

KAIKŌURA DISTRICT COUNCIL MEETING

Date:	Wednesday 26 June 2024
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: Deputy Mayor J Howden, Councillor K Heays

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 | Extraordinary Council meeting minutes dated 15 May 2024 | page 3 |
| 7.2 | Council meeting minutes dated 29 May 2024 | page 13 |

8. Review of Action List

page 23

9. Matters of Importance to be raised as Urgent Business

10. Matters for Decision:

- | | | |
|------|--|---------------------|
| 10.1 | Adoption of the Long Term Plan 2024-2034 and supporting document | (see separate pack) |
| 10.2 | Report to Adopt User Fees and Charges from 1 July 2024 | page 24 |
| 10.3 | Temporary Accommodation Report (7 Units) | 11.00am page 44 |
| 10.4 | Representation Review – Initial Proposal | page 88 |

11. Matters for Information:

- | | | |
|------|--|----------|
| 11.1 | Mayoral Verbal Update | |
| 11.2 | Elected Member Verbal Updates | |
| 11.3 | CEO Monthly Report | page 98 |
| 11.4 | May Monthly Finance Report | page 108 |
| 11.5 | Responses to Jordan Stream Bridge Closure | page 112 |
| 11.6 | Innovative Waste Kaikōura Ltd - Statement of Intent 2024/2025 -2026/2027 | page 116 |
| 11.7 | Community Services Team Update Report | page 142 |
| 11.8 | Planning Update Report | page 157 |

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 29 May 2024
- b) Harbour Financial Matters – 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 29 May 2024	The minutes are being tabled for confirmation and include commercially sensitive information relating to harbour financial matters.	Section (7)(b)(ii) would be likely unreasonable to prejudice the commercial position of the person who supplied or who is subject of the information Section (7)(2)(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities Section (7)(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
Harbour Financial Matters – verbal update	Verbal update on subject previously brought to Council around ongoing negotiations which is commercially sensitive	Section (7)(b)(ii) would be likely unreasonable to prejudice the commercial position of the person who supplied or who is subject of the information Section (7)(2)(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities Section (7)(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

*This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

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

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 EXTRAORDINARY MEETING
TO HEAR AND DELIBERATE SUBMISSIONS ON THE DRAFT LONG TERM PLAN
2024-2034, HELD ON WEDNESDAY 15 MAY 2024, 9.00AM, TOTARA, 96 WEST
END, KAIKŌURA**

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

IN ATTENDANCE: W Doughty (Chief Executive), P Kearney (Senior Manager Corporate Services), S Poulsen (Finance Manager), G McMillan (Administration Officer - minutes)

1. KARAKIA

2. APOLOGIES Nil

3. DECLARATIONS OF INTEREST Nil

4.1 Overview of numbers of submissions

P Kearney provided an overview of the report. It was noted the significant increase in engagement from the previous LTP in 2021 with overall strong support for the preferred options.

4.2 Summary of submissions with staff comment to the draft Long Term Plan 2024-2034

Tabled

4.3 Full submissions received

Tabled

The Councillors moved to the submitters wishing to be heard.

5. SUBMITTERS TO BE HEARD

Mayor C Mackle thanked the 124 number of submitters and those wishing to speak to their submission.

Dianne McNeil was not able to attend of the day and was not heard.

9.09am - Angela Blunt – Submission Number 9

Angela was in support of the reduction to the differential on the general rate for semi-rural properties. She noted that the rural population make up less than 10% of the ratepayer base but pay 20% of general rates. She stated that rates are a large part of costs to the rural sector and appreciates anything that helps to minimise the cost to rural ratepayers. She would like to see an aged care facility built in Kaikōura.

9.12am- Lynette Buurman – (Individual, Dolphin Encounter) - Submission Number 18 & 19

Lynette acknowledged the leadership and foresight of Council. She was very fully supportive of funding for the Whale Trail. She stated that the trail would bring benefits to the community on a multitude of fronts and acknowledged iwi partners in the journey to date. She was keen to see family activities available as there are limited options which are low cost. She would like to see the domestic market continue to grow in Kaikōura. She noted that Central Government will see that Council is investing in the Whale Trail and give them further confidence in the project.

Councillor Blunt queried how many kilometres of coastline pathway are missing from the NCTIR works. The CEO advised approximately 15.6 kms from memory.

9.20 am – Lynette Buurman - Kaikōura Information & Tourism Inc – Lynette acknowledged the ongoing funding made available from Council for Destination Kaikōura. She stated that they are the smallest in New Zealand but mighty in action. She thanked the Council and noted they are achieving great things. She felt cycle trails are a year-round activity which will help to avoid the Winter downturns.

9.23am – Winston Gray – Submission Number 51

Winston was in support of the full financial commitment for the Whale Trail. He advised that he is the Chair of the local cycle club and that there is good support and numbers coming into town to use the trails. He noted that the trail is an asset for walkers, runners and bikers and positive to get cyclists off the road. He advocated for getting an offroad cycle path along old Beach Rd. There are approximately 8 volunteers that maintain the cycle tracks in the area.

9.26am – Kevin Heays – Submission Number 58

Kevin advised that his submission and a number of supporting submissions were about the West End. He stated that the West End is the heart of retail, tourism etc and the core of the town. Kevin noted that the submission was not asking for any specific financial assistance, however would like a placeholder text in the LTP. This would enable consideration of a West End related plan or activities in the future.

Councillor Howden queried what exactly Kevin was looking for in a placeholder.

Mayor Mackle queried the clarification around a placeholder and suggested some financial commitment would also need to be included.

Councillor Blunt queried if there was a clause in the LTP that if some funding was available then would this satisfy.

Councillor Diver queried the need to include the placeholder in the LTP.

9.42am – Tony Anker (Kaikōura Community Charitable Trust) – Submission Number 32

Tony spoke on behalf of the Kaikōura Community Charitable Trust. He advised the Council on the positive aspects of the aquatic centre and the tasks involved in the running of the pool. He noted there are new trust members and various activities ongoing such as a fund-raising group, development of a strategy and business plan going forward for the pool. He noted that there has been no increase in the grant given since the initial commitment of \$70,000 per annum. The costs associated with the running of the pool were rising. He was seeking an increase in support from Council of funding for the pool to from \$70,000 to \$85,000.

Councillor Howden clarified the figures provided on the operational grant does this include GST.

Councillor Blunt queried if the pool had a roof would this extend the season. It was advised that it may extend the shoulder season but not necessarily all year round.

9.55 am - Ted Howard– Submission Number 65

Ted spoke to the effects of climate change and the potential impacts on the township. He highlighted the accelerated sea level rise and sea temperatures. He suggested that alternative power sources should be investigated for key Council waters infrastructure. He advised about the Kowhai River being an issue in relation to future flooding of the township and the need to work with ECan and other agencies to manage the risk.

10.06am - Thomas Kahu - Submission Number 75

Thomas provided a presentation on behalf of Whale Watch. His issue is the Harbour Special Operator Targeted Rate for Whale Watch. He would have liked a conversation to happen so Whale Watch knew what was happening. He stated there is no clear definition of where the rate is going to be applied and that Whale Watch are the only ones that have been targeted. He outlines that there is 26 berth users of the South Bay Harbour facility and Whale Watch do not have exclusive use of the marina. He clarified that Whale Watch do have control over the area in the marina where their boats are. He requested that the stakeholders have a voice and that they share the responsibilities and costings and how this is going to look.

Councillor Diver clarified exclusive rights of the reserve area for vehicle access for Whale Watch. Thomas advised that Whale Watch do not have exclusive rights.

The CEO clarified the area relating to the tender jetty and Thomas indicated that it was under the control of KDC with 3 berths available.

Councillor Blunt clarified the number of berths in the water that Whale Watch use. Thomas advised that there are 12 used by both Whale Watch and Dolphin Encounter out of 15 in total.

10.21am - Nigel Muir - Submission Number 90

Nigel fully supports the Whale Trail and Council investment in the trail. He advised the new fire station and other facilities in town including the link pathway are a credit to the Council. He stated that the trail would have huge economic benefit and a great return on investment for Council with \$11.5m proposed to be spent in the District on the trail itself. There are two suspension bridges being installed at Kekerengu and Tirohonga, 36 bridges in total across the full project and three construction teams working. Nigel acknowledged that the maintenance would be an issue, however user pays does not work as seen from the experiment with the Queen Charlotte Great Ride. To date 1000 native trees have been planted in an area previously not utilised in Koromiko.

Councillor Howden clarified the economic drivers. Nigel outlined that an economic development expert linked to the Whale Trail could run a community session around is the town ready for a Great Ride.

Councillor Blunt clarified if any of the cycle trials use any forms of user pays to cover the maintenance. Nigel highlighted that Queen Charlotte was not successful with a user pays scheme. It was suggested Council and the Whale Trail could have a workshop to look at this in more detail.

The meeting adjourned for break at 10.30 am and reconvened at 10.50 am.

10.52am – Julia McLean (North Canterbury Equestrian Advocacy Group) – Submission Number 85

Julia spoke on behalf of the North Canterbury Equestrian Advocacy Group. They appreciated the wide mowing on the Kowhai River and being able to ride horses on the beaches. She was approaching a number of Councils to raise awareness of equestrian tourism and to gain permission for utilising horse trails. Julia noted that the Walking & Cycling Strategy of 2009 hasn't been reviewed for a number of years and requested that equestrians are included when a review is undertaken. She is also keen to see equestrian riders recognised as a vulnerable road user as per the UK. They have campaign material to raise awareness of equestrians and are keen for Council to help share the messaging.

11.05am - Chris Wilson– Submission Number 122

Chris spoke on behalf of the East Coast Community Organisation and thanked the Council for recognising the plight of rural ratepayers with the change to the rural differential. This is something ECCO have been advocating for a long time. The rates differential should be 0.7 but feels this is a good

start point. He noted the comments in regards to the funding model for local authorities being broken. ECCO supports the footpaths and noted in Kaikōura that the foot traffic is mainly tourists. He was unclear how the Whale Trail is going to be constructed from Clarence to Kaikōura. ECCO supported the Whale Trail but noted to be cautious about ongoing maintenance costs and don't over commit. Supports rural recycling staying the status quo.

Councillor Heays clarified until there is clarity about where the Whale Trail is going then it shouldn't be supported financially. Chris stated ECCO's preferred option is 2 with a cap on opex contribution of \$40,000.

11.11am - Justine Schroder– Submission Number 102

Justine thanked the Council for the work behind the scenes to keep the district running smoothly. Justine noted that the footpaths done to date look amazing and supported Option 1. Justine was supportive of the Whale Trail and Option 1 which would enable locals the chance to explore the coastline. Justine felt that the rural differentials have a massive impact and rural use the facilities less than urban, would like to see movement to 0.7 which would be more beneficial. Justine acknowledged the reduction to 0.8 and appreciated the work done to achieve that and so is supportive of Option 1. Justine felt rural recycling is vital and supported Option 1. Feels Kaikōura need alternative activities for wet days and encourages Council investigate costings for a no frills indoor pool.

11.20am – Derrick Millton– Submission Number 88

Derrick raised the issue that accuracy of long-term plans across all Councils is not perfect. He felt the footpaths need improving and the Link pathway looks spectacular. Derrick queried why you would have a maintenance value when the Whale Trail is not built yet. Supportive of reducing the rural differential to 0.8 but felt that it should be 0.7. He noted that farmers are struggling with wool and meat prices. Derrick is supportive of Option 1 for the rural recycling. Derrick noted the lack of maintenance to the Civic Building and encouraged Council to revisit the maintenance costs going forward. Derrick stated the roading budget needs to be more efficient in terms of delivery. He also highlighted the need to maintain the Kowhai river due to chance of it flooding town again.

11:32am – Alisa McGilvary Howard – Submission Number 83

Alisa submission was regarding the need for cat regulation due to the cats harming the local bird life. She suggested a committee being formed on cats and the possibility of a cat bylaw. She highlighted that ribbon development in Kaikōura is an issue with domestic cats leaking out to the beach areas. She acknowledged that it is a tough problem to address, but a number of other Councils are looking to regulation for cats including desexing, microchipping and restricting the number of cats owned. Central Government is also considering legislation. She is very keen to work with numerous parties to find solutions locally to this issue.

The Councillors returned to items 4.4 and 4.4.1

4.4 Changes to the Long Term Plan 2024-2034 post-consultation

P Kearney provided an overview of the high level changes in the financial model since the draft went out for consultation. It was noted the current overall proposed rates increase as a result of those changes was 14.69%.

4.4.1 Staff Submission – Kaikōura District Library

A brief overview of the staff submission was provided with the rationale for retaining a modest charge for new titles.

The meeting adjourned at 12.02 pm and reconvened at 12.48 pm.

The Council reviewed and noted the following submissions from submitters who choose not to speak. Their chosen options and/or additional comments are recorded in the Summary Sheet and full submissions.

Name	Submission #	Page #
Lloyd Anderson	1	1
Jude Anker	2	3
April Anstis	3	5
Vern Ayson	4	7
Vince Barry	5	9
Toni Batey	6	21
Lyn Bentley	7	23
Chrissy Bittle	8	25
Caroline Boulton	10	33
Chris Boyd	11	38
Ian Bradshaw	12	40
David Bratt	13	43
Gretchen Bristed	14	45
Lesley Brocker	15	47
Peter Brunson	16	49
Stu Burrows	17	51
Dennis Buurman	18	53
Bev Chambers	21	59
Graeme Chambers	22	61
Matt Chambers	23	63
Bronwyn Chandler	24	65
Jon Chandler	25	68
Julia Claridge	26	71
Raymond Clarke	27	73
Carol and Chris Cumpstone	28	75
Murray Darling	29	77
Jenny Davison	30	79
Karl Dean	31	81
Colette Doughty	33	95
Janice Dreaver	34	97
Alan Duncan	35	99
Pip Duncan	36	101
Alexandra Etty	37	103
Fiona Farquhar	38	105
Paul Finney	39	107
Louise Fisher	40	109
Mark Fissenden	41	111
Megan Fissenden	42	113
Dwayne Fussell	43	115
Andrew Garner	44	117
Brigid Getz	45	119
Jenny Gilchrist	46	121

David Bruce Gill	47	123
Euan Godsiff	48	125
Tom Granger	49	128
Yvonne Grant-Martens	50	130
Rosemary Hargreaves	52	134
Geoffrey Harmon	53	136
Mark Harnett	54	140
Martin Harrison	55	142
Bill Hartley	56	144
Kevin Hawkins	57	146
Jason Hill	59	151
Natasha Hill	60	154
Roz and Bruce Hills	61	159
Mark Hislop	62	161
Doug Hitchon	63	163
Bill Holmes	64	165
Joanne Hubbard	66	174
Rodney Hubbard	67	176
Ross M Jackson	68	178
Pauline Jellyman	69	182
Elisabeth Johnston	70	185
Grant Johnston	71	187
Tina and Jeremy Johnston	72/73	189
Andrea Judd	74	192
Don Knapp	76	200
Elaine Linnell	77	202
Robin Litchfield	78	205
William Loppe	79	207
Dave Margetts	80	209
Kapri Martin	81	211
Peter Matts	82	213
David McKee	84	222
Adele Miller	87	234
Gary Morriss	89	240
Sam Newton	91	244
Colin Allen Nimmo	92	260
Gordon Ocallahan	93	264
Tania Osborne	94	266
Will Parsons	95	276
Diane Paton	96	278
Stuart Paul	97	281
Bernadette Power	98	283
Andrea Prince	99	285
Mark Redwood	100	287
Belinda Rickerby	101	289
Anne Scott	103	294
Peter Scott	104	306

Sandy Shadbolt	105	312
John Simpson	106	315
Mel Skinner	107	318
Kara Smith	108	320
Ronda South	109	323
Basil Stanton	110	325
Chris Sturgeon	111	327
Kim Swords	112	329
Te Korowai o Te Tai O Marokura	113	332
Lewis Turnbull	114	334
Sally Turnbull	115	336
Wendy Walker	116	338
David Walsh	117	340
Grant Wareham	118	345
Cassie Welch	119	347
Christine Whybrew	120	349
Beverley Wilson	121	355
Michael Wilson	123	360
Graeme Woods	124	362

Hearings ended at 1.18pm

5. DELIBERATIONS

5.1 Four Main Consultation Items

Increased footpath improvements.

61 out of 71 submissions (86%) received on footpaths were in support of the preferred option 1 to increase investment in footpath renewals.

It was discussed that we continue with the current delivery approach for the footpaths and that officers should look to reconvene the footpath working group and confirm the priorities for accelerated delivery. The North Canterbury Equestrian Advocacy Group would like to be involved in any work undertaken in regard to the update to the Walking and Cycling Strategy. It was noted this needs reviewing and to include riding.

The Council were supportive of option 1, as presented in the updated draft Long Term Plan 2024-2034 (LTP).

Council support for the Whale Trail

76 out of 94 submissions (81%) received for the Whale Trail were in support of the preferred option 1 to provide financial support to the Whale Trail.

Discussion was had around the wording on the options, noting that for Option 1 the opex contribution will be up to a maximum of \$80,000 per annum starting from year 2 of the LTP and rising to the maximum when required. It was noted that the maintenance of the trail could be an issue and these costs need to be further clarified going forward. A suggestion was to investigate the costs for bike counters to collect data on the use of the trails. An expert from the Economic Development Whale Trail team can provide a workshop around "is your town ready" for a Great Ride.

The Council were supportive of option 1, as presented in the updated draft Long Term Plan 2024-2034 (LTP).

Reduce the differential on general rate for rural and semi-rural properties

57 out of 72 submissions (79%) received for the general rate differential were in support of the preferred option 1 to reduce the rural and semi-rural rate differential on the general rate.

The Council noted that some urban ratepayers were supportive of the reduction in the differential as well as rural and semi-rural ratepayers. The rural sector noted their appreciation.

The Council were supportive of option 1, as presented in the updated draft Long Term Plan 2024-2034 (LTP).

Rural recycling services

37 out of 66 submissions (56%) received for rural recycling were in support of the preferred option 1.

A comment that the Kekerengu Community raised about having a rubbish collection service available. It was noted that this could be looked into via a waste management and minimisation plan review or they may be able to enter into a private arrangement with a supplier.

The Council noted that this would be very costly to provide the service only to the Kekerengu/Clarence community.

The Council were supportive of option 1, as presented in the updated draft updated draft Long Term Plan 2024-2034 (LTP).

5.2 Internal Report from Staff – Changes to the Updated Draft LTP

The Council noted the changes made to the financial model since the draft was consulted on.

5.3 Staff Submission on the library

The Council were supportive of the staff request to retain a modest charge for new titles in the library.

5.4 Consideration of Other Matters

West End

It was agreed to include the importance of the West End in the LTP narrative and the potential to consider development options/projects in the future. A placeholder budget to be included of \$30k per annum for years 4,5,6 until any required work can be further defined. P Kearney to work with Councillor K Heays on draft wording for inclusion in draft LTP.

Aquatic Centre

Councillors noted that with the staff changes to the draft budgets, that the annual grant commitment for the pool had changed from \$70,000 to \$80,000 to allow for inflation changes since the grant was first agreed. The Council agreed to further increase the operational grant by \$5,000 to \$85,000 for year 1 and then to be inflation linked going forward.

Walking & Cycling Strategy

Council Officers to add to the list of strategies and update this over the next 3 years. This will involve the Equestrian group once work is undertaken and will require looking to use internal resources first.

Resilience

Council Officers to investigate alternate power supplies for key infrastructure such as solar for Mackles bore.

Kowhai Flood Risk

Council to encourage ECAN around an action plan for flood protection. It was noted that \$50K from Better Off Fund has already been allocated to come up with tangible actions or to undertake work. Council officers to have a discussion with the Water Zone Committee and potentially the Kowhai Catchment Group around progressing this work. It was highlighted that a focus on gravel extraction and the markets available might be a priority.

Youth Council Pontoon

Discussion was held around the request for reinstatement of the pontoon. It was noted the seabed has changed significantly and the mooring blocks and chains that held the original pontoon have been lost. There is also dwindling volunteer support as the pontoon has been rebuilt twice. Therefore, not an option currently and no action required in the draft LTP.

Cats Being Controlled

Significant discussion was held around the issue. The Council were in favour of education in the first place before regulation. If the education is not effective then the possibility of doing a Bylaw. Council could look at initiatives such as signage, information supporting voluntary desexing programmes.

Old Wharf

No allocated budget for this currently other than to make safe with the removal of the worst section. A report is required to the Council over the next few months outlining ownership and the current make safe plans and any long term requirements. No action required in terms of the draft LTP.

Pests and Invasive Weeds

Councillors requested that the Reserves Management need to have a focus on this issue using internal resources and within the current budget. There is an opportunity to collaborate with the Runanga and other agencies. The Resource Management Plan needs to include any maintenance requirements. No action required in terms of the draft LTP.

It was noted that with the financial change made to the aquatic centre grant the final draft overall rates increase for year one would be 14.75%

Whale Watch Submission

The Mayor opted to go to Public Excluded for deliberations with regard to the Whale Watch submission as this was intertwined with ongoing historic issues that are commercially sensitive.

6. PUBLIC EXCLUDED SESSION

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

- a) Whale Watch Submission

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
Whale Watch Submission	To deliberate on the submission from Whale Watch that involves ongoing historic issues and negotiations that are commercially sensitive.	Section (7)(b)(ii) would be likely unreasonable to prejudice the commercial position of the person who supplied or who is subject of the information Section (7)(2)(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities

		Section (7)(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
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*This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

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

Moved: Councillor T Blunt
 Seconded: Councillor R Roche

CARRIED UNANIMOUSLY

The meeting moved into the Public Excluded Session at 3.00pm.
 The meeting moved out of the Public Excluded Session at 3.38pm.

7. CLOSE MEETING

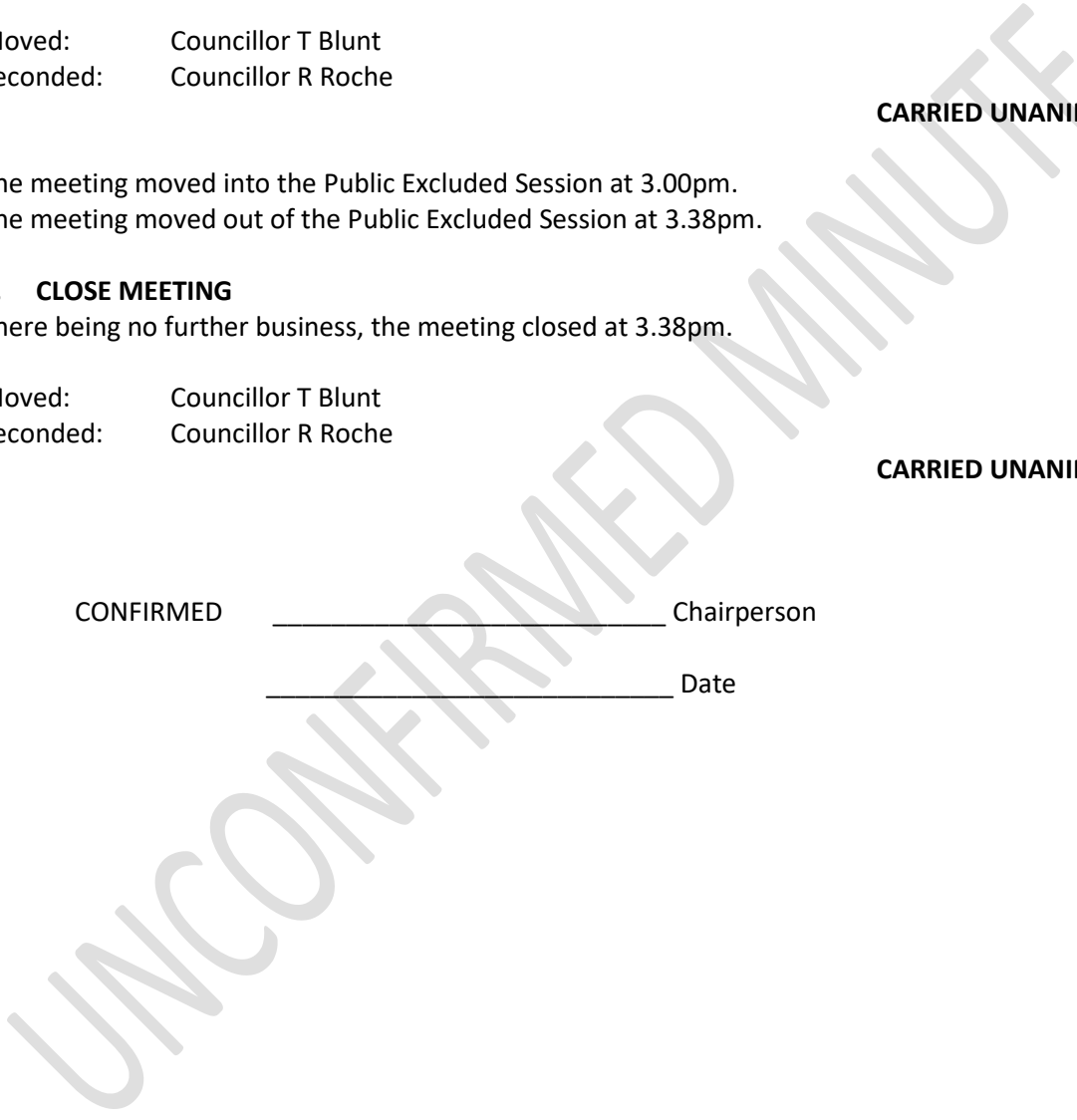
There being no further business, the meeting closed at 3.38pm.

Moved: Councillor T Blunt
 Seconded: Councillor R Roche

CARRIED UNANIMOUSLY

CONFIRMED _____ Chairperson

_____ Date



**MINUTES OF THE KAIKŌURA DISTRICT COUNCIL MEETING HELD AT ON
WEDNESDAY 29 MAY 2024 AT 9.00 AM, TOTARA, COUNCIL CHAMBERS,
96 WEST END, KAIKŌURA**

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

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

1. KARAKIA

2. APOLOGIES Nil

3. DECLARATIONS OF INTEREST

Under Item 10.3 PC4 Industrial Plan Change Decision, Councillor V Gulleford and Councillor J Diver declared non-financial conflicts of interest relating to their duty as Commissioners.

4. PUBLIC FORUM

9.01am Dr P Harrison and Dr A Judd – Kaikōura Healthcare

The public forum speakers tabled a presentation on the benefits of water fluoridation (statistics included from 2015). It is highly likely that the statistics have increased due to poor diets and sugary sweets. Fluoride in water helps strengthen the tooth surface and prevent tooth decay. Researchers have looked at ways to increase fluoride intake for children, such as including in milk or toothpaste. However, the most cost-effective option would be to include fluoride in the water supply. There is no evidence at this point in time that the new Government would mandate water fluoridation through their three-waters plan.

9.12am G Scott

G Scott raised his concerns of the felling of pine trees, particularly those at the Racecourse, Kowhai and now the logging of the South Bay forestry. He asked the Council not to proceed with the felling of the South Bay forestry. G Scott commented that any replanting would be difficult as its sandy terrain and noted that in his opinion the Council has not yet made the public aware that the trees are being removed.

9.16am M Paul

M Paul raised his concern that his side-agreement with the industrial park developer would not be honored as some of the terms in that agreement have already been broken (boundary planting not started as per timeframe, and no planting on water easement - which had been damaged). M Paul withdrew his submission to the plan change as part of his side agreement with the developer and would like the developer to be made accountable for the agreed setback of 60metres and buildings height of 8metres (in the first row from the setback). He asked the Council to consider leaving the 60metre setback as rural zone to protect the landowners. A copy of the existing water easement was requested.

9.29am D Hopkins

D Hopkins raised his concern that the industrial park developer would not meet the remaining terms of their side-agreement. He commented that it took four years for power to be supplied to his boundary which was included in their Sale & Purchase Agreement. D Hopkins also asked the Council to consider leaving the 60metre setback as rural zone noting that this was included in the 42A report written by Council's consultant Melanie Foote.

9.35am E Hopkins

E Hopkins raised her concern that the side-agreement doesn't provide protection to the landowners and that a covenant would not be sufficient. E Hopkins and D Hopkins purchased the land in good faith with the understanding that only a truck stop would be put on the corner. D Hopkins clarified that the water easement is part of their title and has been damaged/turned off on numerous occasions.

9.42am P Barrillas

P Barrillas raised her concern that the Mt Fyffe track had been considerably widened and queried if the known nationally endangered species of Gecko (Rough Gecko - Naultinus Rudis) in that area were relocated prior to the work and why DOC couldn't leave that area untouched. Also in the area was the Powelliphanta snail. The last Rough Gecko sighting was 18 years ago until two were recorded in the last 8 months at the location where the track was widened, between 200-250metres up the track from Mt Fyffe car park. It was clarified that the Council doesn't have a strong say on Crown land, but would write to DOC and ask if relocation practices were followed (**ACTION**).

5. FORMAL DEPUTATIONS Nil

6. ADJOURN TO WORKS & SERVICES COMMITTEE MEETING

The meeting adjourned to the Works & Services Committee meeting at 10.00am.
The meeting was reconvened at 10.17am.

7. MINUTES TO BE CONFIRMED

7.1 Council meeting minutes dated 24 April 2024

RESOLUTION

THAT the Council:

- *Confirms as a true and correct record, the circulated minutes of a Council meeting held on 24 April 2024.*

Moved: Councillor L Bond
Seconded: Councillor K Heays

CARRIED UNANIMOUSLY

8. REVIEW OF ACTION LIST

The Action List was reviewed and noted.

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

10. MATTERS FOR DECISION

10.1 Wakatu Quay Detailed Design Approval

C Sturgeon, Project Lead and W Walker, Project Manager joined the table. No major changes have been made since presented to the Council at the open workshop on 8th May. Consideration was given to include glass windows in the two wings of the buildings however the design team agreed to extend the length of the front windows as the wings provide wind protection. Alterations were made to the building to increase visibility from those windows.

The tenancy process is ongoing, and the team have engaged with Harcourts who have interested parties in Blenheim and Christchurch. Feedback from the interested parties are they would like to see the building work start before committing.

RESOLUTION

That the Council:

1. *Receives this report.*
2. *Approves the completion of detailed design for the hospitality building on Wakatu Quay.*

3. Approves the completion of detailed design for the onsite civil works for the Wakatu Quay site.
4. Approves the completion of detailed design for the landscape design on Wakatu Quay site.
5. Notes that detailed design for roading and parking will be subsequently presented to Council in June.
6. Notes that construction contracts will be presented to Council for approval before the commencement of onsite construction.

Moved: Councillor R Roche
Seconded: Deputy Mayor J Howden

Against: Councillor T Blunt

CARRIED

The meeting adjourned at 10.26am and reconvened at 10.51am.

10.2 Unformed Road Management Guidelines

D Clibbery highlighted an amendment on page 48 Section 5.3d where the date should be '1 April 2024' instead of '26 March 2024'. A duplication was queried on page 47 Section Non-Habitable Buildings paragraph c. A discussion was held around cattle stops and noting there is legislation relating specifically to them. Council staff would look to include a provision around where a property requests a cattle stop, that the property owners are to undertake the maintenance of it.

RESOLUTION

That the Council:

- 1) *Receives this report.*
- 2) *Adopt the attached guidelines for Management of Unformed Legal Roads, subject to any amendments desired by Council.*

Moved: Councillor T Blunt
Seconded: Deputy Mayor J Howden

CARRIED UNANIMOUSLY

10.3 PC4 Industrial Plan Change Decision

Councillor V Gulleford and Councillor J Diver declared non-financial conflicts of interest relating to their duty as Commissioners.

Andrew Schulte, the Council's external solicitor who specialises in the Resource Management Act (RMA), joined the meeting by MS Teams.

M Hoggard highlighted an error on page 56 Section 3 of the report where the date should be '28th of September 2023' and not '2024'.

A lengthy discussion was held around the public forum speakers and the implications of them withdrawing their submission under the Resource Management Act (RMA) process. Council Officer and legal advice given was that unfortunately as their submissions were withdrawn and they entered into a side-agreement with the developer this placed them outside of the RMA process. The Commissioners found in their decision that the side agreement would be enabled through a legal covenant on the land and therefore the side agreement had a mechanism for actioning and as a result there was no need for the commission to take the side agreement into further consideration. It was also noted by the legal advice that, the side-agreement does not bind the Council or the hearing panel and cannot influence the plan change.

It was noted that the Council has no role in relation to the side agreement and has no legal right to enforce the agreement. The property owners should take up legal advice in terms of any enforcement of the side agreement and easement rights.

It was clarified that the applicant had agreed from the outset to be Dark Sky compliant in terms of lighting for the industrial park.

RESOLUTION

That the Council:

- 1) *Receives this report.*
- 2) *Approves Plan Change 4 (Kaikōura Business Park) pursuant to Clause 17(1) Schedule 1 of the Resource Management Act 1991.*
- 3) *Agrees, provided no appeals are received, that pursuant to Clause 17(3) Schedule 1 of the Resource Management Act 1991 that Council affix the seal of the Kaikōura District Council on 1st August 2024, the date at which the Plan Change becomes operative.*

Moved: Deputy Mayor J Howden

Seconded: Councillor J Diver

Abstained: Councillor J Diver, Councillor V Gulleford, Councillor R Roche

CARRIED

The Planning Team were acknowledged for their work on the Plan Change 4 process.

The meeting moved to Item 11.11 Kaikōura Youth Council Update Report.

11.11 Kaikōura Youth Council Update Report

Ben and Elbie joined the meeting. The Youth Council Declaration from the conference was tabled.

The Youth Council thanked the Māori Wardens, KDC's events coordinator S Wright, and TeHa staff for their help with the events.

RESOLUTION

THAT the Council receives this report for information.

Moved: Councillor T Blunt

Seconded: Councillor R Roche

CARRIED UNANIMOUSLY

The meeting moved back to item 10.4 Naming of Kaikōura Community Courts.

10.4 Naming of Kaikōura Community Courts

P Kearney, J Prentice, S Haberstock & S Wright joined the table. It was noted that stakeholder user groups have been informed throughout the process. Cost options are challenging as local contractors were unwilling to quote for works unless it was a single level and would not provide a price for a split level, despite the Council Officer's requests. The out-of-town contractor only priced for a split-level. It was noted that the Runanga had previously supported a single level.

A letter of understanding between the clubs and the Council has been signed by the Netball and Tennis Clubs. It was noted that a User Agreement needs to be finalised and discussions around having a prioritised tennis court, as the club gave up user rights with the agreement for a split-level.

It was noted that the funding is available until November 2024, and that any resolution to utilise the facilities reserves fund would have a significant impact on the LTP as it is currently not provided for.

RESOLUTION

That the Council:

1) Receives this report

2) Approves either option 1, 2, 3 or 4 as follows:

Option 1 (Recommended): Approve a single level redevelopment utilising existing funding as well as pursuing further funding, approximately \$150,000 (no guarantee of extra funding).

Option 2: Continue a split-level court site and pursue more funding options, approximately \$450,000, delaying the start (no guarantee of extra funding).

Option 3: Council chooses either a single level or split level and decides to fund any financial shortfall through the facilities reserve fund.

Option 4: Council chooses to spend only the current funds available and only basic remediation works will be undertaken, as funding allows.

3) Approves naming option 1, 2 or 3 as follows:

Option 1 (Recommended): The Council agrees to the proposed name 'Main Power Multisport Courts'.

Option 2: The Council agrees to the proposed name 'Main Power Courts'.

Option 3: The Council agrees to the proposed name 'Main Power Takahanga Multisport Courts'.

Moved: Councillor R Roche

Seconded: Deputy Mayor J Howden

MOTION LOST

RESOLUTION

That the Council:

1) Receives this report

Moved: Councillor R Roche

Seconded: Deputy Mayor J Howden

CARRIED UNANIMOUSLY

The options under for the split or single level was voted on by show of hands:

Option 1 = Mayor C Mackle, Deputy Mayor J Howden, Councillor K Heays, Councillor T Blunt, Councillor V Gulleford, Councillor R Roche, Councillor L Bond

Option 2 = Councillor J Diver

Option 3 = Nil

Option 4 = Nil

An amendment was put forward.

AMENDED RESOLUTION

Option 1 (Recommended): Approve a single level redevelopment utilising existing funding as well as pursuing further funding, approximately \$150,000 (no guarantee of extra funding).

Noting the alteration to the previous resolution and importance of developing a user agreement that sticks to the principles of having a one dedicated tennis court available on a single level.

Moved: Mayor Craig Mackle

Seconded: Councillor R Roche

Against: Councillor J Diver

CARRIED

The options for the proposed name of the courts was voted on by show of hands:

Option 1 = Councillor J Diver

Option 2 = Nil

Option 3 = Deputy Mayor J Howden, Councillor V Gulleford, Councillor R Roche, Councillor L Bond

New proposed option 4 'Takahanga Main Power Multisport Courts' = Mayor C Mackle, Councillor K Heays, Councillor T Blunt

An amendment was put forward.

AMENDED RESOLUTION

Approves naming option 3 Main Power Takahanga Multisport Courts subject to approval from the Runanga.

Moved: Councillor T Blunt

Seconded: Councillor R Roche

Against: Councillor J Diver

CARRIED

The meeting adjourned at 12.45pm and reconvened at 1.21pm.

11. MATTERS FOR INFORMATION

11.1 Mayoral Verbal Update

The LTP hearings and deliberations were held mid-May. The Mayor and Chief Executive Officer are attending the Mayoral Forum later this week.

Councillor R Roche re-joined the meeting at 1.22pm.

Mayor C Mackle attended Fight Night where three locals were victorious. He acknowledged the B Kennedy for the Adventure Race and read out the thank you card noting that \$34k was donated to various community groups.

11.2 Elected Member Verbal Updates

Councillor T Blunt

Councillor T Blunt attended the Farmer Blokes night at Donegal House. He will be attending the Marlborough Forestry Annual General Meeting in the afternoon on 5th June and put in his apologies for the second half of the workshop.

Councillor K Heays

Councillor K Heays advised that Heath Melville has left ECan. He has followed up with IWK on how to incorporate environmental aspects into their paperwork and conversations were positive. Councillor K Heays also attended Fight Night and the Westpac Fundraising Quiz night.

Deputy Mayor J Howden

Deputy Mayor J Howden helped on the door at the Fight Night community event. Ngai Tahu are holding their annual hui at the end of November with approximately 1500 people. P Kearney is the main contact at KDC regarding logistics.

Councillor J Diver

Councillor J Diver is attending the Community Participation Act training.

Councillor L Bond

Councillor L Bond is attending the monthly meeting with Mayfair tonight. An event was held at the Takahanga Bowling Club with the OpShop volunteers. Previous funding received by Destination Kaikōura to support events such as the Adventure Race, Whale Run and Mountain to the Sea events runs out end of June 2024 and will no longer receive funding.

Councillor R Roche

Councillor R Roche raised his concern of the cost of living effects on the community and noted there is a gap in alcohol and drug services in the community. He is working with Te Ha to bring driving unit standards in-house. The Kaikōura Water Zone Committee are meeting on Friday. It was suggested that KDC circulate the board member advertisement for IWK to Aotearoa Zero Waste Group.

Councillor V Gulleford

The District Licensing Committee have processed 4 manager renewals and 2 special licenses during the month. Councillor V Gulleford is also attending the Community Participation Act training.

RESOLUTION

THAT the Council receives the verbal updates for information.

Moved: Mayor C Mackle
Seconded: Councillor R Roche

CARRIED UNANIMOUSLY

11.3 CEO Monthly Report

G McMillan and C Morris-Oswald were acknowledged for covering the Executive Office whilst on annual leave. G McHerron has been employed as the replacement customer services/finance officer and starts on 10th June.

Regarding the public forum speakers, the Chief Executive will follow up the environmental issues with DOC at the next quarterly management meeting (**ACTION**) and look into the government's plans for fluoridation with Local Water Done Well (**ACTION**). It was clarified that any decision around fluoridation would be through an annual plan process and require more information and community feedback.

A draft communications plan is in place for the South Bay Forestry and comms will commence in the next 2-3 weeks, this will be circulated to elected members.

RESOLUTION

THAT the Council receives this report for information.

Moved: Councillor L Bond
Seconded: Councillor V Gulleford

CARRIED UNANIMOUSLY

11.4 Better Off Funding Programme Update

The Council queried if the DIA would consider re-allocating the funding to the Kowhai Flood Assessment which was another water project on the list (**ACTION**).

RESOLUTION

That the Council:

- 1) *Receives this report for information.*
- 2) *Notes the potential to redirect \$60,000 from the Better Off Funding for water related outcomes under the Local Water Done Well reform initiative depending on discussions with the Department of Internal Affairs (DIA).*
- 3) *Notes that the remaining balance of \$112,500 of transition support funding is likely be allocated by the DIA for the Local Water Done Well reform initiative.*

Moved: Councillor T Blunt
Seconded: Councillor L Bond

MOTION LOST

An amended motion was put forward.

AMENDED RESOLUTION

That the Council:

- 1) *Receives this report for information.*
- 2) *Notes the potential to redirect \$60,000 from the Better Off Funding for water related outcomes under the Local Water Done Well reform initiative depending on discussions with the Department of Internal Affairs (DIA). Notes Council's preference to redirect any surplus funding to the Kowhai Flood Protection Works.*
- 3) *Notes that the remaining balance of \$112,500 of transition support funding is likely be allocated by the DIA for the Local Water Done Well reform initiative.*

Moved: Councillor R Roche
Seconded: Councillor V Gulleford

CARRIED UNANIMOUSLY

11.5 Draft LTP Fees and charges update

It was noted that the new proposed fee for 'District Plan Change – Alteration of designation – non notified' is lower than the old fee, whereas all other fees have increased. Council staff would check this is correct (**ACTION**).

RESOLUTION

That the Council receives this report for information.

Moved: Deputy Mayor J Howden
Seconded: Councillor L Bond

CARRIED UNANIMOUSLY

11.6 April Monthly Finance Report

The Chief Executive acknowledged the work across teams on getting the rates database up to date.

