20.00		
Equipment available for external hire		Half Day	Whole Day	Bond
Portable projector screen		\$60.00	\$120.00	\$100.00
Portable data projector		\$20.00	\$40.00	\$40.00
Chairs (per chair per day)			\$1.00	\$50.00
Trestle tables (per table per day)			\$5.00	\$50.00

Water services fees

Fee/charge	Price (including GST)	
<p>Water unit charges</p> <p>Applies to purchase of new units of water. These charges are in addition to service approval fees and development contributions (if any).</p>	Fernleigh Kincaid Peketa Suburban East Coast	\$1,150.00 \$1,150.00 \$1,150.00 \$1,374.25 \$1,150.00
<p>Service Approval fees</p> <p>Apply to each of water, wastewater, and stormwater services</p>	\$250.00	Per service
<p>Change in restrictor size</p> <p>Applies to either an increase or a reduction in the size of restrictor</p>	All supplies \$115.00	
<p>Physical works</p> <p>All costs associated with connection, shifting location, or other physical work related to water supply such as pipes, toby, restrictor, backflow preventer, meter, and any other components</p>	Actual costs of plant, labour and materials.	
<p>Meter reading fee (extra)</p> <p>Applies to any meter reading required to be taken outside the usual meter reading schedule (such as a final meter reading)</p>	All supplies \$60.00	

Report to:	Council
Date:	28 June 2023
Subject:	Killarney St. Parking, Sudima Bus Stop & Ludstone Footpath and parking rearrangement
Prepared by:	J Prentice – Roading Engineer
Input sought from:	O Joensuu – Technical Services Manager D Clibbery – Senior Manager Operations
Authorised by:	W Doughty – Chief Executive Officer

1. EXECUTIVE SUMMARY

Three changes are proposed to the configuration of parking areas in Kaikōura, as follows:

- a) Install angle line marking down the length of Killarney Street to increase parking capacity.
- b) Establish a bus stop zone in front of the Sudima Hotel’s Yarmouth Street entrance, accompanied by "no parking" lines, to accommodate bus parking and facilitate left-hand turns onto the Esplanade by heavy vehicles.
- c) Modification of pedestrian and parking arrangements outside the Bowls Club on Ludstone Road.

These proposed initiatives will not only address the current parking challenges but also align with the objectives of promoting efficient traffic flow and ensuring the safety of all road users.

In accordance with the provisions of Council’s Traffic and Parking Bylaw the approval of Council is sought for these changes.

2. RECOMMENDATION

It is recommended that the Council:

- (a) Receives the report
- (b) Indicates its approval for the proposed line marking works outlined in section 4 of this report.

3. BACKGROUND

With the construction of the new Rugby Club rooms and the planned renewal of the Netball Courts it has been proposed to install angle line marking down the length of Killarney Street to increase the parking capacity of the area.

Additionally, the Sudima has requested the installation of a bus stop zone in front of their Yarmouth entrance, along with “no parking” lines. This proposal serves two purposes: to accommodate bus parking and to provide sufficient space for heavy vehicles making left hand turns onto Esplanade.

Lastly, there were concerns raised by local councillors and the footpath improvement working group regarding the initial design of the footpath on Ludstone Road that resulted in a substantial the loss of car parking for the Bowls Club and Te Ha. Because of the expressed concerns we are proposing solution of constructing a narrower footpath closer to the building, relocating the path but keeping the pedestrian crossing unchanged. To create more space, car parks would be angled at 45 degrees. The objective is to address the safety concerns while minimising the impact on parking spaces.

4. PROPOSED PLANS

Killarney Street Parking

The construction of the new rugby club rooms and the forthcoming renewal of the netball courts are exciting developments that will undoubtedly enhance our community’s sporting facilities. However, it is crucial to address the potential parking constraints that may arise due to these developments. By

installing angle line marking along the length of Killarney Street, we can optimize the available parking spaces, ensuring adequate parking provisions for visitors, players, and spectators. This measure will not only alleviate parking congestions but also enhance the overall convenience and accessibility of the area.

The proposed approach would involve installing angle parking lines and a centerline between the designated points indicated on the map below. This initiative is in accordance with the regulations outlined in the Kaikoura District Council Traffic and Parking Bylaw 2018 Part 1, section 8.



Figure 1. Area extent for angle parking

All marking will be compliant with NZTA traffic control devices manual (TCD) manual – *Part 13 : Parking controls*. Below is an extract from the manual that will be used.

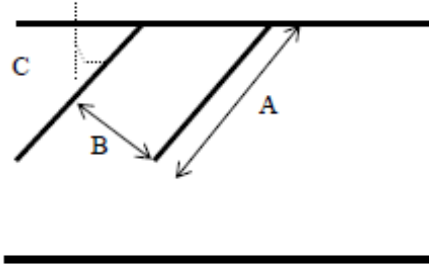
5.3.2 Angle parking

Angle parking is used where there is sufficient roadway width. It permits the accommodation of a larger number of parking spaces in comparison with parallel parking. The angle of the park can vary from 30° to 90° depending on the type of environment and width of roadway.



Angle parking bays with central Pay and Display machine

Table 5.3 Preferred parking space lengths for angle parking



Vehicle type	Space length (A) (m)				Space width (B) (m)			
Angle of park (C)	30°	45°	60°	90°	30°	45°	60°	90°
Standard vehicle (car/van) ¹	5.4	5.4	5.4	5.4	2.5	2.5	2.5	2.5
Disabled	5.4	5.4	5.4	5.4	3.0	3.0	3.0	3.0
Bus	Not applicable							
Truck (small rigid vehicle) ² (SRV)	Not applicable							
Truck (medium rigid vehicle) ² (MRV)	(see AS 2890.5:1993 where it states that 'if kerbside parking is required then parallel parking is the only practicable configuration')							
Truck (large rigid vehicle) ² (LRV)								
Truck Articulated Vehicle ² (TRV)								

¹ Using dimensions from the Medium Use Category in AS 2890.5:1993.
² Descriptions of vehicle type are taken from AS 2890.2:2002. Dimensions are taken from table 4.1 for service bays.

Figure 2. Screenshot from the NZTA traffic control devices manual (TCD) manual – Part 13 : Parking controls.

For this case, the total road width is 13.5 m. The table below provides a summary of the number of parking spaces and lane widths based on the different angles of the parking spaces. The number of parks includes both sides and considers driveways and entrances. The KDC Rooding Engineer recommends 40-degree angle parks on both sides, that will leave 3.25m lane widths.

Type of Markings	No of Parks	Lane width (m)
*Parallel 6m spacing	42	4.25
Angle 30 degrees	54	3.95
Angle 40 degrees	60	3.25
Angle 45 degrees	68	2.95

*The minimum spacing for parallel parking is 6m as per the NZTA traffic control devices manual (TCD) manual – Part 13 : Parking controls.

Sudima Bus Stop

In addition to the parking concerns, Sudima has made a specific request for the installation of a bus stop zone in front of the Yarmouth Street entrance. This proposal aligns with Sudima's objective to facilitate bus parking while simultaneously addressing the issue of heavy vehicles maneuvering onto Esplanade. By designating a bus stop zone and implementing "no parking" lines in front of Sudima's entrance, we can effectively create a dedicated area for buses to park. Furthermore, this arrangement will allow sufficient space for heavy vehicles to safely make left hand turn onto Esplanade, minimising the potential for traffic disruptions and ensuring smooth traffic flow in the vicinity.

Install a Bus stop zone in front of the Sudima Hotel as per plan below. This will comply with the Kaikoura District Council Traffic and parking Bylaw 2018 Part 1 section 7.



Figure 3. Location for the Sudima Hotel Bus Stop Zone

All marking will be compliant with NZTA traffic control devices manual (TCD) manual – *Part 13 : Parking controls*. Below is an extract from the manual that will be used.

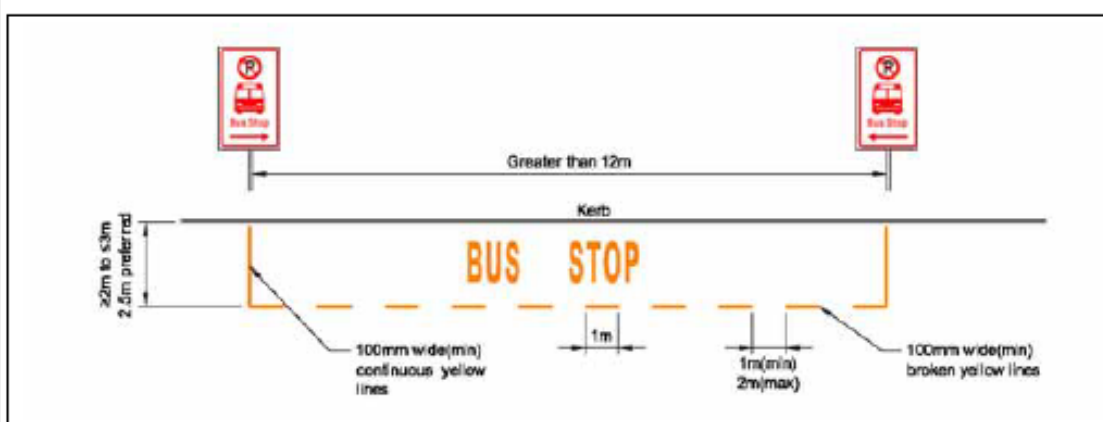
Bus and coach stops

Where the road surface is suitable, bus stops should be marked on the section of road an RCA has authorised to be reserved for a bus stop. They can be either kerbside or indented bays. Bus stop bays must be marked if they extend more than 6 m on either side of a single Bus Stop sign. Bus bay lengths are generally 12 m for dingle unit and 19 m for articulated buses or coaches. Sufficient space should be allocated to the bus stop to allow a bus to pull into the kerb and out again from the space. A typical 12 m bus will require a 8 m lead-in to the stop and 5 m to pull out if parking or other restrictions are in place at either end of the bus stop.