RESOLUTION

That the Council receives this report for information.

Moved: Councillor T Blunt
Seconded: Councillor L Bond

CARRIED UNANIMOUSLY

11.7 Reserve Management Plan Process

The Planning Team aims to complete at least two reserve management plans by Christmas 2024, noting that the timeframes are indicative. Consultants have advised that the development of one reserve management plan could take three months to develop, while another consultant advised between 12-18 months. The top five reserve management plans being prioritised (in no particular order) are Esplanade Reserve, South Bay Racecourse/Domain, Takahanga Domain, South Bay/ Ocean Ridge Forest and Top10 Holiday Park. It was requested that the team look at the allowance of signs in Takahanga Reserve as part of the process.

RESOLUTION

- 1) *Receives this report*
- 2) *Notes that staff are beginning the process for developing Reserve Management Plans in a phased manner, and to undertake land status investigations as required.*
- 3) *Notes that staff will undertake communication to the public requesting feedback for the initial input for the drafting of reserve management plans.*
- 4) *Notes that budget requirements are still being defined and that elected members will be kept informed via the monthly planning reports.*

Moved: Councillor T Blunt
Seconded: Councillor K Heays

CARRIED UNANIMOUSLY

The meeting moved to Item 11.9 Planning Update Report.

11.9 Planning Update Report

It was noted that resource consents will be outsourced to allow for other workload priorities such as the reserve management plans. The team are seeing more property file requests coming through new estate agents.

Councillor R Roche left the room at 2.45pm and re-entered at 2.52pm.

RESOLUTION

THAT the Council receives this report for information.

Moved: Deputy Mayor J Howden
Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

11.8 Community Services Team Update Report

It was noted that the MTFJ programme have reached 40 employment placements and so have qualified for tranche two.

RESOLUTION

THAT the Council receives this report for information.

Moved: Councillor L Bond
Seconded: Councillor V Gulleford

CARRIED UNANIMOUSLY

11.10 Building and Regulatory Update Report

It was clarified that the visitor accommodation rate was included in this month's newsletter and letters are being sent within the next two weeks.

RESOLUTION

THAT the Council receives this report for information.

Moved: Councillor T Blunt
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) Public excluded council meeting minutes dated 24 April 2024
- b) Harbour Scenarios

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 24 April 2024	The minutes are being tabled for confirmation and include commercially sensitive information relating to harbour financial matters.	Section (7)(b)(ii) would be likely unreasonable to prejudice the commercial position of the person who supplied or who is subject of the information Section (7)(2)(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities Section (7)(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
Harbour Scenarios	Strategic options update on subject previously brought to Council around ongoing negotiations which is commercially sensitive	Section (7)(b)(ii) would be likely unreasonable to prejudice the commercial position of the person who supplied or who is subject of the information Section (7)(2)(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities Section (7)(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

*This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

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

Moved: Deputy Mayor J Howden
 Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

The meeting moved into the Public Excluded Session at 2.59pm.
 The meeting moved out of the Public Excluded Session at 3.20pm.

13. CLOSED OF MEETING

There being no further business, the meeting was declared closed at 3.20pm.

CONFIRMED _____ Chairperson
 Date

THIS RECORD WILL BE HELD IN ELECTRONIC FORM ONLY

**ACTIONS FROM COUNCIL MEETINGS
AS AT 20 JUNE 2024**

OPEN ACTION ITEMS

	ACTION ITEMS	ASSIGNED TO	DUE	STATUS
1	<i>Carried Forward from previous Council:</i> Kaikōura Cycling Club		July 2024	Not received an update from Kaikōura Cycling Club.
	<i>Quarterly Progress Reports from 1-Jul FY 24-25</i> Museum, Sports Tasman, Mayfair, Kaikōura Rugby Club – Takahanga Facility Project Team, TeHa, A&P Association, Wildlife Centre Trust, Takahanga Bowling Club, Kaikōura Red Cross Branch, Kaikōura Bowling Club, Miniature Rifle Club, Croquet Club, Netball Centre,	-	October 2024 February 2025 April 2025 July 2025	
2	Arrange meeting with Local MP Office once New Government established – discuss Māori Wards, Freedom Camping funding, Audit costs	W Doughty / B Makin	Ongoing	Meetings were held in April/June. Next meetings to be scheduled for August/October
3	Celebration with Governance Group when the detailed design is approved	W Doughty / B Makin	-	In progress date TBC
4	Workshop Discretionary Grants process and criteria for next year	W Doughty / B Makin	June 2024	Scheduled for July workshop.
5	Look into the governments plans for fluoridation with Local Water Done Well	W Doughty	June 2024	Verbal update to be provided at June meeting

CLOSED ACTION ITEMS

	ACTION ITEMS	ASSIGNED TO	DUE	STATUS
	Write to DIA – re-allocating the 3water funding to Kowhai Flood Assessment	W Doughty	June 2024	Completed.
	It was agreed to check if Council need to approve the Statement of Intent once the IWK Board have adopted it	P Kearney	May 2024	Checked – no do not need to approve. Statement of Intent tabled at June meeting.
	P Kearney to provide formal feedback on the Draft SOI to IWK by 1 st May 2024	P Kearney	1 st May 2024	Completed
	Fees & charges – check if correct for ‘District Plan Change – Alteration of designation – non notified’	P Kearney	June 2024	Checked – yes all correct.
	Include report on Better Off Funding	W Doughty	May 2024	Completed. Update provided in May Agenda
	Thank you to Bin Kennedy re Adventure Race	W Doughty / B Makin	June 2024	Completed – Mayor done
	Public forum speaker responses & also write/discuss with DOC re relocation practices and issues raised	W Doughty / B Makin	June 2024	Completed - Letters sent and emailed DOC. Also meeting with them in July

Report to:	COUNCIL
Date:	26 June 2024
Subject:	Report to Adopt User Fees and Charges from 1 July 2024
Prepared by:	S Poulsen - Finance Manager
Input sought from:	Management Team
Authorised by:	P Kearney - Senior Manager Corporate Services

1. PURPOSE

The purpose of this report is to present the Schedule of Fees & Charges that are proposed to take effect from 1 July 2024, for adoption.

Attachments:

Appendix A: Schedule of Fees & Charges

2. RECOMMENDATION

It is recommended that the Council:

- a) Receive this report, and
- b) Adopt the Fees & Charges to take effect from 1 July 2024, per Appendix A

3. SUMMARY

3.1 Background

Following the Council's review of the Revenue & Financing Policy earlier this year (also known as the Rates Review) several activities have been highlighted as requiring increases to their user fees and charges. Most notable of those was the resource consent fees, which have undergone an extensive review and a report was presented to the Council last month to ensure that there were no surprises in the substantial increase in fees in this area.

The drafting of the Long-Term Plan 2024-2034 has also been an opportunity to review user fees to ensure that the significant uplift in costs of service delivery were not simply loaded onto rates when there is already a cost recovery framework in place.

Other than resource consent fees, which were provided in detail in the report to Council on 28 May 2024, the following is an explanation of the proposed increase in user fees & charges.

3.2 Hourly charge out rates

A comparison of fees charged by seven other local authorities against Kaikōura's fees identified that some of Kaikōura's hourly fees are lower than other Councils¹, especially administration fees and engineering technical support.

Then, the charge out rates were assessed for reasonableness against each other, for example the engineering technical support, environmental health, planning, and regulatory charge out rates were considered to be of similar technical expertise.

3.3 Cemetery fees

It is reasonable to expect that, as a minimum, user fees cover actual costs incurred in providing a service that has a direct correlation to the benefits received by the user.

¹ The comparison group were Marlborough, Hurunui, Tasman, Waimate, Waimakariri, Buller and Selwyn District Councils.

For cemetery fees, the interment fee for ashes plots needed to increase to cover the actual cost of the contractor to dig the plot, and the time spent by Council staff to arrange and record the interment.

The plot reservation fees then needed to be adequate to cover at least half of the cost of maintenance, mowing, and administration, as per the Revenue & Financing Policy.

3.4 Development contributions

In conjunction with the Long-Term Plan 2024-2034, the development contributions have been fully reviewed to consider the cost of upgrading infrastructure, and the portion of that cost that is attributable to growth.

3.5 Library fees

Throughout the Revenue & Financing Policy review, the Council had intended to make all books and other library resources available for free. The Council has changed its view in light of a staff submission to the Long Term Plan, and will continue to charge a \$2.00 fee for new fiction books. We will, however, pursue full cost recovery for books that are lost or not returned.

3.6 Refuse disposal

Innovative Waste Kaikōura Ltd sets its own fees and charges, subject to Council approval. The proposed fees were discussed at a Council workshop.

3.7 Hazardous waste and effluent disposal

The cost of dealing with septic tank, portaloo, and other effluent to the sewerage treatment ponds creates significant stress on those facilities and therefore significant treatment costs. Similarly, the cost of dealing with hazardous or offensive litter (which may include carcasses, excrement, or inorganic material such as broken glass, barbed wire, medicines, etc) comes at considerable cost. Therefore, both the infringement fee for hazardous or offensive litter, and the effluent disposal fees needed to be increased to reflect the cost of dealing with this material.

3.8 Other increases

Several activities were identified as requiring an inflation adjustment to ensure they still cover the cost-of-service delivery. Those activities are:

- Engineering fees
- Cruise ship fees
- Licences to occupy
- Pensioner unit rentals
- Water services fees

4. FINANCIAL IMPLICATIONS AND RISKS

Due to the extensive, evidence-based calculation for the proposed increases, the proposed user fees are fair and reasonable.

5. COMMUNITY OUTCOMES SUPPORTED

The work is in support of all community outcomes.



Community

We communicate, engage and inform our community



Services

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



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

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

APPENDIX A: SCHEDULE OF FEES & CHARGES

Effective from 1 July 2024

Administration Fees

Administration and processing hourly rates		
Processing fees (hourly rates) per processing officer	Hourly rate (including GST):	
Administration Officers	\$120.00 (was \$100.00)	
Asset Manager / Engineering Manager / Planning Manager	\$210.00	
Building Control Officer	\$210.00	
Engineering Technical Support Officer	\$180.00 (was \$160.00)	
Environmental Health Officer / Food Act Verifier / Food Safety Officer	\$180.00 (was \$176.00)	
Planning Officer	\$180.00 (was \$160.00)	
Regulatory Officer (monitoring and enforcement)	\$180.00 (was \$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	
<i>Property files are in the process of being scanned to an electronic format, and paper copies are stored offsite. While this project is underway, we have different fees for files depending on whether we have a paper copy or an electronic copy. All requests for property files will be supplied in electronic format. Requests may take up to ten working days to complete depending on the format of the file.</i>		
Property files – already in electronic format	\$30.00 (new fee)	
Property files – paper copies to supply in electronic format	\$30.00 small \$60.00 medium \$90.00+ large \$120.00+ commercial	

<p>Requests for information</p> <p>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.</p>	<p>\$38.00 per half hour after the first hour, plus photocopying & printing (see Administration charges above). If external resources are required to process the request, then their actual hourly rate will be charged.</p>
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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 ²	\$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 Kekeurangi)	\$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

² 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
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
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	\$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.

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.	
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
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
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 renewal	\$120.00
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 (including GST)	0.175%
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	\$1.10
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
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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 Fees

Fee/charge	All Prices Include GST
Ashes:	
Ashes Plot Reservation Fee	\$600.00 (was \$385.00)
Interment Fee	\$600.00 (was \$275.00)
Lawn Cemetery:	
Lawn Plot Reservation Fee	\$1,350.00 (was \$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 Councils 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	\$1,914.04 (was \$707.99)	\$425.84 (was \$118.00)
Roading	-	-

Wastewater	\$3,436.10 (was \$1,758.83)	\$763.58 (was \$293.14)
Stormwater	\$518.17	\$115.15 (was \$86.36)
Water – Kaikōura Urban & Suburban supply	\$1,148.21 (was \$1,148.38)	\$255.16 (was \$191.40)
Water – Peketa supply	\$1,412.72 (new)	\$313.94 (new)
Water – Oaro supply	\$1,412.72 (new)	\$313.94 (new)
Fee/charge	Per Water Unit	
Water – East Coast supply	\$1,455.16 (new)	
Water – Kincaid supply	\$2,300.00 (was \$1,380.00)	
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	\$400.00 (was \$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	\$275.00 per service (was \$250.00)
Effluent Disposal Fees Applies to septic tank, portaloo, and other emptying of effluent to the sewerage ponds	\$90.00 per cubic metre of waste (was \$40.00)

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	\$180.00 per hour plus mileage (was \$176.00)

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	\$180.00/hr plus travel (was \$176.00)
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	\$180.00 plus travel (was \$176.00)

Additional fees	
Food Control Plan mentoring (based on two hours)	\$352.00 plus travel
Complaint resulting in issue of improvement notice and its review	\$180.00/hr plus travel (was \$176.00)
Application for exemption	\$180.00/hr plus travel (was \$176.00)
Travel fees	
Where fees are stated “plus travel” above, the following charges apply:	
Zone 1 – Kaikōura township from Mill Rd corner to Ocean Ridge inclusive	No additional fee
Zone 2 – From the above Kaikōura township boundary to the Hapuku River, to the Kahutara River, and inland as far as (but not including) Kowleigh	\$32.95
Zone 3 – the balance of areas within the Kaikōura district outside the above	\$92.30
Zone 4 – travel outside the Kaikōura district	\$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	\$6.00 per passenger capacity per vessel (was \$5.00)	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 ³ left in a public space or on private land without the occupier's consent	\$400.00 plus clean-up costs at \$90.00 per cubic metre of waste (was \$11.50 per cubic metre)

³ Hazardous litter includes broken glass, barbed wire, jagged metal, medicines. Offensive waste includes rotting food, animal remains, faeces (including discarded nappies).

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 – residential / basic	\$320.00 (was \$319.00)
LIM – commercial or more complex*	\$500.00 (was \$319.00)

* the assessment as to what is a more complex LIM is based on the size of the files, number of attachments, and other factors, and is at the discretion of the LIM's Officer on application.

Note fast track LIMs are no longer available.

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 	Full replacement cost of items will be charged when the items have not been returned within three months of due return date
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 per hour
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 (three-week issue)	\$2.00
All books and other resources other than new fiction	FREE to rent

Licence to Occupy

Fee/charge	Price (inc GST)
Mobile shops (foreshore, Beach Rd, Esplanade)	\$3,165.00 per annum (was \$3,162.50)
West End carpark (tourism advertising signs)	\$360.00 per m ² /year
Outdoor dining licence to occupy	\$253.00 per annum
Retail display licence to occupy	\$253.00 per annum

Pensioner Units

The Pensioner Flats Committee reserves the right to set rentals during the financial year. The below rentals are current at 30 June 2024.

	Price (including GST)
Single Bed Unit	\$145.00 per week (was \$125.00)
Double Bed Unit	\$185.00 per week (was 165.00)
Two Bedroom Units (1 x double + 1 guest room)	\$220.00 per week (was \$185.00)

Refuse disposal

The following refuse disposal fees are charged by Innovative Waste Kaikōura Ltd (IWK) at the Scarborough Street transfer station. While the Council has approved these prices commencing 1 July 2024, IWK may amend these prices during the year with agreement from the Council.

	Price (including GST)
Bulk refuse disposal	\$350.00 - \$575.00 per m ³
Standard size rubbish bag	\$4.50 - \$5.50
Green waste	\$80.00 - \$125.00 per m ³

Resource Management Fees

Unless stated otherwise, 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.

RMA refers to the Resource Management Act (1991) and subsequent amendments.

	Price (including GST)	Fee type

Land Use Consents		
Boundary activity (s87BA of the RMA)	\$355.00	
Non-Notified Land Use Base Fee 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 - Road setback - Recession plane - Site Coverage, Height, Density 2. Breach of one District Plan rule (Bulk or Siting) 3. Earthworks within an archaeological area/site	\$1,073.00	Minimum
Breach of two or more District Plan rules (Bulk or Siting)	\$1,305.00	Minimum
Breach of rules design standards, natural hazards (excluding flooding), significant or outstanding landscapes	\$1,920.00	Minimum
Visitor accommodation (less than 5 guests)	\$880.00	Minimum
Visitor accommodation (5 guests or more)	\$1,183.00	Minimum
Relocated buildings	\$1,450.00	Minimum
Building in a flood hazard area (with a flood certificate)	\$412.50	Flat fee
Building in a flood hazard area (without a flood certificate)	\$1,450.00	Minimum
Earthworks within a flood hazard area	\$1,383.00	Minimum
Temporary activities	\$490.00	Minimum
Land use consent lodged concurrently with a subdivision	\$600.00	Flat fee
All other Non-Notified Land Use Consent Applications not listed above – Base Fee	\$2,100.00	Minimum
Notified consent (any application) – add to non-notified consent fee	\$1,660.00	Minimum
If an application requires a hearing	An additional base fee of \$6,250.00 plus costs	Minimum
Subdivision Consents		
To stage an existing subdivision consent	\$990.00	Per stage
Boundary adjustment (2-lot subdivision with no new services)	\$1,145.00	Minimum
<u>Non-notified subdivisions:</u>		
2 lot	\$2,640.00	Minimum
3-4 lots	\$3,105.00	Minimum
5-10 lots	\$4,140.00	Minimum
11-20 lots	\$6,000.00	Minimum
20 or more lots	\$7,500.00	Minimum

Notified subdivisions:		
2 lot	\$4,255.00	Minimum
3-4 lots	\$4,720.00	Minimum
5-10 lots	\$5,755.00	Minimum
11-20 lots	\$7,600.00	Minimum
20 or more lots	\$9,100.00	Minimum
Hearing is required – add to consent fee	\$6,250.00	Minimum
Other fees (both notified and non-notified):		
Variation of consent conditions - non-notified	\$785.00	Flat fee
Variation of consent conditions - notified	\$2,070.00	Flat fee
Extension of timeframe	\$785.00	Flat fee
Existing use rights (section 139 RMA)	\$1,070.00	Flat fee
Certificate of compliance (section 139 RMA)	\$1,070.00	Flat fee
Hearings/Committee Meetings – both notified and non-notified applications	Refer to hourly fees by Officer. Hourly fees will be charged per hour after first ½ hour, plus 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	Minimum
Application for variation of consent conditions (including change of consent notices for non-notified consents)	\$785.00	Minimum
Application for variation of consent conditions (including change of consent notices for notified consents)	\$2,070.00	Minimum
Application for extension of consent timeframe	\$785.00	Minimum
Application for existing use rights	\$1,070.00	Minimum
Certificate of Compliance (section 139 RMA)	\$1,070.00	Minimum
District Plan Changes & Designations		
Plan Change	\$20,000.00	Minimum
Requirement for Designations or Heritage Orders – non-notified	\$2,160.00	Minimum
Requirement for Designations or Heritage Order – notified	\$3,760.00	Minimum
Alteration of Designation – non-notified	\$2,160.00	Minimum
Alteration of Designation – notified	\$3,760.00	Minimum
Assessment of Outline Plan (s176A RMA)	\$825.00	Minimum
Waiver of Outline Plan	\$310.00	Minimum
Breach of District Plan rule for heritage buildings	\$683.00	Minimum
Removal of Designation (s182 RMA)	\$1,150.00	Minimum
Miscellaneous Charges		
Consultation of more than 60 minutes regarding interpretation of District Plan (charged after the first hour)	Base fee \$60.00 plus fee at the	Minimum

	hourly rate of the processing officer	
Cancellation of Building Line Restriction	\$410.00	Flat fee
Cancellation of Easements	\$410.00	Flat fee
Certified Resolution	\$410.00	Flat fee
Right of Way Approval	\$770.00	Flat fee
Completion Certificate	\$500.00	Flat fee
Withdrawal of Caveat	\$410.00	Flat fee
Creation/Variation or Waiver of Esplanade Strips or Reserves	\$410.00	Flat fee
Approval of survey plans (s223 RMA)	\$291.50	Minimum
Deposit of survey plans (s224 RMA)	\$291.50	Minimum
Certificate Under s226 of the RMA	\$780.00	Flat fee
Section 124, 125, 126, 127, 221 non-notified	Actual costs	
Section 127, 128 notified	\$1,073.00	Minimum
Minimum fee if not specified above	\$410.00	Minimum
Request for information / require documentation	\$216.00	Flat fee
Hearing cancellation fee	\$1,140.00	Flat fee
Road naming fee	\$280.00	Flat fee
Bond administration fee	\$150.00	Flat fee
Certificate under Overseas Investment Act	\$550.00	Flat fee
Consent monitoring		
Resource consent monitoring	\$180.00	Per hour
Monitoring permitted activities where non-compliance identified	\$180.00	Per hour
Investigations (once non-compliance identified)	\$180.00	Per hour
Reports and Plans		
Kaikōura District Plan (Full Printed Copy)	\$190.00	Each
Kaikōura District Plan (Printed Maps Only)	\$50.00	Each
Kaikōura District Plan (Digital)	\$60.00	Each

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)	
Water unit charges Applies to purchase of new units of water. These charges are in addition to service approval fees and development contributions (if any).	Fernleigh Kincaid Peketa Suburban East Coast	\$1,150.00 \$1,150.00 \$1,150.00 \$1,374.25 \$1,150.00
Service Approval fees Apply to each of water, wastewater, and stormwater services	\$275.00 (was \$250.00)	Per service
Change in restrictor size Applies to either an increase or a reduction in the size of restrictor	All supplies	\$125.00 (was \$115.00)
Physical works 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	Actual costs of plant, labour and materials.	

Meter reading fee (extra)

Applies to any meter reading required to be taken outside the usual meter reading schedule (such as a final meter reading)

All supplies

\$75.00

(was \$60.00)

Report to:	Council	File #
Date:	26 June 2024	
Subject:	Temporary Accommodation Report (7 Units)	
Prepared by:	Susi Haberstock – Community Services Manager Ronnie Gibson – Social Development Manager MSD	
Input sought from:	Te Whare Putea; Housing Forum and partners	
Authorised by:	Peter Kearney – Senior Manager Corporate Services	

1. PURPOSE

The seven temporary accommodation units located on 34 Beach Road are currently leased by Te Whare Putea. The lease arrangement expires on Friday 28 February 2025.

Te Whare Putea has asked Council to consider:

- a) selling the seven units to Te Whare Putea (TWP) and
- b) extending the use of the land at 34 Beach Road for an additional 4 years.

The purpose of this report is to outline options for Council to consider with regard the request by Te Whare Putea and to identify a preferred option.

2. RECOMMENDATION

It is recommended that the Council:

- a) Receives this report
- b) Approves **Option 1(a) Sale of units and extension of lease (Recommended):**
- c) Notes that existing arrangements will remain in place until Friday 28th February 2025 or until such time that the agreed new arrangements can be implemented, whichever is sooner.

3. BACKGROUND

The seven temporary units were installed at 34 Beach Road by Ministry of Business Innovation and Employment – Temporary Accommodation Service (MBIE-TAS) following the Kaikōura Earthquake in 2016.

Having served their purpose, and not being able to be utilised by MBIE-TAS for any other purpose, the units were sold to Kaikōura District Council in 2019. Council did not wish to take on the role of landlord. Te Whare Putea agreed to lease and manage the units, and tenancies. Te Whare Putea currently pays Council \$200.00 per week to lease the units.

The lease arrangement with Te Whare Putea included Council agreement for the units to remain in situ at 34 Beach Road for an initial period of two years. This was followed by a subsequent extension of two years to 2023. In 2023 Council agreed to further extend the period of use to February 2025, while Te Whare Putea investigates other options for these units.

The units have been fully occupied throughout the period of lease and continue to meet a need for transitional and emergency housing. The units have provided accommodation for local people facing housing insecurity and homelessness through and resulting from the COVID-19 years of 2020 and 2021, the subsequent economic downturn with local job losses, the increased cost of living, and a shortage of rental properties.

Te Whare Putea's proposal

Te Whare Putea has outlined their aspirations for the continued provision of housing including advice, support and accommodation in a paper to a Council workshop on 4 June 2024 (refer Attachment 1).

Te Whare Putea considers the acquisition of the seven units as a key catalyst for their achieving accreditation as a Community Housing Provider (CHP). Acquisition of the units secures a manageable and financially viable housing portfolio which serves as a platform for the application process and demonstrates their viability as a CHP. The units will also serve as leverage to buy land for the units to be relocated.

Te Whare Putea has requested an extension of use of the land at 34 Beach Road for a period of up to four years. The request for extension is premised on two primary drivers: firstly, that the application to become a CHP is a rigorous and prolonged process and will take at least a year but more likely two, and, secondly, that this will allow time for relocation of the units.

Community Housing Provider status

Te Whare Putea plans to apply to become a Community Housing Provider (CHP).

CHPs provide homes to individuals or whānau on the Public Housing Register and access the Income Related Rent Subsidy. For properties subsidised by the Income Related Rent subsidy, the tenant portion of the rent will be 25% of the tenant's income as determined by the Ministry of Social Development. For affordable rental homes, resident rents are generally set at or below 80% of market rental levels for the area and intended to be around a third of household incomes. Councils do not have access to this subsidy.

Community Housing Providers (CHPs) are also able to make applications for project-specific funding to deliver new public housing supply¹.

Status of the Temporary Units

Te Whare Putea has outlined (in Attachment 2) the repairs undertaken to date to keep the units in good condition for renting. The Code of Compliance was done under an exemption by Christchurch City Council so there is no Code Compliance Certificate from KDC (please see attachment 3).

The units are in fair condition but require some work. It is Te Whare Putea's intention, should the purchase be approved, to undertake a programme of further repairs and upgrades to bring the units up to permanent healthy home standard.

Should Council decide to sell the units, there will be no ongoing liabilities for any maintenance or insurance costs.

Kaikōura Housing Forum

The Kaikōura Housing Forum is attended by government agencies, Council, NGOs and Runanga representatives. The purpose of the Forum is to utilise collective strengths, knowledge, networks, and resources, to better support whānau across the housing continuum.

The Forum was formed in response to the Kaikōura Earthquake. The focus then was largely around ensuring people with damaged homes received the help they needed to repair their property or to find alternative accommodation. Eight years on, the focus has changed to supporting people who have nowhere else to go in the short term or have been displaced from their homes with no other options for accommodation due to other pressures on housing.

Some of these pressures are:

- Accommodation costs are high relative to income.
- There are still few affordable rental properties available.

¹ [Partnering for new housing opportunities - Te Tūāpapa Kura Kāinga - Ministry of Housing and Urban Development \(hud.govt.nz\)](#)

- The tourism, hospitality, and new construction workforce is also soaking up available rental accommodation.
- Notwithstanding any effects that the long tail of COVID-19 might have on the current rental and Air BnB stock, there is an existing bias toward high end rental income, so affordability remains an issue.
- All public and pensioner housing is fully utilised (12 and 12 respectively on the waiting list)
- The seven temporary units are also full with a further 12 applicants on the waiting list.

There are currently 12 households on the public housing register². There are others that are living in insecure or inappropriate accommodation that are not visible. There are some people in the community that will continue to struggle to find secure accommodation because they are perceived as high risk, or simply do not show the same return on investment so are the least attractive option to a landlord.

The Housing Forum has refocused its efforts to identify and capitalise on actions that will result in real solutions to accommodation issues. Short-term solutions remain a key focus, so that people with an immediate need have access to warm, safe housing. The forum members are of that view that if the seven units were no longer available this would mean:

- Increased Emergency Housing cost where currently there are very few grants
- Increased numbers on Public Housing register numbers (currently 12) as there are no plans for additional supply through Kainga Ora
- older residents continuing to have to leave the district to secure suitable housing

The forum is interested in the development of housing pilots and initiatives in Kaikōura and considers Te Whare Putea's wish to become a Community Housing Provider (CHP) to be a step in the right direction. The forum supports Te Whare Putea's bid to own and manage the units, their aspirations to become a Community Housing Provider, and the benefits of keeping the temporary housing units available in the short- to medium-term.

4. OPTIONS CONSIDERED

4.1 Option 1 Sale of units and extension of lease (Recommended):

- That Council sells the seven accommodation units currently located on 34 Beach Road to Te Whare Putea for \$1.
- That Council further supports Te Whare Putea with the costs of removing the units at \$3,000 per unit (using funds of \$30,000 paid to Council by MBIE for this purpose at the time of original purchase). This will be paid once all buildings and foundations are removed and any holes are filled in and the remaining land is regressed.
- That by selling the units, the Council devolves itself of any ongoing liability for any maintenance or insurance costs in respect of the units.
- That Council charges \$10,000 per annum (the equivalent of the current cost of rates) as ground lease for the site which can be reviewed at Council discretion to ensure that future rates costs are covered as a minimum.
- That Council grant Te Whare Putea an extension of the use of the land at 34 Beach Road for either:
 - a. 2 years to February 2027 (or date of new lease) with a right of renewal for an additional 2 years, subject to progress milestone of achieving Community Housing Providers (CHP) status or providing Council relevant documentation that provides satisfaction that this is both underway and CHP status is likely to be granted. **(Recommended);**
 - b. 4 years to February 2029

² As at 12 July 2023

4.2 Option 2: Status Quo (Not Recommended)

Status quo is retained, meaning the units remain with Council and Te Whare Putea continues to lease and manage them subject to rental adjustments to reflect current costs. Council grants to TWP a lease extension for either:

- a) 4 years to February 2029; or
- b) 3 years to February 2028; or
- c) 2 years to February 2027

4.3 Option 3: Termination of lease (Not Recommended)

Council do not renew the lease and allow the lease term to expire on 28th February 2025. This option would enable alternative options to be explored however, would be contrary to a stated need in the community. In addition, until a new option was established, Council would not receive any lease revenue.

5. FINANCIAL IMPLICATIONS AND RISKS

Please see attachment 2, an evaluation of the units done in 2021, which assessed fair market value as at 30th of June 2021 in accordance with 'Public Benefit Entity International Public Sector Accounting Standards. The valuation relates to the improvements only and does not include allowance for any land component. The unit value per unit was estimated at \$70,000 each and a fair market value for 7 units would be \$490,000 as at time of valuation.

The Book Value of the units currently is \$426,000. If sold for \$1, this would show up as a loss on sale of asset on KDC's books, but this would largely represent the opportunity cost of such a sale rather than an actual cash loss for KDC given KDC paid a nominal fee of \$1 merely to complete the transition. As Council only paid \$1 for the units, there is also no depreciation.

The insurance is \$3,400 per annum and is currently covered by Council. If the units are sold, this cost would be covered by Te Whare Putea.

Te Whare Putea has paid and will continue to pay rent of \$200 per week while the new arrangements are finalised i.e. up until 28th February 2025.

Council invoices Te Whare Putea for approximately \$10,000 annually. A comparable commercial lease rate for the same area is estimated to be in the region of \$13,500. The social benefits of Council supporting Te Whare Putea becoming an accredited Community Housing Provider and keeping the temporary housing units available for those displaced and struggling, arguably out ways immaterial difference to Council.

It should be noted that if Te Whare Putea's lease of the seven units is approved, Council foregoes any other options to lease the land, or otherwise, until Te Whare Putea's lease expires or is not renewed further, and the land is remediated to the satisfaction of the Council. Any outstanding remediation costs will be deducted from the \$30,000 that has been set aside for this purpose. Remediation means all buildings and foundations are removed and any holes are filled in and the remaining land is regressed (see Option 1 a in the recommendations above.)

5. RELEVANT LEGISLATION

For the avoidance of doubt, Council resolves the units are not a strategic asset. This is a temporary arrangement.

6. COMMUNITY OUTCOMES SUPPORTED



Community

We communicate, engage and inform our community



Development

We promote and support the development of our economy



Services

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



Environment

We value and protect our environment



Future

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

Attachments:

1. Attachment 1 - Te Whare Putea – Temporary Units Housing Units – requesting purchasing the units and asking for a further 4-year extension.
2. Attachment 2 – Maxwell Valuation from September 2021

Attachments for information:

3. Code Compliance Certificate from Christchurch City Council for the buildings,
4. Stamped plans from Christchurch City Council
5. Letter from MBIE to KDC
6. Site Plans



The proposition

Te Whare Putea Trust Board is united and committed in their mission to provide affordable, subsidised housing to the Kaikoura Community, with a service that helps people to transition from housing insecurity and homelessness into long term accommodation solutions and intentions to become a registered Community Housing Provider.

Central to this plan is Council's assent to sell the seven temporary housing units to Te Whare Putea at the original 2019 purchase price of \$1.00.

The plan also relies on the amenability of Council to extend the current land-use arrangements for up to four years to June 2029, as Te Whare Putea identifies and secures an alternative property for relocation of the units. Te Whare Putea is hopeful that the MBIE-TAS relocation funding of \$3,000 per unit will be made available for this purpose.

Te Whare Putea will fund repairs and upgrades to the units to permanent healthy home standards.

Background

In 2016 Ministry of Business Innovation and Employment's Temporary Accommodation Service (MBIE-TAS) was initiated as a result of the Kaikoura quakes. Seven temporary homes were located in Kaikoura to house people that were temporarily displaced while their homes, owned or rented, underwent repair.

Having served their purpose, the units remained unoccupied at the same time as Kaikoura was experiencing increased demand for and a shortage of affordable rental properties. MBIE-TAS policy does not allow for the use of TAS accommodation for any reason other than this intended purpose. The units needed to be onsold in order to be utilised.

In 2019, following negotiation with MBIE-TAS, the units were offered for sale to Kaikoura District Council at a price of \$1. Council acknowledged the increasing need for a service for people facing homelessness, but did not want to take on the responsibility of landlord for the properties.

Te Whare Putea was approached and confirmed their agreement to manage the properties. In April 2019, Council agreed to this arrangement which included the units remain in situ at 34a Beach Road for an initial period of two years, which was followed by a further two year agreement to take the arrangement to 2023. In 2023 Council agreed to extend the period of use to February 2025. Te Whare Putea currently pays Council \$200.00 per week to lease the units.

The Service

This was something new for Te Whare Putea, and one that turned out to be an excellent fit with other services and in particular, the “big three” - food, finance and housing.

Aside from the units themselves, the success of the service has been made possible because of Te Whare Putea’s ability to leverage the relationships and services that are most needed. The Trust has solid working relationships with the Kaikoura District Council Pensioner Housing team, the Kaikoura Housing Forum and its members, the network of social service providers, property managers, and the local health team. With funding from the Ministry of Social Development, Te Whare Putea is able to offer a housing navigator service, a foodbank, and a Building Financial Capability (BFC) service (budget planning), all designed to help people meet short term needs while working towards independence.

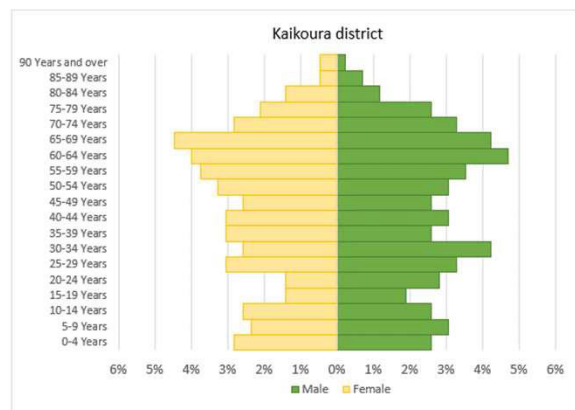
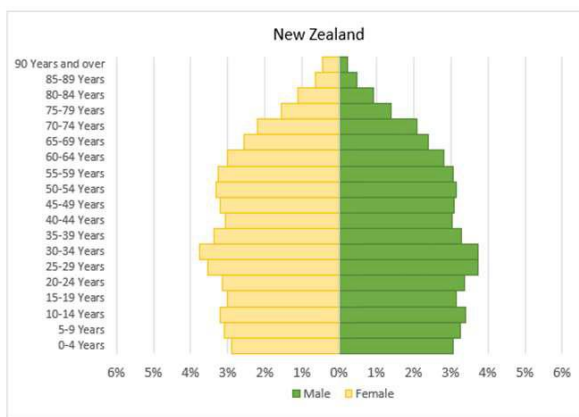
Thirty tenants or households have moved through the temporary units. All have faced severe challenges, including living in cars or caravans, domestic violence, terminal illness, mental health and mobility issues, and many have had no family support at all. Te Whare Putea, as landlord, has provided temporary housing through the units, while supporting tenants toward secure housing, health, financial, social and employment outcomes.

There has been good movement recently both from the temporary units, emergency housing and in the local housing rental market. Kainga Ora is the only social housing provider in Kaikoura, and properties rarely become available, although the new build in Kiwi Street seems to represent positive progress to housing for single individuals or smaller families.

The units are priced to be affordable for pensioners and beneficiaries. The units represent stability and independence for this vulnerable group, and local Kaikoura people are our priority.

The service will continue to be needed

Kaikoura has an ageing population and predictions are that the proportion of older people will be higher than the national average. Kaikoura, as with many other places, has very few one- and two-bedroom properties that are likely to be more suited and desirable to older and single people.



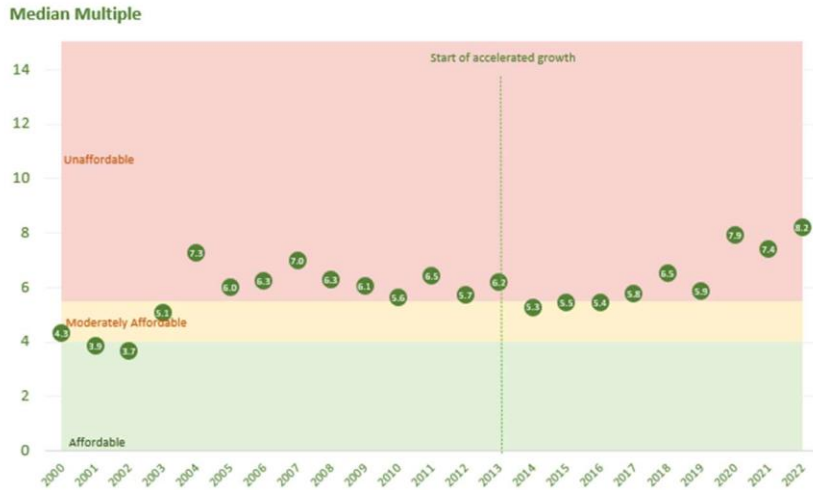
More people will retire as tenants rather than home-owners, and may be unprepared for retirement.

The Building Financial Capability service has seen some months with over 50 applications to withdraw Kiwi Saver funds, due to hardship.

There are waiting lists for the temporary housing units, pensioner cottages and Kainga Ora properties. At any given time there are around 30 people on the waiting lists.

Housing is becoming increasingly less affordable in Kaikoura.

Indicators show affordability has reduced significantly since 2019.



There is a squeeze on existing housing supply in Kaikoura.

Lack of housing may, in part, be attributable to the high level of AirBnB and holiday homes. Both effectively take rentable properties out of the supply pool.

TIA	Long term Market response (last 20 Years)		Short term Market response (last 6 Years)		Total Private dwellings	Unoccupied dwellings	% Unoccupied dwellings
Nelson city	✓	Consents kept up with growth	✗	Consents NOT kept up with growth	21,447	1,251	5.8%
Tasman district	✓	Consents kept up with growth	✓	Consents kept up with growth	23,598	3,471	14.7%
Marlborough district	✓	Consents kept up with growth	✗	Consents NOT kept up with growth	22,587	3,411	15.1%
Kaikoura district	✓	Consents kept up with growth	✓	Consents kept up with growth	2,319	744	32.1%
Buller district	✓	Consents kept up with growth	✓	Consents kept up with growth	5,751	1,212	21.1%
Grey district	✓	Consents kept up with growth	✓	Consents kept up with growth	6,636	1,176	17.7%
Westland district	✓	Consents kept up with growth	✓	Consents kept up with growth	5,100	1,080	21.2%
Nelson/Marlborough/West Coast Region					87,438	12,345	14.1%
New Zealand					1,870,386	196,506	10.5%

What we've done to date

- Managed the seven units in a fiscally viable and self-sustainable model while providing housing at affordable rental rates, with no rent arrears.
- Attained level 2 accreditation through Te Kāhui Kāhu which opens up new opportunities for the provision of social services in Kaikoura.
- Delivered a successful Building Financial Capability service with confirmation of continued funding.
- Supported 30 households with accommodation, health, budgeting, social and employment services.
- All of this while filling gaps in staff (long term unplanned leave) and funding (agencies have been slower than normal in reconfirming contracts this year).

Medium- to long-term plan

1. Secure the seven units

Pivotal to making any inroads is for Council to agree to facilitating transfer of ownership of the units to Te Whare Putea by way of gifting or charge of a nominal fee.

2. Gain Community Housing Provider (CHP) status

Community housing is a form of affordable housing working alongside private housing in the open market. The process is lengthy however, once achieved, provides access to government funding for the provision of housing and subsidies for tenants residing in those properties. These would be new streams of potential funding into the Kaikoura community that are not available to councils.

3. Bring all seven units up to permanent housing specifications

Te Whare Putea has commissioned a report on the requirements to upgrade the seven units to meet a permanent healthy home standard. Five of the units are aluminium and two are wooden.

Overall however, the five aluminium units are sound, well made and well insulated. They show little signs of deterioration and no signs of leakage anywhere, including the roof. Advice is that they are made to last and that they should still be fit for purpose, if well cared for, for a further 20 years at least. The five aluminium porta-coms would be bought up to permanent, healthy homes standards, including double glazing even though that is not currently mandatory.

The two wooden units should be set onto foundations to address moisture, mould and mildew, potential instability, potential rodent and pest infestation, and temperature control. The costs are estimated at \$10,000 to \$12,000 per unit. There will be additional costs to water blast and paint the wooden exteriors which have lichen and have become very dry, with some warping.

Gas fittings have been checked and all units now have gas hot water. New gas califont systems have been installed into two units to replace the failing electric hot water cylinders at a cost of \$3,000 per unit.

All units have electric ovens and electric heating which have recently been checked for safety. Some units do not have wall heaters or have heaters that are not in working order. Te Whare Putea has a quote pending for suitable heating, ideally with dehumidifiers.

All units have working smoke alarms.

After five years the units are looking fairly tired and need minor repairs. All curtains need to be replaced. New curtains have recently been installed in three units. Other maintenance includes attending to replacement of corroded hot plates, a missing rangehood, a cracked hand basin, extractor fans, broken glides in sliding doors, missing shelves, broken or missing handles, light covers, etc.

4. Identify suitable land for permanent relocation of the units.

5. Long-term, continue to contribute to the supply of housing in Kaikoura as an registered and accredited Community Housing Provider.

Benefits to the community

- Seven units will stay in the community providing affordable accommodation for a vulnerable group of people.
- The units can continue as temporary housing options OR as permanent housing for long-term tenants. Once refurbished they will be a good fit either way and would be used for whatever was the most pressing need.
- Nett income estimated at \$40,000 per annum that will be returned to the community through a range of services provided by Te Whare Putea currently (foodbank, building financial capability, housing advice and support) and in the future (potential reinvestment in the provision of social housing as a CHP).
- Access to housing funding streams and rental subsidies available to Community Housing Providers (CHPs).
- Potential benefits of having a registered CHP partner in larger housing projects.

Benefits to Te Whare Putea

- Owning/managing “permanent” housing is a key catalyst in moving towards becoming a Community Housing provider.
- Owning an asset which is being managed in a fiscally responsible way and returning a nett income would make Te Whare Putea a more attractive proposition if it came to borrowing money or applying for funding.
- Project aligns with our Te Whare Putea’s strategic vision.

Benefits for Council

- The proposal aligns with the five wellbeing outcomes sought by Council, in particular community, development, services and future.
- Seven units that will stay in the community providing affordable accommodation for a vulnerable group of people, ensuring future community benefit.
- Any future moving of the units would not be Council cost or responsibility (apart from money already with Council given over from MBIE towards cost of moving).
- No further liability for insurance or upkeep.
- Cost savings for potential expensive repairs



Community

We communicate, engage and inform our community



Development

We promote and support the development of our economy



Services

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



Environment

We value and protect our environment



Future

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

7 September 2021
REF: GM21-5064

The Team Leader
Community Facilities & Regulation
Kaikoura District Council
PO Box 6
KAIKOURA

Attention: Mike Russell

Dear Sir,

**Asset Valuation of Temporary Housing Units,
34 Beach Road, Kaikoura**

Further to instructions received, we inspected the above property on 16 August 2021 and submit herewith our brief report for the purpose of assessing fair market value.

NATURE OF IMPROVEMENTS:

The improvements comprise 7 separate temporary living units which provide compact standards of two bedroom living accommodation being situated on an easy contoured rear site adjoining the main south railway line in Kaikoura Township.

NATURE OF BRIEF:

Our brief is to assess fair market value as at 30 June 2021 in accordance with Public Benefit Entity International Public Sector Accounting Standard 16 Investment Property (PBE IPSAS 16). Our valuation relates to the **improvements only** and does not include any allowance for any land component. At this stage we have only provided an abbreviated report outlining a summary of our valuation conclusion, although have retained sufficient information on file to complete a more comprehensive valuation if required.



BRIEF ASSET DESCRIPTION:

The improvements comprise 7 identical temporary accommodation units which were developed following the Kaikoura earthquakes in November 2016. These comprise 7 virtually identical transportable portacom units with total floor areas of approximately 35m² each. They rest on temporary foundations with insulated panel exterior walls, powder coated double glazed aluminium window joinery and roofing of insulated panel construction. 6m² novalite covered timber decks extend off the northern elevation of the units.



Exterior Photos

The interior has timber flooring with insulated panel walls and ceilings. Layout provides for an open plan lounge-dining-kitchen, two bedrooms and a bathroom.

The kitchens incorporate rolled edge formica benchtops, melteca style cabinetry and a Bellini underbench oven, four plate hob and a Bellini rangehood.

Floor coverings comprise carpet throughout the living areas with vinyl to the service rooms.

Heating is provided by way of a small wall mounted heater within the main living room.

Hot water heating is via a Rinnai gas system.

VALUATION ASSESSMENT:

In accordance with our brief we have been requested to assess fair market value in accordance with PBE IPSAS 16 Investment Property. In terms of our assessment we have primarily had regard to comparable market evidence for similar smaller temporary accommodation units which have either sold or are available for sale within the wider South Island market. Our research indicates smaller compact 1 - 2 bedroom relocatable housing units typically achieve prices in the \$65,000 - \$100,000 price range. Prices around the upper end of this range relate to more modern dwelling units or those of higher overall size / specification. Values around the lower end of the range relate to second hand units or those of more compact size.

VALUATION ASSESSMENT contd...

In considering an appropriate level of value to the subject units we are mindful of the following:

- The units all provide compact modern standards of two bedroom living accommodation with very basic amenities.
- The units benefit from associated covered outdoor living areas.
- The units fall within a popular price bracket for entry level temporary accommodation units which would have a wider range of potential buyers.

Further to our inspection of the units and analysis of comparable market evidence we conclude our assessment of fair market value as follows.

VALUATION:

Individual Unit Values	\$70,000 (each)
	<u>x 7 Units =</u>
<u>FAIR MARKET VALUE</u>	<u>\$490,000</u>

The above assessments are **inclusive of any GST** payable on sale.

Our valuations relate to **improvements only** specifically disregarding any allowance for any land content, site development (i.e driveways) or underground services.

We confirm Maxwell Valuation Limited has no financial interest or otherwise in the property and that we have no relationship with the vendor, purchaser or agents.

This report has been undertaken for valuation purposes only and does not purport to be a site or structural survey.

This is an abbreviated report. We have retained sufficient information on file to complete a more comprehensive valuation if required.

The effective date of this valuation is **30 June 2021**.

COVID 19 - DISCLAIMER

The outbreak of the Novel Coronavirus (COVID-19) was declared as a 'Global Pandemic' by the World Health Organisation on 11 March 2020. We have seen global financial markets and travel restrictions and recommendations being implemented by many countries, including New Zealand. The local real estate market that the subject property is transacted in is being impacted by the uncertainty that the COVID-19 outbreak has caused. The landscape and market conditions are changing daily at present. As at the date of valuation we consider that there is a market uncertainty. This valuation is current at the date of valuation only. The value assessed herein may change significantly and unexpectedly over a relatively short period of time (including as a result of factors that the Valuer could not reasonably have been aware of as at the date of valuation). We do not accept responsibility or liability for any losses arising from such subsequent changes in value. Given the valuation uncertainty noted, we recommend that the user(s) of this report review this valuation periodically.

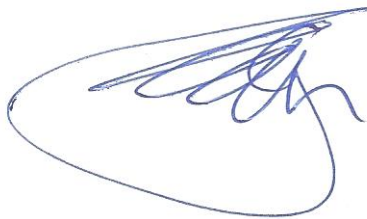
In some instances this report may be transmitted in an electronic format. We encourage any person relying on this report to confirm the valuation is correct in all respects to prevent any fraudulent activity. Please contact the writer for verification.

This report has been prepared by Geoffrey Richard Maxwell, B COM (VPM), SPINZ, ANZIV, MNZIPIM, who has been a Registered Public Valuer since 1999 specialising in the valuation of urban and rural properties in the North Canterbury and Kaikoura Regions.

We trust that this information is sufficient for your requirements but should you have any query regarding this report, or should there be any matter arising, we would be pleased to assist.

Yours faithfully,

MAXWELL VALUATION LIMITED



G R Maxwell

REGISTERED VALUER SPINZ ANZIV MNZIPIM

DDI: 03 319 8957

Mobile: 027 319 8954

email: geoff@maxval.co.nz

DECLARATION OF VALUATION PRINCIPLES:

1 Compliance Statement

This valuation has been performed in accordance with the International Valuation Standards (IVS) 2020 and we confirm that; the statements of fact presented in this report are correct to the best of the Valuer's knowledge; the analyses and conclusions are limited only by the reported assumptions and conditions; the Valuer has no interest in the subject property; the Valuer's fee is not contingent upon any aspect of the report; the valuation was performed in accordance with the PINZ code of ethics and performance standards; the Valuer has satisfied professional education requirements; the Valuer has experience in the location and category of the property being valued; the Valuer has made a personal inspection of the property; and no-one, except those specified within the report; has provided professional assistance in preparing the report.

2 Professional Indemnity Insurance

At the date of this assessment there is in force and effect, Professional Indemnity Insurance for an amount not less than the amount of this valuation. The Registered Valuer signing this report is covered by this insurance policy and holds a current Annual Practising Certificate.

3 Valuation Basis

The definition of Market Value is taken from the general concepts and principles of the International Valuation Standards where 'Market Value is the estimated amount for which a property should exchange on the date of valuation between a willing buyer and a willing seller in an arms length transaction after proper marketing wherein the parties had each acted knowledgeably, prudently and without compulsion'.

Our valuation(s) makes no allowance for the expenses of realisation and assumes any mortgages are discharged/caveats removed.

4 Publication

Neither the whole nor any part of this valuation report or any reference to it may be included in any published document, circular or statement without the written approval of Maxwell Valuation as to the form and content in which it may appear.

5 Information & Documentation

Information has generally been obtained from a search of records and examination of documents or by inquiry to Government Departments or Statutory Authorities. Where it is stated in the valuation report that information has been supplied to us by another party, this information is believed to be reliable but we can accept no responsibility if this should prove to be not so. The information provided by the sources detailed in this report is assumed to be complete and correct. We accept no responsibility for the completeness and accuracy of the information provided.

6 Confidentiality & Disclaimer of Liability

Our responsibility in connection with this valuation report is limited to the client to whom it is addressed and for the express valuation purpose stated. The report is not to be relied upon by any other person or for any other purpose. We accept no liability to third parties nor do we contemplate that this report would be relied upon by third parties. We invite other parties who may come into possession of this report to seek our written consent to them relying on this report. We reserve our right to withhold consent or to review the contents of this report in the event that our consent is sought.

7 Structural Survey

We have undertaken a visual inspection in respect of the building, but have not commissioned a structural survey or tested any of the services and are therefore unable to confirm that these are free from defect. We have not inspected the unexposed or inaccessible portions of the building/s and are unable to certify that these are free from defect. Any elements of deterioration apparent to the general state of repair of the building/s have been noted and reflected in our valuation. No undertaking is given about the structural soundness, weathertightness, or durability of any building or building element associated with the structure (where an owner may have joint maintenance liability). No undertaking is given about absence of rot, insect or pest infestation, deleterious substances such as asbestos or calcium chloride, unsatisfactory materials or hidden defects

8 Site Conditions

The inspection undertaken does not constitute a geotechnical survey or environmental contamination survey and no undertaking, representation or warranty is given as to the stability of the land or in any other regard. Unless notified to the contrary or otherwise stated in this report, our valuation is on the basis that these aspects are satisfactory and that the site is clear of underground minerals or other workings, methane gas or other noxious substances. Where a property has the potential to be further developed, we assume that the site is of a suitable load bearing capacity for the anticipated form of development without the need for additional foundations and drainage systems.

9 Title (Identifier)

We have made no survey of the property and assume no responsibility in connection with such matters. Unless otherwise stated it is assumed that all improvements lie within the title boundaries. Unless otherwise stated our report is subject to there being no detrimental registration(s) affecting the land other than those appearing on the title(s) valued in this report. Such registrations may include wahi tapu registrations and Historic Places Trust registrations.

10 Site or Environmental Contamination

Our valuation and report is conditional upon the land being free of any contamination or industrial waste problems unless otherwise noted.

11 LIM & PIM

The valuation assumes, unless otherwise stated, that a Territorial Authority Land Information Memorandum / Project Information Memorandum would not reveal any non-complying features and/or requisitions.

12 Resource Management Act 1991, Building Act 2004, Health and Safety in Employment Act 1992, and Evacuation of Buildings Regulations 1992. Disabled Persons Community Welfare Act 1975.

Unless otherwise stated in our report, our valuation is on the basis that the property complies with the above legislation or that the legislation has no significant impact on the value of the property.

Code Compliance Certificate

Section 95, Building Act 2004

Form 7 – Building (Forms) Regulations 2004

Building consent number	BCN/2017/7539	Date issued	28 November 2017
-------------------------	---------------	-------------	------------------

The building

Street address of building	53 Hereford Street Central City	Location of building within site/block number	
Legal description of land where building is located	Lots 1,2,3,4,5,6 DP 30073		
Building name		Level/unit number	
Year first constructed	2017	Current, lawfully established use	Housing

The owner

Name of owner	Ministry of Business Innovation and Employment	Phone number	
Contact person		Landline	
Mailing address	PO Box 1473 WELLINGTON Wellington 6140	Mobile	
		Daytime	
Street address/ registered office	PO Box 1473 WELLINGTON Wellington 6140	After hours	
		Fax	
Email address		Website	

First point of contact for communications with the building consent authority:

Name	Ministry of Business Innovation & Employment	Phone	
Contact person		Mobile	021 525121
Mailing address	Mua Setefano, Weathertight Services PO Box 1473 WELLINGTON Wellington 6140	Fax	
		Email address	steve.garner2@mbie.govt.nz

Building work

Building consent number BCN/2017/7539

Construction of 10 relocatable units

Issued by: Christchurch City Council

Code compliance

The Christchurch City Council is satisfied, on reasonable grounds, that the building work complies with the building consent.

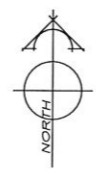
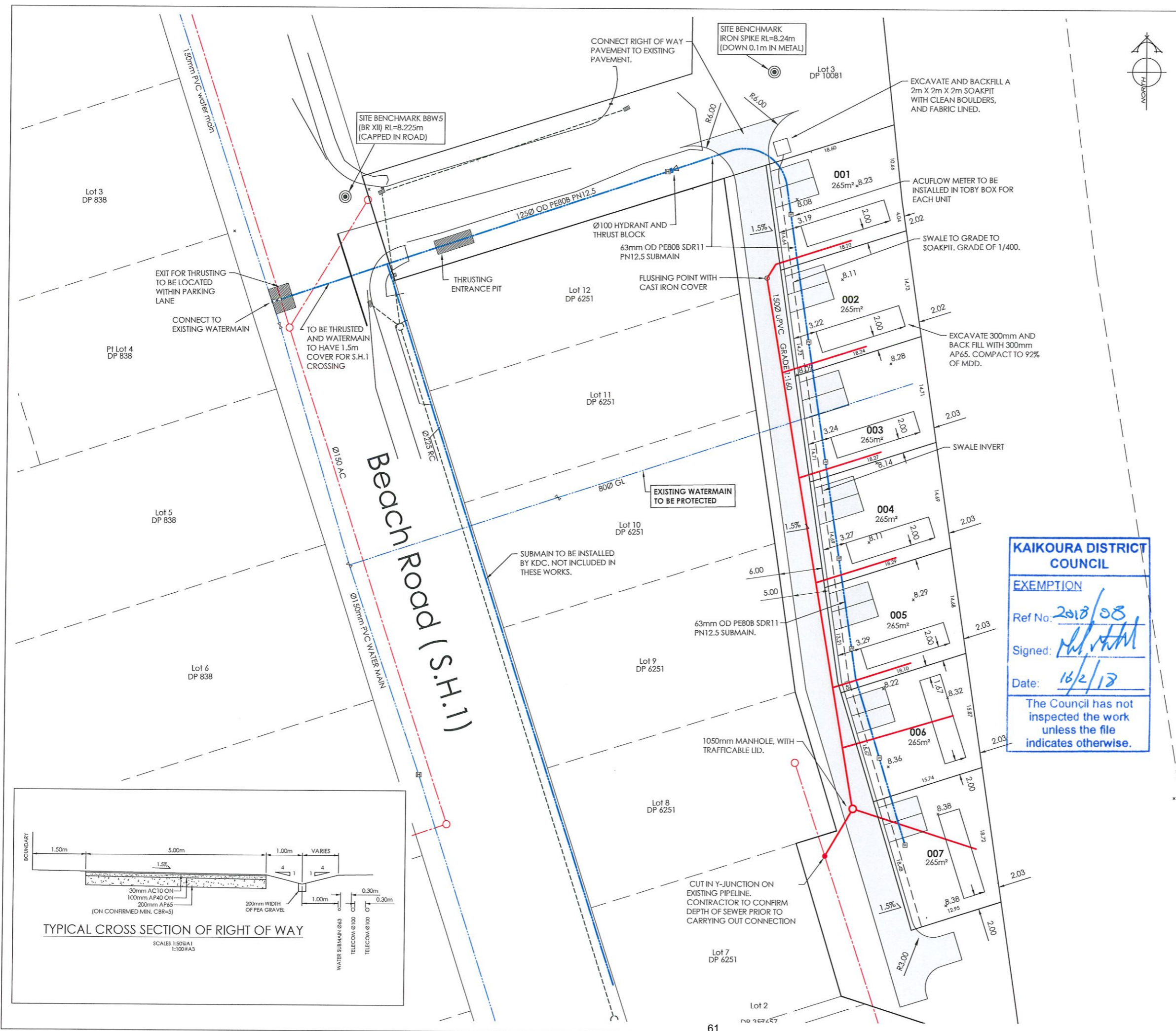
Attachments - Nil



Mary Greening
Code Compliance Auditor
CCBC Inspections & Scheduling
Phone: 941 8883
Email: mary.greening@ccc.govt.nz

On behalf of: Christchurch City Council

Date: 28 November 2017



AMENDMENTS:		
AMENDMENT	DATE	DESCRIPTION
R1	31.1.18	BOUNDARIES & ENG. DESIGN FOR APPROVAL

- NOTES:
- METAL DEPTHS TO BE CONFIRMED OR INCREASED FOLLOWING THE CHECKING OF SUBGRADE CBR ON SITE.
 - ALL UPVC PIPES (WHETHER SEWER OR STORMWATER) SHALL CONFORM TO AS NZS 1260:1999 AND SHALL HAVE THE FOLLOWING STIFFNESS NUMBERS AS SET OUT IN THE STANDARD:
 DN100 SN16 DN150 SN16
 DN175 SN8 DN225 SN8
 DN300 SN8 DN375 SN8
 - ALL WORKS TO BE IN ACCORDANCE WITH NZS4404 AND CHRISTCHURCH CITY COUNCIL CSS PARTS 1-7.
 - ELECTRICITY & TELECOM SERVICES NOT SHOWN.
 - ALL SEWER LATERALS TO BE Ø100mm uPVC SN16.
 - ALL SEWER, STORMWATER AND WATERMAINS TO HAVE A MINIMUM OF 750mm COVER.
 - EACH LOT IS TO HAVE AN INDIVIDUAL SOAKPIT FOR ROOF WATER SEED IN ACCORDANCE WITH THE NZBC.
 - KDC CONTRACTOR IS TO CARRY OUT THE CONNECTION FOR THE EXISTING WATER RETICULATION.
 - LEVELS ARE INTERMS OF THE LYTELTON VERTICAL DATUM 1937 (PRE KAIKOURA EARTHQUAKE).
 - ORIGIN OF LEVELS: BRXV (BEACH ROAD KAIKOURA) RL=8.225m (PRE KAIKOURA EARTHQUAKE).

LEGEND:

LEVELS	
20.31	PROPOSED LOT LEVELS
K20.31	PROPOSED KERB LEVEL
B20.31	PROPOSED BOARD & BATTEN LEVEL
N20.31	PROPOSED NIB KERB LEVEL
x 25.35	EXISTING LEVELS
< 25.35	EXISTING LOT LEVELS

EXISTING SERVICES	PROPOSED SERVICES
SANITARY SEWER - STD. MH	SANITARY SEWER - STD. MH
SANITARY SEWER - VENTED MH	SANITARY SEWER - VENTED MH
STORMWATER - MH	STORMWATER - MH
WATER - FH VALVE	WATER - FH VALVE
KERB	KERB

DESIGNED BY: Mike Walsh
 CHECKED BY: Adam Lil
 NAME: _____
 SIGNED: _____
 DATE: _____

KAIKOURA DISTRICT COUNCIL

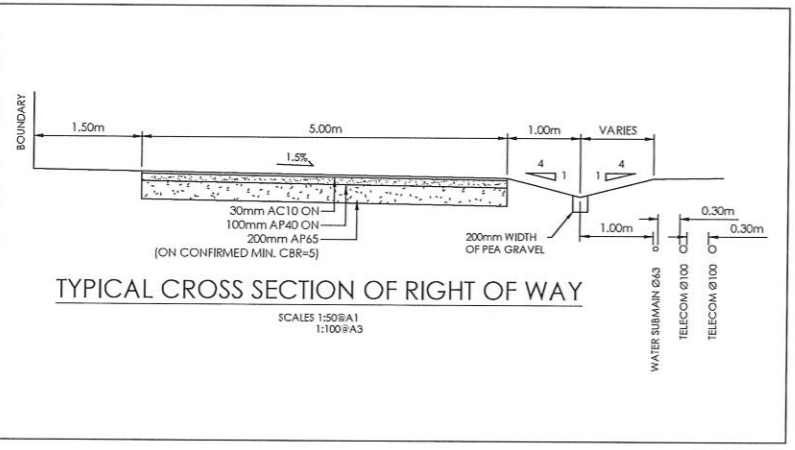
EXEMPTION

Ref No: 2018/08

Signed: *[Signature]*

Date: 16/2/18

The Council has not inspected the work unless the file indicates otherwise.



DAVE LOVELL-SMITH
PLANNING SURVEYING ENGINEERING

116 Wrights Road P O Box 679 Christchurch 8140, New Zealand
Telephone: 03 379-0793 Website: www.dls.co.nz E-mail: office@dls.co.nz

JOB TITLE: **Kaikoura Temporary Village**

SHEET TITLE: **Overall Plan**

DRAWING STATUS: **For Approval**

SCALE: 1:250@A1
1:500@A3

DATE: January 2018

CAD FILE: J:\19468\Eng\Drawings\19468_E01_R1.dwg DRAWN: MLW

DRAWING No: **E.19468** SHEET No: **E01.0** REVISION: **R1**

13 December 2017

Angela Oosthuizen
Chief Executive
Kaikoura District Council
PO Box 6, Kaikoura 7340

Dear Angela

Temporary accommodation village - Beach Road, Kaikoura

As you are aware the Kaikoura District Council (the *Council*) Recovery Committee has identified the need for temporary accommodation to assist with the rebuild of residential properties in the Kaikoura district. The Council has considered the feasibility of a village at a number of sites. On 13 December 2017, Council resolved to provide Ministry of Business Innovation and Employment (*MBIE*) the Beach Road site for the establishment of temporary accommodation. The land is located at Beach Road, Kaikoura with legal description Lot 3 DP 10081 and otherwise as outlined on the attached plan (the *Site*). The accommodation shall be seven relocatable two-bedroomed cabins (the *Buildings*).

This letter confirms agreement has been reached for a licence to occupy between MBIE and Council on the following commercial terms:

1. Council grants to MBIE a licence to occupy the Site for the purpose of establishing a temporary accommodation village and installing the Buildings for use by displaced residents of the Kaikoura district.
2. The licence to occupy annual fee shall be \$1.00 (inclusive of GST).
3. The term of the licence to occupy will be 13 December 2017 until 30 April 2020, with a right to renew for a further three years, subject to Council approval. Such renewal is exercisable by MBIE by providing Council with one month's written notice.
4. MBIE will arrange and pay for the construction of the Buildings and installation of the Buildings to the Site.
5. MBIE will arrange, manage and pay for cost of the installation of infrastructure services on the Site to the Buildings and construction of an access road between the Buildings on the Site. Infrastructure includes but is not limited to: water pipes, stormwater drains, sewage pipes, electricity lines, gas pipes, and telecommunications services.
6. Council will contribute to the cost of obtaining any necessary building and resource consents, as required.
7. Council will pay the rates (if any) for the Site if any.
8. MBIE will manage the operation of the village and the occupants of the Buildings.
9. MBIE will insure the Buildings.
10. MBIE will pay and keep the maintenance of the Buildings and grounds of the Site.
11. On termination of the licence to occupy, MBIE agrees to:
 - a. remove the Buildings and foundations and fill any holes and regrass; and

- b. leave the Infrastructure and access road on the Site and ownership of the Infrastructure shall pass to Council.
12. Council agree to the terms of the licence to occupy as set out above by countersigning this letter and scanning and emailing a copy to me by **15 December 2017**.

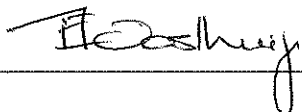
Thank you again for partnering with MBIE to provide housing solutions to support the rebuild and recovery of the Kaikoura district.

Yours sincerely,

Mike West
General Manager, Service Support and Design
Ministry of Business Innovation and Employment

Counter signed by authorised signatory of Council (print name and title):

Angela Oosthuizen Chief Executive Officer

 _____ (signature)

21 December 2017

ROOF:
75mm BONDOR ROOF PANEL
3.5° PITCH
INSTALL ROOF PANELS AS PER STANDARD DETAILS SUPPLIED
140x90x100 COLORSTEEL GUTTER WITH SINGLE 65Ø UPVC DOWN PIPE

WALL:
75mm EXTERNAL BONDOR WALL PANELS
50mm INTERNAL BONDOR WALL PANELS
INSTALL WALL PANELS AS PER STANDARD DETAILS SUPPLIED

FLOOR:
18mm H3 MARINE PLYWOOD FLOORING OVER DPC STRIP TO STEEL JOISTS
WET AREA: NON-SLIP POLYFLOOR XL VINYL FLOORING

CARPET FINISH TO LIVING AREA FLOOR & ENTRY DOOR AREA

GALVANISED STEEL BASE FRAME WITH 65x35x1.5 RHS JOISTS AT MAX 590CRS

GALVANISED DURAGAL STEEL BASE FRAME AS PER 'STEEL SUB FLOOR DRAWING'

FLASHINGS:
ALL FLASHINGS TO PROVIDE REQUIRED RETURNS ETC AS PER MANUFACTURERS SPECS.
ALL FLASHINGS POWDERCOATED COLORSTEEL SAFETY EDGE FLASHINGS

ALL ALUMINIUM EXTRUSIONS TO BE MILL FINISH ANODIZED TO 25 MICRONS
SEAL ALL FLASHINGS & AL. ANGLES WITH SIKAFLEX AND SELF SEAL ALUMINIUM POP RIVETS AT MAX 200CRS

ELECTRICAL & LIGHTING:
ALL WORKS TO COMPLY WITH AS/NZS3000
OYSTER L.E.D LIGHTING
ELECTRICAL CERTIFICATE COMPLIANCE & W.O.F FOR ELECTRICAL WORKS REQUIRED
ALL ELECTRICAL CABLES TO BE PPS NON-MIGATORY CABLE

GLAZING & AL JOINERY
VERY HIGH WIND ZONE
DOUBLE GLAZED ALUMINIUM WINDOWS
2000mm HEAD HEIGHT TO ALL GLAZING
R0.26 MIN INSULATION VALUE TO ALL GLAZING

COLOR MATCHED ALUMINIUM HARDWARE
SAFETY GLAZING BELOW 500mm TO FFL
ALL GLAZING TO COMPLY WITH NZBC F2/AS1 & NZS 4223:1999

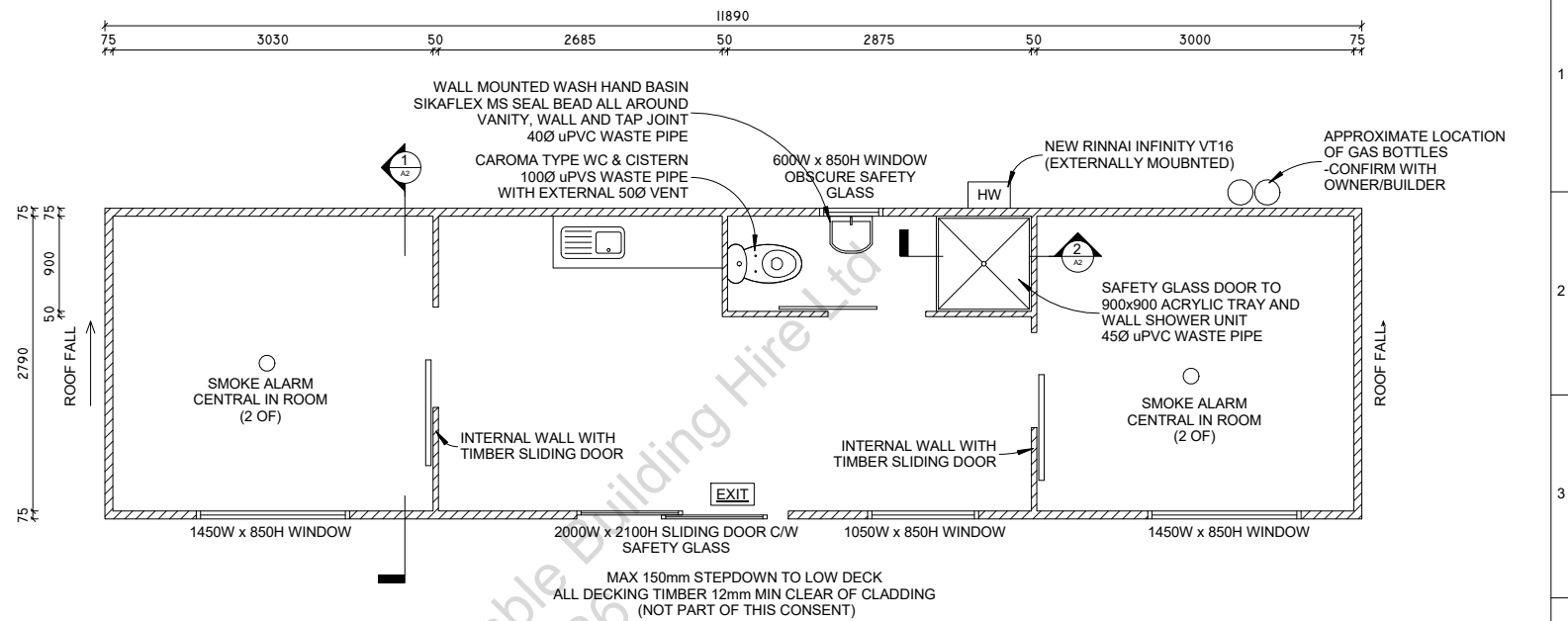
ALL GRADE 'A' SAFETY GLASS TO BE TOUGHENED SAFETY GLASS.
ALL JOINERY TO COMPLY WITH NZS4211:2008

WET AREAS:
POLYFLOOR XL VINYL FLOORING
ACRYLIC SHOWER UNIT AS PER SPEC'S WELL SEALED TO H4 TIMBER LIP ETC
ACRYLIC SHOWER LINING OVER 10mm AQUALINE GIB
EXTRACTOR FAN TO BATHROOM AS PER SPEC'S

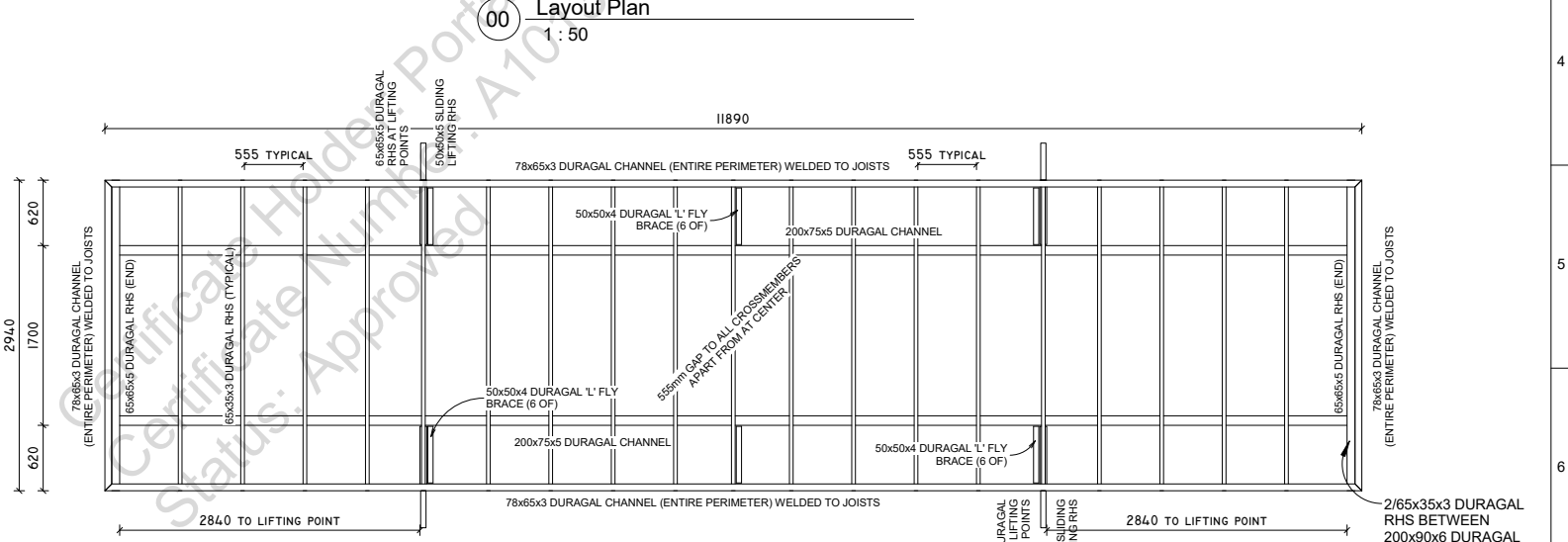
FIRE SAFETY:
CAVIUS PHOTOELECTRIC SMOKE DETECTORS INSTALLED AS PER MAN. SPEC'S (2 OF)
FIRE EXIT NOTED ON FLOOR PLAN - ONLY OPENING DOOR TO BUILDING

PLUMBING:
ALL PIPED SERVICES FROM THE BUILDING TO BE UPVC PIPES AS PER NZS1250
ALL PLUMBING TO BE INSTALLED AS PER NZS3500.5, SECTION 4

65Ø UPVC DOWN PIPES
50Ø EXTERNAL VENT
45Ø VANITY & SHOWER PIPES TO FUTURE SEWER PIPE BY NEW OWNER (NOT PART OF THIS CONSENT)
RINNAI GAS INFINITY 16 HOT WATER SYSTEM AS PER MAN. SPEC'S
-SET TEMPERING VALVE TO 55°C
-FOAM SLEEVE INSULATION
POLYBUTYLENE PIPE INSULATION TO ALL EXTERNAL WATER SUPPLY PIPES

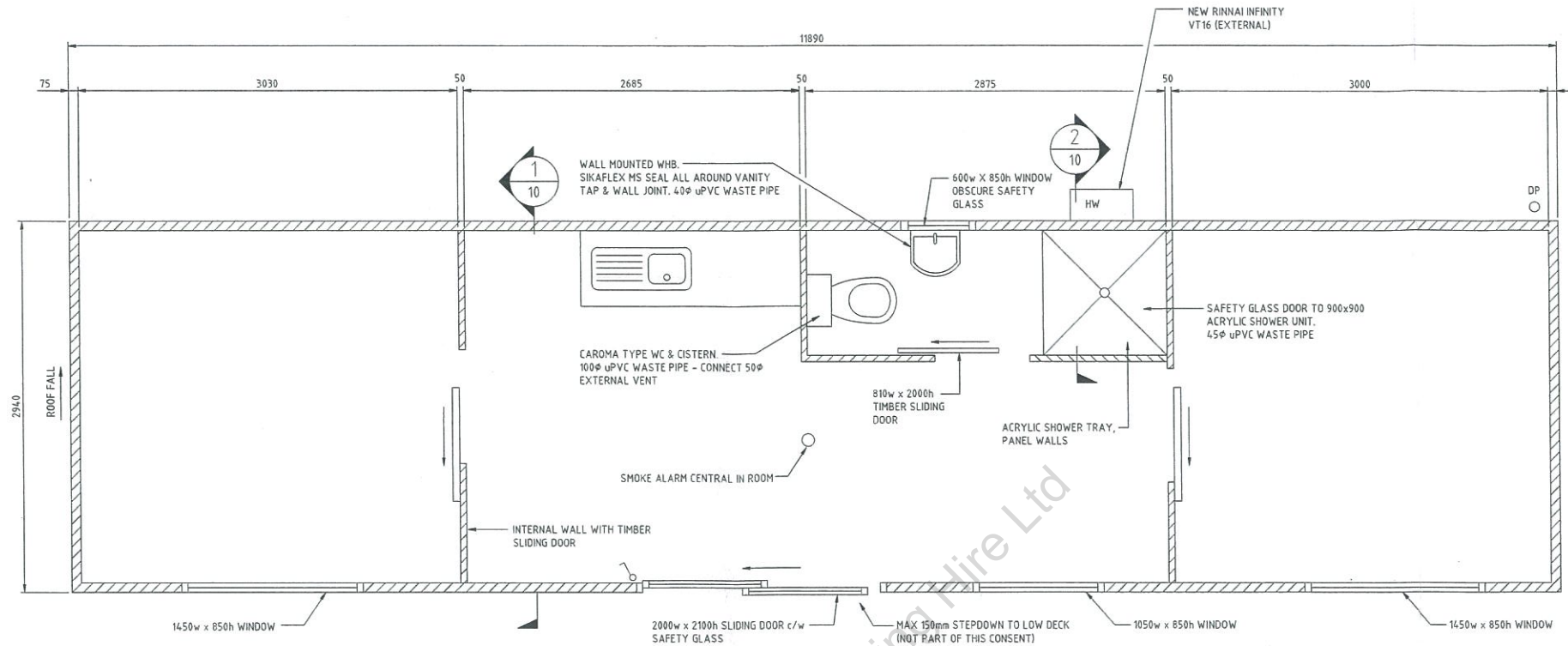


00 Layout Plan
1 : 50



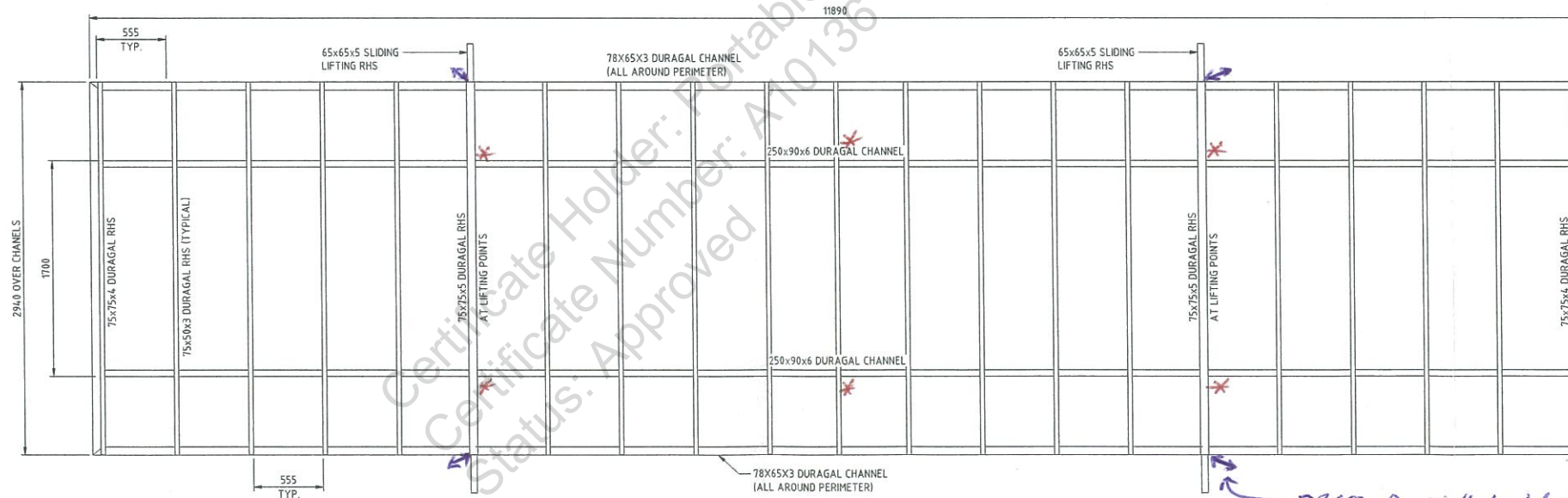
01 Subfloor/Chassis Plan
1 : 50

DIMENSIONS IN MM		DRAWING PRACTICE TO AS1100		PORTABLE BUILDING HIRE WELLINGTON P O BOX 30465 LOWER HUTT 5040 www.pbhwellington.co.nz		PORTABLE BUILDING FLOOR PLANS		DRAWN DS DATE 21.08.2017 DWG No 12000x2940 PORTABLE BUILDING-1		REV A	
DO NOT SCALE		INFORMATION DISCLOSED IN THIS DOCUMENT IS CONFIDENTIAL WRITTEN CONSENT IS REQUIRED PRIOR TO REPRODUCTION				SCALE 1:50 SHEET A1					
A	21.08.2017	DS		DRN	DSM						
REV	DATE	64 AMENDMENTS		DRN	DSM						



LAYOUT PLAN

SCALE 1:25



12000 x 2940 SUBFLOOR/CHASSIS PLAN

SCALE 1:25

DB68 Puckbill hold-down anchors (4 nos.)