Bus stop markings must be marked in yellow and be used in conjunction with those signs denoted in section 6.1. Additional 'BUS STOP' words may be used if required, depending on the length of the reserved area

As illustrated in figure 6.9, when a marked bus stop is greater than 12 m, two signs must be provided at either end. If the site is equal to or less than 12 m, a single sign in the middle is sufficient.

Figure 6.9 Marked bus stop



Bus boarders (where kerbs are extended so that the bus stops within the traffic lane rather than pulling into a bay) are used where buses face difficulties and delays trying to merge back into the traffic flow. Markings and signage are similar to those used at conventional bus stops.

Figure 4. Screenshot from the NZTA traffic control devices manual (TCD) manual – Part 13 : Parking controls.

Ludstone Footpath and Parking Rearrangement

Consultants preparing the designs for the new shared user pathway along Ludstone Road initially proposed the formation of a new footpath and parallel line-marked cycle path outside Te Ha and the Bowls Club, which would result in all of the existing parking places outside those sites being lost.

Following the concerns expressed regarding that design a revised proposal is presented below which includes the construction of a narrower footpath (minimum 1.3m wide) positioned as close as possible to the current structure, and without the fully separated parallel cycle path. The proposed pedestrian crossing would remain unaltered, in accordance with the plan below, although the footpath's location would be modified. Additionally, to maximize space, the car parks would be reconfigured to an angled orientation of 45 degrees.

It is believed that this is a good compromise in respect of providing some greater safety for pedestrians without significantly reducing the number of parking spaces available.

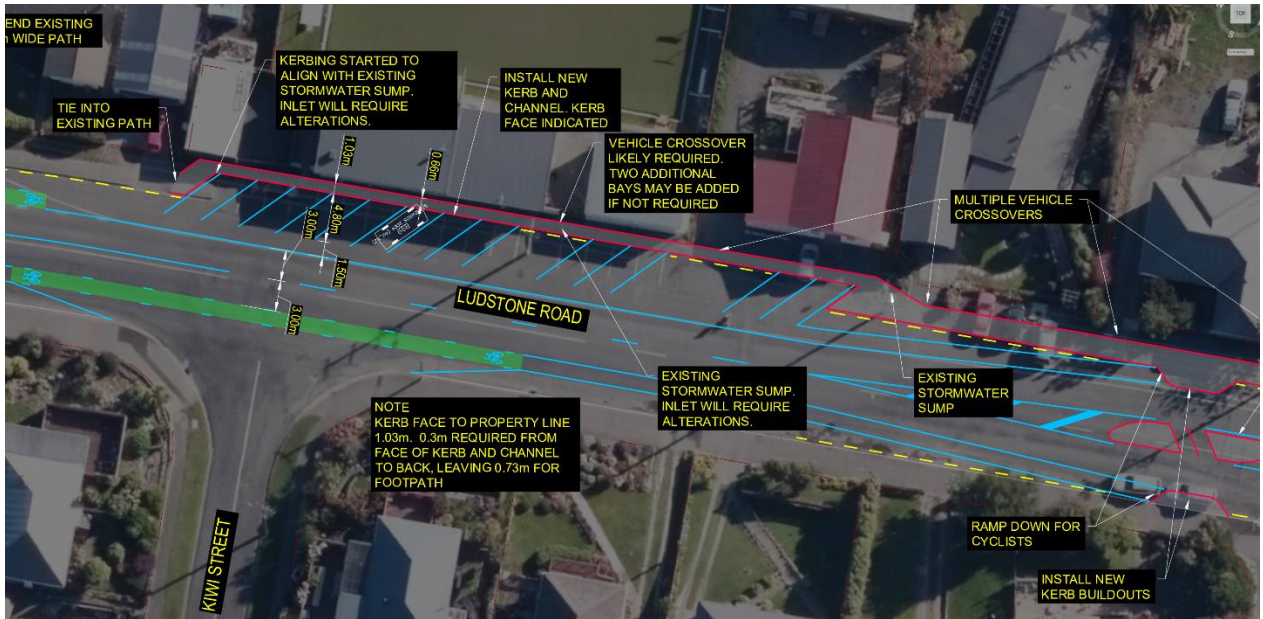


Figure 5: Concept Design for the footpath and parking rearrangement in front of BOWLS CLUB
 Below is a draft sketch of how the new footpath would look. The plan would be to run new kerb and channel along the road edge and then back fill behind to form the sealed path.



Figure 6. New kerb and footpath layout
 The current car parking measurements can be seen below.

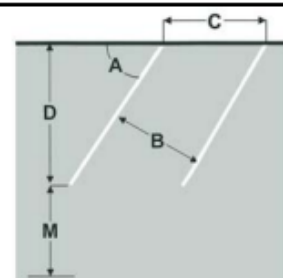


Figure 7. Current car park spacing

The proposed new alignment would use a 45 degree angled parking option.

Table 5.3 Example parking space lengths for angle parking¹

A - angle of park	30°	45°	60°	90°
B - Space width	2.5	2.6	2.6	2.6
C - space width parallel to kerb	5.0	3.7	3.0	2.6
D ² - lateral depth of space	4.1	4.8	5.1	4.8
M ³ - manoeuvre space	2.9	3.5	4.3	5.4



1 uses dimensions from the high use car category in AS 2890.5:1993.

2 where parking is to a low kerb which allows 600mm overhang

3. gives the lateral space required when moving into and out of a parking space

This would allow for more room for the footpath and the proposed cycle lane. This also would have minimal effect on the number of car parks available to the users and the ease of access to them.

5. FINANCIAL IMPLICATIONS:

Killarney Street Parking

All installation costs would be covered by the council. Approximate Cost: **\$ 5,500.**

Cost can be allocated in the Traffic Services Renewal under Capital Projects.

Sudima Bust Stop

All installation costs would be covered by the Sudima Hotel. Approximate Cost: **\$ 4,000.**

Ludstone Footpath

Funded through the IAF funding as part of the transport enabling work scope.

6. RELEVANT LEGISLATION & DELEGATED AUTHORITY

The ability to modify parking arrangements on local roads is a power delegated to local authorities under the Land Transport Act 1998. KDC has in turn made the Kaikōura District Council Traffic and

Parking Bylaw 2018 as a means of exercising this power, and the making of the changes proposed in this report are enabled under Sections 7 and 8 of that Bylaw.

7. COMMUNITY OUTCOMES SUPPORTED



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

Report to:	Council
Date:	28 June 2023
Subject:	CEO Update Report
Prepared by:	W Doughty - Chief Executive Officer
Input sought from:	
Authorised by:	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

It is pleasing to note that we have been able to maintain our proposed overall rates increase at 4.99% in the final annual plan. As highlighted previously, we have worked hard to absorb the impacts of inflation whilst not cutting back on the scope of our projects or our levels of service. We continue to focus on the priorities of roading and footpaths in the year ahead as well as delivery of our capital programme. In terms of delivery for next year we have identified the Top 15 major projects and programmes across the Council that we need to give special attention to whilst also continuing to deliver on our core business as usual activities. My thanks to everyone involved in the annual plan process, especially Sheryl Poulsen.

In the operations space there has been significant work at the Waste Transfer Station this month and we are close to having the site operational. We are also progressing the consenting queries with regard to Waiau Toa Clarence valley access project as well as working with Te Runanga o Kaikōura around their concerns. The Link Pathway surfacing trial is open for feedback and the plan is that Stage 1 works from Memorial Gardens to Torquay street will be tendered once we have agreed on the final finishes. Some Stage 2 work is also underway with the widening of the Lions Boardwalk starting down at Point Kean. Work is progressing on any necessary approvals for Stage 2 works around by Jimmy Armers. We will be undertaking further stakeholder engagement with regard to the link pathway finishes, including possible narratives and artwork, over the next few months. Following the paper to Council last month, the Wakatu Quay team are targeting a public consultation in August in terms of seeking feedback of the inclusion of a financial provision in the Long Term Plan for 2024-34. The team is also progressing conversations with potential external investors.

The finance team remain very busy in terms of all the various workstreams. Now that the annual plan is finalised for adoption, we move the focus to year-end financial close, annual report and audit as well as getting ready for the new financial year on 1st July. We have met with AuditNZ who are anticipating getting back on track with having the annual report audit completed by the end of October 2023. AuditNZ (who work on behalf of the Office of the Auditor General(OAG)) have signalled another significant increase in fees. The role of audit and the growing costs has been raised with the Local Government Minister as a concern across the country. Our rating review project is well underway with further workshops planned in July and we are on track for engaging with the community around September. This work will feed into our Long Term Plan. Our Senior Manager Corporate Services is also putting together a delivery plan for the Long Term plan with work starting in the last calendar quarter of this year. We have awarded a contract for back scanning services to bulk scan our three waters and property files using some of the transition funding.

A financial summary for the end of May is included in Appendix 1 which shows no issues.

We have a spatial plan hui with Te Runanga O Kaikōura planned for June to provide an opportunity for mana whenua to input at an early stage in the process. Following that hui, the team will take all of the feedback from the community sessions held in May and start to prepare a draft spatial plan. Consultation with the community on the draft will be undertaken later in the calendar year. The target is still to have the final spatial plan adopted by the end of the calendar year. The signs bylaw working group has met once with another meeting planned before the end of June in order to meet the deadline for adopting a revised bylaw by 10th December 2023.

I attended the quarterly Mayoral Forum and the quarterly Emergency Management Forum in June. I am also chairing the quarterly Communication and Engagement Forum at the end of June which brings together communications and engagement professionals from the 11 Canterbury councils to share best practice learning and ideas as well as discuss key joint issues for the sector. The Local Government sector annual conference is scheduled for July in Christchurch which includes the AGM to elect a new president. Two Canterbury Mayors are standing for the role this year.

Reforms update

The final Future for Local Government report was released on the 21st June. It is available at the link below.

<https://www.futureforlocalgovernment.govt.nz/reports/>

The report contains 17 main recommendations and a number of suggestions and ideas. It is pleasing to note that on first review the panel acknowledges the importance of local government and local democracy and the need to strengthen it's role and set the sector up for success. The report also includes a proposed roadmap for the next steps of the process. Central Government has highlighted that it will be up to the Local Government sector to initiate and drive. It is unlikely anything significant would progress prior to the general election in October.

In the Affordable Waters Reform space, new legislation has entered the house with regard to the revised 10 entity model. It is still Central Government's intention to have this updated legislation passed before the election. It is pleasing to note that concerns raised (including our own) around incorporating Council Controlled Organisations (CCO's) into the proposed entities from day one has been listened too and the revised approach would likely see novation of existing maintenance and service contracts across from Councils to the new entities. The National Transition Unit has been revising their work programme in response to the potential extension of implementation until 2026. An update from the NTU is scheduled for early July. We are currently planning that our LTP will need to include two years of three waters delivery until 1st July 2026, but this could change again post-election.

There has been little progress of note for the month in regard to the RMA reforms. We are continuing to make the latest reforms information available on our new website.

Other

The Dark Skies Trust work is continuing with both the draft lighting private plan change and also preparing the draft IDA application for Sanctuary status. The group is targeting the end of the year for submission of the application and a draft of the private plan change will come to Council in the next two months.

Council Team

We are continuing our process for the end of year performance, development and wellbeing reviews (PDWs) with a view that these are completed for all of the team by the end of July.

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

- Building Control Manager
- Building Control Officer
- Policy Planning Officer

Our cadet Casey Morris-Oswald has started part-time providing support to the Executive Office and the Communication team. It has been fantastic to be able to bring Casey into the organization through the MTFJ programme. The plan is to increase her hours overtime as she completes her study. We also have two new part-time starters in the library Leanne and Sylvie to assist with the late hours opening on Tuesday and shelf stacking duties. Our new Emergency Management Officer (EMO), Nigel Bryant starts in the first week of July.

It is really fantastic to see that Clive Matthews has achieved his building competency for R1. He has been working incredibly hard to meet the assessment requirements and so this is well deserved.

We are continuing to implement our wellbeing action plan, which is especially important as we come into the winter months.

Focus areas for the next three months

- Outstanding debtors and resolution of historic harbour issues.
- Delivery plan for next financial year.
- Team PDW's

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

Attachment 1: Summarised Finance Report for the period to 31 May 2023

In summary there are no concerns with the financial position as at 31 May 2023.

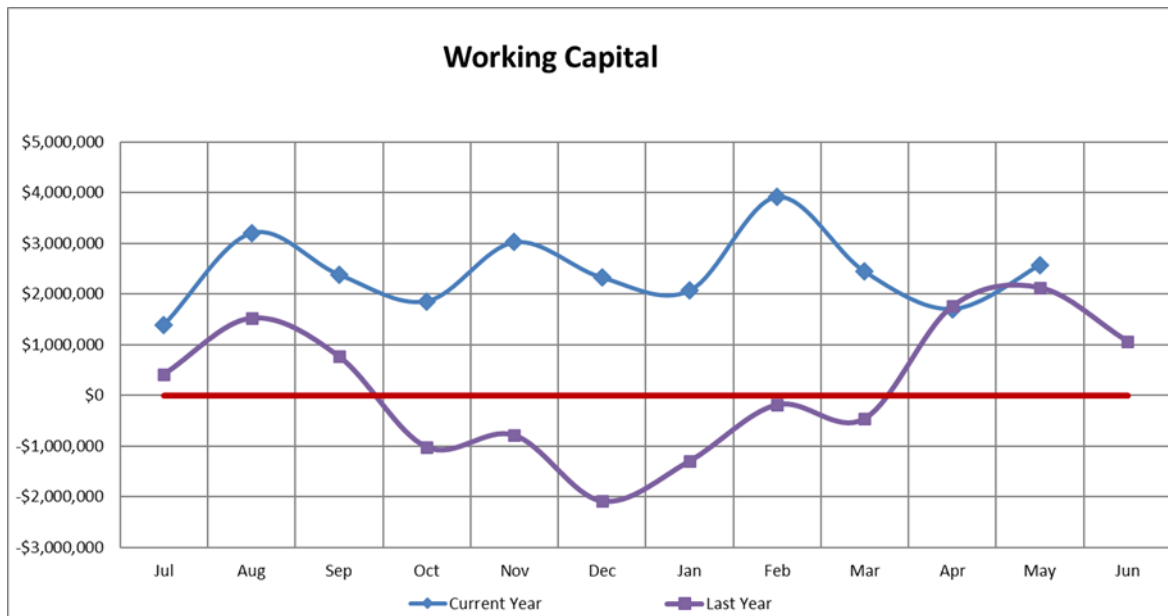
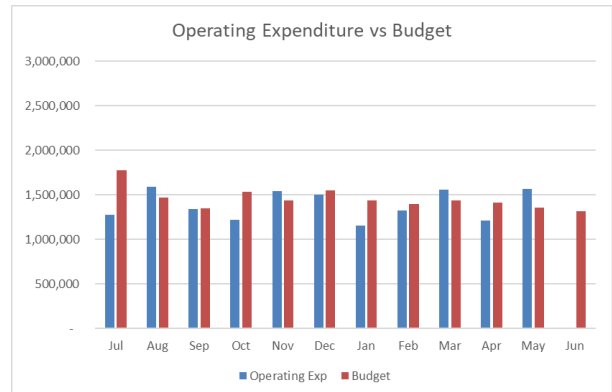
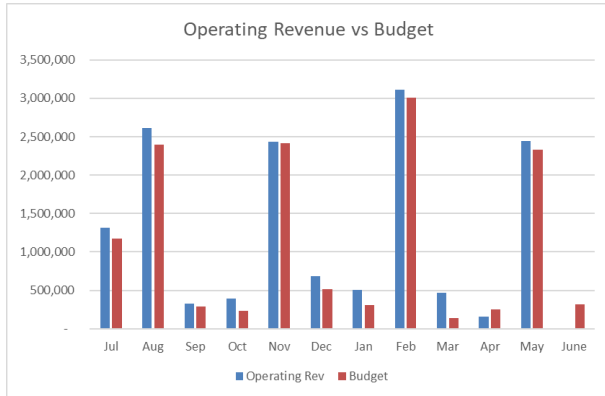
Summary Statement of Comprehensive Revenue & Expense			
	Budget YTD 31/05/23	Actual YTD 31/05/23	Variance 31/05/23
Grants & Subsidies	4,626,828	5,607,085	980,257
Rates Revenue	8,803,231	8,872,729	69,498
All other revenue	1,614,819	1,812,739	197,920
TOTAL REVENUE	15,044,878	16,292,553	1,247,675
Operating expenses – Other	8,633,027	9,289,661	(656,634)
Personnel	3,393,554	3,082,054	311,500
Grants Paid	485,335	949,061	(463,726)
Project Expenses	2,093,341	513,375	1,579,966
Professional Fees & Consultancy Fees	867,133	556,838	310,295
Repairs & Maintenance – Roading	680,688	875,967	(195,279)
TOTAL EXPENSES	16,153,078	15,266,956	886,122
Operating surplus/(deficit)	(1,108,200)	1,025,597	2,133,797

Total revenue is \$1.2M above budget, the large variance relates to unbudgeted grants and subsidies received from NZ Lottery for the Tennis/Netball Court upgrade, Mayors Taskforce for Jobs, Better Off Funding and 3W Stimulus Funding. Expenditure is under budget by \$886K largely relating to the underspend in Wakatu Quay (project expenses and consultancy fees). However, grants paid are above budget due to paying out the grant received for Mayors Taskforce to Te Ha.

Summary Statement of Financial Position			
	Budget to Year End	Actual 30/04/23	Actual 30/04/22
Current assets	5,452,921	5,183,047	4,749,006
Non-current assets	228,378,345	291,117,953	216,824,420
Current liabilities	(1,850,810)	(2,612,388)	(2,604,562)
Non-current liabilities	(9,315,875)	(7,160,704)	(7,256,311)
TOTAL NET ASSETS	222,664,581	286,527,908	211,712,553
Public equity	117,714,129	114,994,654	112,431,978
Special funds & reserves	4,273,594	5,199,942	7,150,658
Asset revaluation reserve	100,676,858	166,333,312	92,129,916
TOTAL EQUITY	222,664,581	286,527,908	211,712,553

Cash is \$2.2M, borrowings are at \$5.3M with the total amount being non-current. There will be no new borrowing this year, resulting in actual non-current liabilities being \$2M lower than we budgeted. Non-current assets are higher than budgeted due to the revaluation completed in 2022. Working capital is positive at \$2.5M with the liquidity ratio sitting at 1.98.