* location of 50x50x4 Duragal L fly braces from 65x35x3 RHS floor joists to web of 200x75x5 Duragal C bearer

FIA - 40 anchors - 212 14/9/17 17035/FIA ALL 26/7/17

REV	DATE	AMENDMENTS	DRN	DSM
A	06.11.16	ISSUED FOR REVIEW	DS	

DIMENSIONS IN MM DO NOT SCALE DRAWING PRACTICE TO AS1100

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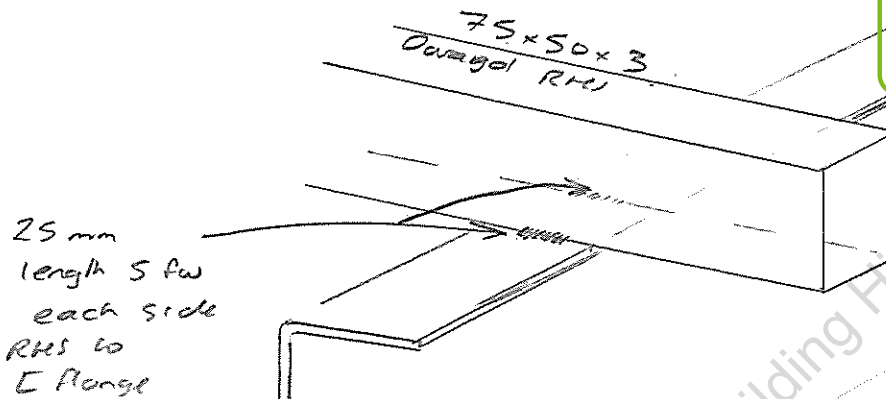


12000 x 2940 PORTABLE BUILDING

FLOOR PLANS

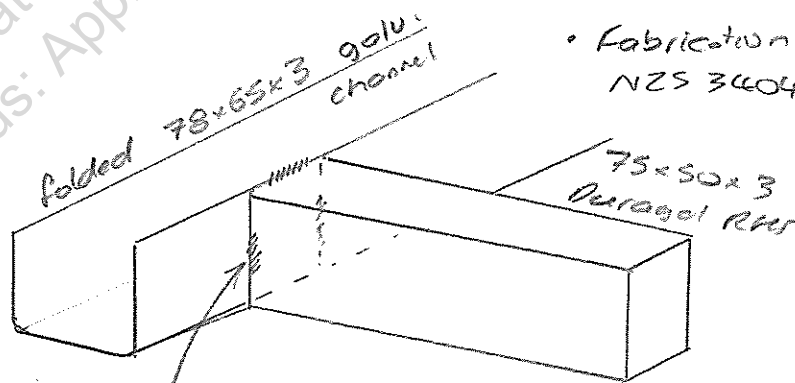
DRAWN DS	DATE 10.12.15	DWG No	12000 x 2940 PORTABLE BUILDING-1	REV A
SCALE as shown	SHEET A1			

Christchurch City Council  Page 3 of 24
BCN/2017/7539
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 20/09/2017 Lisa Bennett



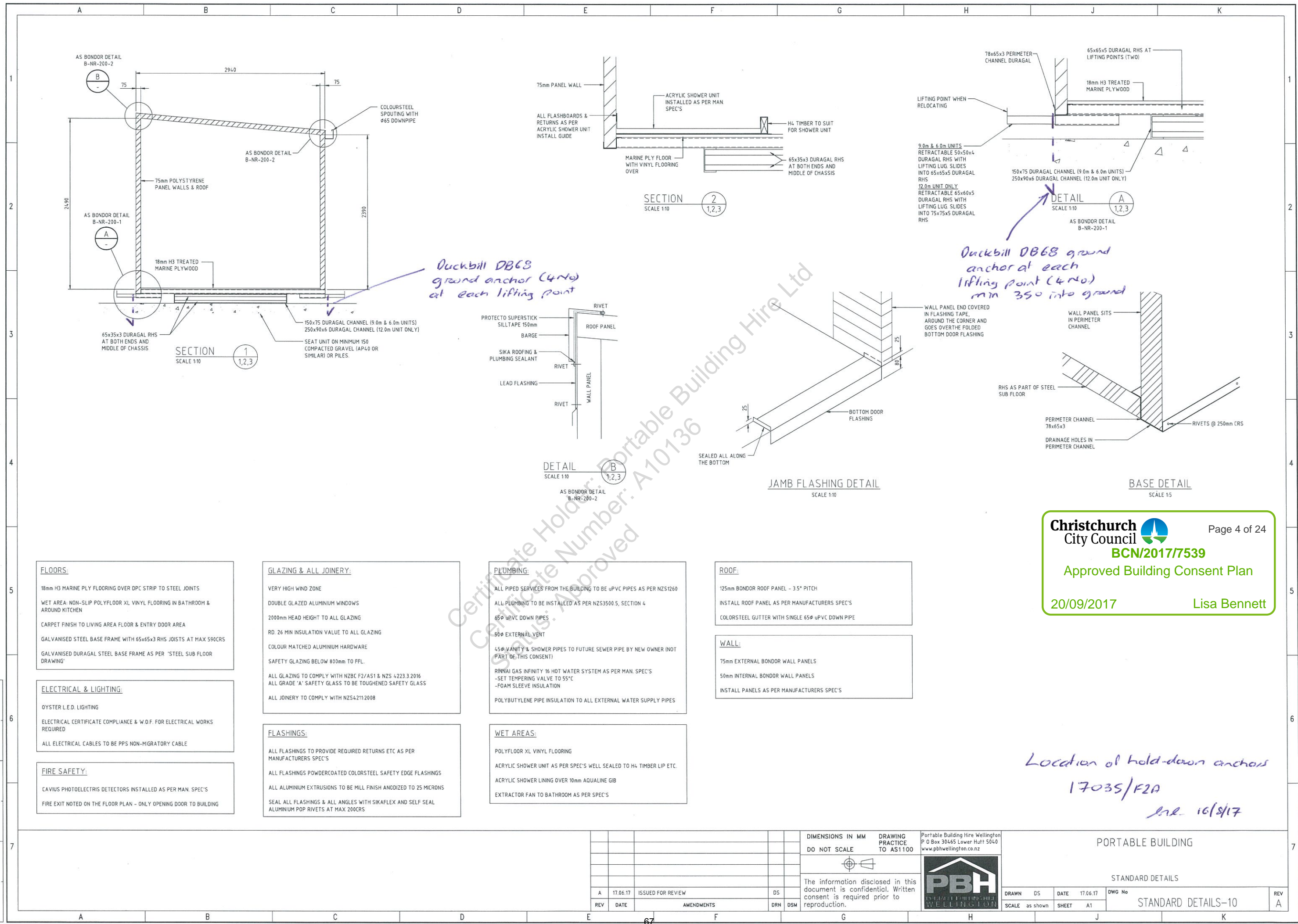
ISOMETRIC ON RHS BEARER / E RANGER JOINT

- All welds S fillet weld To AS/NZS 1554.1, to category SP class B as tables 6.2 & 6.3
- Duragal sections ex grade 35020/45020 to AS 1163
- Fabrication to NZS 3404 Section 11



25 mm of S fw top and sides of 75x50x3 Duragal RHS (similar at 75x75 RHS)

ISOMETRIC ON RHS BEARER / PERIMETER E JOINT



Certificate Holder: Portable Building Hire Ltd
 Certificate Number: A10136
 Status: Approved

FLOORS:
 18mm H3 MARINE PLY FLOORING OVER DPC STRIP TO STEEL JOINTS
 WET AREA: NON-SLIP POLYFLOOR XL VINYL FLOORING IN BATHROOM & AROUND KITCHEN
 CARPET FINISH TO LIVING AREA FLOOR & ENTRY DOOR AREA
 GALVANISED STEEL BASE FRAME WITH 65x65x3 RHS JOISTS AT MAX 590CRS
 GALVANISED DURAGAL STEEL BASE FRAME AS PER 'STEEL SUB FLOOR DRAWING'

ELECTRICAL & LIGHTING:
 OYSTER L.E.D. LIGHTING
 ELECTRICAL CERTIFICATE COMPLIANCE & W.O.F. FOR ELECTRICAL WORKS REQUIRED
 ALL ELECTRICAL CABLES TO BE PPS NON-MIGRATORY CABLE

FIRE SAFETY:
 CAVIUS PHOTOELECTRIS DETECTORS INSTALLED AS PER MAN. SPEC'S
 FIRE EXIT NOTED ON THE FLOOR PLAN - ONLY OPENING DOOR TO BUILDING

GLAZING & ALL JOINERY:
 VERY HIGH WIND ZONE
 DOUBLE GLAZED ALUMINIUM WINDOWS
 2000mm HEAD HEIGHT TO ALL GLAZING
 RD. 26 MIN INSULATION VALUE TO ALL GLAZING
 COLOUR MATCHED ALUMINIUM HARDWARE
 SAFETY GLAZING BELOW 800mm TO PFL.
 ALL GLAZING TO COMPLY WITH NZBC F2/AS1 & NZS 4223.3 2016
 ALL GRADE 'A' SAFETY GLASS TO BE TOUGHENED SAFETY GLASS
 ALL JOINERY TO COMPLY WITH NZS4211:2008

FLASHINGS:
 ALL FLASHINGS TO PROVIDE REQUIRED RETURNS ETC AS PER MANUFACTURERS SPEC'S
 ALL FLASHINGS POWDERCOATED COLORSTEEL SAFETY EDGE FLASHINGS
 ALL ALUMINIUM EXTRUSIONS TO BE MILL FINISH ANODIZED TO 25 MICRONS
 SEAL ALL FLASHINGS & ALL ANGLES WITH SIKAFLEX AND SELF SEAL ALUMINIUM POP RIVETS AT MAX 200CRS

PLUMBING:
 ALL PIPED SERVICES FROM THE BUILDING TO BE uPVC PIPES AS PER NZS1260
 ALL PLUMBING TO BE INSTALLED AS PER NZS3505, SECTION 4
 65 uPVC DOWN PIPES
 50 uPVC EXTERNAL VENT
 45 uPVC VANITY & SHOWER PIPES TO FUTURE SEWER PIPE BY NEW OWNER (NOT PART OF THIS CONSENT)
 RINNAI GAS INFINITY 16 HOT WATER SYSTEM AS PER MAN. SPEC'S
 -SET TEMPERING VALVE TO 55°C
 -FOAM SLEEVE INSULATION
 POLYBUTYLENE PIPE INSULATION TO ALL EXTERNAL WATER SUPPLY PIPES

WET AREAS:
 POLYFLOOR XL VINYL FLOORING
 ACRYLIC SHOWER UNIT AS PER SPEC'S WELL SEALED TO H4 TIMBER LIP ETC.
 ACRYLIC SHOWER LINING OVER 10mm AQUALINE GIB
 EXTRACTOR FAN TO BATHROOM AS PER SPEC'S

ROOF:
 125mm BONDOR ROOF PANEL - 3.5° PITCH
 INSTALL ROOF PANEL AS PER MANUFACTURERS SPEC'S
 COLORSTEEL GUTTER WITH SINGLE 65 uPVC DOWN PIPE

WALL:
 75mm EXTERNAL BONDOR WALL PANELS
 50mm INTERNAL BONDOR WALL PANELS
 INSTALL PANELS AS PER MANUFACTURERS SPEC'S

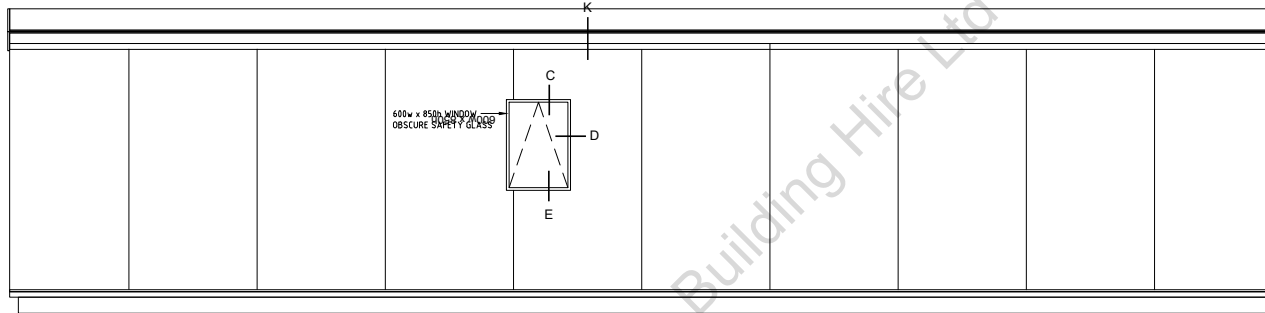
Christchurch City Council Page 4 of 24
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*Location of hold-down anchors
 17035/F2A
 dtd 16/9/17*

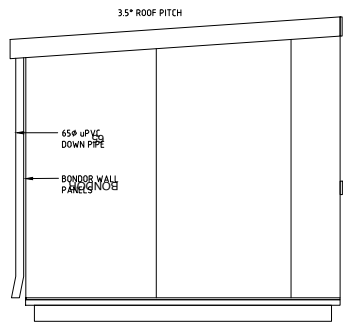
DIMENSIONS IN MM DO NOT SCALE		DRAWING PRACTICE TO AS1100		Portable Building Hire Wellington P O Box 30465 Lower Hutt 5040 www.pbhwellington.co.nz		PORTABLE BUILDING	
The information disclosed in this document is confidential. Written consent is required prior to reproduction.				STANDARD DETAILS		STANDARD DETAILS-10	
REV	DATE	AMENDMENTS	DRN	DSM	SCALE	DATE	REV
A	17.06.17	ISSUED FOR REVIEW		DS	as shown	17.06.17	A

CCC Advice Note

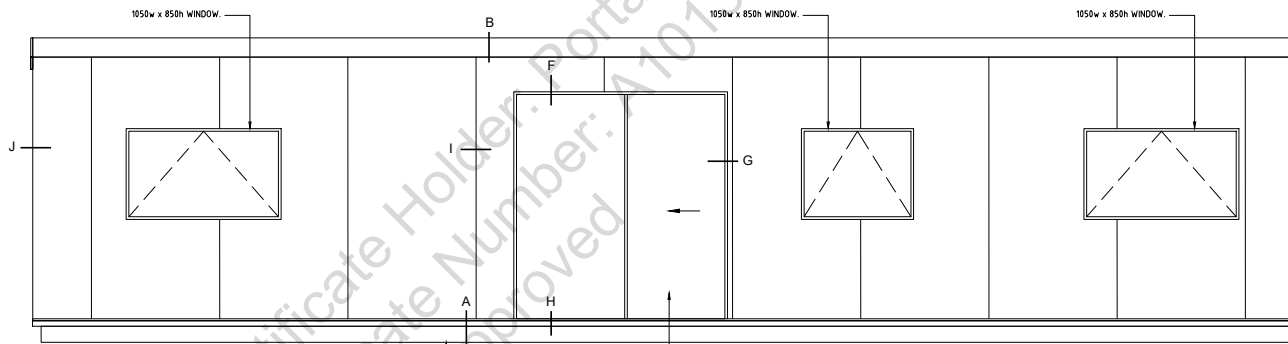
Snow Straps to be installed to gutter when over 40m above sea level



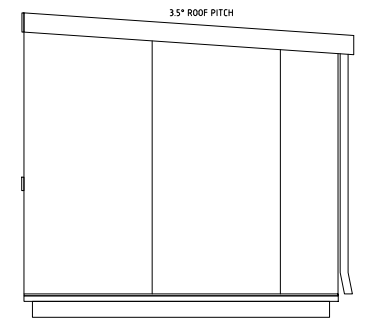
REAR ELEVATION
 REAR ELEVATION SCALE



LEFT END ELEVATION
 LEFT END ELEVATION SCALE



FRONT ELEVATION
 FRONT ELEVATION SCALE



RIGHT END ELEVATION
 RIGHT END ELEVATION SCALE

FLOOR STRUCTURE AS REFERRED TO SUBMITTALS IS TO BE PERMANENT

2000w x 2100h SLIDING DOOR SAFETY GLASS

DIMENSIONS IN MM DRAWING PRACTICE TO AS1100

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 P O Box 50148, Lower Hutt 5141
 www.pbh.co.nz

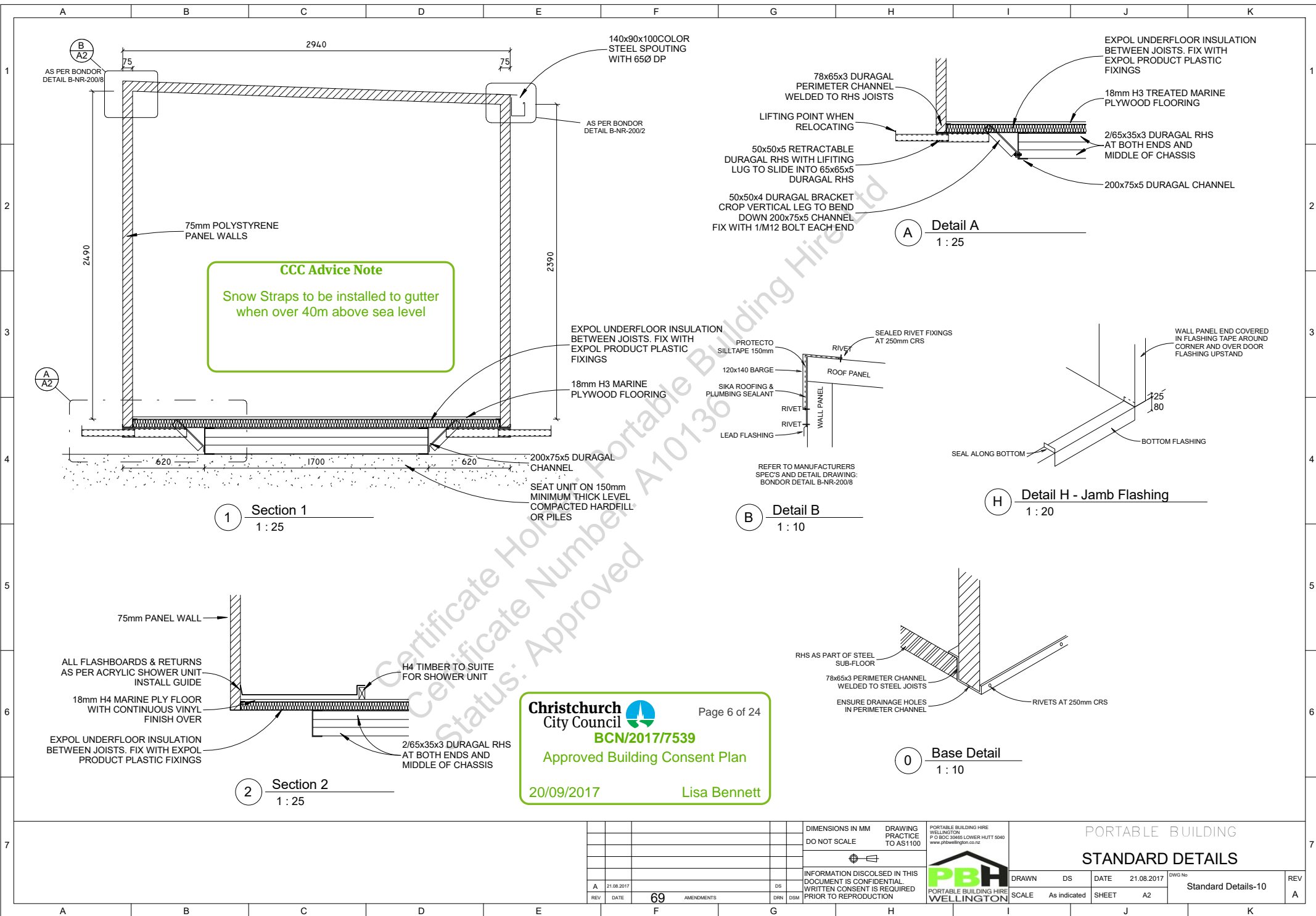
12000mm x 20440mm PORTABLE BUILDING



REV	DATE	AMENDMENTS	DRN	DSM
A	06.11.16	ISSUE FOR REVIEW	DS	

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DRAWN	DS	DATE	10.12.15	DWG No	REV
SCALE	as shown	SHEET	A1	12000mm x 20440mm PORTABLE BUILDING-2	A

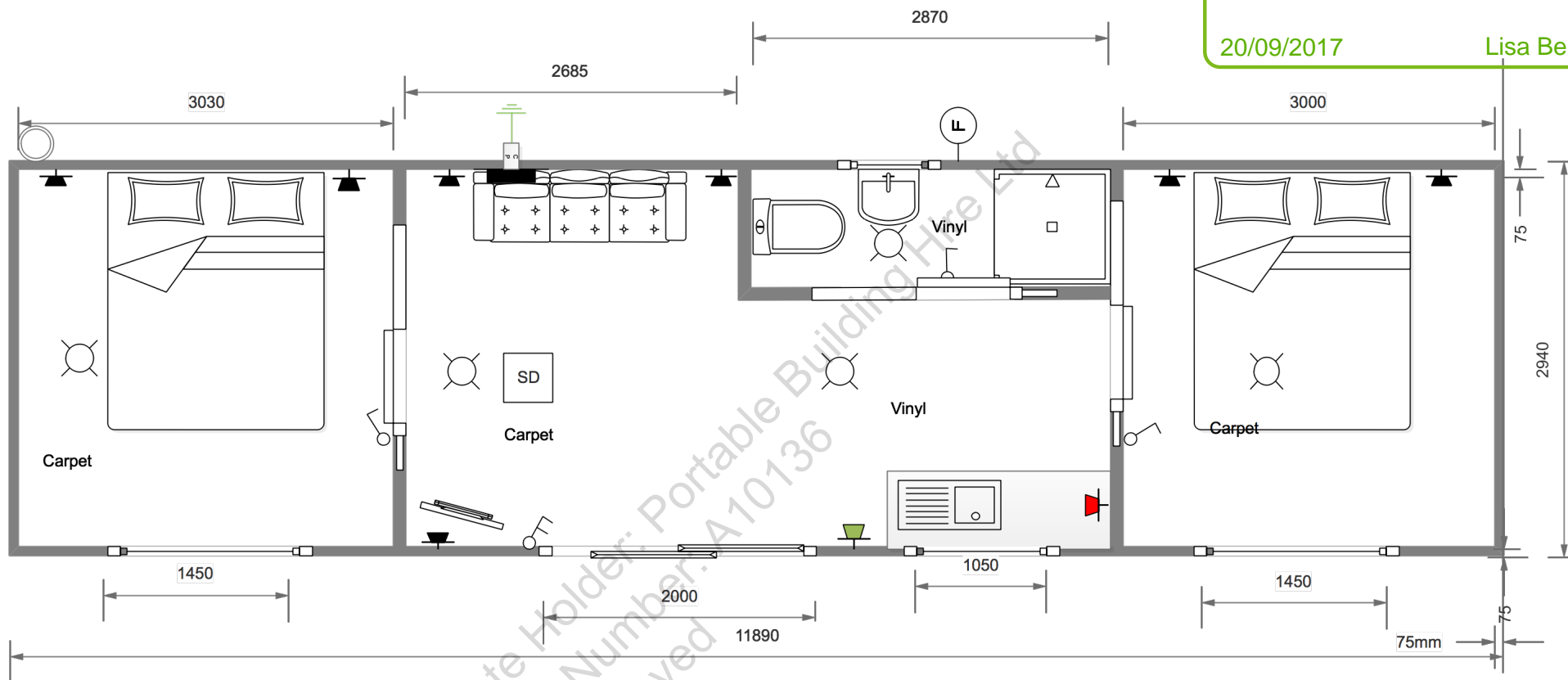


Christchurch City Council

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 BCN/2017/7539
 Approved Building Consent Plan
 20/09/2017 Lisa Bennett

DIMENSIONS IN MM DO NOT SCALE		DRAWING PRACTICE TO AS1100		PORTABLE BUILDING HIRE WELLINGTON P O BOX 30465 LOWER HUTT 5040 www.pbhwellington.co.nz		PORTABLE BUILDING STANDARD DETAILS		DWG No: Standard Details-10		REV A
INFORMATION DISCLOSED IN THIS DOCUMENT IS CONFIDENTIAL. WRITTEN CONSENT IS REQUIRED PRIOR TO REPRODUCTION		 PBH PORTABLE BUILDING HIRE WELLINGTON		DRAWN DS	DATE 21.08.2017	SHEET A2	SCALE As indicated	DATE 21.08.2017	DWG No: Standard Details-10	REV A
REV	DATE	69	AMENDMENTS	DRN	DSM					

12m x 3m Self contained - Floor Plan
PBH Wellington



Key:

- Switchboard :
- Chassis bonding point:
- Internal vertical double power point:
- LED Oyster light:
- Single vertical light switch:
- Double light switch:
- Caravan plug:
- Power Feed:
- Lighting Feed:
- Lighting Controls:

- All internal power points are 250mm to centre from the ground.
- All light switches are 1350mm to centre from the ground.
- The switchboard and caravan plug are 1850mm to centre from the ground.
- All lighting feeds/controls must be run in 1.5mm 2C + E non migratory cable
- All power circuit feeds must be run in 2.5mm 2C + E non migratory cable
- Bonding to chassis must be 6mm green/yellow conduit cable with "do not disconnect" tags attached.
- : Internal vertical single power point under sink
- : downpipe
- : Bathroom Fan

- : TV
- : Double power plug above sink

BCN/2017/7539

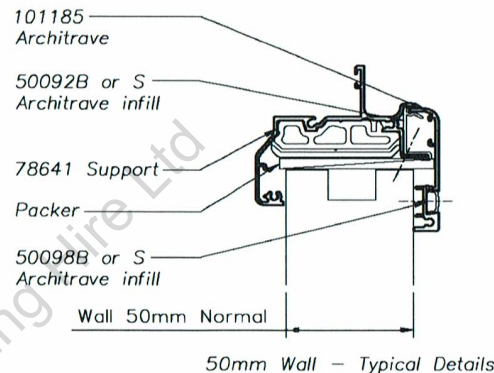
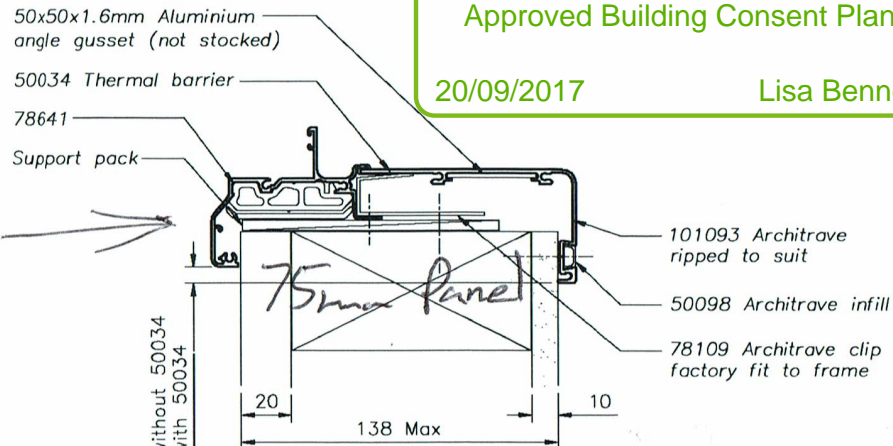
Approved Building Consent Plan

20/09/2017

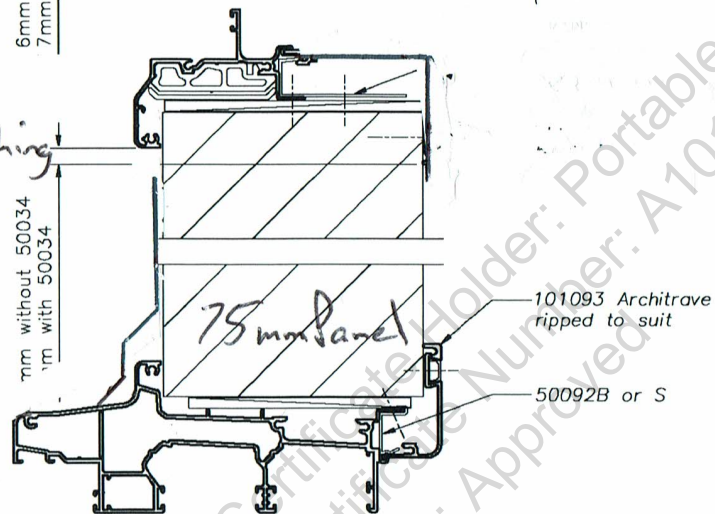
Lisa Bennett

This Drawing is Protected by Copyright © Fletcher Aluminium

Drawing Issues		Plot date: 2008		
Issue	Description	Date	By	App'd
-	Drawing Updated	03/08	FAL	FAL



F&G - head flashing
 ↓



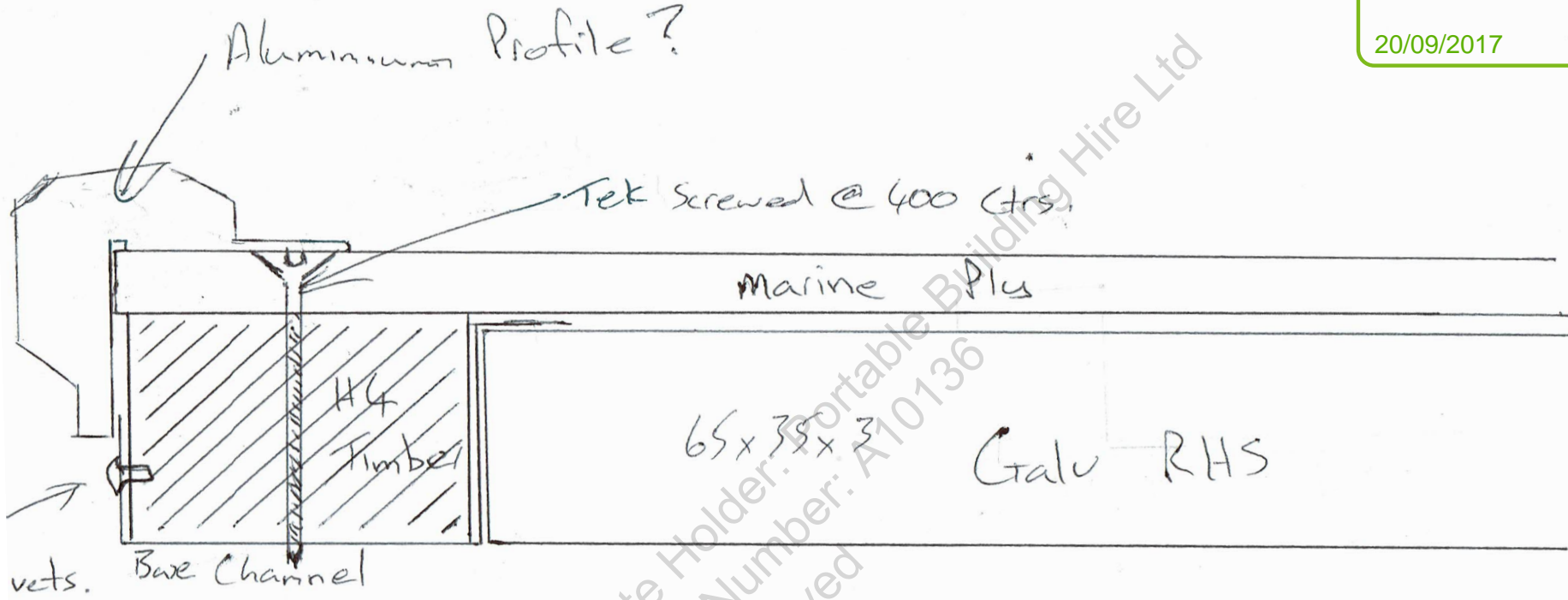
50098 Architrave Infill (1:1)
 - White and black PVC only
 - 2.5m lengths

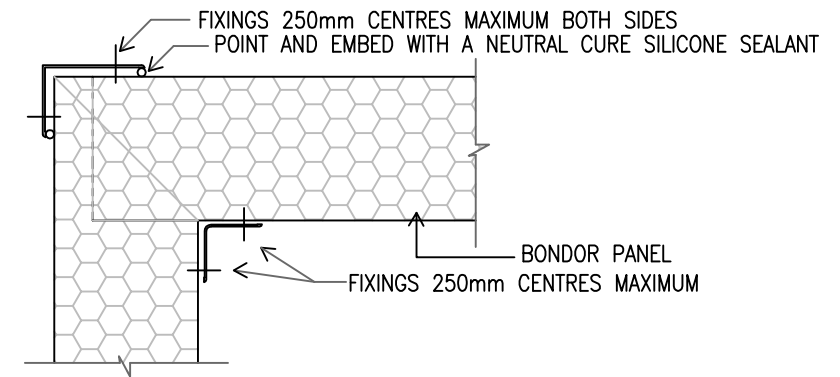
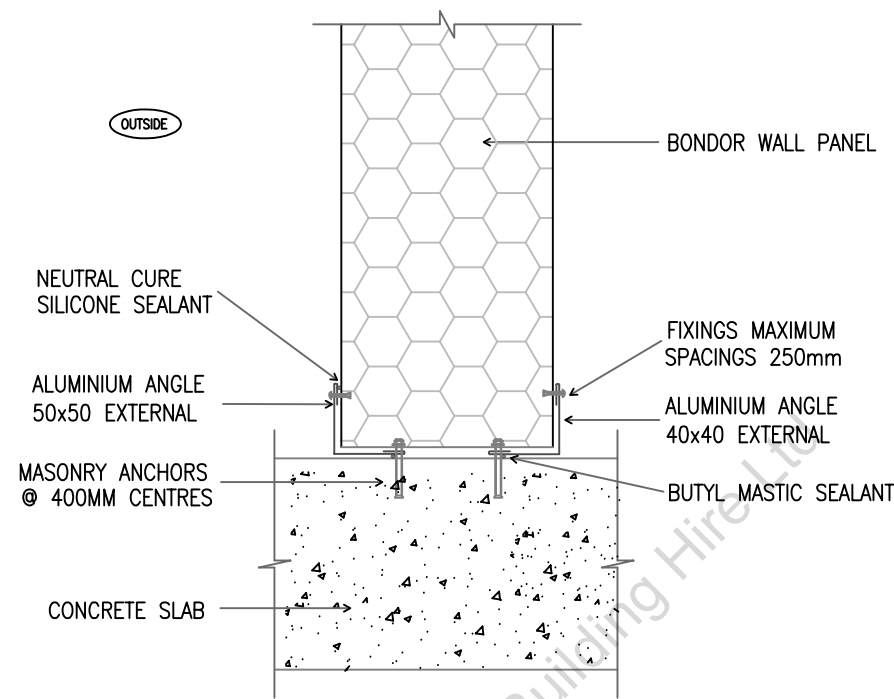
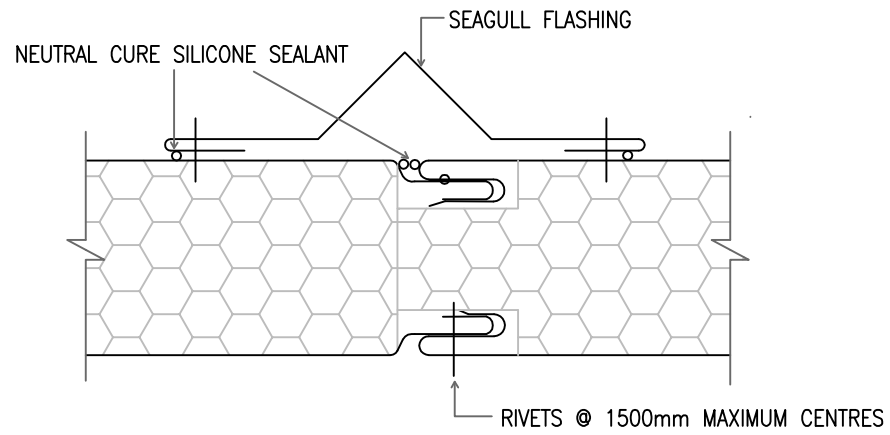
50092 Thermal barrier (1:1)
 - Black PVC only
 - 2.5m Lengths suitable for narrower architraves

78109 Architrave Clip (1:1)
 - Mill finish only
 - 20mm long
 Best option for very wide architraves because it gives better support

Notes:
 Cutting saddles are required to cut architraves. 78109 Architrave clips to be positioned 100mm in from each end and @300mm centres. Backmitres with aluminium architraves are not possible. 50092 Thermal barrier holds onto the frame by itself.

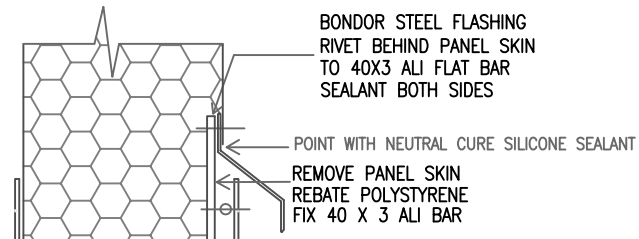
Base channel to flooring timber



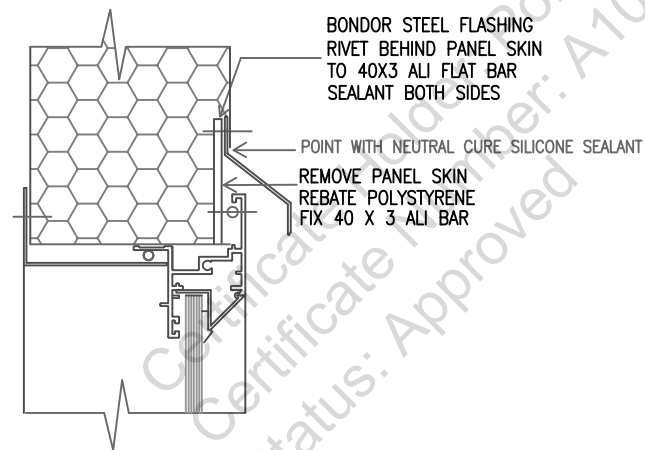


WALL TO WALL OR WALL TO CEILING

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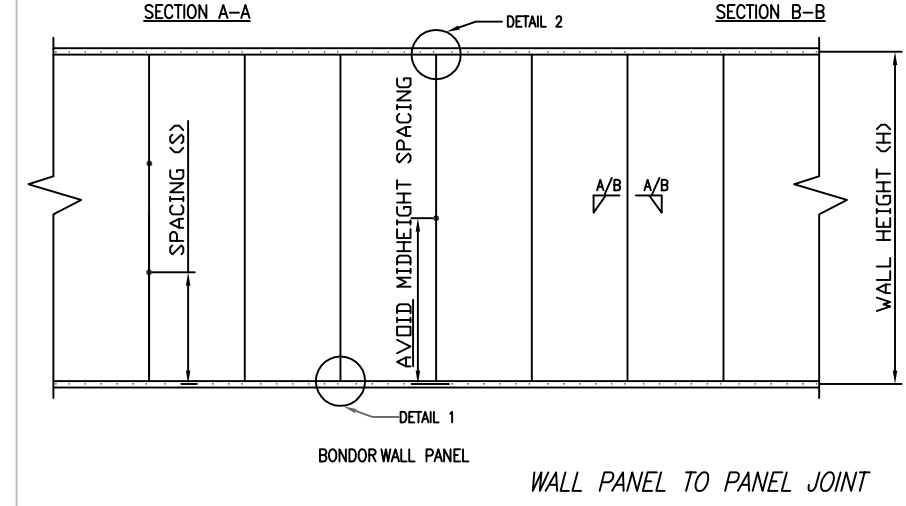
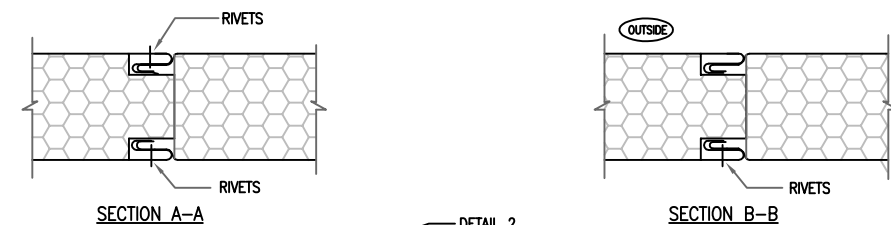


COOLROOM BASE DETAIL



SLIPJOINT RIVET SPACING

WALL HEIGHT (H)	SPACING (S)
LESS THAN 3.0m	NOT REQUIRED
GREATER THAN 3.0m and LESS THAN 9.0m	2-FB RIVETS THIRD WAY UP THE WALL (i.e. H/3)
9.0m to 15.0m	4-FB RIVETS EQUALLY SPACED UP WALL (i.e. H/5 AND AVOID MID-HEIGHT SPACING)
GREATER THAN 15.0m	REFER TO BONDOR NEW ZEALAND



50MM MAN DOOR

FOR MORE INFORMATION PHONE TOLL FREE 0800-726-354

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- NOTES:**
1. This Eaves detail is suitable for 125 and 175 Box Gutters. Please check our alternative Eaves detail for use with 300 Box Gutter.
 2. We recommend the use of Rainheads @ 12m crs approx.