Financial Dashboard



Report to:	Council	File #
Date:	28 June 2023	
Subject:	Community Services Team Update	
Prepared by:	S Haberstock – Community Services Manager	
Input sought from:	Community Services Team and partners	
Authorised by:	P Kearney – Senior Manager Corporate Services	

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 May/June:

1. Community Development
 - a. Community Development and Community Groups
 - b. Events
2. Library Dashboard
3. Kaikōura Emergency Management

2. RECOMMENDATION

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

3. ACTIVITY UPDATES

a. Community Development and Community Groups

Age Friendly Network

The KDC Community Development Officer has joined the Age Friendly Network as the KDC representative, which is coordinated by Office For Seniors. The Network aims to strengthen the support available for organisations leading Council and community plans to improve the wellbeing of older people. It provides a forum for discussion, information sharing, learning, and mutual support with other like-minded groups.

The Network aims to bring together people leading age friendly work around New Zealand and to learn from each other through a community of practice. They hold quarterly online meetings involving a facilitated discussion on a specific topic, a webinar or presentation, and sharing case studies.

The Network was established in 2021. They continue to develop it in collaboration with its members. The Network intends to supplement broader support available to age friendly practitioners and leaders in their roles (for example – support available through Taituarā – Local Government Professionals Aotearoa).

There are approximately 27 members on the network, mainly Council staff in a range of roles, but overseeing the wellbeing and strategies for older people in their communities. This will link in well with our Older Person’s Working Group work and ensures Kaikōura is part-of a wider conversation.

Further benefits include:

- access to mutual support and encouragement from others leading age friendly work
- opportunities to share ideas and collaborate with other members
- opportunities to present and showcase your work and learn what has worked well in other locations
- opportunities to discuss and share the latest age friendly research.

As a member of the Network, we will also be helping to promote and grow support for other cities, towns and communities across New Zealand to become age friendly.

Pensioner Housing

The waiting list is still at 12. The carpark has been sealed and just needs to be swept off and finished, but it is looking great.

Older Persons Working Group

There were just over 200 submissions to the Ageing with Options Survey with good responses from the community. Please see some comments from the analysis of the survey below:

- Approximately 25% of aged residents replied, 5% are under 65
- Remaining in own home with care visits is the preferred option for the majority
- Retirement village is of interest to about half of respondents
- Shared housing 28% interested
- Dementia Care in Kaikōura wanted by all
- Diversity of housing designs, colours, and privacy all mentioned
- Charitable Trust – perhaps in partnership with KDC.
- A new organisation whose members may or may not be OPWG members

What is to be built and where

Considerations: this is to be built in a Very High Wind Zone with Earthquake Fault-lines. All styles of building now appear to have relatively short lives of 40-50 years. Perhaps a conventional timber framed, two-story, more residential than hospital style, may be the most suitable for this project. Consider how the design of our new hospital works amongst residential housing.

Possible locations

East: The Peninsular, using Rural, Ngati Kuri or KDC land
South: Inland Road
North: Hapuku uplands
West: Vicarage Views or Green Lane

From the OPWG team

We recently conducted a Survey of older Kaikōura residents, seeking their opinions on how to house our elderly. We are grateful to the respondents for providing some real numbers to help us develop some proposals to put to the Kaikōura District Council. Our team of volunteers under the wordy but appropriate banner of “The Older Persons Working Group” (OPWG), meets regularly and our mix of Residents and Health Professionals has a broad base of skills and knowledge to facilitate our discussions. At this early stage, we can see that a Charitable Trust will need to be formed and candidates will be sought from the community when appropriate.

The most common theme amongst our survey respondents was a wish to remain in their own homes with the consequences that presents. A dedicated Dementia unit was also a common wish. There is still plenty of work to do and we are dedicated to finding the best outcomes for the older residents of this wonderful town.

The OPWG Team

The group now needs to discuss direction based on these results at the July meeting.

Violence Free

We are still working on updating the strategy and clarifying what services each agency can provide in Kaikōura. S Wright is completing a directory and rebuilding network attendance with the relevant

agencies. We have changed the meeting day and time to ensure Marlborough Women's Refuge can attend.

Christmas Group

The Christmas group continues to meet, and we are planning a Christmas Festival event that will be held in the West End in the lead up to Christmas.

A Christmas tree is high on the project list, but with the quote sitting around \$90,000 now, including freight, sourcing funds is a challenge. The group is hoping this will become a community collaboration, but if they can't source the funds for this Christmas, the group will work on finding funding for a Christmas tree in 2024.

S Wright is using the opportunity while talking to retailers and businesses in the West End to gather their details in order to create a business data base. This has usually fallen under the remit of Economic Development, but since KDC has not had an Economic Development Officer for many years, our business database is out-of-date and not useful.

Scout Hall

The Community Development Officer attended a Scout Hall steering group meeting. Work has been organised to fix lighting, purchase and install a dishwasher and re-organise the kitchen. A new door is ordered for the kitchen door that is fire safe, and the group is organising a working bee to tidy up back yard area. They discussed putting some shingle in some areas with some easy-care plantings that will help maintain and keep this currently dilapidated area neat and tidy, and available to be used in the summer months.

Takahanga Courts

KDC staff met with the Rugby Club as part of their consultative process. The Rugby Club is very excited about their new premises and hopes to be open by March next year. They will now talk to each club individually.

Alongside this work, we are firming up costs for the Community Court re-development. A draft MOU between KDC, our Treaty Partner, the Kaikōura Community Charitable Trust and the User Group has been circulated, and we have a draft Management and Fundraising plan, awaiting final costs.

In addition, KDC staff met with Mainpower to discuss the possibility of sponsorship.

b. Events

Citizenship Ceremony

We held a citizenship ceremony on Friday 9th June in Totara Room. Three local people from Fiji, Sweden and Australia have become NZ citizens and we warmly welcome them.

Matariki

Planning is underway with Hapuku School to host a community event to celebrate Matariki. This will be held at Fyffe House on Thursday 20th July and is open to the whole community. Astronomer Rikki Solomon and artists James Webster and Marcus Winters will be present and lead this event.

North Canterbury Business Awards launch event

The launch event took place at the Sudima Hotel on May 17th with a good turnout of local businesspeople who were interested in hearing about how the awards work and the categories that can be entered. Enterprise North Canterbury is happy to accept nominations of local businesses and then assist with their applications. Entries close on 7th July 2023.

2. Library Dashboard

This month the New Zealand Library Partnership Programme (NZLPP) comes to an end after three years. The New Zealand Libraries Partnership was an initiative established through the New Zealand Government's COVID-19 Response and Recovery Fund and led by the National Library, that supported librarians and library services to be retained in New Zealand libraries to provide for community recovery (2020 to 2022). We received extra funding for a year to keep our Digital Literacy Advocate employed.

Kaikōura District Council was fortunate enough to have partnered with NZLPP for this time. We collaborated with the Kaikōura Museum, but especially with Te Ha o Matauranga, with a shared commitment to collaborate on initiatives under the Programme, such as:

- Digital inclusion, supporting and assisting job seekers and learners – including digital literacy for children and young people.
- Library workforce development, supporting an increasingly diverse workforce – including retention and development of Māori and Pasifika staff, leadership development, trainee recruitment and career progression development.
- Community engagement, supporting community recovery – including capability building, co-design skills, programming, and outreach and by targeting non-users.
- Reading for pleasure, supporting wellbeing – including local programming, partnerships and support for young people, whanau, and communities.
- Te Reo and mātauranga Māori, supporting local iwi – including staff skills development.
- Content creation and curation of online New Zealand resources, with a focus on local resources.

This funding supported the development of our four strategic priorities, and we are very pleased with the outcomes in our 4 focus areas:

1. We have worked hard on digital inclusion and our increased digital products reinforces our library values, supporting social and cultural equity, nurturing accessibility in a thriving venue with free access to resources.
2. We are continually developing our workforce and the community knows how our district library is funded and they believe our rates dollars are spent carefully for a worthy cause.
3. Our ever-increasing number of people who visit the library is proof of our positive engagement with the community and emphasises that our library fosters community wellbeing and is known as a valuable place for discussion, community building, and personal connections.
4. We believe the greatest improvement over the last three years has been the conscious development of our library collection and we believe our library enriches lives of our community and is seen as a safe place fostering wellbeing.

Kaikoura District Library Strategic Plan Priorities

Provide Access to Information

Our Library values social and cultural equity nurturing accessibility in a thriving venue with free access to resources

- Development of Maturanga Maori
- Outreach whānau education programmes
- Assistance for job seekers
- Diversity



Development
Outreach & Education
Assistance
Diversity

Develop Library Workforce

Community knows how our district library is funded and they believe our rates dollars are spent carefully for a worthy cause

- Te Whare Tapa Wha staff skills development
- Library Steering group
- Community partnerships
- Long term security



Skill Development
Steering Group
Partnerships
Security

Connect the Community

Our Library fosters community wellbeing and is known as a valuable place for discussion, community building, and personal connections

- Community-led and co-designed community hub
- Collaboration and shared resources
- Innovative programming
- Volunteerism



Community Hub
Collaboration & Resources
Innovation
Volunteerism

Encourage Reading for Pleasure

Our Library enriches lives of our community and is seen as a safe place fostering wellbeing

- Easy Access
- Web presence
- Access to up-to-date books
- Personal enrichment through support



Easy
Web Presence
Access
Personal Enrichment & Support



Kaikoura District Library

The NZLPP funding kick-started the overall development of our library services, nudging us into the digital 21st century, and we are well pleased with the dashboard statistics, noting the highest number of visitors through the door to date:

KAIKOURA DISTRICT LIBRARY

Dashboard May 2023



This is our highest door count to date!
We had an extra 1,000 people through the door compared to this time last year.

SUPPLIERS

With changes to book suppliers during COVID-19 we are pleased to announce that the Kaikoura District Library is currently spending **94%** of its yearly budget with Canterbury suppliers. Further to this we have received impeccable service from Jessie at our local Paper Plus with next day delivery, collection development advice and suggestions.



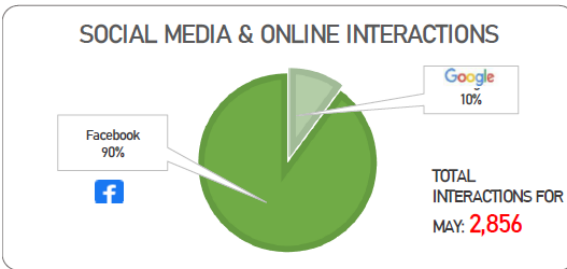
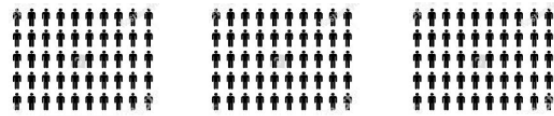
3,445 people visited the Library this month

Book Stats May	20/21	21/22	22/23
Issues	2,152	1,624	2,609 ↑
Renewals	268	154	264 ↑
Returns	2,227	1,699	2,569 ↑
BorrowBox Issues	25	14	274 ↑

Our community has borrowed 1,126 audiobooks, eBooks and emagazines since we began using BorrowBox in October 2022! **>>>** 16 New BorrowBox Members in April

May/2023

AUDIO & EBOOK STATISTICS



Customer Interactions To give an idea of what 3,445 visitors a month means for library staff, this is just under 150 people per day. If three staff members are working they will interact with roughly 50 people each per day!

We are sad to farewell Toni Woods and Theo Rae this month and thank them for their time with us in the library and enabling the Saturday to stay open.

We welcome two new part-time library members, Sylvie Reid from Kaikōura High School as shelver for 7 hours a week, and Leanne Stevenson as a library assistant for 11 hours per week.

With the employment of Sylvie and Leanne, we are delighted to announce our late night can be reinstated and this will start on Tuesday 4 July from 5pm to 8pm. There have been many requests post-earthquake to have a late night in the library and we are finally in the position to offer this service to our community again.

3. Kaikōura Emergency Management

Recovery Manager update

Richard Ball, Canterbury Civil Defence Emergency Management Group Recovery Manager, provided a report on activities undertaken over the last three months to enhance recovery preparedness in our area.

Progress in enhancing recovery preparedness

The status of the previously proposed recovery actions are outlined in the table below.

- Green is on-track
- Orange is delayed or incomplete
- Red is stalled or requires intervention. (No items are red.)

The North Island events have disrupted progress on some of these due to Canterbury staff deployments and key personnel within the affected regions being unavailable to progress collaborative initiatives.

Among the items marked orange, the recommended priority actions are confirming a proposed Canterbury Group recovery structure for inclusion in the Group Recovery Plan and the confirmation and induction of alternate Group Recovery Managers.

Status of actions to enhance recovery preparedness.

Action	Timeframe	Status	Comment
Monthly on-line meetings for Canterbury recovery managers	On-going.	On track	Convened by Group Recovery Manager.
All day training events or exercises	Starting Jan/Feb 2023, two or three per year.	On track	One-day exercise held 17 February 2023. Approx 30 attendees from various organisations; lacked EMOs (Emergency Management Officers) due to North Island deployments. One further exercise and recovery forum to be held this year.
Review Group recovery plan	By 30 June 2022.	delayed	Delayed by North Island events. Draft expected by 30 June 2022.
Structured training for recovery managers	Not specified.	delayed	National initiative delayed as North Island Group Recovery Managers in midst of recovery.
Local recovery plans	Not specified.	incomplete	Requires further engagement with local recovery managers. Ashburton District Council recently convened an internal meeting of key staff for recovery.
Development and sharing of recovery materials / templates / guidelines, etc	On-going.	On track	Numerous documents and examples recently shared across Groups. Review and quality assessment, and central repository for these documents, is required.
Engagement with others inter-regionally and nationally to share expertise and resources.	On-going.	On track	Commenced in December and on-going, although currently focused on supporting North Island recovery efforts rather than enhancing preparedness.

Action	Timeframe	Status	Comment
Identification of key personnel for roles within the recovery structure. This includes administrative and information management support, technical advisors on matters such as scientific or legal matters, communications / public information, project, and programme management, etc. Leads for each of the recovery environments and task groups under them.	Not specified.	delayed or incomplete	Limited process: some key roles and likely personnel identified. Discussion and agreement on proposed structure and roles are key to progressing this.
Appointment of two alternate Group Recovery Managers to cover in the absence of the recovery manager and/or work alongside in a larger event.	Not specified.	delayed	Delayed. Informal discussion is required for recommendations to be brought to the next meeting.

Emergency Management Officer

We are thrilled to announce the employment of Nigel Bryant as our new Emergency Management Officer, starting on the 3 July.

He comes with a great many qualifications, is a registered and practicing paramedic with extensive experience both in New Zealand and internationally. He moved to Kaikōura in 2021 and is looking forward to applying his experience, training and education to support the local community. He has joined the Kaikōura Fire Volunteer Brigade where he helps in a medical capacity.

The list goes on as Nigel also has a Postgraduate Certificate in Emergency Management from AUT. He has worked collaboratively with the NZ Police, FENZ, Waikato DHB and Civil Defence at a management level, planning for and responding to major incidents and disasters in the Waikato Region, while working as an Area Manager for St John.

Lastly, he has attended numerous major incident and disaster situations including mass casualty events, humanitarian disasters, cyclones, earthquakes and volcanic eruptions over his career as a Paramedic.

S Wright is acting in EMO role until Nigel starts and is organising training and ideas for new systems and processes, as well as getting all staff on board.

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



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

Report to:	Council	File #
Date:	28 June 2023	
Subject:	Building and Regulatory Update	
Prepared by:	D Clibbery – Senior Manager Operations	
Input sought from:	York – Regulatory Team Leader R Harding – Senior Building & Regulatory Administration Officer F Buchanan – Regulatory Administration Officer	
Authorised by:	W Doughty – Chief Executive Officer	

1. SUMMARY

This is a routine report on recent activity in the BCA and regulatory areas of Council.

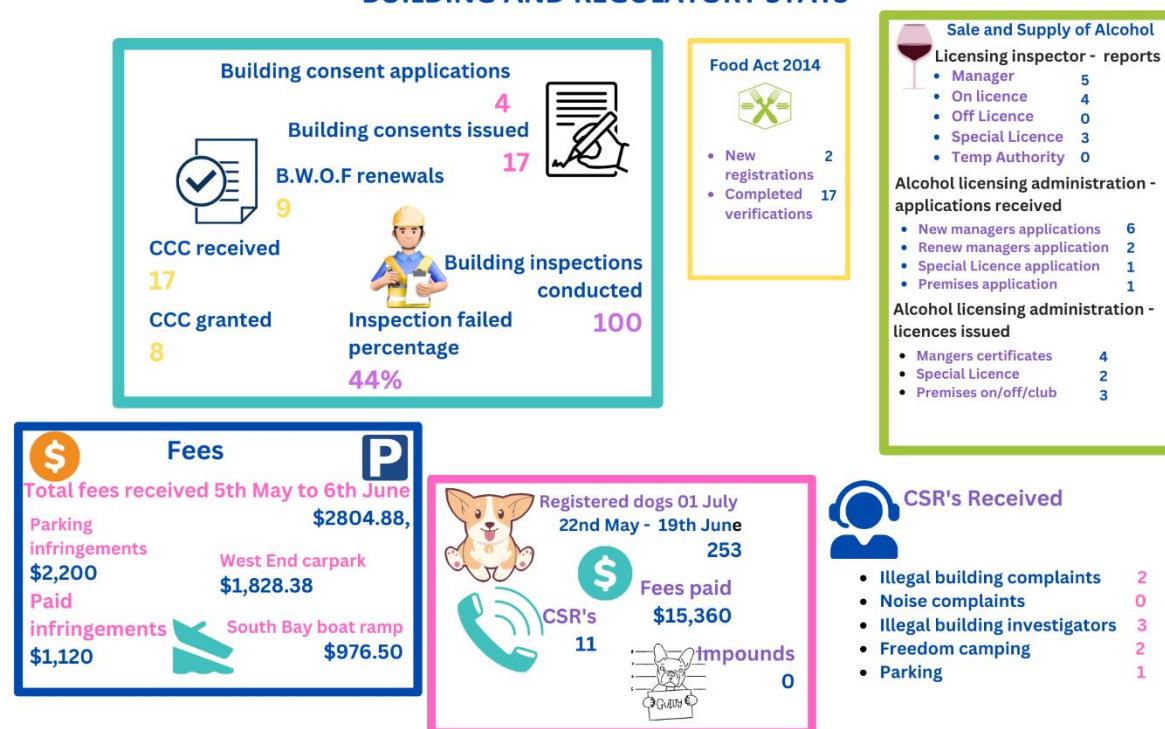
2. RECOMMENDATION

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

3. STATISTICS

The following apply for the period from 18th May – 19th June 2023

BUILDING AND REGULATORY STATS



4. BUILDING CONTROL

Clive Mathews, our trainee Building Control Officer has been successful in obtaining the competencies required to undertake a range of less complex building control inspections. This is an excellent outcome as it removes the need for BCO from Hurunui District Council to travel to Kaikōura every week to assist us with inspections. Thanks should however be extended to the Hurunui building control team for the support to our building control team that they have given, and are continuing to give.