CCC Advice Note
 Snow Straps to be installed to gutter when over 40m above sea level

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6 gauge sealed rivet fixings @ nominal 250 crs

Fold after fixing

Remove Adhesive before Sealant applied

Proprietary colour coated Steel or PVC Spouting and Brackets @ nominal 800 crs

0.59mm colour coated Flashing pointed with Neutral Cure Silicone Sealant

Step Butt Joint

BONDOR Roof Panel
NEW ZEALAND

Nominal 40 x 40 **BONDOR** rebent Internal Aluminium Angle or colour coated Steel Flashing fixed with 6 gauge sealed rivets @ nominal 250 crs

BONDOR Wall Panel
NEW ZEALAND

Certificate Holder: Portable Building Wire Ltd
 Certificate Number: A10138
 Status: Approved



B-NR-20012

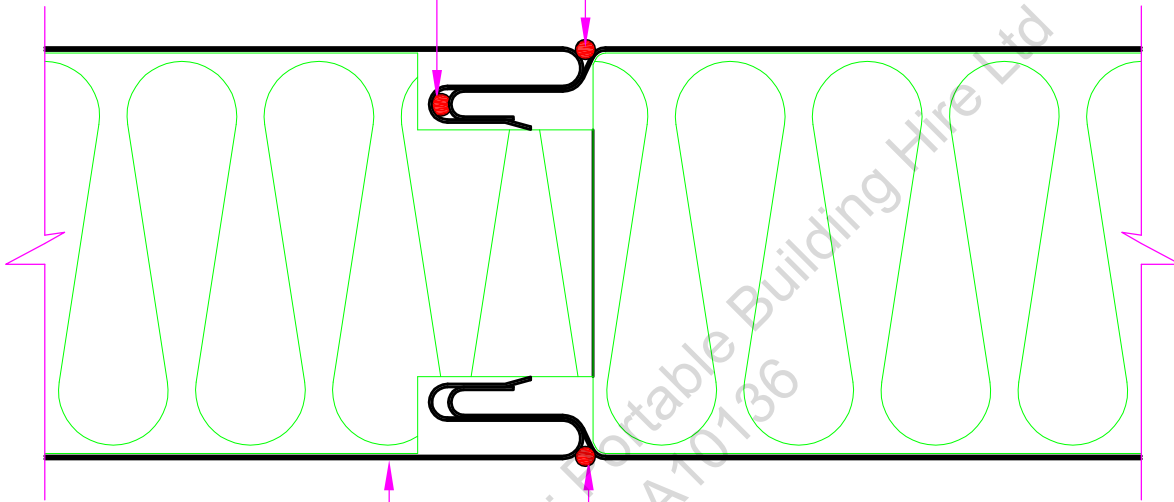
EAVES DETAIL - EXPOSED ROOF

NON REFRIGERATED DETAILS

NON-REFRIGERATED ROOM

INSIDE

Cold Rooms Vapour Barrier seal with non-setting Butyl Mastic Sealant - refer to Note 1



BONDOR NEW ZEALAND Panel

In some applications, internal joints may need to be sealed with Neutral Cure Silicone Sealant

OUTSIDE

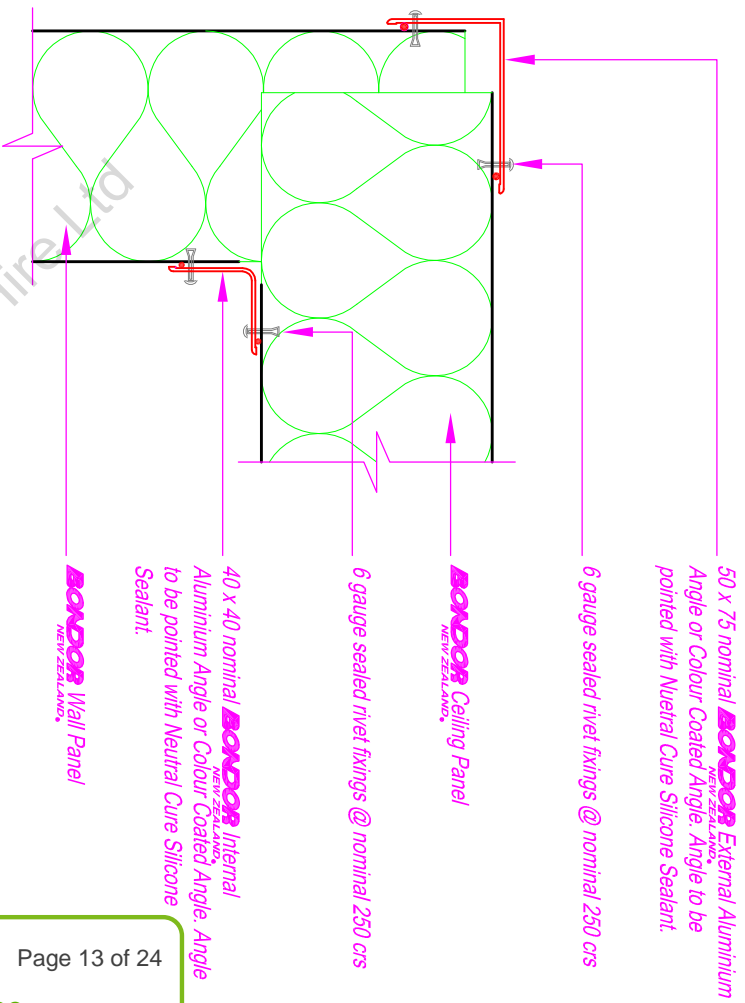
REFRIGERATED ROOM

VAPOUR BARRIER DETAIL - INTERNAL

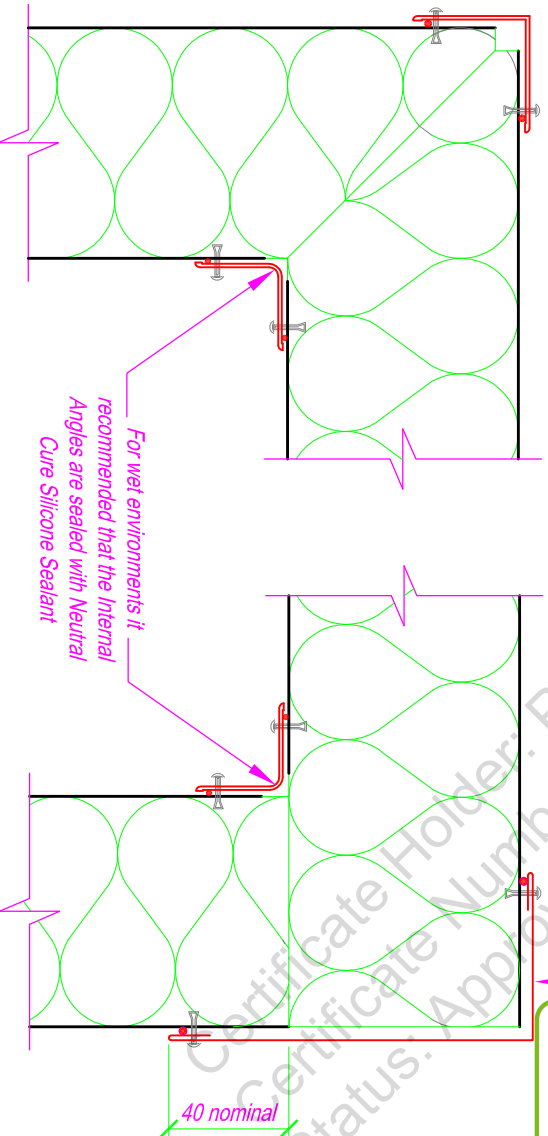
NOTES:

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- 1. In situations where 'Bleeding' of the Butyl Mastic is a potential problem, either point with Natural Cure Silicone Sealant, or bed into Neutral Cure Silicone Sealant in lieu of Butyl Mastic Sealant



SECTION (wall to ceiling)



SECTION (wall to wall)

SECTION (wall to wall or ceiling)

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B-NR-100/2a

WALL TO WALL/CEILING - INTERNAL

POINT NEUTRAL CURE SILICONE

BONDOR SEAGULL FLASHING

NEUTRAL CURE SILICONE SEALANT

EMBED IN NEUTRAL CURE SILICONE SEALANT.

NEUTRAL CURE SILICONE SEALANT OR NON-SKIN MASTIC FOR CHILLER AND FREEZER

F. B. RIVETS AT 1500 mm MAXIMUM CENTERS WHEN FLAME BARRIER REQUIRED
OPTIONAL NEUTRAL SEALANT (FOR WET AREAS)

Christchurch City Council

BCN/2017/7539

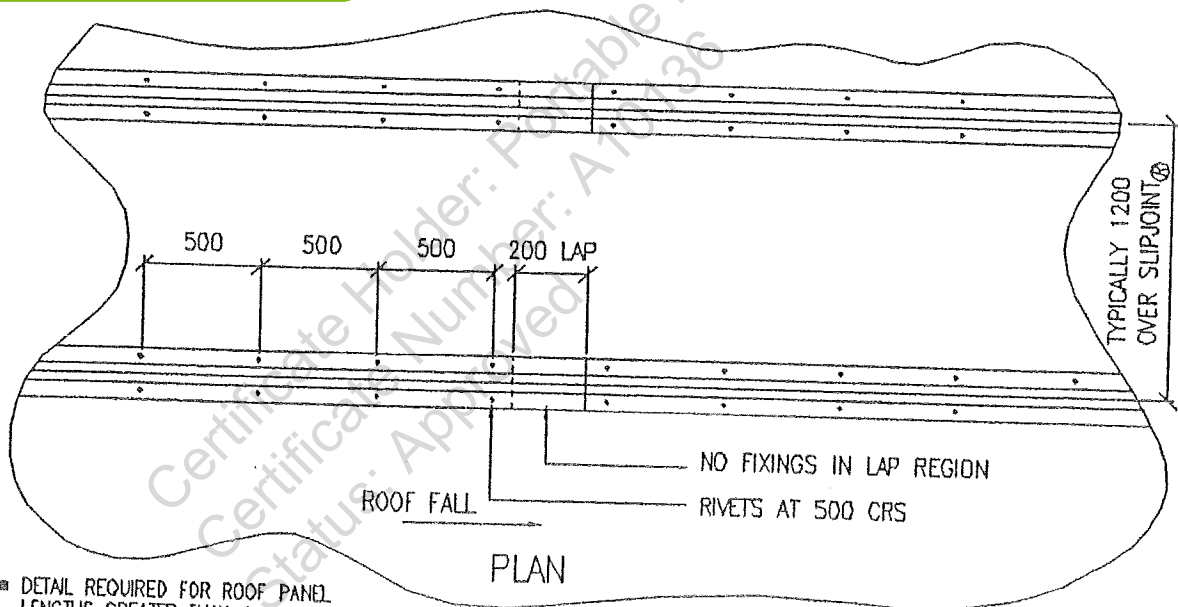
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SECTION



- DETAIL REQUIRED FOR ROOF PANEL LENGTHS GREATER THAN 4m.
- ALL ROOF PITCHES MUST BE GREATER THAN REFER TO BONDOR DESIGN GUIDE FOR SPECIFIC REQUIREMENTS.

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NOTES:

- FLAME BARRIER RIVETS #4.8mm GRIP LENGTH GREATER THAN 6mm
- SPACING OF FIXINGS ARE MAXIMUM REQUIREMENTS FOR FLAME BARRIER DETAILS. STRUCTURAL ENGINEER MAY REQUIRE CLOSER SPACINGS
- * ONE EXAMPLE OF WHERE FLAME BARRIER DETAILS ARE REQUIRED. FOR FURTHER APPLICATIONS AND DEFINITIONS REFER TO THE NEW ZEALAND BUILDING CODE (N.Z.B.C.) FIRE SAFETY CLAUSES ACCEPTABLE SOLUTIONS C/AS1 PART 6

FOR MORE INFORMATION PHONE TOLL FREE 0800-726-354

BondorNZ
Performance Panels

FLAME BARRIER DETAILS
EXPOSED ROOF PANEL TO PANEL JOINT

BONDOR PANEL-OUTSIDE
FREE STANDING STRUCTURE

APPR.	
DATE	FEBRUARY 2004
REV.	3
DRG.	B-FB-200/10

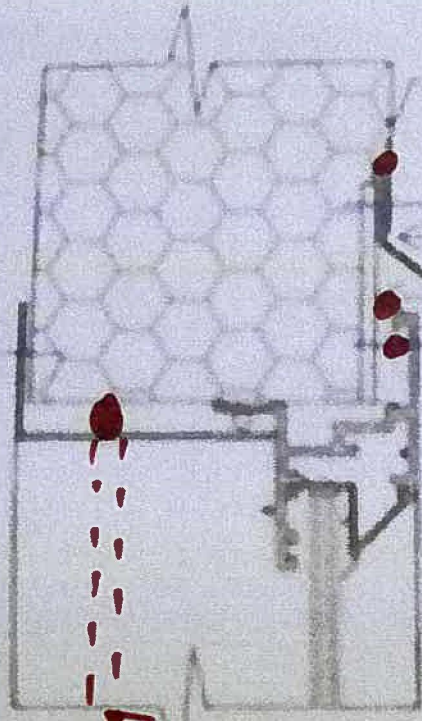
Question 9.

BONDOR STEEL FLASHING
RIVET BEHIND PANEL SKIN
TO 40X3 ALI FLAT BAR
SEALANT BOTH SIDES

POINT WITH NEUTRAL CURE SILICONE SEALANT

REMOVE PANEL SKIN
REBATE POLYSTYRENE
FIX 40 X 3 ALI BAR

Sealed all the way around.

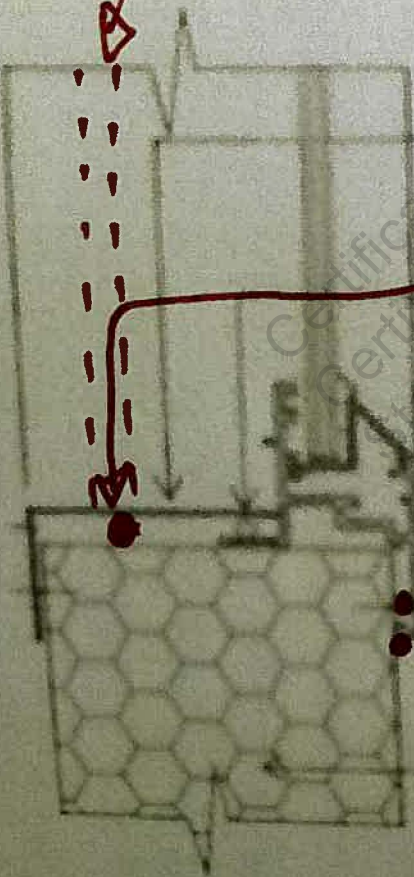


ALUMINIUM ANGLE REVEALS
DIMENSIONS TO SUIT PANEL THICKNESS
RIVET TO PANEL SKIN

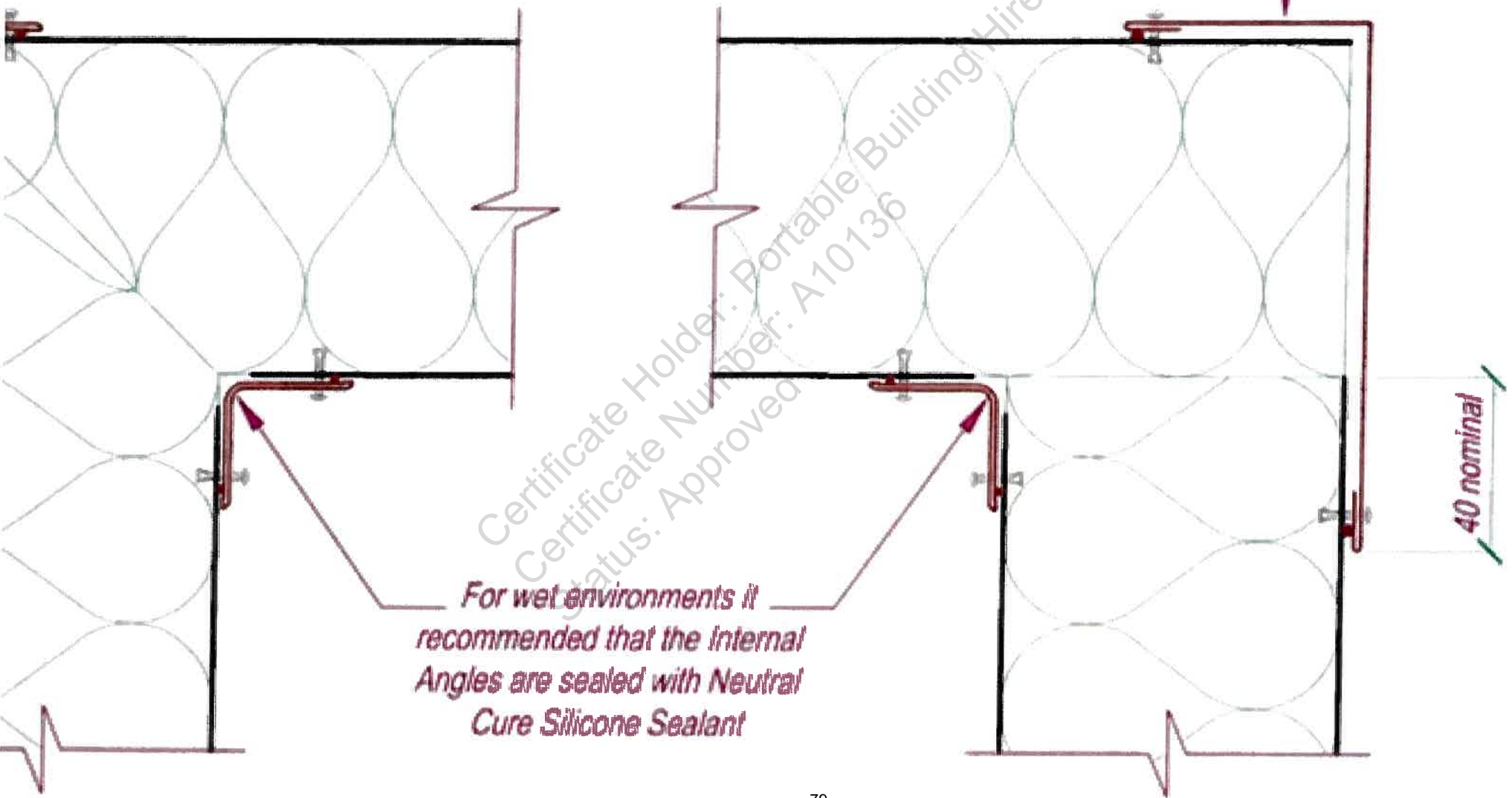
NEUTRAL CURE SILICONE SEALANT

ALUMINIUM WINDOW FRAME
FACE RIVET TO PANEL SKIN
OVER NEUTRAL CURE SILICONE SEALANT

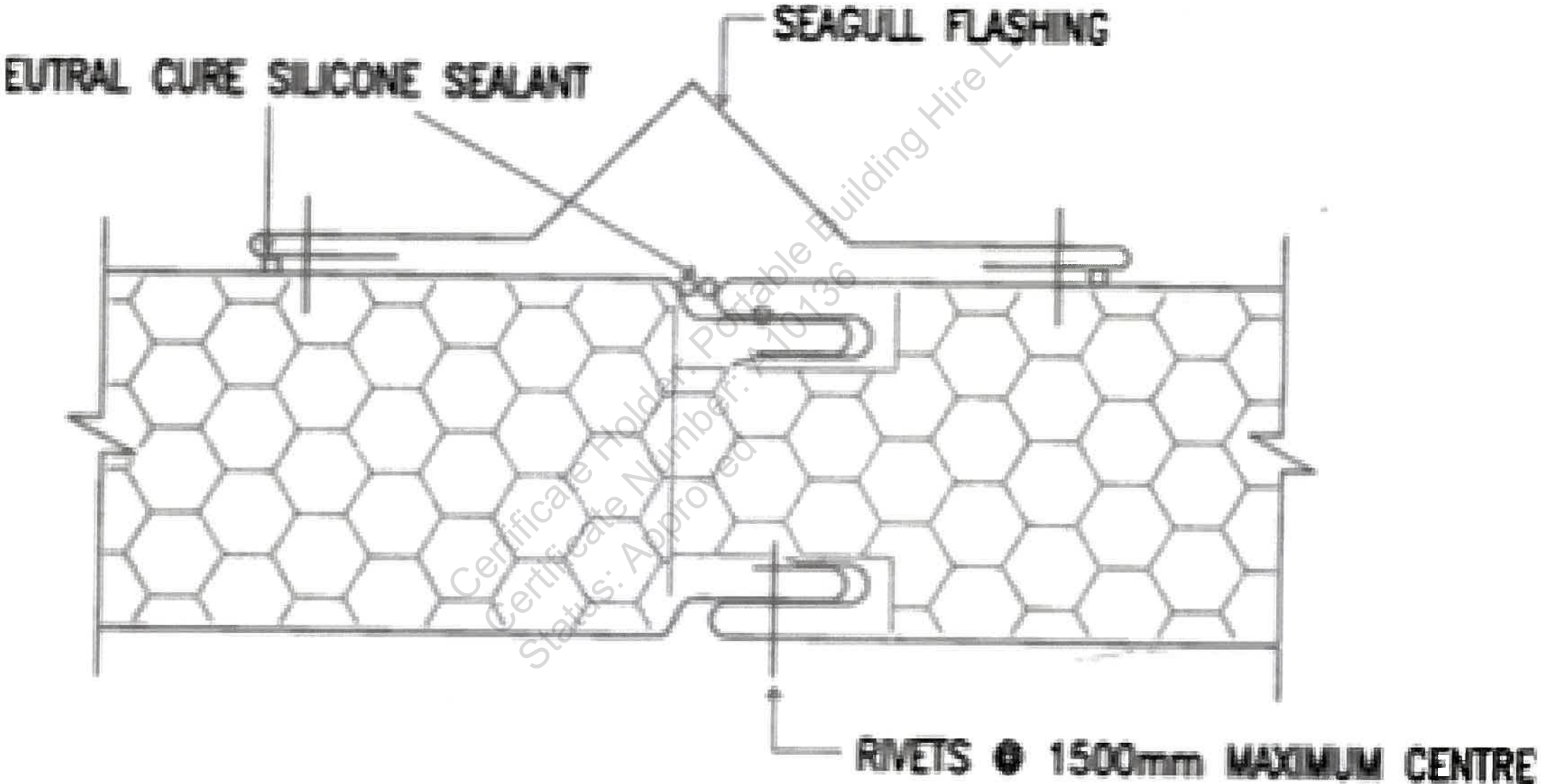
BONDOR PANEL



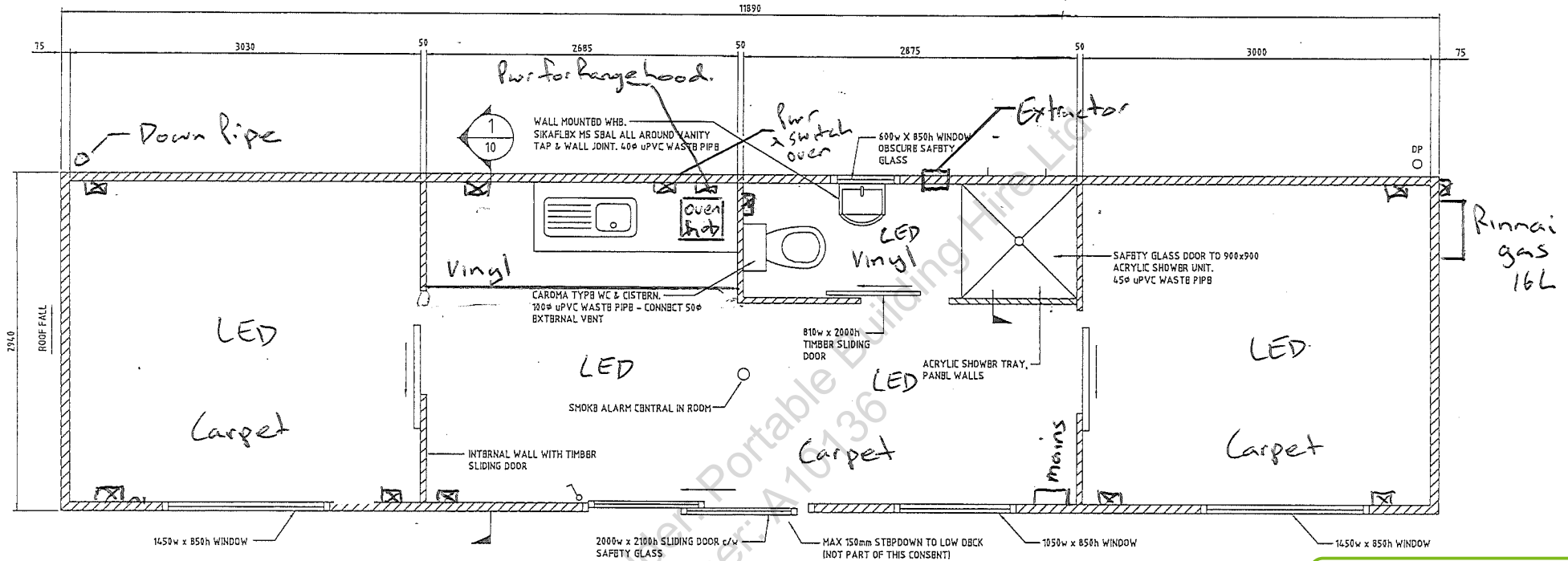
*0.59mm Colour Coated Flashing.
Flashing to be pointed with neutral
Cure Silicone Sealant*



Certificate Holder: Portable Building Hire Ltd
Certificate Number: A10136
Status: Approved



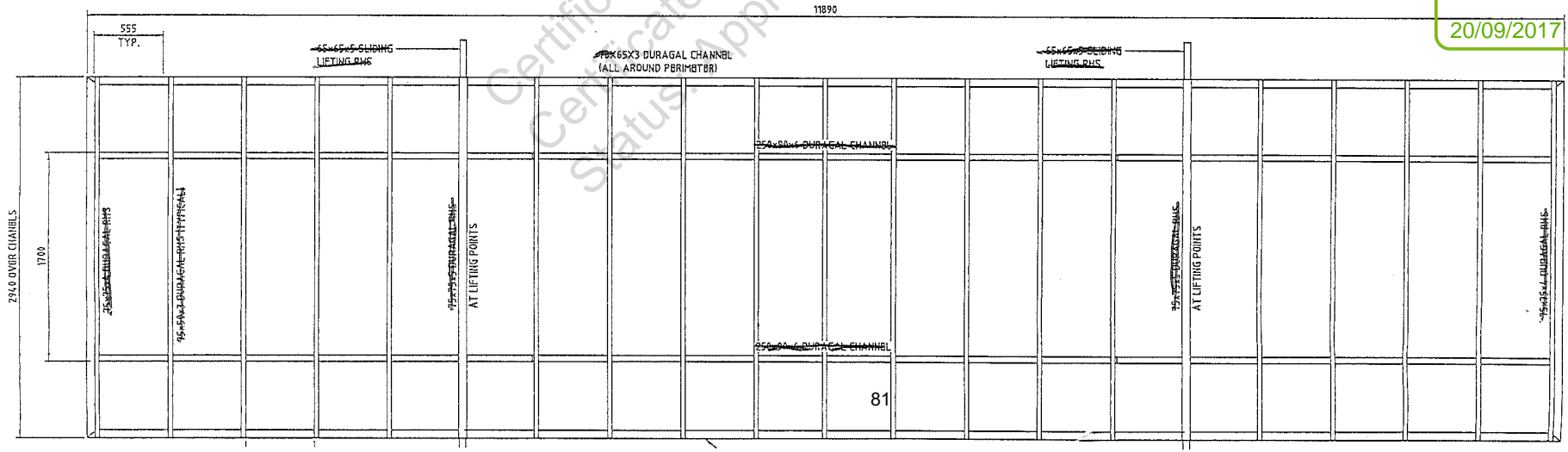
Question 6



LAYOUT PLAN
SCALB 1:25

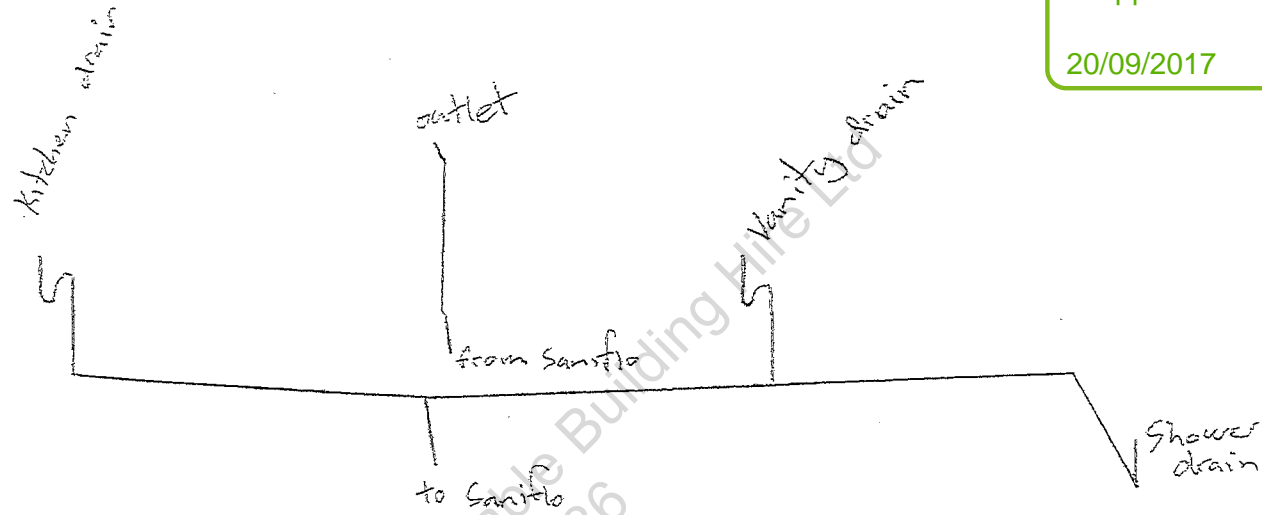
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All cross members
65mm deep

drainage Schematic

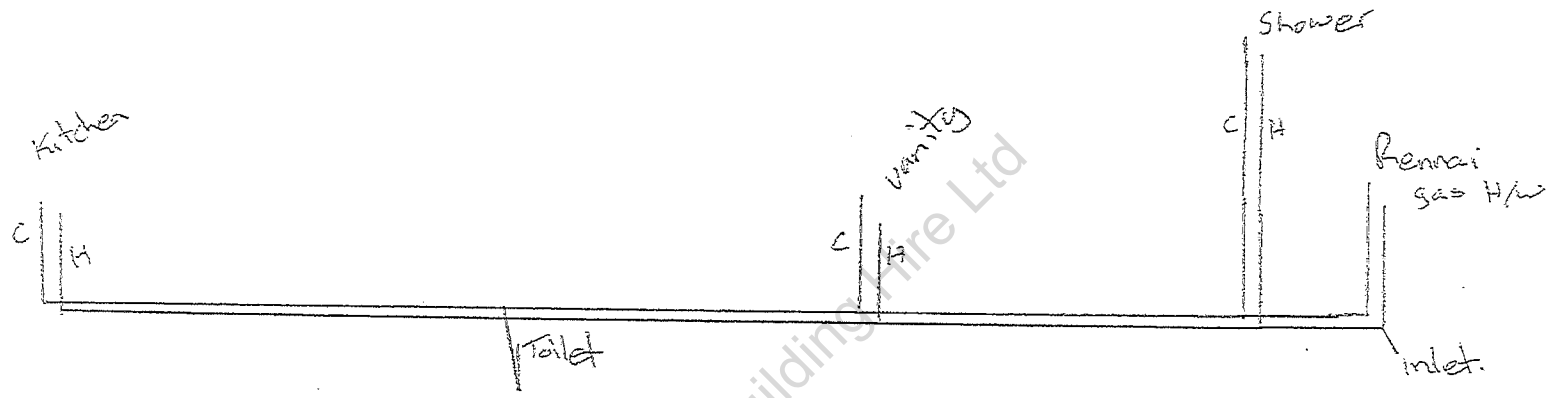


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- Shower = 40mm DSW
- toilet = 80mm DSW
- Vanity = 40mm DSW
- Kitchen = 40mm DSW
- Saniflo outlet = 40mm DSW
- fall = 1-60.

question 12

H&C water supply schematic

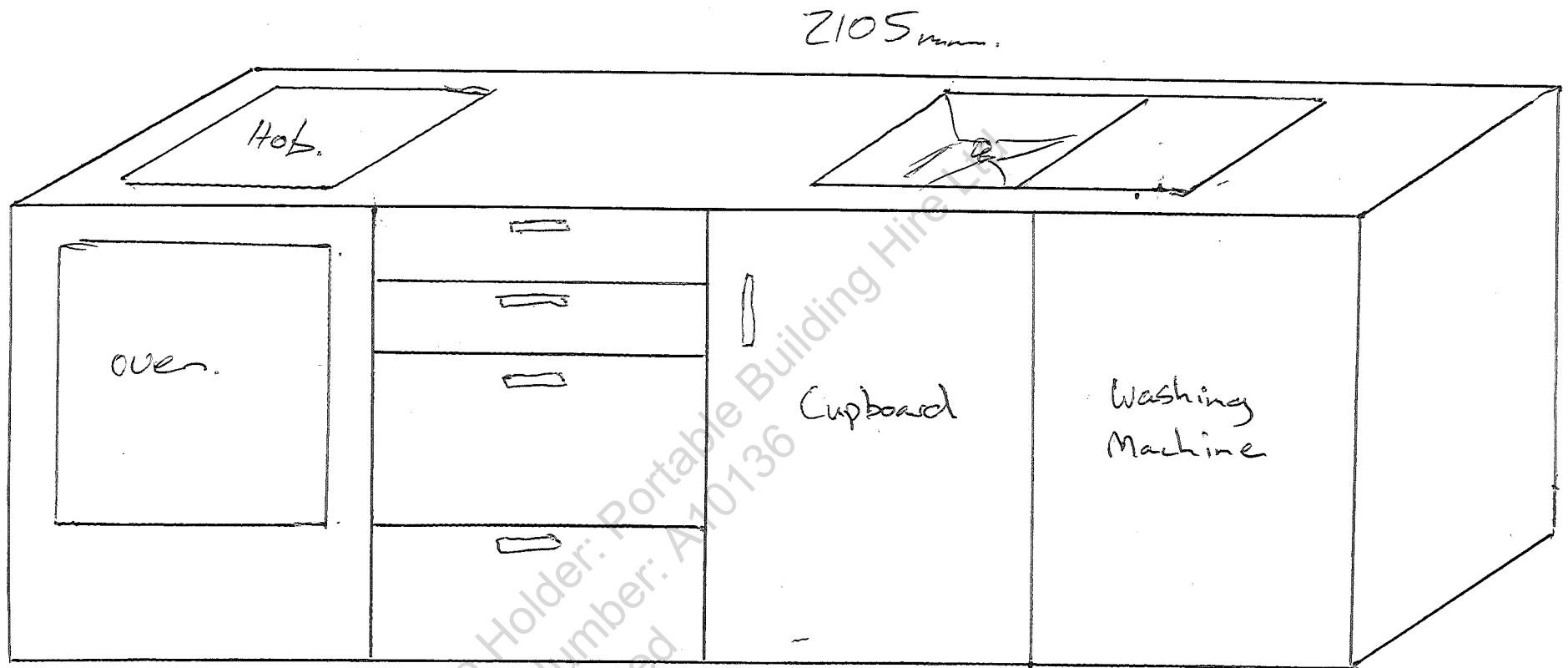


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15mm polybutylene

Question 12



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Status: Approved

Christchurch 
City Council

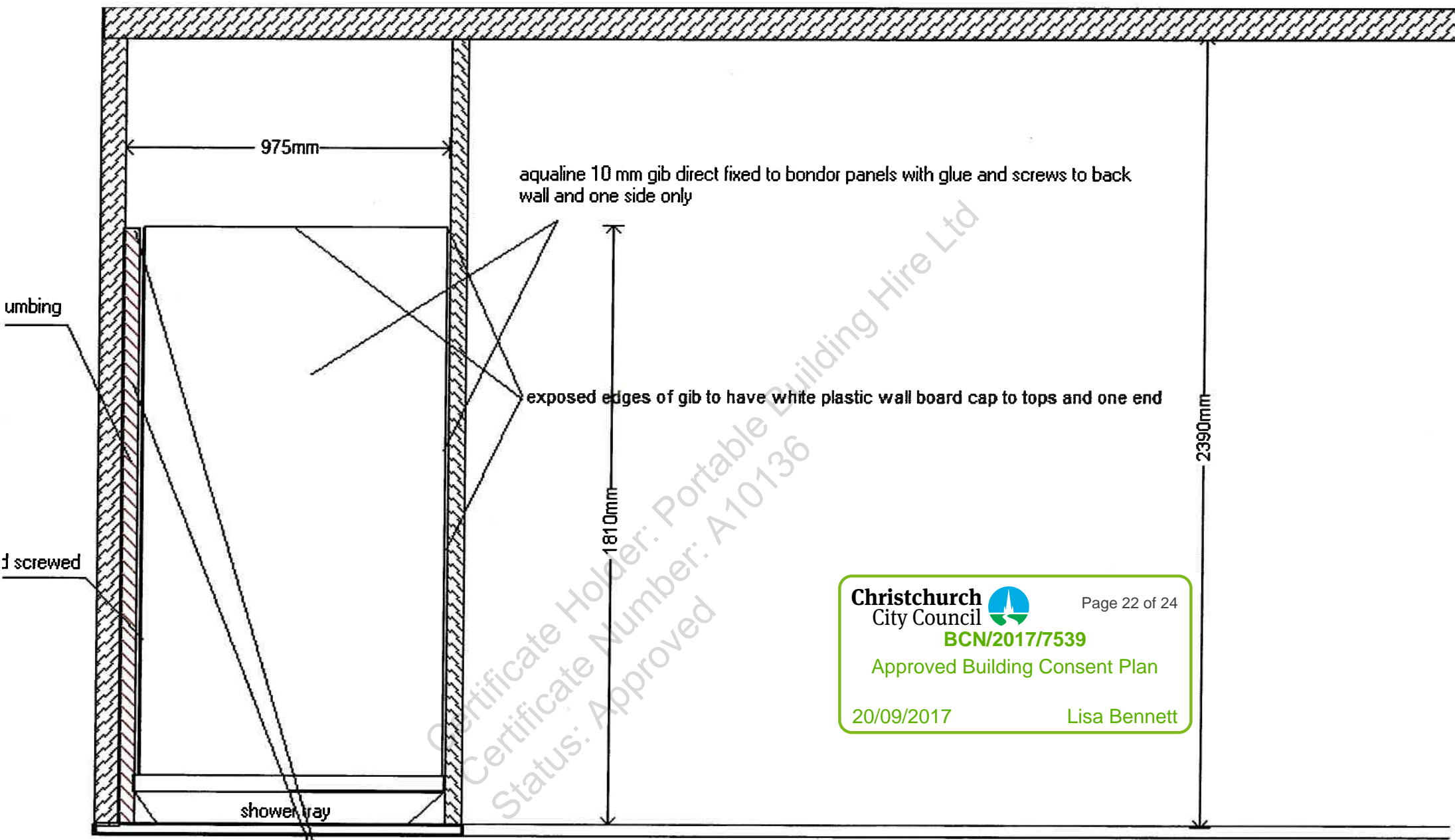
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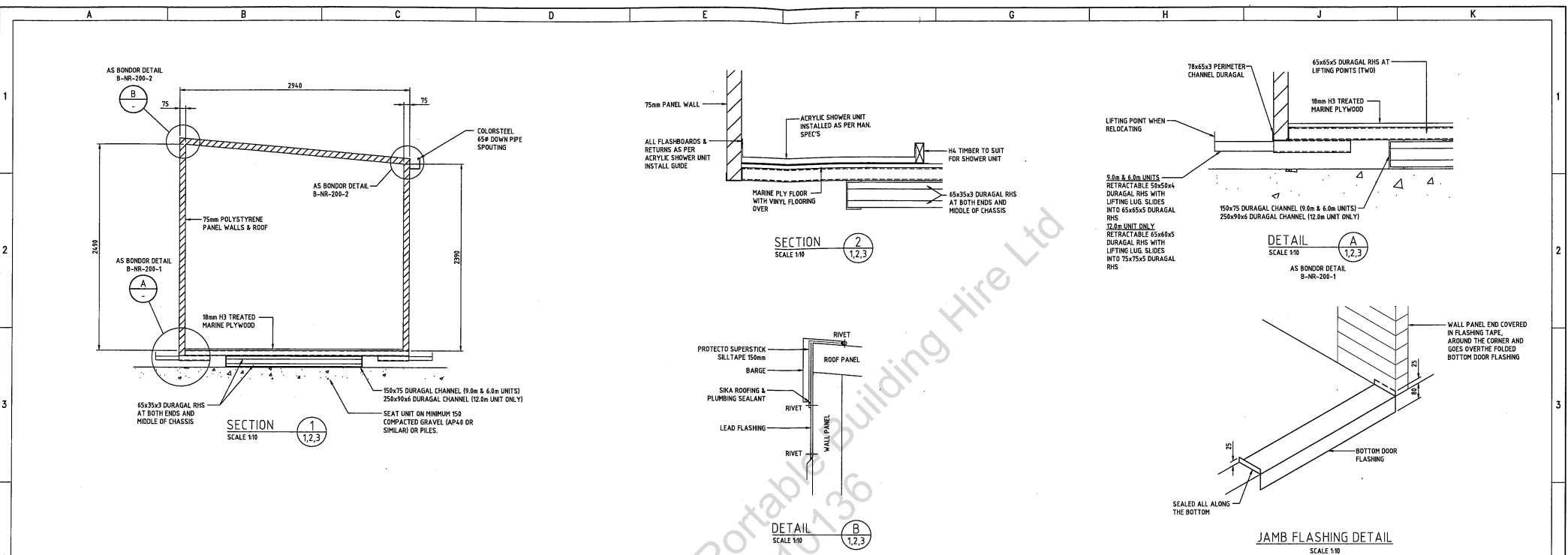
Lisa Bennett



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Certificate Number: A10136
Status: Approved

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timber batton to have 45x20 white powder coated angle to to and end exposed edges



FLOORS:

18mm H3 MARINE PLY FLOORING OVER DPC STRIP TO STEEL JOINTS

WET AREA: NON-SLIP POLYFLOOR XL VINYL FLOORING IN BATHROOM & AROUND KITCHEN

CARPET FINISH TO LIVING AREA FLOOR & ENTRY DOOR AREA

GALVANISED STEEL BASE FRAME WITH 65x65x3 RHS JOISTS AT MAX 590CRS

GALVANISED DURAGAL STEEL BASE FRAME AS PER 'STEEL SUB FLOOR DRAWING'

ELECTRICAL & LIGHTING:

OYSTER L.E.D. LIGHTING

ELECTRICAL CERTIFICATE COMPLIANCE & W.D.F. FOR ELECTRICAL WORKS REQUIRED

ALL ELECTRICAL CABLES TO BE PPS NON-MIGRATORY CABLE

FIRE SAFETY:

CAVUS PHOTOELECTRIC DETECTORS INSTALLED AS PER MAN. SPEC'S

FIRE EXIT NOTED ON THE FLOOR PLAN - ONLY OPENING DOOR TO BUILDING

GLAZING & ALL JOINERY:

VERY HIGH WIND ZONE

DOUBLE GLAZED ALUMINIUM WINDOWS

2000mm HEAD HEIGHT TO ALL GLAZING

RD. 25 MIN INSULATION VALUE TO ALL GLAZING

COLOUR MATCHED ALUMINIUM HARDWARE

SAFETY GLAZING BELOW 800mm TO FFL

ALL GLAZING TO COMPLY WITH NZBC F2/AS1 & NZS 4323.3.2016

ALL GRADE 'A' SAFETY GLASS TO BE TOUGHENED SAFETY GLASS

ALL JOINERY TO COMPLY WITH NZS421:2008

FLASHINGS:

ALL FLASHINGS TO PROVIDE REQUIRED RETURNS ETC AS PER MANUFACTURERS SPEC'S

ALL FLASHINGS POWDERCOATED COLORSTEEL SAFETY EDGE FLASHINGS

ALL ALUMINIUM EXTRUSIONS TO BE MILL FINISH ANODIZED TO 25 MICRONS

SEAL ALL FLASHINGS & ALL ANGLES WITH SKIAFLEX AND SELF SEAL ALUMINIUM POP RIVETS AT MAX 200CRS

PLUMBING:

ALL PIPED SERVICES FROM THE BUILDING TO BE UPVC PIPES AS PER NZS1260

ALL PLUMBING TO BE INSTALLED AS PER NZS3500.5, SECTION 4

65# UPVC DOWN PIPES

50# EXTERNAL VENT

45# VANITY & SHOWER PIPES TO FUTURE SEWER PIPE BY NEW OWNER (NOT PART OF THIS CONSENT)

RINNAI GAS INFINITY 16 HOT WATER SYSTEM AS PER MAN. SPEC'S

-SET TEMPERING VALVE TO 55°C

-FOAM SLEEVE INSULATION

POLYBUTYLENE PIPE INSULATION TO ALL EXTERNAL WATER SUPPLY PIPES

WET AREAS:

POLYFLOOR XL VINYL FLOORING

ACRYLIC SHOWER UNIT AS PER SPEC'S WELL SEALED TO H4 TIMBER LIP ETC.