Whilst it is excellent news to have Clive able to undertake inspections the desire for KDC to have more employed BCOs remains, and we currently have two experienced builders expressing interest in undertaking similar training.

5. OTHER REGULATORY

Notable events:

- Licence Inspector three-day visit to Kaikōura 4,5 and 6 May
- 21 premises monitored for compliance
- Night monitoring conducted with Police – over all pleasing results

Food Act 2014

- FHS staff communicated with MPI regarding the impending changes and updates to the TFCP which is due for release in June.
- We will be in discussion with the Council regarding an option to present a session to the Kaikoura food businesses to explain what the changes are.
- The presentation will also include an update on the food safety performance of the district provided by the verifiers and how to prepare for their next verification.

New Registrations – 2

Completed Verifications - 17

Water Safety

- Routine three-waters monitoring for compliance with Taumata Arowai DWQARs (Drinking Water Quality Assurances Rules).
- Routine drinking-water data oversight and laboratory correspondence.
- Liaison with Water Outlook for updates to field app and sample sites.

Health Act 1956

Health Act Inspection due to start end of November 2023.

Regulatory Services and Parking and Freedom Camping

The focus for the regulatory team for the next month:

- Freedom Camping Surveys ongoing – some results attached
- Parking monitoring in West End and township, ongoing
- Swimming Pool inspections, training being undertaken
- Dog registration increase in advertising reminders as the month progresses
Including radio ads, Kaikōura star, social media, and posters, with reminders and text reminders being sent later this month
- Regulatory team monitoring schedules are in the process of being developed

Freedom Camping Law Changes

The Self-contained Motor Vehicles Legislation Act is now law. The following will now take effect:

- Changes to where you can freedom camp. In general, you can only freedom camp on local authority land if your vehicle is certified self-contained.
- Changes around certifying self-contained vehicles. Vehicles with a portable toilet are no longer able to be certified self-contained.
- Changes to infringement fees and fines. The original infringement fee of \$200 has been increased to \$400. Many of the fees will further increase when regulations come into force.

Some of the key changes created by the legislation will not however have immediate effect, and the really significant change will occur in 2 years' time when all of the current blue sticker self-containment

certification will cease to be valid, and many small vehicles that are currently freedom camping will become impractical for such use.

Camper Mate

KDC now has access to live data from the Camper Mate app and we can pull data from as far back as 2021, providing useful information for Freedom Camping bylaw review.

Attached are a couple of examples of data collected over the last few months. More information can be provided if there is interest.

6. COMMUNITY OUTCOMES SUPPORTED

The work is in support of all/the following community outcomes.



Community

We communicate, engage and inform our community



Development

We promote and support the development of our economy



Services

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Environment

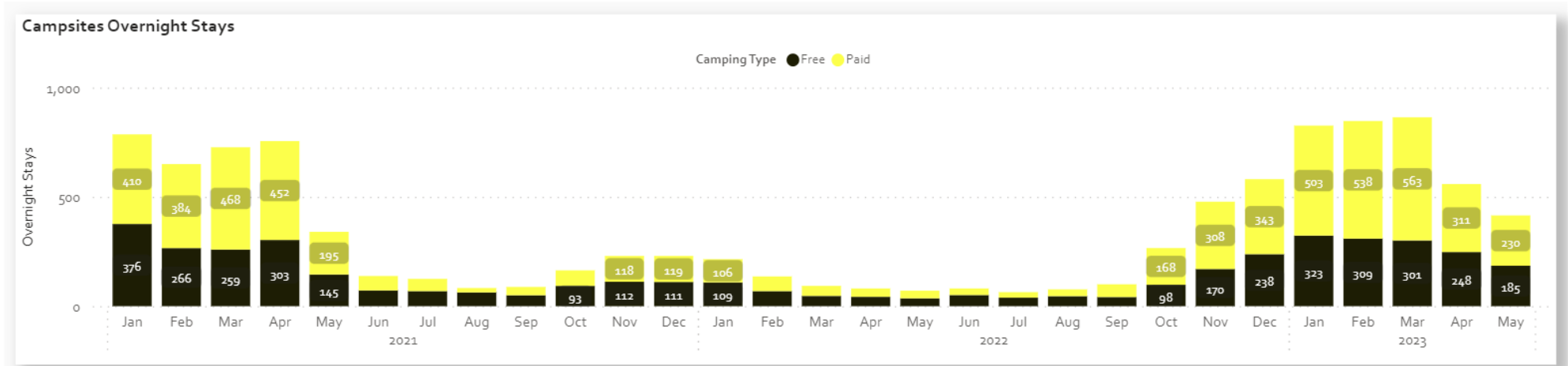
We value and protect our environment



Future

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

- Commercial campgrounds (paid)
- Free sites



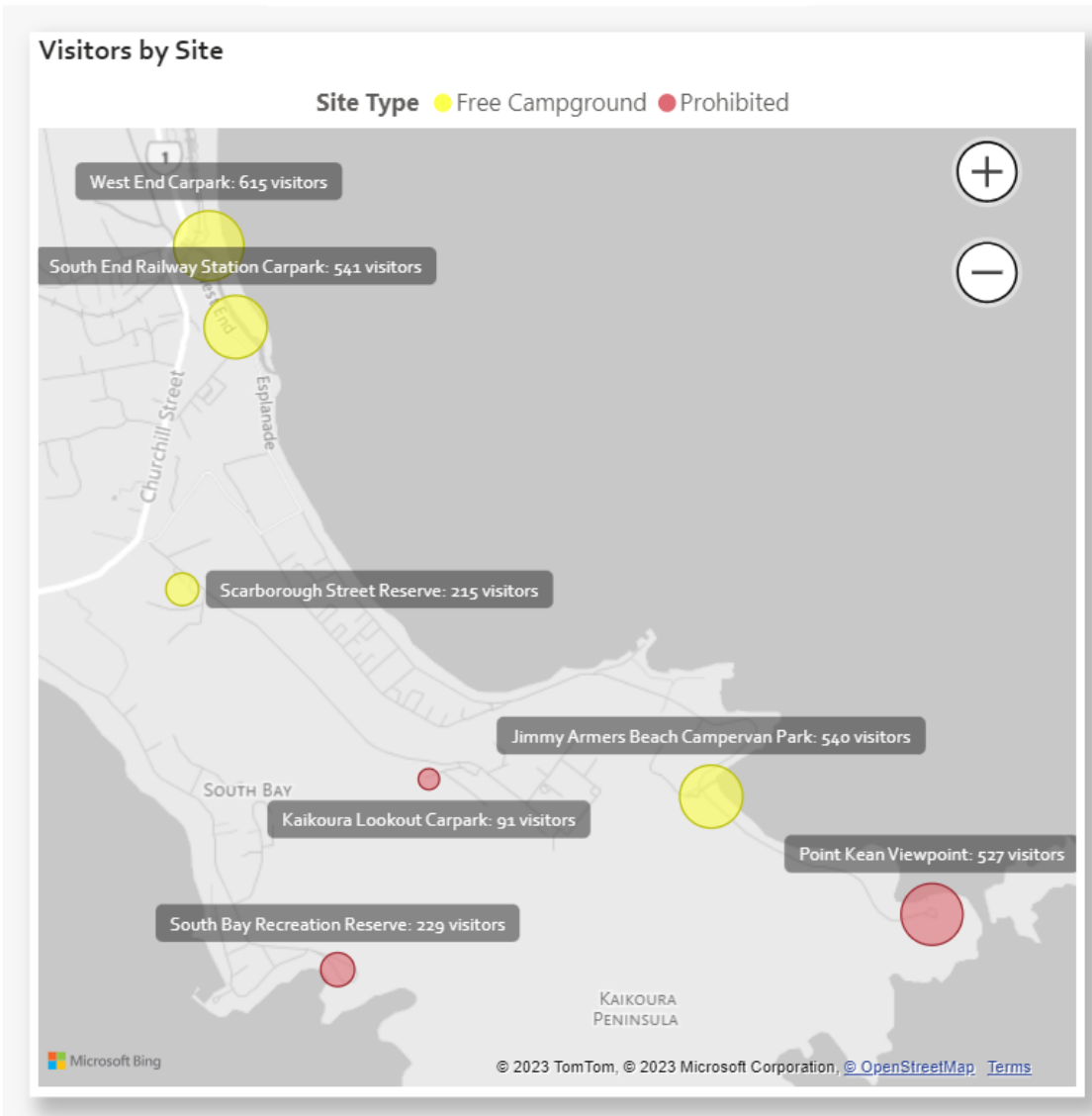
Visitors to sites – Data collected over the last 45 Days