ACRYLIC SHOWER LINING OVER 10mm AQUALINE GIB

EXTRACTOR FAN TO BATHROOM AS PER SPEC'S

ROOF:

125mm BONDOR ROOF PANEL - 35° PITCH

INSTALL ROOF PANEL AS PER MANUFACTURERS SPEC'S

COLORSTEEL GUTTER WITH SINGLE 65# UPVC DOWN PIPE

WALL:

75mm EXTERNAL BONDOR WALL PANELS

50mm INTERNAL BONDOR WALL PANELS

INSTALL PANELS AS PER MANUFACTURERS SPEC'S

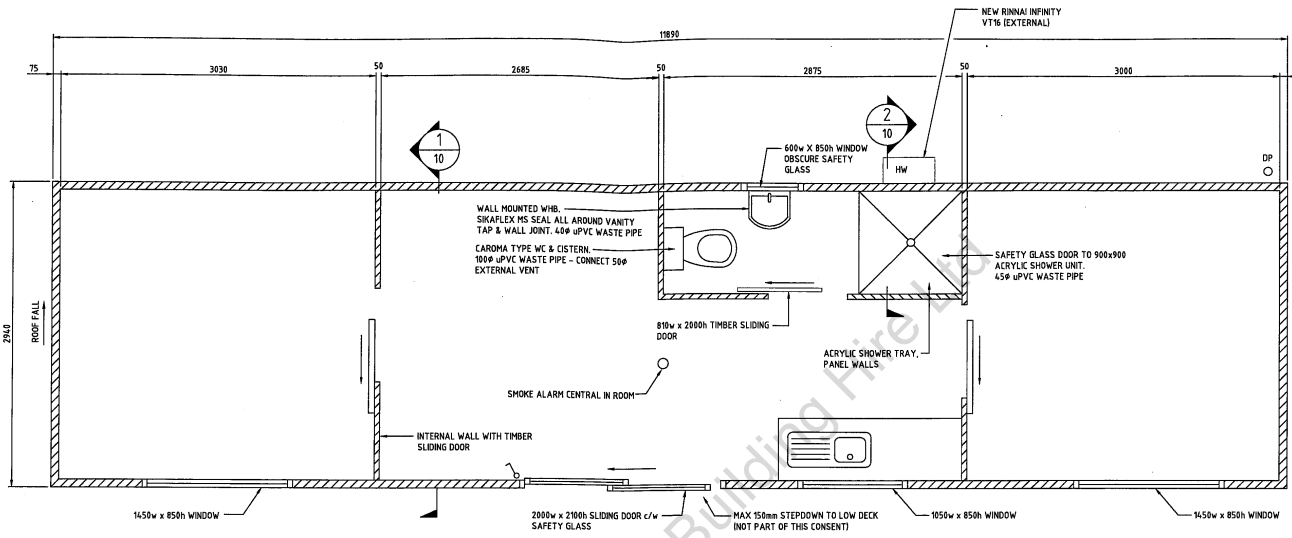
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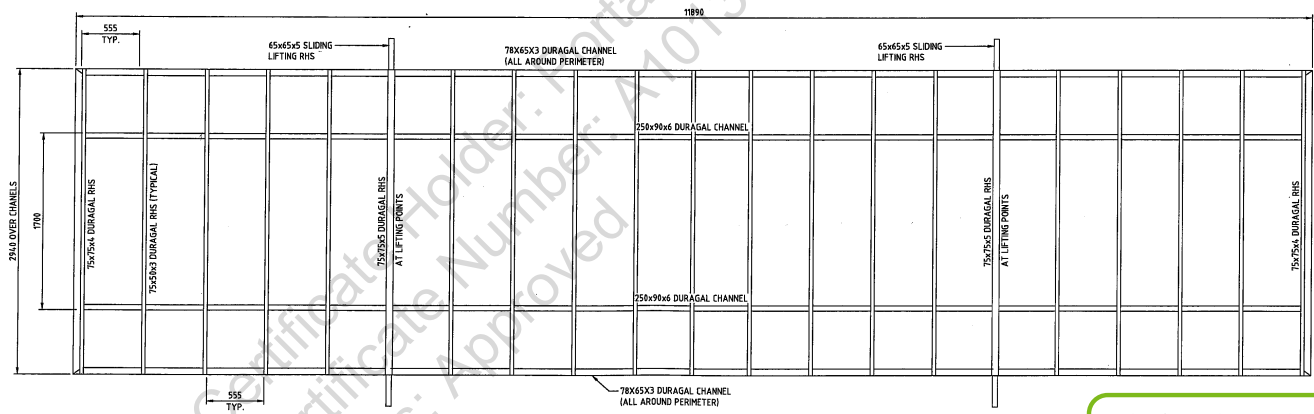
20/09/2017 Lisa Bennett

Engineering design services by
Eastern Consulting Limited
 Project: 1160013
 Date: 2017-06-2
 P. Davenport
 Dr Peter Davenport
 BE(hons), PhD, MIPENZ(civil,structural), CPEng

DIMENSIONS IN MM DO NOT SCALE		DRAWING PRACTICE TO AS1100	Portable Building Hire Wellington P O Box 30145 Lower Hutt 5043 www.pbhwellington.co.nz	PORTABLE BUILDING	
The information disclosed in this document is confidential. Written consent is required prior to reproduction.			STANDARD DETAILS		REV A
REV	DATE	ISSUED FOR REVIEW	86	AMENDMENTS	DRN DSM
A	17.06.17	ISSUED FOR REVIEW	86		DS
SCALE	as shown	SHEET	A1	DATE	17.06.17
DWG No	STANDARD DETAILS-10		REV	A	



LAYOUT PLAN
SCALE 1:25



12000 x 2940 SUBFLOOR/CHASSIS PLAN
SCALE 1:25

Engineering design service by
Eastern Consulting Limited
 Project: *U160013*
 Date: *2017-06-2*
P Davenport
 Dr Peter Davenport
 BE(hons), PhD, MIPENZ(civil,structural), CPEng

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BCN/2017/7539
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DIMENSIONS IN MM DO NOT SCALE		DRAWING PRACTICE TO AS1100		Portable Building Hire Wellington P O Box 30465 Lower Hutt 5046 www.pbhwellington.co.nz		12000 x 2940 PORTABLE BUILDING	
The information disclosed in this document is confidential. Written consent is required prior to reproduction.				FLOOR PLANS		DRAWN DS DATE 10.12.15 DWG No 12000 x 2940 PORTABLE BUILDING-1 REV A	
REV	DATE	ISSUED FOR REVIEW	87	AMENDMENTS	DRN	DSM	SCALE as shown SHEET A1

Report to:	Council
Date:	26 June 2024
Subject:	Representation Review – Initial Proposal
Prepared by:	P Kearney – Senior Manager Corporate Services
Input sought from:	B Makin – Executive Officer
Authorised by:	W Doughty – Chief Executive Officer

1. PURPOSE

To recommend the formal adoption of the Council’s Initial Proposal for representation arrangements for the 2025 and 2028 elections as the basis for public consultation.

The Council is required to adopt an Initial Proposal for public consultation on its representation arrangements for the 2025 election. Following adoption, the proposal must be publicly notified for consultation, with public submissions open for not less than one month. The Council must consider, and hear if requested, any submissions received on its proposal and based on those submissions, either confirm or amend the proposal as its Final Proposal. This process must adhere to a statutory timeline and process.

2. SUMMARY

The Local Electoral Act 2001 (LEA01) requires local authorities to carry out a review of their representation arrangements at least once every six years. Having previously conducted a representation review in 2018 for the 2019 local elections, the Council is now required to undertake a representation review for the 2025 and 2028 local elections. Representation reviews are defined by the LEA01 as reviews of the representation arrangements for a local authority. Those arrangements include:

- The number of councillors to be elected to the Council;
- Whether councillors are elected by wards or at-large (by the district as a whole), or a mixture of both systems;
- If elected by wards, the number, boundaries and names of these wards and the number of councillors that will represent each ward; and
- Whether to have community boards, and if so, how many, their boundaries and membership.

The review process is subject to a statutory timeline and process. The Council must adopt for consultation its Initial Proposal no later than 31 July 2024 and must notify its Final Proposal no later than 3 November 2024. The final proposal is subject to rights of appeal and/or objection to the Local Government Commission (LGC). It is therefore important that the review fully considers all matters required by legislation, and that the process carried out is robust and results in a decision that can be supported by reasons that provide a defensible outcome.

This report sets out the next steps to progress the Representation Review, and outlines the key factors considered for the Initial Proposal and steps to implement it and to give public notice of the Council’s Initial Proposal.

3. RECOMMENDATION

It is recommended:

- a) That the Council adopts as its Initial Proposal for the Representation Review for the local elections to be held in 2025 and subsequent elections until altered by any subsequent decisions, the following:
 - i. That the Council comprise seven (7) Councillors and the Mayor, all elected at large (by the electors of the district as a whole);
 - ii. That the Council does not establish any wards

- iii. That the Council does not establish any community boards;
- b) That public notice is given of the proposal contained in this resolution; and
- c) That the Council will hear submissions received, if any, on this initial proposal.

4. BACKGROUND

Kaikōura District Council is currently represented by a Mayor and seven (7) councillors, all elected at large (across the district as a whole).

The Council is required to adopt an Initial Proposal for public consultation on its representation arrangements for the 2025 election. The review must adhere to a statutory timeline and process.

In preparing for and carrying out a representation review, the Council must be cognisant of the relevant provisions of the LEA01 and the Local Government Act 2002 (LGA02). The Council must also consider the guidelines issued by the LGC to assist local authorities in identifying the factors that they should consider when developing their proposals.

The Council held an initial workshop on the Representation Review on 14 June 2023, at which it reviewed the statutory requirements and timeline for the review.

At a subsequent workshop on 9 August 2023 the Council discussed key considerations for the review, and a range of representation options including options for Māori representation. It also considered the choice of electoral system for the 2025 elections.

At its meeting of 6 September 2023, the Council resolved to retain the existing First Past the Post (FPP) electoral system.

At its meeting of 25 October 2023, the Council considered a report on the establishment of Māori wards and resolved not to implement a Māori ward for the 2025 elections. The Council noted ongoing engagement with Māori and confirmed it would continue to work in partnership with Te Rūnanga o Kaikōura, and with local Māori (mana whenau and maata waka) to investigate other opportunities for participation in Council decision making for all Māori in the district.

Over the course of these discussions the Council has considered options that are different to the existing arrangements and has indicated its preference to retain the status quo.

5. CONSIDERATIONS

In preparing its representation proposal, the Council needs to determine:

- The number of councillors to be elected to the Council;
- Whether the members of the Council are elected by wards, at-large (by the district as a whole), or a mixture of wards and at-large systems;
- If elected by wards, the boundaries and names of these wards, and the number of councillors that will represent each ward; and
- Whether to have community boards, and if so, how many, their boundaries and membership.

The Council must also determine whether any community established should be subdivided for electoral purposes, and if so:

- The name and boundaries of subdivisions, or
- The number of members to be elected from each subdivision.

Effective representation must be achieved within the statutory limits that:

- The Mayor must be elected at large, and
- Members (councillors) must be no fewer than 6 nor more than 30, including the Mayor.

As outlined by the LGC (see Appendix 2), in determining its representation arrangements the Council must consider the following key factors:

- a) Communities of interest: identifying the communities of interest within the district, taking account of perceptual, functional and political elements
- b) Effective representation of communities of interest: ensuring that communities of interest are effectively represented including consideration of the number of councillors, and the basis of election
- c) Fair representation of electors: ensuring that there is approximate population equality per member.

5.1 Communities of interest

Kaikōura District comprises a relatively compact geographical area of 2,046.85 square kilometres, with a population of 4,230 (StatsNZ estimate as at June 2023), centred around the major township of Kaikōura. The district is the second smallest territorial authority in New Zealand by population.

Population has remained relatively stable over time; increasing from 3,912 since the last review in 2018 to 4,230 in 2023, an increase of 8.1% over the five-year period or approximately 1.5% per annum. The age demographics of the population have also been relatively stable, although with a continuing increase in the proportion of population aged over 65, from 21% in 2018 to 25.9% in 2023.¹ In addition to the resident population, the district also has an increasing proportion of dwellings that are not permanently occupied.

Historically, the district's economic activity has been dominated by the fishing, farming and dairy industries, along with a thriving tourism sector.

Considering the population, demographic and geographic features of the district, the Council's view is that a common community of interest exists at the district level, and that subdividing the district into wards would not be a practicable option and would risk fragmentation of the district's character and shared community of interest.

5.2 Effective representation

The current representation (seven members, excluding the Mayor) has now been in place for a number of electoral cycles, is well established and familiar to residents. Given the size and population of the district, the Council's view is that the current number of councillors continues to provide effective representation for electors. It is considered that a decrease in councillor numbers would impact on the ability of councillors to provide effective representation, while an increase in the number of councillors may not substantially improve representation but would add to the Council's governance costs. It is noted that the current number of councillors (7) is comparable to other councils of similar size: for councils with population under 10,000 the number of councillors ranges from 6 to 10.

The at-large electoral system has also been in place for several electoral cycles and is familiar to residents. It is notable that Kaikōura has recorded high levels of election turnout in recent elections, at over 62% in both 2019 and 2022.

¹ StatsNZ Subnational Population Estimates 30 June 2023

5.3 Fair representation

Fair representation is a way to ensure approximate population equality per member, but only applies to the membership of wards, constituencies and subdivisions; it is not required to be considered where councillors are elected at large.

5.4 Community Boards

In undertaking a Representation Review, the Council is required to consider:

- Whether there should be communities and community boards; and
- If it resolves there should, the nature of any community and the structure of any community board.

Currently, there are no Community Boards in the Kaikōura District, and the Council considers that none should be established. The community, with a very small population, is adequately and effectively represented by the Mayor and seven Councillors.

6. OTHER OPTIONS CONSIDERED

Alongside its discussion of Māori representation, the Council has considered other representation options for the district, including:

- i. 1 General ward, 1 Māori ward, total 7 councillors
- ii. Mixed basis: 1 General ward, 1 Māori ward, 3 at large, total 7 councillors
- iii. 2 General wards, 1 Māori ward, total 7 councillors
- iv. 2 General wards, 1 Māori ward, 3 at large, total 8 councillors

As noted above, the Council's view is that subdividing the district into general wards would risk fragmenting the common community of interest across the district, and that the existing representation arrangements provide adequately for effective representation of all electors.

7. TIMELINE AND NEXT STEPS

This timeline requires Council to adopt an Initial Proposal for representation arrangements. Once the Initial Proposal is agreed, the Council must publicly notify the proposal for consultation, with submissions open for a period of not less than one month.

Consultation on the proposal will include a public notice plus promotion of the consultation through traditional and online channels, providing background information on the proposal, and providing opportunities for residents to make submissions. The consultation process will cater for written and online submissions. Dates will be confirmed for those wishing to be heard and to allow Council to deliberate on the feedback received prior to making a decision.

After the consultation period closes, the Council must then consider, and hear if requested, any submissions received.

After hearing submissions, the Council will confirm or amend the proposal as its final proposal, which is also publicly notified. The Council's final proposal must be adopted and publicly notified within 8 weeks of the closing date of submissions.

If any appeals and objections are received on the final proposal, then the Council must refer those appeals and objections to the LGC to make the final determination. The proposal would also be automatically referred to the LGC if it did not comply with the +/- 10% requirement for population per member ratio. However, this does not apply in the case of at-large elections. The LGC determination

must be made no later than 10 April 2025 and is subject to judicial review or appeal only on points of law.

- Council meeting 26 June 2024 – resolves to adopt Initial Proposal for public consultation
- Public notice of initial proposal within 14 days of resolution – 10 July 2024
- Submission period open for one month from date of public notification – submissions close on 12 August 2024
- Hearing of submissions and deliberations within 8 weeks of closing date of submissions – by late August/early September
- Council meeting resolves final proposal 25 September
- Public notice of final proposal within 8 weeks of closing date for submissions – 2 October 2024
- Advise Local Government Commission, Surveyor General, Government Statistician, Remuneration Authority and Canterbury Regional Council of decisions as soon as possible
- Appeals/objections period from 2 October to 3 November – must be not later than 3 December 2024
- All information to the Local Government Commission before 20 December 2024

8. FINANCIAL IMPLICATIONS AND RISKS:

There are costs associated with representation. Those costs include:

- elected member remuneration and administrative costs and facilities, and
- compilation of electoral rolls and administration of the election.

There are no additional costs should the Council retain the status quo.

9. LEGAL CONSIDERATIONS:

Section 19 of the Local Electoral Act 2001 sets out the provisions for the Council’s representation review. In particular, Sections 19T to 19V relate to the requirements around effective and fair representation when determining membership and basis of election.

The Council is also required to comply with the decision-making procedures contained in Part 6 of the Local Government Act 2002.

10. COMMUNITY OUTCOMES SUPPORTED



Community

We communicate, engage and inform our community



Services

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



Future

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

11. APPENDICES

- Appendix 1 Statutory Framework;
- Appendix 2 Matters to Be Covered By This Review;
- Appendix 3 District Map (Overview).

APPENDIX 1.

STATUTORY FRAMEWORK

1.1. All territorial authorities are required under section 19H(2)(b) of the Local Electoral Act 2001 (LEA01) to review their representation arrangements at least every six years.

1.2. The Kaikōura District Council (the Council) last reviewed its representation arrangements prior to the 2018 local authority elections. Accordingly, it is required to undertake a review prior to the next elections in October 2025. The current review must be completed (final proposal notified) by 3 November 2024.

1.3. Section 19 of the LEA01 sets out the provisions for the Council's representation review. In particular, Sections 19T to 19V relate to the requirements around effective and fair representation, particularly identifying communities of interest as an essential precursor to determining effective representation.

1.4. The Council is also required to comply with the decision-making procedures contained in Part 6 of the Local Government Act 2002 (LGA02). In particular, Section 14 states that:

a local authority should make itself aware of, and should have regard to, the views of all of its communities; and

when making a decision, a local authority should take account of:

- (i) the diversity of the community and the community's interests, within its district or region;
- (ii) the interests of future as well as current communities; and
- (iii) the likely impact of any decision on the interests referred to in subparagraphs (i) and (ii).

A local authority should provide opportunities for Māori to contribute to its decision-making processes.

1.5. The LGC has published Guidelines to assist local authorities with their representation reviews. The Council considered the major issues to be considered as part of this review at its meeting on 25 October 2023.

In addition to the above representation arrangements, local authorities and communities have the opportunity to consider the:

- i. electoral system to be used for their elections (first-past-the-post (FPP) or single transferable vote (STV)), and
- ii. establishment of Māori wards/constituencies.

1.6. These processes are not formally part of representation reviews and are matters for local discretion with no right of appeal to the LGC. However, these issues are closely linked to the identification of the most appropriate representation arrangements for a district or region. They have been considered and resolved.

1.7. The Council resolved to retain the first-past-the-post electoral system for the 2025 and 2028 elections.

1.8. The Council, following consultation and feedback from Te Rūnanga o Kaikōura, considered it was not appropriate at this time to establish a Māori ward.

APPENDIX 2.

MATTERS TO BE COVERED BY THIS REVIEW

2.1. Representation reviews are defined by LEA as reviews of the particular representation arrangements for a local authority, including:

- i. The number of councillors to be elected to the Kaikōura District Council
- ii. Whether councillors are elected by wards or the district as a whole (or a mixture of both systems)
- iii. If elected by wards, the number, boundaries and names of these wards and the number of councillors that will represent them, and
- iv. Whether to have Community Boards, and if so, how many, their boundaries and membership.

2.2. The LGC Guidelines identify that when reviewing their representation arrangements, local authorities must provide for 'effective representation of communities of interest' (ss19T and 19U) and 'fair representation of electors' (s19V). Therefore, there are three key factors for local authorities to carefully consider:

- i. communities of interest
- ii. effective representation of communities of interest
- iii. fair representation of electors.

2.3. These inter-related factors are discussed below.

Determining Communities of Interest

2.4. The Council must ensure that the election of its members provides effective representation of the community or communities of interest within its district.

2.5. Defining local communities of interest is an essential part of the representation review process. It is a necessary precursor to determining effective representation.

2.6. Communities of interest may alter over time. Local authorities need to, therefore, give careful attention to identifying current communities of interest within their district when undertaking representation reviews.

2.7. The Guidelines say the following about communities of interest: Communities of interest may alter over time, so local authorities need to make sure they identify their current communities of interest when undertaking representation reviews. Communities of interest can be considered at different levels. For example, local authorities themselves are distinct and identifiable communities of interest.

2.8. The term 'community of interest' is not defined by statute. It is a term that can mean different things to different people, depending on an individual or group's perspective. Communities of interest exist at different levels. The Guidelines state that perceptual and functional aspects define a community of interest as having: a sense of community identity and belonging reinforced by:

- i. distinctive physical and topographic features (e.g. mountains, hills, rivers)
- ii. similarities in economic or social activities carried out in the area
- iii. similarities in the demographic, socio-economic and/or ethnic characteristics of the residents of a community
- iv. similarities in economic or social activities carried out in the area
- v. distinct local history of the area
- vi. the rohe or takiwā of local iwi dependence on shared facilities and
- vii. services in an area, including:
 - schools, recreational and cultural facilities
 - retail outlets, transport and communication links

2.9. Any decisions relating to the representation of communities of interest need to take account of the extent to which distinct geographical communities of interest can be identified, i.e. a physical boundary is able to be defined below the district region level for the community of interest concerned.

2.10. It should be noted that in both the LEA01 and the LGA02, the word 'community' is used in two different senses. Sometimes it refers to a community constituted under Schedule 6 of the LGA and

relating to a community board, and sometimes it refers to a broader community of interest within the district or region.

Effective representation of communities of interest

Election at large, by ward, or mixed

- 2.11. The LEA01 requires the Council to determine by resolution:
- i. Whether councillors are proposed to be elected at large, by wards, or by a mix of at large and by wards; and
 - ii. If elected by wards, the proposed name and boundaries of each ward and the number of councillors to be elected from each ward.
- 2.12. In making this determination the Council must ensure:
- i. That the election of councillors will provide "... effective representation of communities of interest within the city";
 - ii. That ward boundaries coincide with the boundaries of current statistical mesh block areas determined by Statistics New Zealand; and
 - iii. That, as far as practicable, ward boundaries coincide with community boundaries.
- 2.13. In its 2014 Guidelines, the LGC states that a territorial authority should determine the basis of election (at large, by ward, or a combination of both) to provide for effective representation of communities of interest. When practicable, the following factors need to be considered when determining effective representation for the local authority:
- i. avoiding arrangements that may create barriers to participation, for example not recognising residents' familiarity and identity with an area during elections
 - ii. not splitting recognised communities of interest between electoral subdivisions
 - iii. not grouping together two or more communities of interest that share few commonalities of interest accessibility, size and configuration of an area including:
 - the population's reasonable access to its elected members and vice versa
 - the elected members ability to effectively represent the views of their electoral area
 - attend public meetings throughout the area and provide reasonable opportunities for face-to-face meetings.

Number of Councillors

2.14. The LEA01 requires the Council to determine the number of councillors to be elected from each ward. The membership of a territorial authority should be no fewer than six and no more than 30 members (including the Mayor). This range is set to enable the community to settle upon a system of representation which allows for the variety and complexity of local needs and the range of functions being undertaken by a territorial authority.

2.15. In deciding the number of councillors to be elected from any ward, the Act requires the Council to ensure that the electors of each ward receive "fair representation". This requirement is given effect to by the Council ensuring that the population of each ward divided by the number of councillors to be elected by that ward produces a figure no more than 10% greater or smaller than the population of the district divided by the total number of councillors.

Community Boards

2.16. The LEA01 provides for a community to be subdivided for electoral purposes (Section 19J [2][d]) and the election of members to a subdivision of a community board (Section 19G [5]).

2.17. As pointed out by the LGC: 'The division of a community board into electoral subdivisions may be appropriate when the community board area is made up of a number of distinct communities of interest and the formation of subdivisions will provide effective representation of these communities of interest.'

- 2.18. In undertaking a review of community boards, the Council is required to consider:
- i. Whether there should be communities and community boards; and
 - ii. If it resolves there should, the nature of any community and the structure of any community board.

The LEA01 provides that community boards may have between 4 and 12 members. Each Board must include at least four elected members and may include appointed members. The number of appointed members must be less than half the total number of members.

2.20. The Council's resolution must also determine:

- i. Whether one or more communities should be established;
- ii. Whether any community should be abolished or united with another community;
- iii. Whether the boundaries of a community should be altered;
- iv. Whether a community should be subdivided for electoral purposes;
- v. Whether the boundaries of a subdivision should be altered;
- vi. Whether the number of members to be elected should be elected:
 - From the community as a whole; or
 - From subdivisions; or
 - Where the community comprises two or more wards, from wards;
- i. Where members are to be elected from subdivisions:
 - The name and boundaries of subdivisions; or
 - The number of members to be elected from each subdivision.

Fair representation

2.21. Fair representation is required under LEA01 clause 19V, requiring approximate equality per member, within a variation of plus or minus 10% for the membership of wards.

2.22. In its guidelines the LGC states: The territorial authority or regional council and, where appropriate, the LGC must ensure that the population of each ward or constituency or subdivision, divided by the number of members to be elected by that ward or constituency or subdivision, produces a figure no more than 10% greater or smaller than the population of the district or region or community divided by the total number of elected members (other than members elected by the electors of a territorial authority as a whole, if any, and the mayor, if any)

Section 19V(2) Isolated Communities

2.23. Section 19V(3)(a) provides four grounds for not complying with the fair representation rule. These grounds are to provide for effective representation of communities of interest within:

- i. island communities or
- ii. isolated communities

2.24. And where compliance would limit effective representation of communities of interest by:

- i. dividing a community of interest or
- ii. grouping together communities of interest with few commonalities.

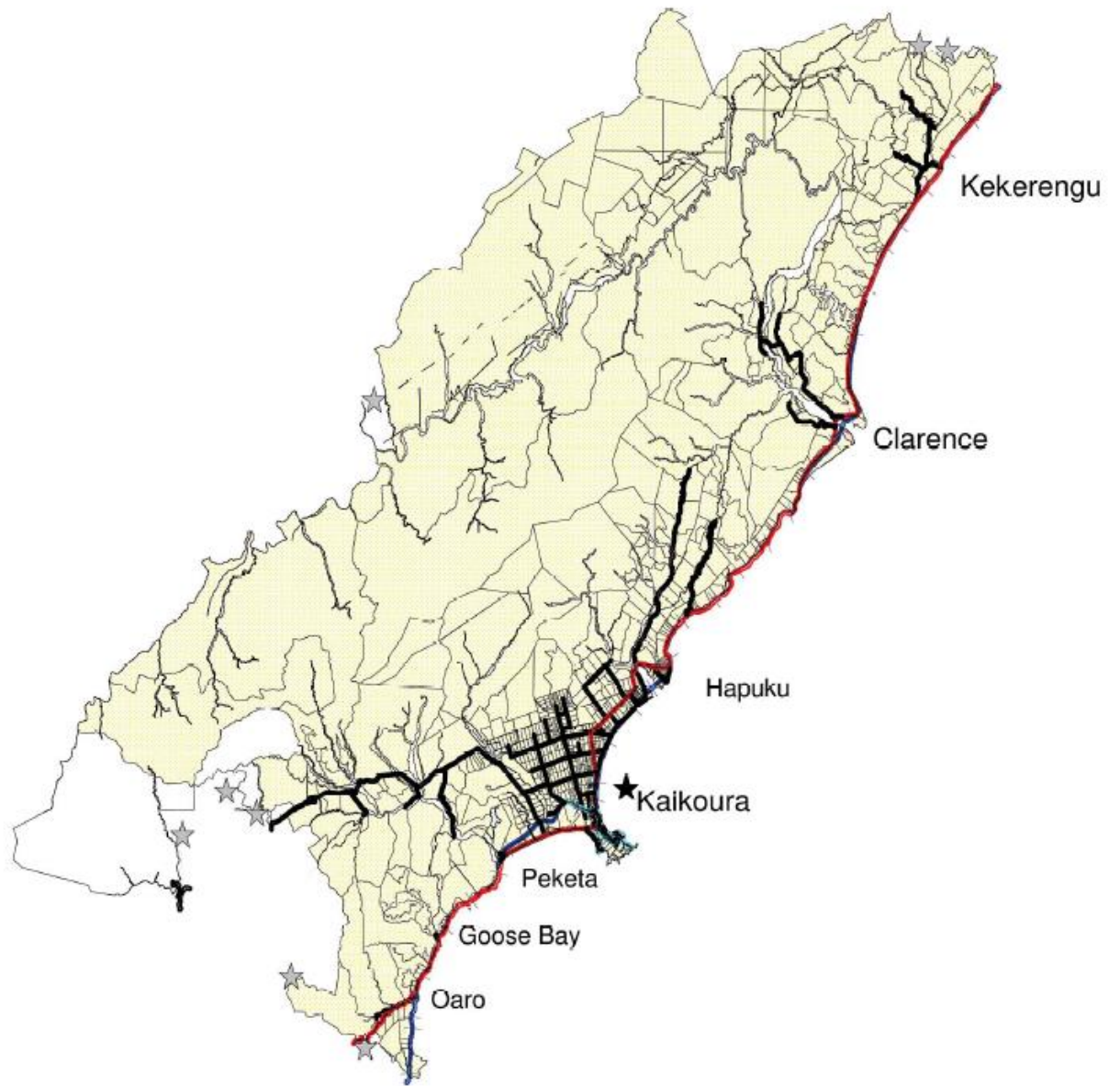
2.25. The LGC recommends that councils consider the following factors when determining specific representation due to isolation:

- i. isolation needs to relate to the ability of a community to receive appropriate representation by elected members
- ii. isolation needs evidence such as significant distance or travel time, physical /practical travel, communications difficulties and service reliability problems
- iii. a significant proportion of the population of an area should be physically isolated
- iv. physical isolation may not necessarily constitute isolation
- v. a rural community may not be isolated, and
- vi. isolation might justify one member, but caution should be applied here.

2.26. The grounds for not complying with this rule must be clearly identified by the council and non-compliance proposals must be referred to the LGC for determination whether there are appeals or not.

APPENDIX 3.

Kaikōura District Map



Report to:	Council
Date:	26 June 2024
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

Our Long Term Plan for 2024-2034 is included in the agenda for adoption. This month has been dominated by Audit and getting their final supporting option finalised. Our team have worked incredibly hard to get to this point as despite very good working relationships with the audit team the process is always incredibly stressful process. Any final minor changes that may still be required by Audit between the time of the agenda preparation and the Council meeting will be highlighted on the 26th June. Planning for delivery of activities for next financial year is well underway as we continue to deliver on our priorities and do what we say we are going to do. This will include prioritized work plans for each team for the year ahead.

Physical works have continued with this month on our key projects. The MainPower and subsequent IAF works are expected to be completed on Ludstone road by early July. Hawthorne road is anticipated to be completed around the same time but is weather dependent. An information report with regard to the Jordan stream is included in the agenda and work is underway in terms of removal of the existing bridge and installation of the temporary bailey bridge. The request for proposal of construction of Stage 1 building works at Wakatu Quay has been provided to shortlisted parties and it is anticipated that a preferred contractor will be identified by the end of July.

The strategy and planning team remain very busy at present with a number of private plan changes, the District plan review and spatial plan and proposed reserve management plans. The first round of community engagement with regard to the five prioritized reserve management plans is underway and closes on the 8th July. There will be a further opportunity for the community to provide feedback once the draft RMPs have been prepared through a formal consultation process.

The preliminary national census data has been released in May and shows that the usual resident population of Kaikōura has increased to 4215 in 2023 from 3912 in 2018. This represents an average of 1.54% per annum growth over that period, which is in line with our assumption for continued growth in the Long Term Plan.

We are currently still going through the extensive process for selecting a preferred supplier for our internal enterprise system upgrade at Council. We are working alongside Hurunui District Council through this process. The full process to identify a preferred supplier is expected to be completed by the end of June 2024.

I chaired the quarterly Canterbury Mayoral Communications and Engagement forum in June which brings together professionals from the 11 Councils in Canterbury to discuss relevant communications and engagement issues. This included a presentation from Environment Canterbury around critical

risks with a focus on violence and aggression. It is good to see that nationally both LGNZ and Taitaura are also undertaking some work in this space for both elected members and Council employees.

A separate monthly finance report is included for information in the agenda this month.

Local Water Done Well.

In May the Government introduced the Water Services Preliminary Arrangements Bill which, following the repeal of the earlier water reforms legislation, outlines the Local Water Done Well framework and the preliminary arrangements for the new water services system. The focus is on locally driven solutions. Each Council across the country will be required to prepare a Water Services Delivery Plan (WSDP) within 12 months of enactment of the bill. The WSDP will need to demonstrate how water services can continue to be delivered in a financially sustainable way that meets all regulatory standards. An overview of the Bill provided by the Department of Internal Affairs (DIA) is included in attachment 1. Council officers are developing plan for the preparation of the WSDP over the next 12 months. Key components of the legislation such as the economic regulator requirements are still to be released. An additional bill with further information is anticipated to be introduced before the end of this calendar year.

South Bay Forestry

The South Bay radiata pine forest was originally planted in 1978 (with some areas replanted in 1993) and was always intended for harvest. A large part of the 12.6 hectares under forestry is a recreational reserve which is well used by the community.

Initial Council discussions with regard to harvesting the area were held back in 2006. Although a restoration plan was developed for the area, the harvesting did not proceed at that time. In August 2020 Council resolved again to harvest the trees whilst they remain viable for sale and before they become a health and safety risk to the public in the future. Work did not proceed at that time due to a number of reasons including impacts of the global pandemic Covid 19.

It is now intended that the area will be harvested in late winter, early spring 2024 ahead of the summer season for 2024. The work will be carried out by Tasman Forest Management. Work is expected to commence in the second week of July starting with entrance and road upgrades followed by tree removal starting the first week of August.

It is estimated harvest will be completed in the middle of October 2024 with a two-to-three-week post harvest tidy up of the area where Tasman Forest Management plan to prioritize having the public walkway opened up first while they continue with shredding work in the harvested area. There is no intention for ground remediation and no land moving or levelling will occur at the site, and we understand the importance of keeping the walking trails in place longer term.

More details will be available on our website, including some frequently asked questions.

Council acknowledges that the area is used significantly by the community as a place of recreation. A reserve management plan process is underway for the future of the area with a strong focus on community engagement. There will be two main opportunities for people to input into the process as the draft management plan develops. Council is currently seeking initial ideas for the future of the area from the community as part of the reserve management plan engagement process which closes on the 8th July.

Following the initial ideas gathering stage a draft reserve management plan will be produced. There will be a further opportunity for the community to provide feedback on the draft plan through a formal consultation process. It is anticipated that the reserve management plan will be completed by June 2025.

Council Team

Gina McHerron commenced her shared customer service and finance role this month and Glen Vaughan starts as our Building Control Manager on the 1st July. Bruce Apperley has signalled his intention to retire at the end of this calendar year and so recruitment is underway for a replacement three waters engineer. Sarah Wright, our Community Development and events coordinator, is heading on maternity leave in September and we are advertising for some fixed term cover of that role.

With the adoption of the Long Term Plan and associated budget for financial year 2024/25, we will also be starting recruitment process for some project management support for the operations team and some further resource in the finance team.

Currently three vacancies are open at Council:

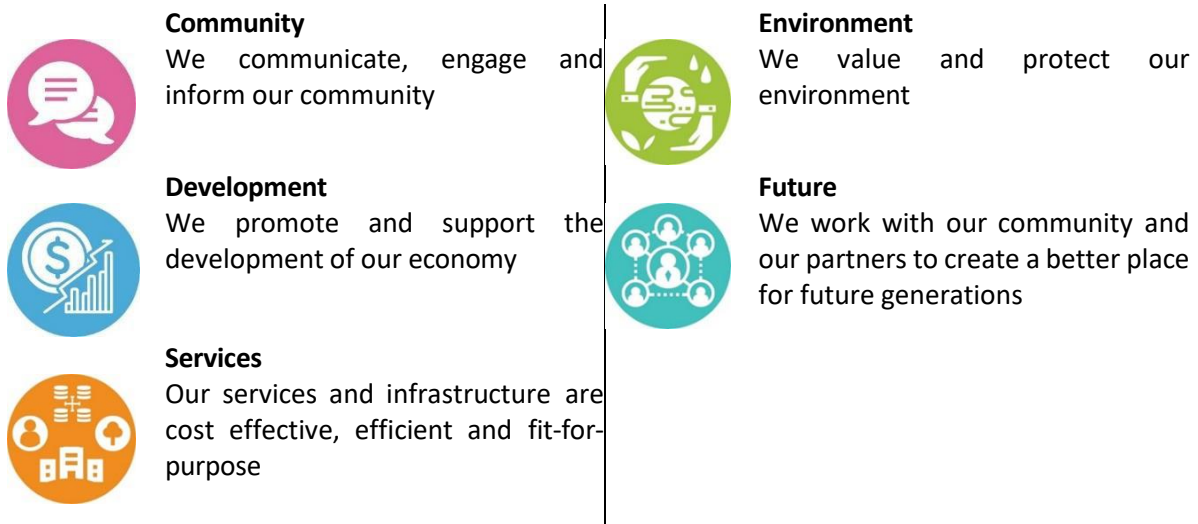
- a) Building Control Officer
- b) Three waters Engineer
- c) Community Development and Events Coordinator (fixed term)

Work is also progressing on developing an internal organisational strategy looking forward from 1st July 2024. This will incorporate some recent suggestions and feedback from the staff working group. A team Mid-Winter event is planned for July.

Focus areas for the next three months

- a) Implementation of year one of the Long Term Plan.
- b) End of year personal development and wellbeing reviews.
- c) Internal strategic focus.

4. COMMUNITY OUTCOMES SUPPORTED



Attachment 1: Local Water Done Well: Overview of the Local Government (Water Services Preliminary Arrangements) Bill



May 2024

Local Water Done Well: Overview of the Local Government (Water Services Preliminary Arrangements) Bill

This document provides an overview of recent policy decisions and key aspects of the Local Government (Water Services Preliminary Arrangements) Bill, as well as other matters that may be of interest to councils and other interested stakeholders.

It is based on provisions of the Bill as introduced in May 2024.

What the Bill covers

The Bill establishes the Local Water Done Well framework and the preliminary arrangements for the new water services system.

It lays the foundation for a new approach to water services management and financially sustainable delivery models that meet regulatory standards.

Key areas included in the Bill are:

- Requirements for councils to develop Water Services Delivery Plans (within 12 months of enactment)
- Requirements for councils to include in those Plans baseline information about their water services operations, assets, revenue, expenditure, pricing, and projected capital expenditure, as well as necessary financing arrangements, as a first step towards future economic regulation
- Streamlined consultation and decision-making processes for setting up water services council-controlled organisations (water services CCOs)
- Provisions that enable a new, financially sustainable model for Watercare.

In addition, the Government has tabled an amendment paper to the Bill which provides for interim changes to the Water Services Act. This amendment means the Te Mana o te Wai hierarchy of obligations in the National Policy Statement for Freshwater Management (NPS-FM) will not apply when Taumata Arowai sets wastewater standards.

Other legislation to implement Local Water Done Well

This is the second of three Bills that implement Local Water Done Well.

The first Bill, which was passed in February 2024, repealed the previous Government's water services legislation and restored continued council ownership and control of water services.

A third Local Water Done Well Bill will outline the enduring settings for the new water services system, including a comprehensive economic regulation regime. Cabinet decisions on this Bill are expected to be announced early in the second half of this year, with legislation introduced in December 2024.

Water Services Delivery Plans

What are they?

The overarching purpose of the Plans is for councils – individually or jointly – to publicly demonstrate their intention and commitment to deliver water services in ways that are financially sustainable, meet regulatory quality standards for water network infrastructure and water quality, and unlock housing growth.

What do they mean for councils?

Through the development of these Plans, councils will provide an assessment of their water infrastructure, how much they need to invest, and how they plan to finance and deliver it through their preferred service delivery model.

Ringfencing of water services and revenue from other council activities is a key feature of the Plans.

The Plans will be a way for councils to provide transparency to their communities about the costs and financing of water services, and empower them to make decisions about managing and delivering high-quality water services that reflect their local needs and circumstances.

The Plans can also be prepared jointly with other councils where those councils propose to join together to deliver water services through a new water services delivery organisation.

What information do they need to cover?

The Plans cover information across three key areas:

1. Financial and asset information	Information about each council’s financial and asset information and performance measures, pricing and other related policies, methodologies, and assumptions
2. Investment required	Planned levels of investment, approach to operations, and whether these are sufficient to deliver proposed level of service, meet infrastructure standards and meet regulatory standards
3. Service delivery arrangements	Councils’ proposed service delivery arrangements – including proposals for joint arrangements, across more than one council

To demonstrate financial sustainability, councils will have to show the revenue from delivering water services is adequate for long-term investment in delivering water services and that the council is financially able to meet all regulatory standards and requirements for delivering water services.

Guidance and information material regarding Water Services Delivery Plans will be shared with councils following the enactment of the Bill, to assist them in developing their Plans.

What is the process and timeline for producing a Plan?

Activity	Indicative timing / milestone
DIA releases Plan guidance Councils formally begin development of Plans	Q3-2024 Local Government (Water Services Preliminary Arrangements) Bill enacted
DIA/council check-in(s) to monitor progress	Throughout the 12-month timeframe for preparing the Plan (following Bill enactment)
Councils submit final Plan to DIA	Within 12 months (of Bill enactment)
DIA accepts the Plan meets statutory requirements or refers back to council(s) for further work	Following submission of Plan
Council publishes Plan on council website	Once Plan is accepted by DIA

What happens if council(s) don't submit a Plan?

There will be a series of check-ins by the Department of Internal Affairs throughout the Plan development process to ensure councils are on track in preparing and submitting an acceptable Plan.

During the Plan preparation process, councils may request, and the Minister of Local Government will be able to appoint, a Crown Facilitator who could provide additional assistance (at councils' expense). For example, the Crown Facilitator could assist and advise a council on how to prepare a Plan, or work across a group of councils to facilitate or negotiate a joint Plan (including providing a deciding role if requested and agreed by councils).

If a council fails to submit a Plan by the statutory deadline, the Minister of Local Government will be able to appoint a 'Crown water services specialist' to prepare a Plan on that council's behalf, and (if necessary) to direct the council to adopt and submit this Plan (a 'regulatory backstop' power). Again, any expenses associated with this appointee and the preparation of the Plan would be covered by the council.

Key information



Plans are one-off, transitional documents, to set a pathway forward to sustainability.



Plans can be developed by individual councils, or jointly where groups of councils are planning to jointly establish a water organisation.



Plans must include drinking water, wastewater and stormwater – but councils have flexibility about transferring stormwater in proposed new service delivery arrangements.



It will be up to councils to determine how best to engage with their communities as part of the Plan development process.



Plans have no regulatory function – LTPs continue to be councils' primary planning and accountability document.



Plans cover a 10-year timeframe, with detailed information provided on the first three years.

Steps towards future economic regulation

Economic regulation is a key feature of Local Water Done Well. It is intended to ensure consumers pay efficient, cost-reflective prices for water services, that those services are delivered to an acceptable quality, and that water services providers are investing sufficiently in their infrastructure.

Development of an economic regulation system for water services is being led by the Minister of Commerce and Consumer Affairs. Subject to Cabinet decisions, relevant provisions will be included in the third Local Water Done Well Bill intended to be passed in mid-2025 and implemented by the Commerce Commission after that point.

Through the Water Service Delivery Plans, councils will be asked to provide baseline information about their water services operations, assets, revenue, expenditure, pricing, and projected capital expenditure, as well as necessary financing arrangements.

The Plans do not have a regulatory purpose, but are a useful first step to disclose information on water services to support the future economic regulation regime, which is expected to be introduced from the middle of 2025 (through the third Local Water Done Well Bill).

All councils that have water service delivery responsibilities (either directly or through existing council-controlled organisations) will be subject to these requirements. As well as the Plans being published, information collected through them will be shared with the Commerce Commission, to help them with the development of the future regulatory regime.

The Bill also provides for some councils to be subject to an early form of information disclosure by the Commerce Commission, prior to the full economic regulation regime.

This will build on the information collected through the Plans, and is intended to be for councils that have more advanced asset/financial management practices, or those that moved quickly to establish new organisations and are ready for a faster track toward more detailed oversight.

Streamlined consultation and decision-making processes for establishing, joining or changing water services CCOs

Under Local Water Done Well, a range of structural and financing tools will be available to councils to use for water services including a new class of financially independent council-owned organisations.

These options will be included in the third Local Water Done Well Bill, with policy decisions expected to be announced early in the second half of this year.

Recognising that some councils may want to move quickly to start shifting the delivery of water services into more financially sustainable models, the Bill includes provisions that help streamline the process for establishing, joining or changing water services CCOs, as currently provided for under the Local Government Act.

The Bill sets out alternative consultation and decision-making arrangements that will enable councils to streamline this process, while continuing to provide the opportunity for community input. These streamlined arrangements are voluntary for councils to choose to use, as an alternative to some of the standard requirements in the Local Government Act.

The arrangements include provisions that:

- Clarify that councils can set up joint committees that can assess options, and prepare and consult on a proposal across multiple districts (instead of each council carrying out separate consultation), and to make recommendations to participating councils
- Set minimum decision-making and consultation requirements – so a council only has to identify and assess two options (status quo + preferred option) and only undertake one round of consultation
- Enable councils to consider the collective benefits/impacts of a proposal (across multiple districts), in addition to the interests of their individual districts – and to factor in the view of other participating councils.

A new, financially sustainable model for Watercare

The Bill includes provisions that enable Auckland Council to implement its preferred model for water services delivery.

The new model means the Council retains ownership and control over Watercare, but Watercare is provided with the necessary financial independence to access increased borrowing for investment in water services.

Key aspects of the model are:

- Auckland Council retains complete ownership and control of Watercare.
- The Council would not be able to provide financial support to Watercare in the event of any financial distress. This aspect of the model is critical to ensuring Watercare's borrowing is considered separate from Auckland Council for credit rating purposes.
- Existing provisions relating to loans entered into by councils (in the Local Government Act) will be extended to Watercare, stating that any loans entered into by Watercare must include disclosures they are not guaranteed by the Crown.
- A Crown monitor will be appointed to Watercare as a transitional measure, before the full economic regulation system for water services is implemented as part of Local Water Done Well. This recognises the importance of economic regulation to ensure appropriate and sustainable prices and service quality for consumers.

Changes to applying the Te Mana o te Wai hierarchy of obligations to wastewater standards

In addition, the Government has tabled an amendment paper to the Bill which provides for interim changes to the Water Services Act (WSA). This amendment would mean the Te Mana o te Wai hierarchy of obligations in the National Policy Statement for Freshwater Management (NPS-FM) will not apply when Taumata Arowai sets wastewater standards. The standards are in the early stages of development and are likely to be in place by mid-2025.

Under the Resource Management Act (RMA) a consent authority must not grant a consent for a public wastewater system that is contrary to a wastewater standard that has been prepared under the WSA. Once set, the wastewater standards will apply to new consents issued for public wastewater systems over time.

These changes are in addition to the Government's recently announced interim changes to the RMA that exclude the hierarchy of obligations in the NPS-FM from resource consent applications and resource consent decision making.

The RMA changes are being made through the recently introduced Resource Management (Freshwater and Other Matters) Amendment Bill as an interim measure and are intended to reduce regulatory burden while work to replace the NPS-FM to rebalance Te Mana o te Wai is underway, as signalled in the Government's coalition agreements.

Next steps

The Government will provide details early in the second half of this year on the broader range of structural and financing tools, including through the New Zealand Local Government Funding Agency (LGFA), which will be available to councils to ensure they can access the long-term debt required for investment in water services infrastructure.

These tools will be implemented through the third Local Water Done Well Bill that will establish the enduring settings for the new system. Policy areas to be included in the third Local Water Done Well Bill include:

- Setting long-term requirements for financial sustainability
- Providing for a range of structural and financing tools, including a new class of financially independent council organisations
- Planning, accountability and reporting frameworks for water services

Te Mana o te Wai

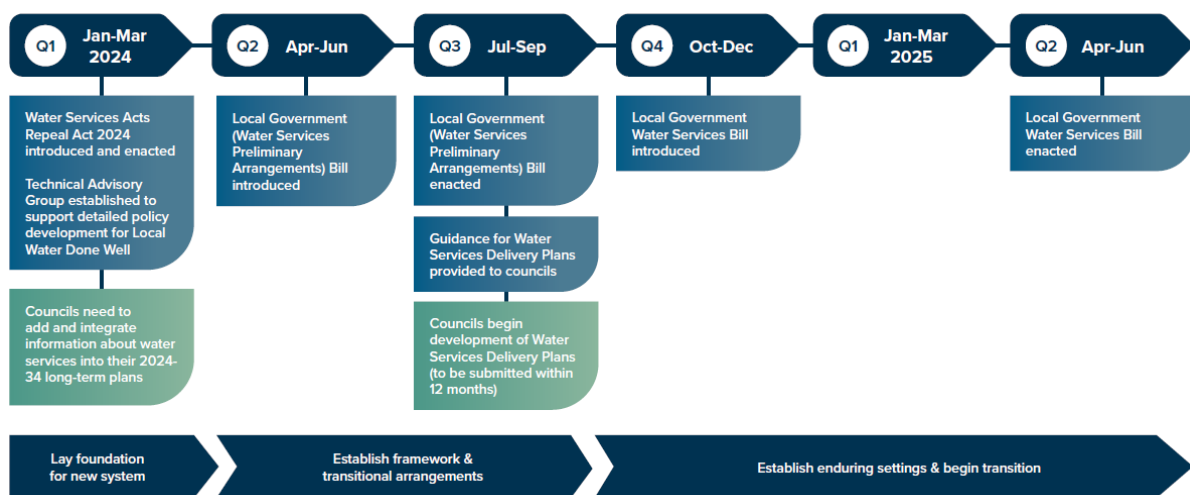
Te Mana o te Wai is a fundamental concept in the NPS-FM that recognises the connection between the health of a waterbody, health of the people, and health of the environment. It includes a hierarchy of obligations that prioritises the health and well-being of waterbodies and freshwater ecosystems over the health needs of people (such as drinking water), and the ability of people to provide for their social, economic and cultural well-being.

Te Mana o te Wai is embedded in the Water Services Act, the legislation for Taumata Arowai and the water services sector.

- Considering the empowering legislation for Taumata Arowai to ensure the regulatory regime is efficient, effective, and fit-for-purpose, and standards are proportionate for different types of drinking water suppliers
- Providing for a full economic regulation regime
- Considering additional Ministerial powers of assistance and intervention in relation to water services, and regulatory powers to ensure effective delivery of financially sustainable water services.

Indicative timeline

The below timeline provides an indicative outline of policy, legislation and related council activity. It is subject to parliamentary processes and timetables.



Further information

The Local Government (Water Services Preliminary Arrangements) Bill is available at www.legislation.govt.nz.

Questions? Contact waterservices@dia.govt.nz

Report to:	Council
Date:	26 June 2024
Subject:	Finance Report to 31 May 2024
Prepared by:	P Kearney - Senior Manager Corporate Services
Input sought from:	C Kaa - Management Accountant S Poulsen - Finance Manager
Authorised by:	W Doughty - Chief Executive Officer

1. SUMMARY

The purpose of this report is to provide an update on the financial position of the Council as of 31 May 2024.

The net surplus for the year is \$3.9M. This compares to a budgeted surplus of \$8.1M. The variances are largely due to the lower grant revenue received against budget.

See appendix 1 for 31 May Statement of Comprehensive Revenue and Expense (Profit and Loss)

Attachments:

- i. Capital Expenditure Report

2. RECOMMENDATION

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

3. YEAR TO DATE FINANCIAL RESULTS - SUMMARY

Statement of Comprehensive Revenue and Expense (Profit and Loss)

Operating Revenue & Expenditure

Operating revenue is currently \$1,094 above budget, with grants received having the largest variance however \$2M received for Wakatu Quay will be treated as revenue received in advance at year end. Currently we have received \$450K unbudgeted grants and are still to receive approximately \$300-400K of grants largely through the Better Off Funding.

Rates revenue is \$209K above budget and the variance will increase at year end to around \$300K.

User Fees and charges are broadly on par with budget, due to higher than budget cost recoveries but partially offset by no refuse income from IWK and consent activity being slow.

Direct operating expenses currently show an underspend against budget of \$172K with various over and under spends across categories – with the bulk of these being permanent differences.

Within the \$129K variance in other, \$100K of this is driven by costs to be recovered and the balance spread across smaller costs such as sewage pipe lease from Kiwi rail, harbour master fees, updating district signs and bad debt collection/written off costs.

For full year we do not expect a material change to the direction of these variances.

Indirect Operating expenses

Depreciation is \$1.3M under budget – this is impacted by slow progression of some large projects which in turn reduces actual depreciation.

Capital Revenue

Capital grants and subsidies are \$6.8M below budget, materially due to Waiau Toa Bridge not progressing as anticipated.

This variance is likely to be closer to \$10M for full year given the anticipated budget phasing/completion rate for the bridge project.

4. STATEMENT OF CASH FLOWS

The cash position is \$2.4M with \$2M from Wakatu Quay expected by year end along with a claim from the Better off Fund.

The debt level is sitting at \$7.3M with the drawdown of \$2M in November 2023.

5. CAPEX REPORT

Please refer to the CAPEX report attached (with A3 version at the end of the agenda pack).

Overall CAPEX expenditure for the year to date is \$7.2M with a forecast spending of \$1.9M in the June. 50% of this is driven from roading works progressing with the balance materially across the IAF project, Wakatu Quay and Landfill.

We are working through the projects and look forward to bringing in the total available funds for the following financial year.

6. FINANCIAL IMPLICATIONS AND RISKS

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

7. SIGNIFICANCE OF DECISION

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

8. 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.

9. 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

APPENDIX 1:

STATEMENT OF COMPREHENSIVE REVENUE & EXPENSE				
FOR THE PERIOD ENDED 31 MAY 2024				
		ACTUAL	BUDGET YTD	YTD VARIANCE
	BUDGET	YTD	YTD	
	2024	31/05/2024	31/05/2024	31/05/2024
	\$	\$	\$	\$
REVENUE				
Rates revenue	9,242,786	9,452,333	9,242,786	209,547
Water meter charges	140,000	73,311	70,000	3,311
User fees & charges	1,734,774	1,668,824	1,604,205	64,619
Grants & subsidies	1,903,488	4,518,081	3,817,806	700,274
Development contributions	43,942	12,313	40,279	(27,966)
Interest revenue	3,306	97,502	2,480	95,022
Gain	-	435	-	435
Other revenue ^[1]	113,200	157,041	108,033	49,008
Total Operating Revenue	13,181,496	15,979,839	14,885,589	1,094,250
Grants & Subsidies - Capital	18,579,694	4,092,839	10,844,096	(6,751,257)
Total Revenue	31,761,190	20,072,679	25,729,685	(5,657,006)
DIRECT OPERATING EXPENSES				
Personnel	3,836,451	3,296,895	3,522,735	(225,840)
Personnel Related Expenses	378,374	270,601	333,954	(63,353)
Admin & Office Expenses	455,556	408,163	438,775	(30,612)
Contractors	533,172	699,862	489,148	210,714
Professional Services	1,694,625	1,682,710	1,593,839	88,871
Grants/Donations	937,084	887,803	930,333	(42,530)
IT & Telecommunications	388,556	280,606	366,740	(86,134)
MRF	136,099	170,200	124,757	45,443
Utilities	661,779	604,687	606,629	(1,942)
Project Expenses	705,516	615,370	648,856	(33,486)
Repairs & Maintenance - Facilities	562,679	376,908	520,650	(143,742)
Repairs & Maintenance - Roading	995,359	918,711	965,988	(47,277)
Repairs & Maintenance - Waste	360,404	310,105	330,371	(20,266)
Repairs & Maintenance - Water	710,571	696,570	647,354	49,216
Other Expenses	113,629	233,353	104,777	128,576
Total Direct Operating Expenses	12,469,854	11,452,544	11,624,906	(172,362)
INDIRECT OPERATING EXPENSES				
Depreciation	6,247,096	4,463,369	5,726,510	(1,263,141)
Financing expenses	327,183	294,765	299,918	(5,153)
Overheads and Internal Charges	0	-	(36,671.00)	36,671
Total Indirect Operating Expenses	6,574,279	4,758,134	5,989,757	(1,231,623)
Total Operating Expenses	19,044,133	16,210,679	17,614,663	(1,403,984)
Operating surplus/(deficit)	(5,862,637)	(230,839)	(2,729,074)	2,498,235
TOTAL COMPREHENSIVE REVENUE & EXPENSE	12,717,057	3,862,000	8,115,022	(4,253,022)

KDC - CAPITAL PROJECTS 2023

Summary May 2024

				Total Project Budget	Life to Date Costs	Carried Forward from 2022/23	Budget 2024	Actual Cost for Month	Previous Costs	Actual YTD Costs	Actual/Budget	Cost to Complete	Previous Forecast Cost	Revised Forecast Cost	Remaining Budget	Variance from Budget	FFC Movement for Month	June	Carried Forward	Not Progressing	TOTAL	
Mgr	Job No	Multi Yr	Description	a			b				(d-b)	a	d	(a-b)	(a-d)	(c-d)	2024	2024/25	2024			
MR	J00003	N	Harbour	50,000	35,772	25,899	50,000	0	35,772	35,772	72%	(0)	38,074	35,772	14,228	14,228	2,302				0	
SP	J00004	N	Office Furniture & Equipment	15,000	17,419		15,000	0	17,419	17,419	116%	0	15,000	17,419	(2,419)	(2,419)	(2,419)					0
OJ	J00005	N	Footpaths	100,000	386,126	66,521	100,000	96,101	290,026	386,126	386%	74,465	452,003	460,591	(286,126)	(360,591)	(8,588)	74,465				74,465
SP	J00006	N	Computers & Software	46,000	7,486		46,000	3,534	3,952	7,486	16%	0	46,000	7,486	38,514	38,514	38,514	0			38,514	0
DC	J00008	N	Vehicle/Plant and Equipment	28,000	90,166		28,000	0	90,166	90,166	322%	(0)	90,166	90,166	(62,166)	(62,166)	0					0
SH	J00010	N	Book Purchases	32,000	33,888		32,000	9,034	24,854	33,888	106%	(0)	32,000	33,888	(1,888)	(1,888)	(1,888)					0
BA	J00022	N	Stormwater Renewals		42,447			0	42,447	42,447		0	42,447	42,447	(42,447)	(42,447)	0					0
BA	J00027	N	Urban Water - Reticulation			79,679		12,786	26,403	39,189		41,839	81,028	81,028	(39,189)	(39,189)	0	41,839				41,839
BA	J00028	N	Urban Water - Variable Speed Drives/Structures	95,000	13,285	-	95,000	0	13,285	13,285	14%	(0)	55,115	13,285	81,715	81,715	41,830		81,715			0
BA	J00029	N	Ocean Ridge Water - Steel Plant Pipe Renewals	30,000	-		30,000	0	0	0	0%	0	0	0	30,000	30,000	0		25,000	5,000		0
	J00030	N	Ocean Ridge Facilities					0	4,992	4,992												0
BA	J00031	N	East Coast Pipe Renewals	61,274	54,311		61,274	0	54,311	54,311	89%	0	61,274	54,311	6,963	6,963	6,963				6,963	0
	J00032	N	East Coast Facilities					0	11,753	11,753		0	11,753	11,753	(11,753)	(11,753)	0					0
BA	J00033	N	Kincaid Treatment Upgrade	80,000	-		80,000	0	0	0		0	80,000	0	80,000	80,000	80,000				80,000	0
BA	J00034	N	Kincaid Renewal - Turbidity Meter, Stabilise Intake, reconfigure raw water tanks	64,500	20,178		64,500	0	20,178	20,178		0	75,790	20,178	44,322	44,322	55,612		55,612			0
BA	J00036	N	Fernleigh Water - Structure Renewals	15,000	4,770		15,000	0	4,770	4,770	32%	10,230	15,000	15,000	10,230	0	0	10,230				10,230
BA	J00041	N	Sewerage - Structure Renewals	24,000	16,430		24,000	8,458	7,972	16,430	0%	9,149	6,393	25,579	7,570	(1,579)	(19,186)	9,149				9,149
BA	J00042	N	Sewerage - Pump Station Renewals	155,000	144,138		155,000	6,944	137,194	144,138	93%	795	144,933	144,933	10,862	10,067	0	795				795
BA	J00043	N	Stormwater - Reticulation		2,607			0	2,607	2,607		0	2,607	2,607	(2,607)	(2,607)	0					0
BA	J00053	N	Oxidation Pond & Consents		58,930			15,940	42,991	58,930		2,640	80,952	61,570	(61,570)	(61,570)	19,382	2,640				2,640
MR	J00088	Y	Landfill Site - Capping/Closure	1,357,828	364,803		500,000	28,414	36,796	65,210	0%	154,790	500,000	220,000	434,790	280,000	280,000	154,790	0			154,790
WD	J00089	Y	Wakatu Quay PGF Development	10,680,000	1,486,559	1,908,910	4,435,838	122,850	318,068	440,918	10%	130,208	483,617	571,126	3,994,920	3,864,712	(87,509)	130,208	3,864,712			130,208
MR	J00090	N	25 Beach Road (Op Shop)	5,000	-		5,000	0	0	0		0	5,000	0	5,000	5,000	5,000					0
DC	J00093	Y	Transfer Station Construction/RRC	800,000	1,249,922		250,000	-6,822	615,953	609,131	244%	0	326,911	609,131	(359,131)	(359,131)	(282,220)					0
MR	J00104	Y	Top End Toilets					31,005	0	31,005		0	0	31,005			(31,005)					0
OJ	J00141	N	Blue Duck & Puhi Puhi Valley	800,000	573,201		800,000	109,210	463,992	573,201		226,799	800,000	800,000			226,799					226,799
OJ	J00211	N	Unsealed Pavement Renewals 211	198,000	162,790	129,845	198,000	0	162,790	162,790	82%	115,000	274,493	277,790	35,210	(79,790)	(3,297)	115,000				115,000
OJ	J00212	N	Sealed Pavement Renewals 212	552,200	547,568		552,200	0	547,568	547,568	99%	0	547,568	547,568	4,632	4,632	0					0
OJ	J00213	N	Kerb & Channel Renewals 213	71,500	56,390	34,404	71,500	0	56,390	56,390	79%	87,888	144,278	144,278	15,110	(72,778)	0	87,888				87,888
OJ	J00214	N	Pavement Rehabilitation 214	460,000	19,078	-	460,000	0	19,078	19,078	4%	390,000	379,078	409,078	202,680	50,922	(30,000)	390,000				390,000
OJ	J00222	N	Traffic Service Renewals 222	66,000	1,650		66,000	0	1,650	1,650	3%	25,000	26,629	26,650	64,350	39,350	(21)	25,000				25,000
OJ	J00341	N	Minor Improvements 341	300,000	163,546	-	300,000	124,621	38,924	163,546	55%	236,461	354,084	400,007	136,454	(100,007)	(45,923)	236,461				236,461
OJ	J00345	Y	NCTIR Haul Routes	2,273,968	2,532,790	-	443,427	0	570,227	570,227	129%	(0)	570,227	570,227	(126,800)	(126,800)	0					0
MR	J00443	N	Airport 157 works	40,000	8,997	29,652	40,000	7,850	1,147	8,997	22%	0	40,000	8,997	31,003	31,003	31,003	-			31,003	0
MR	J00446	Y	Link Pathway	2,329,739	1,249,161	833,460	835,624	91,304	922,589	1,013,892	121%	(0)	997,772	1,013,892	(178,268)	(178,268)	(16,120)					0
OJ	J00447	Y	IAF Project - Transport	12,371,740	1,807,421		6,995,247	146,319	1,150,660	1,296,979	0%	284,076	1,685,065	1,581,055	5,698,268	5,414,192	104,010	284,076	5,698,268			284,076
OJ	J00448	Y	IAF - Kowhai Stopbank	564,200	101,651		0	0	68,800	68,800		173,887	535,509	242,687	(68,800)	(242,687)	292,822	173,887				173,887
MR	J00500	Y	Better Off Projects	1,210,000	414,912		1,075,000	197,265	66,022	263,287	0%	(0)	1,075,000	263,287	811,713	811,713	811,713	-	501,627			0
OJ	J04351	Y	Waiiau Toa/Clarence Valley Bridge	13,650,000	2,250,439	865,749	4,986,897	2,753	294,604	297,357	6%	0	4,986,897	297,357	4,689,540	4,689,540	4,689,540		4,689,540			0
MR	J04415	N	Civic Centre	20,000	2,092	5,408	20,000	0	0	0	0%	0	20,000	0	20,000	20,000	20,000	-			20,000	0
MR	J04421	N	CF Amphitheatre & Bridge	-	-	75,000	0	0	0	0	#DIV/0!	0	0	0	0	0	0		75,000			0
MR	J04423	N	Public Toilet Upgrade	-	-	38,500	0	0	0	0	#DIV/0!	0	20,000	0	0	0	20,000					0
MR	J04431	N	CF Pensioner Flats	20,000	1,942		20,000	1,942	0	1,942	10%	5,000	20,000	6,942	18,058	13,058	13,058	5,000			13,058	5,000
MR	J04433	N	West End Car Park	32,000	16,606		32,000	0	16,606	16,606		0	32,000	16,606	15,394	15,394	15,394					0
TOTAL BAU Programme				48,597,949	13,939,472	4,093,027	22,882,507	1,009,507	6,182,953	7,192,460	#DIV/0!	1,968,228	15,154,663	9,155,696	15,232,024	13,833,844	5,993,967	1,968,227	14,996,474	209,932	1,968,227	

Report to:	COUNCIL	
Date:	26 June 2024	
Subject:	Responses to Jordan Stream Bridge Closure	
Prepared by:	D Clibbery – Senior Manager Operations	
Input sought from:		
Authorised by:	W Doughty – Chief Executive Officer	

1. SUMMARY

current thinking of staff in respect of responses to the closure of the Jordan stream bridge on Puhi Puhi road is presented for councillors for their information.

2. RECOMMENDATION

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

3. BACKGROUND

As Councillors are aware a recent independent structural assessment of the Jordan Stream bridge on Puhi Puhi Road has resulted in a recommendation that the bridge is immediately and permanently closed to all vehicles because of multiple defects that cannot practically be remedied.

Access to the bridge has therefore now been prevented, with all vehicles instead being required to cross the stream via the ford.

Council staff initially considered that this immediate and complete closure might have been unnecessary, given that the bridge had been restricted to vehicles of 1500kg or less, and it was believed that it was only being occasionally used by light vehicles as an alternative to the ford when the level of the stream was high.

Further recently received information has however suggested that Council staff’s previous assumption that the bridge was only being used as a limited back-up crossing was incorrect and that in fact most of the traffic along the road was using the bridge, with little if any regard to the vehicle weight restriction that had been put upon it.

If some of the comments made regarding the size of vehicles that have been using the bridge are correct it is surprising that the bridge has not previously failed, and in that context, it now seems difficult to disagree with the recommendation that it should be immediately closed to traffic.




4. POTENTIAL RESPONSES





Initial consideration was given to the potential of a ‘do nothing’ option, where access to the bridge was permanently prevented and all vehicles were instead required to cross the ford.

This consideration was however based on the belief that the bridge was being little used, which now appears to have been incorrect.

A brief summary of options for upgraded crossing of the stream that have been considered is presented in the following table.

Table 1: Potential Bridge Replacement Options

Option	General Form	Disadvantages (excluding capital cost)	Advantages (excluding capital cost)	Indicative Capital Cost
<p>1. Enhanced (concrete based) Ford</p>		<p>Impassible in high flow conditions. Requirement for clearing of rocks after large flood. Resource consent required. Wet crossing for walkers or cyclists</p>		<p>\$250,000</p>
<p>2. Drift Deck</p>		<p>Impassible in very high flow conditions. Channels under deck likely to be blocked by rocks in large flood, which are then difficult to remove. Better suited to slower lowland waterway. Resource consent required</p>		<p>\$280,000</p>
<p>3. Causeway over 5 x 1.5m diameter circular culverts</p>		<p>Potential of rocks blocking culverts in very large floods, may be difficult to remove. Resource consent required.</p>	<p>Impassible only in extreme conditions, specialist structural engineer design not required</p>	<p>\$400,000</p>
Option	General Form	Disadvantages (excluding capital cost)	Advantages	Indicative Capital Cost

<p>4. Causeway over large box culvert (5m wide x 2 m high)</p>			<p>Resource consent required because of constriction of stream channel</p>	<p>Specialist structural engineer design not required</p>	<p>\$380,000</p>
<p>5. Two span bridge with central supporting pier</p>			<p>Specialist engineer design required for bridge structure, piers and abutments, resource consent required, potential debris accumulation at central pier in severe flood.</p>	<p>Potential availability of relatively short second-hand bridge deck sections</p>	<p>\$650,000 (new), significantly less if second hand bridge components.</p>
<p>6. Single span bridge</p>			<p>Specialist engineer design required. Longer span less likely to be available second hand.</p>	<p>Resource consent not required, enabling relatively rapid installation, no obstruction of stream channel</p>	<p>\$600,000 (New)</p>
<p>7. Bailey bridge</p>			<p>High maintenance costs, not typically seen as a permanent solution</p>	<p>Rapid installation, no consent or specialist engineer design required, no obstruction of stream channel</p>	<p>\$65,000 fixed +Temporary hire @ \$3,000 per month.</p>

Whilst an option 6 solution would probably be the best from a technical perspective, its high cost was difficult to justify because the bridge serves a very small group of properties and as such represents a very substantial and inappropriate imbalance between resident cost and benefit.

Taking account of this it was initially believed that Option 4 might offer the best solution because it had a relatively low cost and appeared to have potential to be implemented quickly without a need to obtain resource consent or to put in place a temporary interim crossing arrangement.

Unfortunately, subsequent advice from ECan has indicated that an Option 4 solution would need a resource consent to be obtained and with receipt of this information and the prospect of significant associated delays it is now believed that both Option 4 and Option 5 (with use of an identified second-hand bridge) should both be investigated further as potential long-term solutions, obtaining appropriate expert technical advice.

It appears that a building consent would also be needed for option 5 and possibly for option 4, though it would not be expected that it would be very difficult or time consuming to obtain these consents.

In the interim a bailey bridge hired from NZTA is expected to be installed within the next 3 weeks at the same location as the existing bridge following its removal, since additional work and cost would be incurred to place it at a different site. This will provide a temporary level of service whilst the longer-term solution is fully implemented.

The old bridge is an attractive older structure, dating back to 1937, and attempts will be made to remove it in a way that retains some of the components intact for potential use or display elsewhere, but the weight, form and condition of the bridge are likely to make this challenging.

5. RELEVANT LEGISLATION & DELEGATED AUTHORITY

Provisions of the Canterbury Regional Plan, in particular rules 5.137, 5.148 and 5.150 are relevant to this matter.

6. COMMUNITY OUTCOMES

The issue discussed in this report relates to the following 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

Report to:	Council
Date:	26 June 2024
Subject:	Innovative Waste Kaikōura Ltd - Statement of Intent 2024/2025 - 2026/2027
Prepared by:	P Kearney – Senior Manager Corporate Services
Input sought from:	J Remihana – GM Innovative Waste
Authorised by:	W Doughty - Chief Executive Officer

1. PURPOSE

The purpose of this report is to present the Innovative Waste Kaikōura (IWK) Statement of Intent (SOI) for 2024/2027.

Attachments:

Innovative Waste Kaikōura Ltd Statement of Intent 2024/2027

2. RECOMMENDATION

It is recommended that the Council:

- a) Receives the Innovative Waste Kaikōura Ltd. Statement of Intent 2024/2027 (subject to no change from the IWK board meeting on 27th June 2024)

3. SUMMARY

On the 17th of April 2024, Council discussed in a workshop its Letter of Expectation to IWK as part of the legislative requirements to inform the IWK Statement of Intent. The letter outlined some general messages and shared priorities between the two organisations. It also highlighted some specific areas of focus for IWK from a Council perspective around ensuring financial sustainability, value for the community and protecting/enhancing our environment. The Council was very firm during the discussions, as part of this workshop, on the desire to see innovation and enhancement of the environment brought to the forefront of IWK's service offering.

In addition, as part of the Council workshop on the 17th of April, Council reviewed and discussed the draft IWK Statement of Intent in relation to the Letter of Expectation, and as a result of these discussions, Council proposed amendments to the draft SOI for consideration by IWK. These amendments were shared with IWK, and the updated SOI was brought back to the council meeting at the end of April. The feedback proposed during this review included the following, with some others discounted due to either not being in direct control of IWK or would have a contractual monetary impact:

- a) Resident Survey results indicate continuous improvement
- b) Explore enviro school initiatives
- c) Diversion to landfill to be 55% or higher

Including the updated SOI to Council at the April meeting provided ability further elected member review with formal feedback following the Council meeting shared with IWK before the 1st May 2024 (per Schedule 8 Part 1 Section 2 of the Local Government Act 2002 (the Act) the Council has until 1 May to provide feedback on the Draft, with the final to be provided by IWK no later than 30 June, or commencement of the financial year, as per Schedule 8 Part 1 Section 3).

IWK have taken on board the feedback and through discussions with management and the IWK board have updated their SOI to reflect Council's, as the main shareholder, feedback from this formal process.

Core changes incorporated in the Statement of Intent following the Council meeting in April are:

- a. Amending any reference to KET and KDC to Shareholder
- b. Inclusion of aspiration philosophy for the IWK objectives noting minimisation of waste, environmental enhancement, community education and future focus
- c. Inclusion of Letter of Expectation focus area within the performance measures
- d. Inclusion of desire in achieving living wage within the objectives
- e. Inclusion of narrative seeking innovation within the objectives

Quarterly reporting to Council on IWK performance covering operational, financial and direction towards strategic objectives will be put in place with reporting metrics and layout under development.

4. FINANCIAL IMPLICATIONS AND RISKS

There are no significant financial implications or risks from receiving the Statement of Intent. It should be noted, however, that in relation to process and due to timing of meetings, Council will be receiving the SOI prior to the IWK board officially approving (IWK board meeting will be on the 27th of June). IWK management have, however, provided confirmation that, given the boards involvement in developing the updated SOI, no changes are expected, and the SOI can be received as final.

5. SIGNIFICANCE OF DECISION

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

6. RELEVANT LEGISLATION

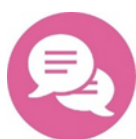
The Local Government Act 2002 states that a local authority should ensure prudent stewardship and the efficient and effective use of its resources in the interests of its district or region.

7. COMMUNITY VIEWS

No community views were sought in relation to this report

8. 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



**Innovative Waste Kaikōura Ltd
Statement of Intent
2024/25 – 2026/27**

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Appendix One: Prospective Financial Statements and Accounting Policies

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1. Introduction

This Statement of Intent (SOI) is prepared in accordance with Section 64(1) of the Local Government Act 2002 (LGA).

The SOI specifies for Innovative Waste Limited (IWK), the objectives, the nature and scope of the activities to be undertaken, and the performance targets and other measures by which the performance of the company may be judged in relation to its objectives, amongst other requirements.

The process of negotiation and determination of an acceptable SOI is a public and legally required expression of the accountability relationship between the company and its Shareholder. The Kaikōura District Council (KDC) resolved in November 2023 to disestablish the Kaikōura Enhancement Trust (KET). At the time of writing this SOI, the disestablishment is still underway and a new accountability relationship structure with KDC is yet to be finalised. For reference, the term 'Shareholder' used throughout this Sol refers interchangeably to KET and KDC.

IWK is contracted to manage and operate the Kaikōura Resource Recovery Centre and 3 Waters operations and maintenance activities. This includes:

- The Materials Recovery Facility (MRF) which processes, Glass, Plastics, and Metals and sells the output product commercially, to external parties, from recyclable materials collected from the wider Kaikōura District.
- The Recycling and Refuse Drop off area is open to the public along with commercial customers for the disposal of most household waste and commercial general waste and domestic recycling.
- Management of the Transfer Station facility.
- The re-use retail store which sells all types of previously-owned goods are collected from members of the public, carefully sorted, priced and then sold to the Kaikōura public.
- Operating and maintaining 7 Water schemes (Oaro, Ocean Ridge, Peketa, Urban, Fernleigh, Kincaid and East Coast)
- Operating and maintaining the Waste Water Treatment Plant and the Wastewater Reticulation network
- Undertaking maintenance activities on the stormwater network

IWK also provides the following services to KDC under contract:

- Kerbside Collection of recycling & rubbish to the Kaikōura township, South Bay and Ocean Ridge
- Rural recycling collection (Lynton Downs, Clarence & Kekerengu)
- Amenities cleaning and maintenance

IWK provides the following services to the wider Kaikōura District:

- Skip Hire service
- Business waste & recycling services
- Event Waste management

The SOI is reviewed annually with the Shareholder and covers a three-year period. Innovative

Waste Kaikōura Ltd is a Council-Controlled Organisation (CCO) for purposes of the Local Government Act 2002.

2. Contact Details

Address and Registered office

82 Scarborough Street
KAIKŌURA 7300

Board of Directors

Glen Hughes (Chair)
Geoff Harmon
Diane Brandish
Craig Mackle

General Manager

Jacki Remihana

Telephone

03 319 7148

Web

www.iwk.org.nz

Email

iwk@iwk.org.nz

3. Objectives

Our aspiration is to contribute to a thriving, sustainable future for Kaikōura, where we minimise waste, enhance our environment and empower individuals through education and awareness to protect and preserve our community for generations to come.

The objectives of IWK are:

- **Deliver excellent services**
 - Develop and agree levels of service with KDC
 - Regularly survey and report stakeholder satisfaction levels
 - Constantly seek areas for improved service delivery
- **Educate the community**
 - Promote and encourage waste minimization
 - Establish partnerships with schools
 - Establish partnerships with community groups for upcycling/recycling
- **Be a good employer**
 - Pay the living wage
 - Provide training and development opportunities
 - Provide local apprenticeships/cadetships where possible
- **Be innovative**
 - Partnership based contracts with KDC
 - Seek innovative ways to enhance services, including waste minimisation innovations that contribute to improved diversion performance
 - Seek alternative revenue opportunities and/or cost savings
- **Consider expansion and diversification within the district**
 - Assess alternative opportunities that are sympathetic with current operations and beneficial to KDC and the community.

Reporting to the Shareholder will include progress on the above objectives on a quarterly basis.

4. Nature and Scope of Activities

IWK is a Council-Controlled Organisation (CCO) for the purposes of the Local Government Act 2002 and the Companies Act 1993, operating for charitable purposes and specifically for the promotion, development and implementation of environmentally sound waste management processes and practices in New Zealand.

IWK's current area of operation is in the upper South Island.

IWK's function is the provision of solid waste management services, resource recovery, 3 water operations and maintenance, amenity servicing and environmental enhancement services.

5. Governance

IWK has a Board of directors in place. This board is appointed by the Shareholder. IWK's Board

of Directors are responsible for the corporate governance of the company. The Board and management are committed to ensuring the company operates to the recognised principles of best practice governance and adheres to high ethical standards and in alignment with the IWK Constitution.

This Statement presents an overview of the main corporate governance policies of the company.

Role and Responsibility of the Board of Directors

IWK's Board of Directors is appointed by the shareholder, and is responsible for the direction and control of the company's activities.

The primary function of the Board is to ensure that the company meets its objectives and requirements as listed in the SOI and in accordance with an annual Letter of Expectation received from the Shareholder. Additionally, the Board has obligations under the Local Government Act 2002 to deliver an annual Statement of Intent and relevant half- yearly and annual reports to the Shareholder (and for publication as required by legislation).

All Directors endorse and are required to comply with the New Zealand Institute of Directors' Code of Proper Practice for Directors.

The board must make best endeavours to ensure:

1. The Company's financial position is protected to make sure that it is able to meet all debts and obligations.
2. The company's financial statements are a true and fair representation and otherwise conform to law.
3. The company has appropriate risk management in place.

Conflict of Interest

The Board is conscious of its obligations to ensure that Directors avoid conflicts of interest (both real and apparent) between the company and their interests. Where conflicts do exist, then the Director/s concerned must disclose their interest, and participation will be as per the Conflict-of-Interest action plan.

The Board maintains a Board and Management Interests Register and reviews this register quarterly at a board meeting.

The Board is to prepare a succession and rotation plan for all Directors to ensure continuity and continued fit of skillset to meet the nature of the services required including waste management.

Board Composition

The Board will consist of a minimum of 4 directors. With prior Shareholder approval, the Board may appoint one full time executive as a Director of the company.

Currently all members of the Board are non-executive Directors.

The Shareholder has the right to appoint a Chairperson and if it considers appropriate, a Deputy Chairperson for such periods as it sees fit. If the Shareholder does not exercise that right, then the Board may elect their own Chairperson or Deputy Chairperson.

The Board supports the separation of the role of Chairperson and General Manager. The Chairperson's role is to manage and provide leadership to the Board and to facilitate the Board's interface with the General Manager.

The Board has delegated to the General Manager the day-to-day leadership and management of the company. The General Manager has formally delegated certain authorities to direct reports and has established a formal delegated authority framework for those direct reports to sub-delegate as appropriate.

The company may also make use of external advisors from time to time.

The Board is responsible for reviewing the company's accounting policies, reporting practices and resultant financial statements. It also considers external audit reports; audit relationship matters and fees as well as delegated authorities.

Board Meetings

Each year there are a minimum of 6 scheduled meetings of the Board, the Board also meets as required between the scheduled meetings.