This show numbers of visitors to all sites including prohibited
Prohibited, is for overnight camping

- Free campground
- Prohibited overnight camping



Data over last 45 days



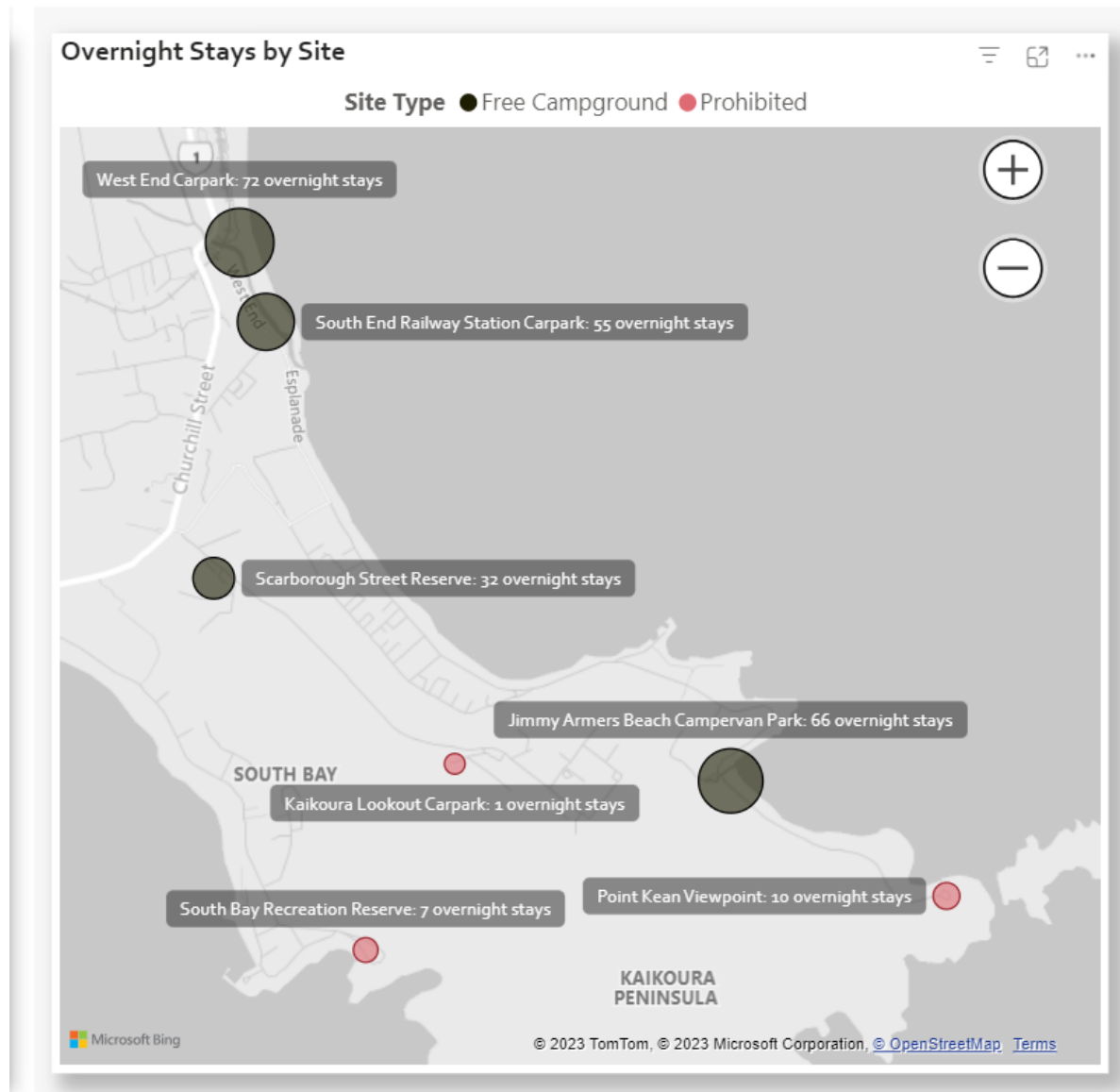
Overnight Stays – Data collected over the last 45 Days

This App now allows up to monitor prohibited sites in “real time”

For example, we can look at a prohibited site at a 5:30pm and if it is full, we can send an officer down to make sure they clear the site.

● Free Campground

● Prohibited Site



Report to:	Council	
Date:	28 June 2023	
Subject:	Planning Update	
Prepared by:	M Hoggard - Strategy Policy and District Plan Manager	
Input sought from:	P Egan - LIMs & Administration Officer	
Authorised by:	P Kearney – Senior Manager Corporate Services	

1. SUMMARY

This report provides a general update of what is occurring in the Planning Department.

Key aspects to note are:

- LIMs numbers flat
- Some resource consents are still being processed by external consultants
- Natural Hazards and Rehoused Plan – a formal adoption report is intended for the July meeting
- District Plan Review
 - Staff and Boffa Miskell are working with Te Runanga o Kaikoura
- National Policy Statement – Indigenous Biodiversity – MFE advises likely to be in force in 2023
- Policy Planner Position still vacant

Attachments:

- Resource consents in progress

2. RECOMMENDATION

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

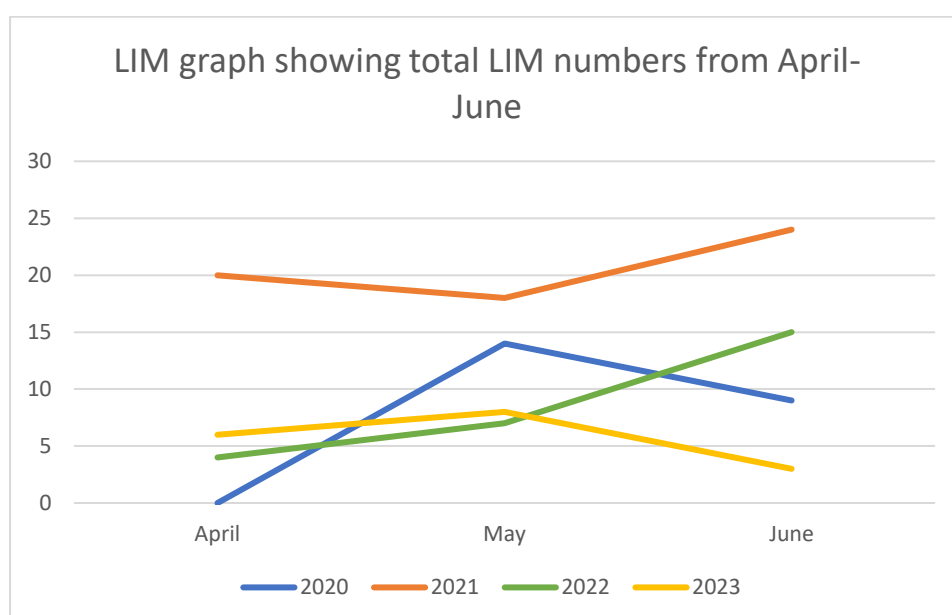
3. BACKGROUND

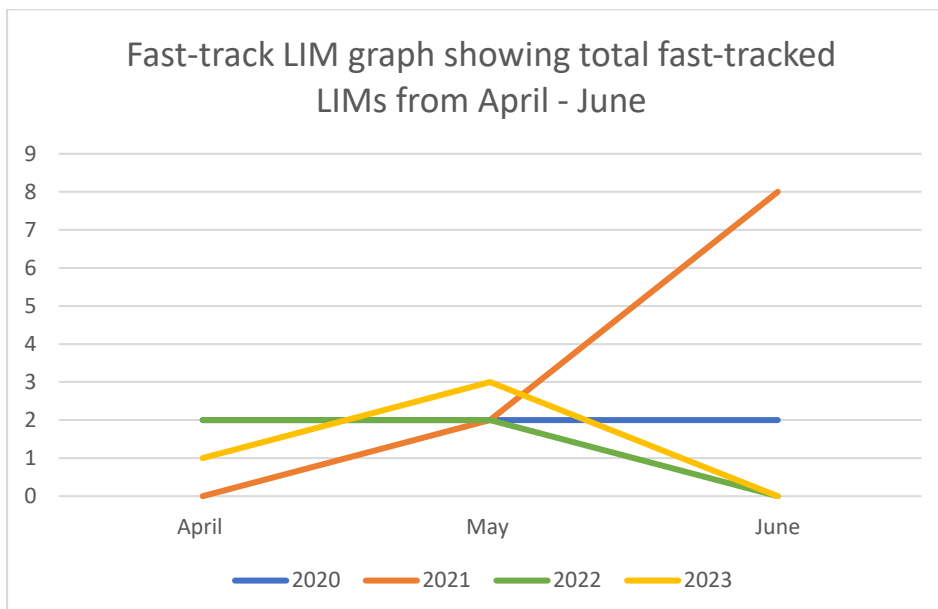
3.1 Resource Consents Status:

Attachment 1 includes a list of resource consents that are currently in progress, or which have been issued since the May 2023 Council report.

3.2 Land Information Memorandums (LIMs)

LIM numbers have reduced. We are now tracking below half the LIM numbers of 2020 and 2021.





3.3 District Plan Review – Natural Hazards Chapter Update

A report is required to Council to officially make the Natural Hazards Plan Change operative and the rehoused District Plan operative, given workload and time taken for annual leave this is now intended for the July Council meeting.

3.4 District Plan Review

3.4.1 Spatial Plan

Council, Community Stakeholder and Public workshops were held in Kaikōura on 10th & 11th May. Unfortunately, due to more pressing urgent requirements representatives of Te Runanga o Kaikōura were unable to attend. Given the importance of rūnanga input an additional meeting has been set for 14th June, and the project has been placed on hold until Boffa Miskell and staff can meet and explore direction. Unfortunately a Tangai the meeting with Boffa Miskell has been moved to 22nd June 2023. These delays are necessary to ensure sound product development. It is extremely important that we have direction from Te Runanga o Kaikōura when we develop our communities 30-year vision.

3.4.2 Te Rūnanga o Kaikōura District Plan Involvement

It is anticipated that feedback on the Spatial Plan process will assist with setting direction for the District Plan. A meeting occurred with some Councillors and key some Te Runanga o Kaikoura members. This meeting provided a sound platform for further korero. Contact have been provided at Ngai Tahu to assist with spatial planning.

3.4.3 Plan Change 4 - Kaikoura Business Park Limited

The intended zoning and possible changes were discussed at the 14th June Council workshop. A site visit and additional discussion is proposed for July, given commercial sensitivity it is likely this will be a public excluded workshop.

3.5 Landscape Overlay Review

No change from last month's meeting.

3.6 National Policy Statement – Indigenous Biodiversity - Exposure Draft

Although the website remains unchanged as discussed in previous Council meeting the dialog with Ministry for the Environment is now changing from the previous:

The NPSIB has been amended in response to issues raised in submissions through last year's exposure draft process. Changes have been made to the NPSIB to improve its workability, consistency with other national direction, and to respond to concerns from different sectors. The Minister will be seeking a final decision from Cabinet to gazette the NPSIB, but Cabinet has not yet made that decision. We don't yet have a date for its consideration.

To now advising:

The NPSIB is being considered, and likely to be in force in 2023.

3.8 Resource Management Reform

No change from March Council meeting, As discussed in the February Council meeting a submission has been made, which is similar to the Canterbury Mayoral Forum submission. No new information has been received since this submission has been made.

3.9 Signs Bylaw

Dave Clibbery, Senior Manager Operations is leading this and Workshop 1 with community members has been completed on 12th June. Workshop 2 is scheduled for Monday 26th June. Future reporting will be left with Dave Clibbery.

3.10 The next three months

Planning is looking to progress the following over the next three months:

District Plan:

1. Making natural hazard plan change and rehoused plan formally operative - See separate report on Council agenda.
2. Continued Review of Resource Management Act reform documents
3. Development of a draft spatial plan for community feedback
4. Ensure that district plan maps can be viewed in an interactive viewer, as opposed to pdf.
5. Move district wide landscape assessment forward
6. Notification and submission on Plan Change 4 (Light Industrial Area)
7. Notification and submission on Plan Change 5 (Kaikōura Dark Sky)

Policies and bylaws

8. Signage is being progressed by Dave Clibbery, Senior Manager Operations.

Staff

9. Find a replacement Policy Planner

Resource Consents

10. Further process mapping to improve current planning processes
11. Closing out resource consent which have been on hold for prolonged periods

4. FINANCIAL IMPLICATIONS AND RISKS

In addition to the risks expressed in the April Council meeting the loss of 25% of the current planning staff is a significant change for the department. The planning team and human resources are exploring options for filling this position and options for increasing efficiency within the Planning Team including the possibility of additional temporary planning support.

Nationally planning staff continue to be difficult to find and delays in replacing staff will result in increased use of consultants which will have an impact on budgets. This may also result in the planning team lacking the capacity to process future plan changes within house.

5. RELEVANT LEGISLATION

Resource Management Act 1991

6. COMMUNITY OUTCOMES SUPPORTED



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We promote and support the development of our economy



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Future

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 15th 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. Interim invoice has been sent.
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 th Sept 2020. Further communication has occurred on 2 nd October 2020. A follow up email has been sent in July 2021.
3.	1675	Eysen 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 th April 2020 seeking plans and elevations of what is proposed. Further communication occurred 15 th 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	The matter has been passed on to our enforcement team. On 30 th May 2023 a geotechnical report has been provided, staff are still awaiting the landscape assessment, the application remains on hold.
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.	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	Applicant has advised they wish to proceed to a hearing, a date for the hearing will be sent once confirmation of hearing panel members has occurred. Staff are required to consult tangata whenua through relevant iwi authorities on whether it is appropriate to appoint a commissioner with an understanding of tikanga Māori and of the perspectives of local iwi or hapū, this process is currently underway. Being processed in house
7.	1848	Kaikōura District Council	Wakatu Quay redevelopment, non-compliance with Noise and Parking	Wakatu Quay	On hold by the applicant – Additional information has been received and a review of the notification report is occurring based on the additional information. Being processed by RMG
8.	1866	Jason Ruawai	Two lot rural subdivision below controlled allotment size	95 Green Lane	Consent ready to issue, confirmation occurring on development contributions for services Being processed in house
9.	1870	Mark Baxter	Outdoor Dining Area – Temporary Activity	21 West End	On hold by the applicant - Limited notification has closed, a submission has been received from the neighbour, plans are to be amended and neighbour has said they will give approval Processed in house
10.	1884	Ferniehurst Station	Land use – complete alterations to two existing winery buildings for residential use	140 State Highway 1	Granted Being processed in house
11.	1887 & 1888	John Leeder	Subdivision and land use creation of 8 lots ranging in size from 418m ² to 1089m ² from 3 existing lots	154A to 162 Beach Road	Active Being processed in house

12.	1889	Kaikoura District Council	Earthworks in flood hazard area for Clarence/Waiatoa Bridge	Road reserve	Deferred Being processed by Resource Management Group
13.					
14.	1892	Anthony Lund	Build a three bedroom dwelling with attached garage that intrudes the recession planes on north, East and West boundary of the property	148 South Bay Parade	Deferred Being processed by LMC
15.	1893	Woofbrook Residential Ltd	Subdivision of proposed townhouses	17 Yarmouth Street (Corner Yarmouth and Torquay Streets)	Active Being processed by Resource Management Group
16.	1894	South Pacific Helicopter Ltd	Signs Permit	617-627 State Highway 1	Declined – Although Waka Kotahi approval provided sign size does not meet bylaw size standard. Note bylaw is currently being reviewed. Being processed in house
17.	1895	Viatcheslav Meyn	To create 13 fee simple allotments including one access allotment and one balance allotment	427-671 Inland Road Kaikoura	Deferred at the applicant's request, lot size and shape may change. Being processed in house
18.	1897	MainPower LTD	S139 Application Digging/excavate for the installation of a new foundation chamber (not within mapped archeological area)	Yarmouth St	Active Being processed in house
19.	1898	Paul Keung	To subdivide one allotment to create two freehold allotments	114 Beach Road	Awaiting payment Being processed in house

20.	1899	GCH Aviation Limited	Construction of aircraft hanger	617-627 SH1/Kaikōura Airfield	Granted Processed in House
21.	1900	Hayden Clavis	Extension for an existing dwelling	2771 SH1	Active Being processed in house
22.	1901	Steward McConchie	Subdivision to create allotment for recently relocated dwelling	39 Waitane Road	Active Being processed in house
23.	1902	Marie Rouse	Flood Hazard Certificate	29B Koura Bay Drive	Granted Processed in house
24.	1903	Suzanne Reid	Flood Hazard Certificate	33 Koura Bay Drive	Granted Processed in house
25.	1904	Trevor Smith	Earthworks within an Archaeological Area	15 Avoca Street	Active Being processed by RMG
26.	1905	Kastuti McGovern	Visitors Accommodation for 6 people	20A Kanuka Lane	Active Being processed by PLANZ

2. Notified consents

Currently three notified or limited notified consents are in progress:

- I. Kaikōura Trustee Company Ltd is proposing to undertake a two allotment subdivision within a significant landscape area the controlled allotment size is 40,000m² the proposed allotments are 1,947m² and 2440m². 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. The applicant has now advised in May that they wish to push on with a hearing commissioners are currently being arranged.
- 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. Agreement has been reached with neighbours and Council staff will issue the decision as soon as development contributions are resolved.
- III. Mark Baxter is proposed an Outdoor Dining 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, a submission has been received from the neighbour. Neighbours have agreed to withdraw the submission and give written approval provided the application is amended to separate the dining area from the ROW. Application has been placed on hold at applicants request, physical works are occurring to address the neighbours concerns.

3. Plan Changes

Currently no plan changes are notified

4. Monitoring

In addition to day to day complaints and questions council staff are developing a consent monitoring strategy and working with Jo York (Regulator Team Leader) regarding visitors accommodation and non-compliance with planning issues. A complaint has also been received in regard to multiple dwelling without consent. This is likely to require significant resources to resolve given it relates to various individuals.

5. Road Stopping

Active road stoppings:

Fookes – Hapuku Road – survey plan matters have been resolved with LINZ and now Council staff must review the file.

6. General

- Project Information memorandum processing is ongoing
- Land Information Memorandum processing is ongoing