Director Induction and Education

Upon appointment to the Board, all new Directors will undergo a tailored induction programme appropriate to their experience to familiarise them with IWK's business and strategy. The programme includes one-on-one meetings with management and visits to facilities managed by the company.

Directors are expected to keep themselves informed of changes and trends in the company's business and in the environment and markets in which the company operates.

All Directors will undertake continuous education so that they may appropriately and effectively perform their duties.

Board Performance Review

The Board reviews its own performance and the performance of the General Manager. The process includes one-on-one meetings between the Chairperson and each Director, as well as regular Board discussion on governance and performance issues.

General Manager Performance Review

The Board reviews the performance of the General Manager against their key performance objectives at least once a year.

Controlling and Managing Risk

Health and Safety – The Board oversees company health and safety protection policies and hazard assessments and regularly monitor their performance. The General Manager provides a report and supporting data at each Board meeting to the Board to review.

Risk Management - The company has developed a formal risk management framework which identifies the key risks and outlines the appropriate risk management and mitigation plans. The

risk management framework is reported to and reviewed by the Board. Mitigation plans are controlled and administered by Management.

Performance – The Board sets the strategic direction of the company and participates in developing strategic plans, approves budgets and monitors company performance monthly.

Insurance – The Board satisfies itself that adequate insurance cover is in place for the company's size and risk profile. External advice is received by the Board as appropriate.

6. Performance Targets

Financial Performance Targets

The financial performance targets for the company are as follows (based on status quo of delivered services):

	2024/25	2025/26	2026/27
Revenue	2,736,680	2,865,200	2,975,425
Net Profit Before Tax	61,061	83,638	86,124
Return on Equity	8%	9%	9%
Equity	800,631	884,269	970,393
Fixed Asset turnover	3.4	3.6	4.4
Liquidity ratio (excl Holiday pay accrual)	1.9	2.5	3.6
Wages as % of Revenue	47%	46%	46%
R & M as a % of Revenue	1%	1%	2%

Operational Performance Targets

In addition to the above financial performance measures, IWK will use the following measures to assess its performance of the 2024/25 financial year. These measures also correlate to the specific areas of focus as directed by the Shareholders Letter of Expectation.

Performance Targets	LoE Focus Area	Performance Measure 2024/25
Client Satisfaction	Client satisfaction and service	<p>98% of all urgent callouts, applicable to the contract are responded to within one hour (wastewater) or two hours (water) from the time of the notification to the time that service personnel depart to the site.</p> <p>98% of all non-urgent call outs, applicable to the contract are responded to within 48 hours from the time the notification to the time that service personnel attend site.</p> <p>Compliance with KDC contractual requirements, including provision of all information required by KDC to enable assessment of its adopted performance measures in respect of public complaints and responsiveness for the three-waters (as per Appendix Two) and solid waste activities supported by IWK.</p> <p>Service requests received about recycling collections is less than 20 per year.</p> <p>Obtaining an unqualified audit opinion</p>
Service Performance	Client satisfaction and service	<p>Zero abatement notices or infringements issued to KDC for non-compliance with resource consent conditions.</p> <p>The number of complaints received per year due to a service request not being actioned appropriately is less than 10.</p> <p>The Annual Residents Survey, undertaken by KDC, shows a continuous improvement result for the Resource Recovery Centre (73% for the 2023/24 year)</p>
Health and Safety	Organisational culture	<p>5% reduction in TRIF (Total Recordable Incident Frequency) accident rates</p> <p>LTIFR (LTI per 200,000 hours worked) <6</p>
Staff Engagement	Staff wellbeing	<p>Engagement score of 4.0 or better</p> <p>Communication score of 4.0 or better</p> <p>Culture score of 4.0 or better</p>
Education activities	Supporting the delivery of the KDC WMMP	<p>24 Social media posts</p> <p>6 Hard media adverts</p> <p>Invite schools to visit IWK on an annual basis</p>
Diversion from Landfill	Service performance	<p>55% or higher (as per Ministry for Environment methodology)</p>

7. Financial Statements 2024/25, 2025/26 & 2026/27

The prospective financial statements for the years ending 30 June 2025, 2026 and 2027 are attached as Appendix One and include any significant assumption disclosures.

8. Accounting Policies

IWK has adopted accounting policies that are consistent with New Zealand International Financial Reporting Standards, generally accepted accounting practice and the policies adopted by the KDC.

The company's current Accounting Policies are attached to this Statement of Intent as Appendix One.

9. Distributions

IWK will consider a dividend to the shareholder, the Kaikōura Enhancement Trust, from residual cash after operating cash flow is applied to necessary capital expenditure, including future capital expenditure initiatives, finance costs, the reduction of debt and maintaining reserves sufficient to meet the company's future obligations. IWK recognises that some of its revenues are susceptible to commodity price fluctuations. For this reason, the directors consider it prudent for the company to maintain cash reserves and/or borrowing capacity to ensure the company can withstand unfavourable short- term movements. The dividends payable to the shareholder, will be determined by the IWK Board after consideration of the company's funding requirements and the requirement to meet the solvency test under the provisions of the Companies Act 1993.

10. Information to be provided to the Shareholder

An annual report will be submitted to the Shareholders. The annual report will include audited financial statements and such other details as are necessary to permit an informed assessment of the company's performance and financial position during the reporting period provided to the Shareholder.

Quarterly reports will also be provided to the Shareholder. These reports will contain unaudited information and comply with NZ IAS 34.

Annual reports will provide a comparison of the performance of the IWK with the statement of intent; and an explanation of any material variances between that performance and the statement of intent.

The statement of intent will be submitted to the Shareholder for consultation annually, as required by the Local Government Act 2002. The Directors will include any other information they consider appropriate.

The Board and the Company will collaborate with the Shareholder in relation to the Government's proposed three-waters reforms.

The company will operate on a "no surprises" basis in respect of significant Shareholder- related

matters, to the extent possible in the context of commercial sensitivity and confidentiality obligations.

The company will provide information requested by the Shareholder in accordance with the requirements of the Local Government Act 2002.

11. Acquisition and Divestment Policy

The subscription or acquisition of securities in any company or organisation, or a divestment of part of the existing business, will only be considered where it is consistent with the long-term objectives of IWK.

When the subscription, acquisition or divestment is considered by Directors to be significant to the company's business operations, it will be subject to consultation with the Shareholder. Any significant investment or acquisition is subject to a post investment review.

Appendix One

Prospective Financial Statements

Introduction

Innovative Waste Kaikoura Limited's (IWK) Statement of Intent covers the period 1 July 2024 to 30 June 2027. The financial information contained in the Statement of Intent has been prepared to assist the Shareholder to consider IWK's planned performance and is not appropriate for any other purpose.

The prospective financial statements are based on assumptions as to future events that IWK may reasonably expect to occur at the time when this information was prepared. Actual results may vary, and this variation may be material.

Factors that may impact results

Results may vary due to circumstances that IWK are unable to predict at this time and may include the current government's revised legislation in relation to 3 Waters activities, capital works that have been budgeted for to be undertaken by IWK not being awarded to IWK, contract rate/gate fee increases not being accepted by the Council, a substantial difference in general waste being received by the Resource Recovery Centre.

Assumptions

The following assumptions have been made whilst preparing the prospective financial statements (the Statements). These assumptions are based on IWK's most recent management reports and existing council and private contracts, while allowing for anticipated rate increases.

Revenue

Public Amenities is based on status quo for the 2024/25 year with an increase proposed (to be negotiated with KDC) for 2025/26 and 2026/27.

Blue rubbish bag sales with a slight projected increase as more of the community come on board with the service

Resource Recovery Centre – a new contract rate for Transfer Station Management has been proposed to KDC and the 2024/25 budget has been compiled on the proposed amount with a slight increase over the subsequent years. A new gate rate for General Waste and Green Waste is also proposed and the Statements have been prepared based on the proposed rates.

3 Waters is based on current contract amounts and proposed Capex works and with an increase in subsequent years. We have taken a conservative approach with the private contract work.

Expenditure

Direct Labour - costs are based on current staff levels and actual staffing required to run the various activities. Salary rates include and allowance for a 3% wage increase year on year.

Direct Costs - include Cost of Goods, Subcontractors, General Waste attributed costs (compactor hire, transport of waste, glass transport, fuel and materials) and costs directly attributed to contracts.

Staff costs – include all staff expenses, training, and administration costs, along with admin and management wages. These include a 3% year on year increase.

Operating expenses - include the remaining business expenses such as the general waste rebate to KDC (on 1700 tonnes of general waste), health and safety equipment and PPE requirements, attendance at the WasteMinz conference, Sponsorship of community events and Utilities expenses. While these are based on previous years actuals they have been adjusted for changes in activities or timing, and with a general uplift of between 3%-5% depending on the nature of the expense.

Finance costs – costs for Insurance finance, Interest payments to KDC and our Capex expenditure proposed budget.

Depreciation – increased based on Capex budget.

Accounting Fees – these have been kept at the current contract rates, with a small increase in the 2026 & 2027 years.

Audit Fees – there has been allowance made for a small increase in the annual audit fee. This is a placeholder until we receive confirmation from Audit NZ.

Notes to the Prospective Financial Statements

Statement of Accounting Policies

Reporting Entity

Innovative Waste Kaikoura Limited ("the Company") is a company incorporated in New Zealand registered under the Companies Act 1993. The company is wholly owned by Kaikoura Enhancement Trust, a subsidiary of Kaikoura District Council, therefore the company is a council controlled organisation as defined in section 6 of the Local Government Act 2002.

Innovative Waste Kaikoura Limited is engaged in the business of operation of Kaikoura resource recovery centre & landfill. The company secured a three year contract in July 2020 (with rights of renewal) to provide contractual maintenance services in Kaikoura to the Council for the storm water, wastewater and water supply.

The financial statements have been prepared in accordance with NZ PBE IPSAS Tier 2 RDR accounting standards. They comply with New Zealand generally accepted accounting practices (NZ GAAP). The financial statements are presented in New Zealand dollars and all values are rounded to the nearest dollar. The functional currency of the company is New Zealand dollars.

Statement of Compliance

Measurement Base

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

Statement of Accounting Policies

Changes in Accounting Policies

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

Significant Accounting Policies

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

Revenue

Revenue is measured at the fair value of consideration received.

Grants

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

Other Revenue

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

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

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

Interest income is recognised using the effective interest method.

Property, Plant & Equipment

The entity has the following classes of Property, Plant & Equipment. Depreciation is calculated using the straight line basis, apart from site development, to allocate their cost over their useful life. The following rates have been used:

Asset type	2025 (%)
Buildings	2.0% - 22.65% SL
Motor vehicles	6.5% - 13.5% SL
Office equipment	6.5% - 67.0% SL
Plant & equipment	4.0% - 33.0% SL

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

Additions

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

Disposals

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

Subsequent Costs

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

Impairment

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

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

Goods and Services Tax

These financial statements have been prepared on a GST exclusive basis with the exception of accounts receivable and accounts payable which are shown inclusive of GST. Where GST is not recoverable as input tax then it is recognised as part of the related asset or expense.

The net GST paid to, or received from the Inland Revenue, including the GST relating to investing and financing activities, is classified as an operating cash flow in the Statement of Cash Flows.

Commitments and contingencies are disclosed exclusive of GST.

Income Tax

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

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

Leases

Operating Leases

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

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

Cash and Cash Equivalents

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

Receivables

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

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

Financial Assets

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

Loans and Receivables

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

Impairments

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

De-recognition of Financial Instruments

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

Provisions

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

Employee Entitlements

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

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

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

Finance Costs

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

Creditors and Other Payables

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

Borrowings

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

Borrowings are classified as current liabilities unless the company has an unconditional right to defer settlement of the liability for at least 12 months after balance date. Borrowings where the company has an unconditional right to defer settlement of the liability for at least 12 months after balance date are classified as non-current liabilities.

Public Benefit Entity Prospective Financial Statements (PBE FRS 42)

Innovative Waste Kaikoura Limited has complied with PBE FRS 42 in the preparation of these prospective financial statements. In accordance with PBE FRS 42, the following information is provided:

(i) Description of the nature of the entity's current operation and its principal activities

The Company is a Council Controlled Organisation, as defined in the Local Government Act 2002. The Company's principal activities are outlined within this Statement of Intent.

(ii) Purpose for which the prospective financial statements are prepared

It is a requirement of the Local Government Act 2002 to present prospective financial statements that cover 3 years and include them within the Statement of Intent. The purpose of the Statement of Intent is to state publicly the activities and intentions of The Company for the year and the objectives to which these activities will contribute. Prospective financial statements are revised annually to reflect updated assumptions and costs.

(iii) Bases for assumptions, risks and uncertainties

The financial information has been prepared on the basis of best estimate assumptions as the future events which the Company expects to take place. The Company has considered factors that may lead to a material difference between information in the prospective financial statements and actual results. These factors, and the assumptions made in relation to the sources of uncertainty and potential effect, are outlined within this Statement of Intent.

(iv) Cautionary Note

The financial information is prospective. Actual results are likely to vary from the information presented, and the variations may be material.

(iv) Other Disclosures

The draft prospective financial statements have been delivered to the Board on 27 June 2024. The Company is responsible for the prospective financial statements presented, including the assumptions underlying prospective financial statements and all other disclosures.

Appendix Two

IWK Responsibilities – Contributions to Reporting Against Non-Financial Performance Measures Rules 2013

(in accordance with section 261B of the Local Government Act 2002)

IWK shall have reporting responsibilities in respect of the *Fault Response Times* reporting requirements of section 3 of Sub-part 1 of Part 2, and section 3 of Sub-part 2 of Part 2 of the Rules as follows (in italics):

To record, in a spreadsheet provided and maintained by IWK, the dates and times at which IWK staff are notified, attend the site and confirm resolution of any and all matters in the categories described in these sections, that originate from the sources below:

1. KDC Customer Service Request (CSR) system.

For notifications received by IWK through Council's CSR system the notification dates and times for both IWK and KDC will be considered to be that at which the CSR is entered, saved and sent to IWK.

2. SCADA System.

The notification time will be that of the SCADA generated fault report.

3. Direct notification of IWK staff

Such notifications may come from the public or Council staff, by phone, email or any other means.

Where a KDC staff member needs to directly notify an IWK staff member without going through the CSR system (for example if the KDC staff member becomes aware of an issue requiring attention outside of Council working hours) the KDC staff member shall do so immediately upon becoming aware of the issue, and hence the notification date and time for Council will also be considered to be the same as that recorded by IWK on receipt of the notification.

The recording responsibilities above shall only apply to matters that fall into the category of 'faults or unplanned interruptions', responses to which are clearly necessary to maintain the planned level of service. Requests for investigations or improvements that are not immediately required to maintain essential functionality, or complaints that do not relate to current well defined service faults or interruptions shall not fall into this category.

In regard to the customer satisfaction reporting requirements of section (4) of Sub-part 1 of Part 2, and section (4) of Sub-part 2 of Part 2 of the Rules, the responsibilities of IWK shall be as follows (in italics):

To ask any parties raising issues with IWK relating to the matters in these sections whether they are making a complaint regarding that matter, if they have not already made it clear that the nature of the issue raised is a complaint, rather than just a request for service.

Where a party makes a complaint to IWK relating to any of the matters in these sections IWK shall provide details of the complaint in writing to Council's 3 Waters Engineer or advise the complainant to direct their complaint to the Engineer, so that Council can maintain a single register of all complaints received.

All other responsibilities in respect of the reporting requirements of the Non-Financial Performance Measures Rules 2013 shall lie with Kaikōura District Council.

NON-FINANCIAL PERFORMANCE MEASURES RULES 2013

Pursuant to and in accordance with section 261B of the Local Government Act 2002, the Secretary for Local Government makes the following rules.

RULES

Part 1 – Measurement Period

Any calculation, measure, number or percentage set out in Part 2 of these Rules must be calculated for a financial year (unless otherwise specified in these Rules).

Part 2 – Performance Measures

Sub-part 1 - Water supply

(3) Performance measure 3 (fault response times)

Where the local authority attends a call-out in response to a fault or unplanned interruption to its networked reticulation system, the following median response times measured:

- (a) attendance for urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site (target < 2 hours), and
- (b) resolution of urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption (target < 12 hours).
- (c) attendance for non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site (target < 48 hours), and
- (d) resolution of non-urgent call-outs: from the time that the local authority

receives notification to the time that service personnel confirm resolution of the fault or interruption (target < 7 days).

(4) Performance measure 4 (customer satisfaction)

The total number of complaints received by the local authority about any of the following:

- (a) drinking water clarity
- (b) drinking water taste
- (c) drinking water odour
- (d) drinking water pressure or flow
- (e) continuity of supply, and
- (f) the local authority's response to any of these issues

expressed per 1000 connections to the local authority's networked reticulation system (target no more than 18 complaints in total per 1000 connections).

Sub-part 2 – Sewerage and the treatment and disposal of sewage

(3) Performance measure 3 (fault response times)

Where the territorial authority attends to sewerage overflows resulting from a blockage or other fault in the territorial authority's sewerage system, the following median response times measured:

- (b) attendance time: from the time that the territorial authority receives notification to the time that service personnel reach the site (target < 1 hour), and
- (c) resolution time: from the time that the territorial authority receives notification to the time that service personnel confirm resolution of the blockage or other fault (target < 24 hours).

(4) Performance measure 4 (customer satisfaction)

The total number of complaints received by the territorial authority about any of the following:

- (a) sewage odour
- (b) sewerage system faults
- (c) sewerage system blockages, and
- (d) the territorial authority's response to issues with its sewerage system,

expressed per 1000 connections to the territorial authority's sewerage system (target less than 21 complaints about these issues in total per 1000 connections).

Sub-part 3 – Stormwater drainage

(1) Performance measure 1 (system adequacy)

- (d) The number of flooding events that occur in a territorial authority district (target zero).
- (e) For each flooding event, the number of habitable floors affected, expressed per 1000 properties connected to the territorial authority's stormwater system (target < 3).

(3) Performance measure 3 (response times)

The median response time to attend a flooding event, measured from the time that the territorial authority receives notification to the time that service personnel reach the site (target < 1 hour).

(4) Performance measure 4 (customer satisfaction)

The number of complaints received by a territorial authority about the performance of its stormwater system, expressed per 1000 properties connected to the territorial authority's stormwater system (target < 3).

Interpretation

In these rules, unless the context otherwise requires, -

drinking water has the same meaning as in section 69G of the Health Act 1956

drinking-water supply has the same meaning as in section 69G of the Health Act 1956

dry weather sewerage overflow means sewage that escapes a territorial authority's sewerage system and enters the environment during periods of dry weather

financial year means a period of 12 months ending on 30 June

flooding event means an overflow of stormwater from a territorial authority's stormwater system that enters a habitable floor

habitable floor means a floor of a building (including a basement) but does not include ancillary structures such as stand-alone garden sheds or garages

sewerage overflow means sewage that escapes a territorial authority's sewerage system and enters the environment

sewerage system means the pipes and infrastructure that collect, convey, pump and treat sewerage and other liquid wastes from the point of connection to a treatment facility, including single purpose or combined sewers

stormwater system means the pipes and infrastructure (excluding roads) that collect and manage rainwater run-off from the point of connection to the point of discharge

territorial authority means a city council or a district council named in [Part 2](#) of Schedule 2 to the Local Government Act 2002

urgent means (for water) service failure, supply fault or contamination, and (for wastewater) sewage overflows.

Report to:	Council	File #
Date:	26 June 2024	
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 showcasing the strong partnerships we have with the Kaikōura community. The report this month includes activity updates for May/June:

2. RECOMMENDATION

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

3. ACTIVITY UPDATES

1. Community Development

a) *Community Development and Community Groups*

i. [Kaikōura Health – Te Ha o te Ora](#)

Background

The Kaikōura Model of Care was endorsed and finalised in late 2016. It provided for an integrated team approach which continues to work for the benefit of patients, staff and community. The Governance Group and Clinical Advisory group were formed in 2020. A general overview of the facility and services provided are outlined below.

Census

The 2023 Census data shows that the usually resident population of Kaikōura is 4215 which is a 7.7% population increase since the 2018 census. Our population has increased by 663 people since the 2013 census. Data remains stable around the ethnicity of our population and registered patient numbers continue to increase steadily. Current number of patients enrolled in General practice is 4140 as of 30 April 2024.

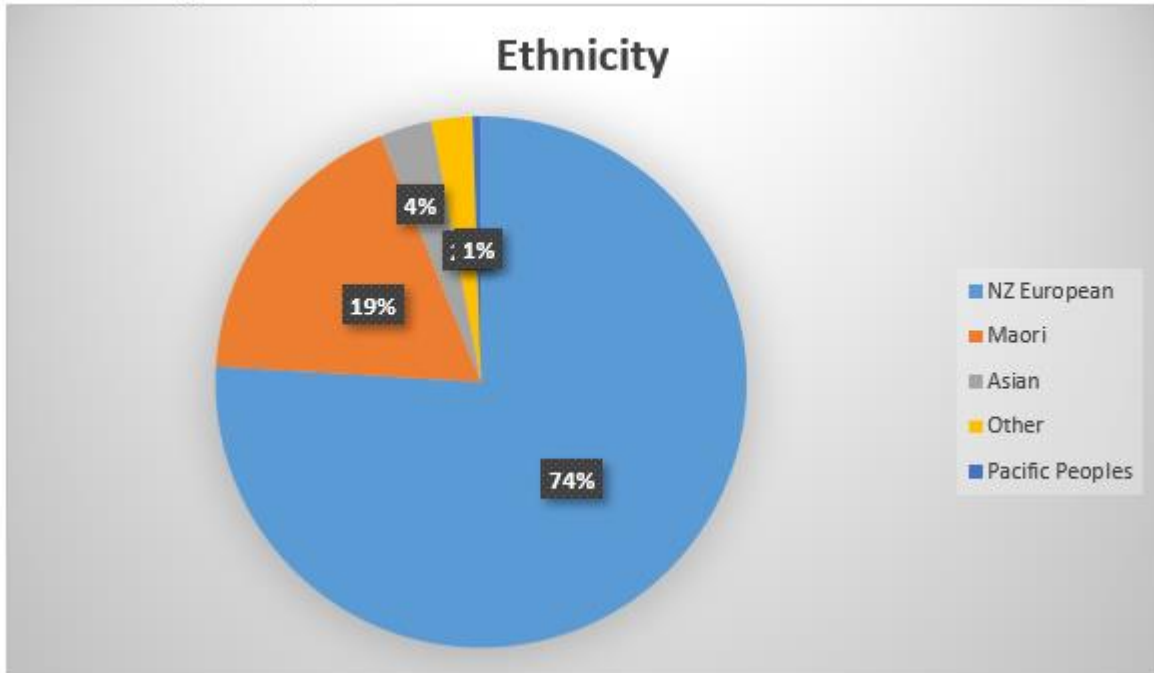
Quality improvement

The General Practice is currently preparing for its 3 yearly audit by the Royal New Zealand College of General Practitioners. This is a very thorough 360° audit which enables the Practice, if compliance is met, to receive capitation and other government funding. Cornerstone accreditation is also being sought this year as this will enable the practice to continue to teach Registrars. The Ngā Paerewa Health & Disability Service standard audit of Inpatient Services is due to occur in July.

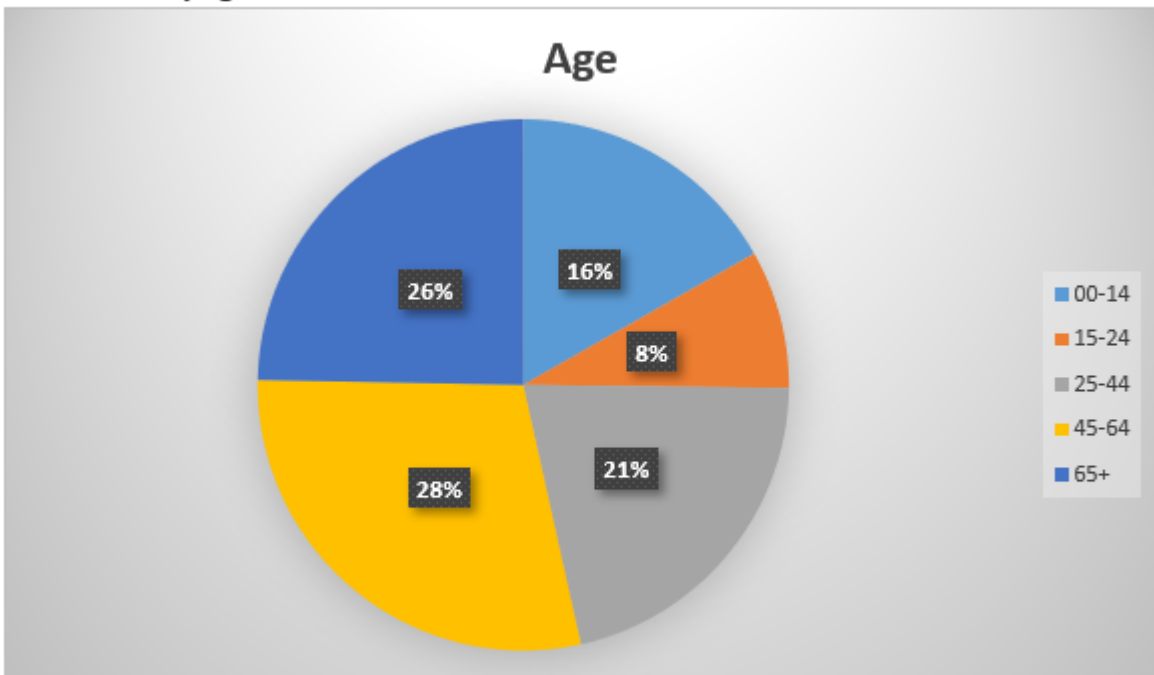
Dental Services

The Big Grin – a dental service from Christchurch will be providing dental services for youth aged 13-18. They begin their clinic Friday 6th June 2024. The community is very pleased about this, feedback has indicated a sense of relief among whānau that the service will be available locally again.

Breakdown by ethnicity



Breakdown by age:



Total population aged over 65 years: 1069- 26% of the registered patient population

Total population aged 60 years and over is 1429 - 35% of the registered population.

Equity

Hauora Tai whenua – Rural Health New Zealand Snapshot 2024 highlights the many inequities for those living rurally across New Zealand.

Kaikōura is identified as R2 in the classifications. This classification of R2 is based on population size and travel time thresholds that reflect increasing rurality and remoteness from a health perspective. Despite having poorer health outcomes, in general rural people are up to 37% less likely to have a hospital admission each year than people living in cities. This suggests that rural New Zealanders have

poorer access to hospital services. If rural New Zealanders were admitted to hospital as often as those in the cities, we would need to fund more than 5,000 additional hospital admissions each year.

People living in remote communities also have poorer access to emergency department and specialist services than those living in the cities or other rural areas. However, rural hospitals can provide high quality care. Despite less access to some specialist procedures, the outcomes for heart attack patients admitted to a rural and urban hospitals are almost exactly the same.

The full report for information is in Attachment 1 at the end of this report.

ii. Te Ha o Mātauranga (THoM)

Youth Council

KYC youth voice stream submitted on the KDC long term plan. They were instrumental in planning and co-hosted a variety of youth week activities, run by the KYC events team. The events team hosted two community events - a walk around the peninsula with BBQ and two outdoor movies. Feedback was positive and support from community was amazing - Māori Wardens, ECan staff, Doug O’Callahan, Darryl McRobie, Coopers Catch, Fyffe House, Liquid Waste and Te Hā staff all pitched in and supported the events. KYC also hosted some in school events for youth week - again, the change in lunch times made this more of a challenge than expected. A couple of members attended training around using an event planning toolkit from Sport Recreation NZ in CHCH.

Alternative Learning support

THoM has 10 students attending regularly to work through their schoolwork. S Beardmore and E Burnett took the Te Kura students to the NZ Careers Expo in CHCH. They had a roam around UC and some of the group took up the opportunity to have a tour around Ara Polytech’s beauty school.

iii. Mayor’s Taskforce for Jobs (MTFJ)

M Patterson and A McMillan continue to work with their group of 6 boys from KHS. They have completed all the modules and are undertaking work experience, work exploration and volunteering. They attended the NZ Careers Expo in CHCH, with an overnight at Ara Polytech where they completed ‘Builder for a Day’ and ‘Welder for a Day’ taster courses. They have learnt basic internal plastering, sanding and painting and have used these skills in the Scout Hall toilets. They have also volunteered for a beach cleanup. M Patterson and A McMillan are now working on next steps with Kaikōura high School for another YEP course.

MTFJ has many people waiting for their practical driving test. Booking times are at least 2 ½ months out. However, they check for cancellations regularly and are sometimes able to move people into an earlier slot.

2024	Jan	Feb	Mar	Apr	May	Jun	Totals
Passed Learners			2	5	1	1	1
Passed Restricted		2	6	4	2	2	16
Passed Full					0		0
Mentoring Sessions		3	7	14	6	3	33
Driving Lessons	7	23	9	24	29	4	96

R Roche has successfully passed his unit standards to become a defensive driving instructor. MTFJ has registered him with NZ Institute of Driving Instructors and Street Talk will run the defensive driving courses. Street Talk will run online training with R Roche. Then he will then become a fully endorsed provider. MTFJ is excited to run defensive driving courses in Kaikōura.

R Roche and V Gulleford are attending the Driving Change Network Conference 13th and 14th of June. They have prepared a presentation and have entered their Dragon’s Den event, where they will share their top tips helping learners achieve success. This is an opportunity for R Roche to connect with other instructors and for V Gulleford to connect with other driving school managers and administrators.

A McMillan is running a Beauty course, an Entrepreneurship and Employment course, Fire Warden/Safety training, Class 2 practical course in June.

Funding for next year has been confirmed at \$260,000. MTFJ has asked A McMillan to run a YEP type programme, designed by Shirley Johnson who wrote the original YEP course, and run a one-on-one course with a young person as a pilot. She has identified a young man to work with and the idea is the course will help him to re-engage with MTFJ, THoM and other supporters.

iv. Other community group updates

Takahanga Sports Courts

Two additional funding applications have been made and we are currently in process of confirming a sponsorship agreement with MainPower, based on the naming of courts. We have a preferred supplier to complete the redevelopment works and J Prentice is currently working through a plan of what works could be undertaken based on current funding, while keeping one tennis court functional. We are working on a staged completion, as more funding is confirmed.

Takahanga Sports Courts & Recreation Hub

The Hub has been advertising for board members. As there are currently only three contenders, they are waiting for more to get the board up and running.

Pensioner Housing

A new tenant has moved into unit three. We currently have eight active applications on waiting list (two of which are couples) and are likely to receive two more applications in the coming weeks.

Aging Well Kaikōura

We have confirmed that Alison Moore will complete the gaps analysis and strategy project funded by the Office for Seniors. She is set to start this work shortly with an aim of completing by October 2024.

b. Events

Youth Council

S Wright helped with Youth Council’s outdoor movie event on Saturday 25th May - a great community event held at Fyffe House as part of Youth Week celebrations. This was well attended and great feedback from those families and individuals who came along.

2. Community Grants

Sports NZ - 2023-2024 Recipients

Kaikōura High School – basketball (summer)	Kaikōura Boxing Club (summer)
Kaikōura JAB - rugby	Kaikōura Boxing Club (winter)
Kaikōura Netball Centre	Kaikōura High School – hockey
Kaikōura High School – basketball (winter)	

Creative Community Grants Scheme - 2023-2024 Recipients

Akonga Expressions Art Exhibition	Christmas Festival 2023
Saturday Laughs at the Mayfair	Māori Wardens – Te Whanau Whakaoranga
Douce Ambiance 2024	Whakarongo – Bones Art Animation Project
Toffee Pops short film	Kaikōura Children’s Choir 2024
Stitch’n by the Sea	Wharenga – First Wave Photo catalogue
Inspiration Corner 2024	Seaward Lions Youth Musical Recital
Matariki 2024	

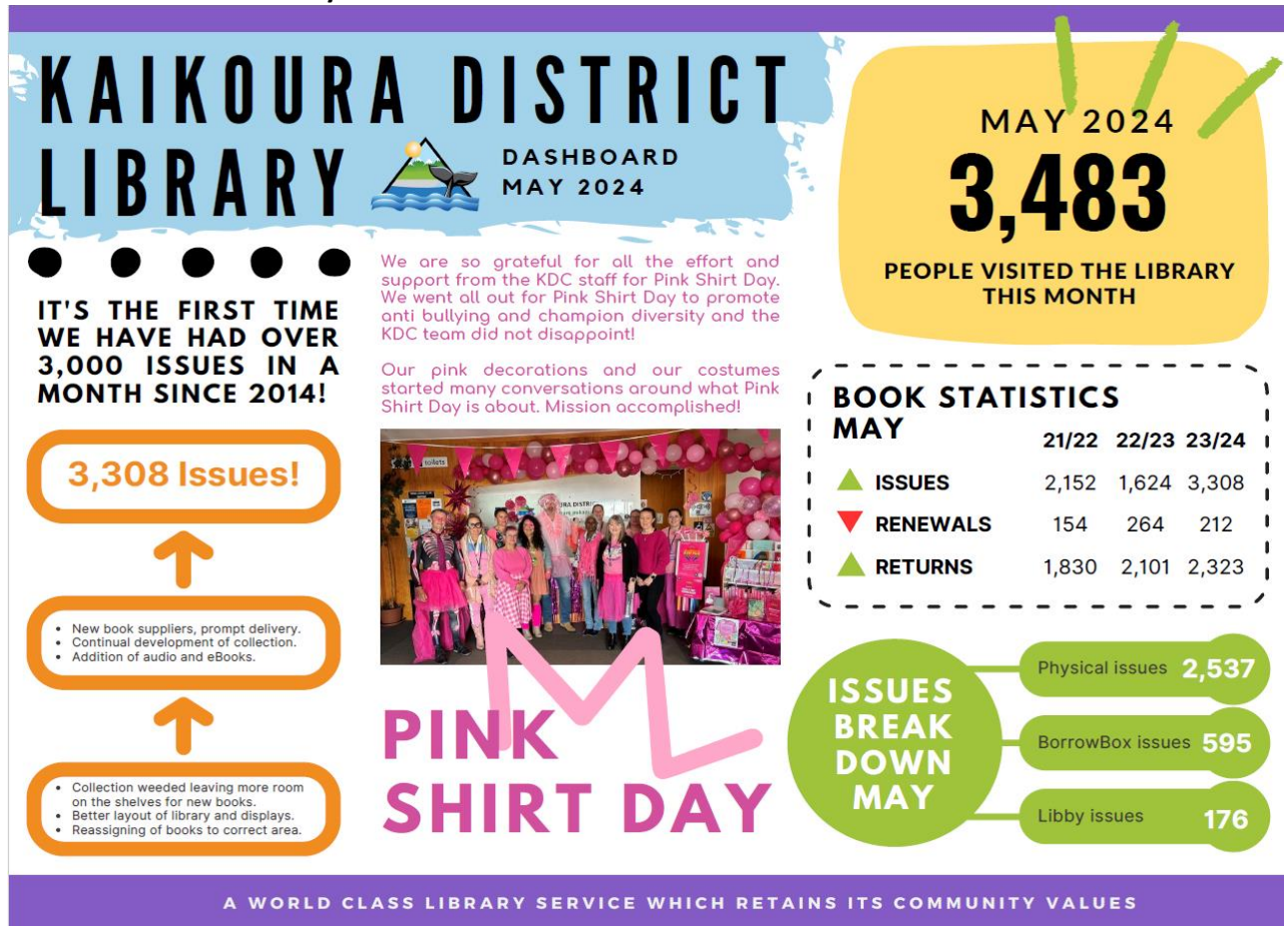
George Low Fund - 2023-2024 Recipients

Kaikōura Aquatic Centre
Kaikōura Boxing Club
Te Ahi Wairua o Kaikōura

Community Initiatives Fund - 2023-2024 Recipients

Hato Hone: self-esteem & skills programme	Pensioner Village Christmas Garden
Kaikōura High School Alumni	Save Our Species KORI
After School Programme based at Suburban School	Education Resources Project Historical Society

3. Kaikōura District Library



4. Kaikōura Emergency Management

The EMO, A Moore, is working on an EOC staff plan and has identified participants who will need new or refresher training. There is a no-cost option to provide the training with Hurunui in late July and A Moore is confirming the numbers.

There will be a meeting at the Marae next week to reconnect with the Māori Wardens and two Councils, Kaikōura & Hurunui, looking at lessons learnt from the 2016 Earthquake and ways forward. The primary discussion will be about communication.

We will have a presence at two community events: two tables for Community Education on the 4th of July at the Matariki Market in conjunction with the Red Cross; and on the 26th of September at the Health Fair. A Moore has ordered some logoed insulated lunch bags for giveaways appropriate for baby food and medicines during an event.

The national exercise Rua Whenua (based on a mock AF8 event) was held in Wellington on the 12th and 13th, and we will get regional feedback over the coming weeks.

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



**Hauora
Taiwhenua**
Rural Health
Network

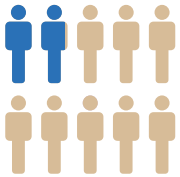
Rural Health New Zealand Snapshot 2024



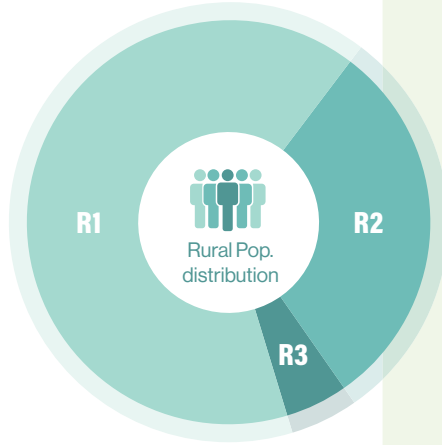
Rural Health New Zealand Snapshot 2024

POPULATION

19% of the New Zealand population live in rural areas⁽¹⁾



81% of the New Zealand population live in areas U1 and U2



R1 - 65%

total population: 576,093

19% are Māori

50% are Female

19% are over 65 years old

R2 - 30%

total population: 268,344

30% are Māori

49% are Female

20% are over 65 years old

R3 - 5%

total population: 44,217

36% are Māori

48% are Female

19% are over 65 years old

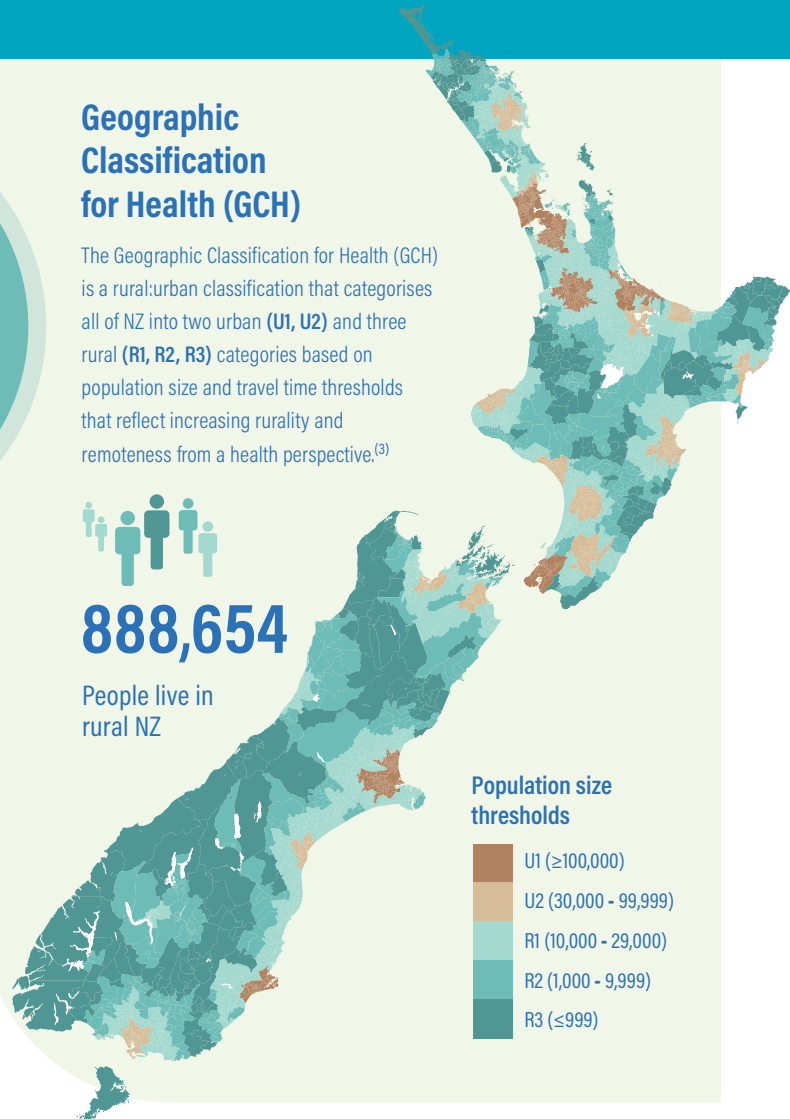
Geographic Classification for Health (GCH)

The Geographic Classification for Health (GCH) is a rural:urban classification that categorises all of NZ into two urban (U1, U2) and three rural (R1, R2, R3) categories based on population size and travel time thresholds that reflect increasing rurality and remoteness from a health perspective.⁽³⁾



888,654

People live in rural NZ



Population size thresholds

- U1 (≥100,000)
- U2 (30,000 - 99,999)
- R1 (10,000 - 29,000)
- R2 (1,000 - 9,999)
- R3 (≤999)

Māori



22%

Rural

15%

Urban

Female



50%

Rural

50%

Urban

Over 65 years



20%

Rural

14%

Urban

NZDep Quintile 5*



25%

Rural

20%

Urban



Māori who are under 30 years old, living in remote areas (R3) are

twice as likely to die from a preventable cause

as Māori living in a large city (U1)⁽⁸⁾



Non-Māori aged 30 to 44 years in more rural areas (R2 and R3) are

1.8 times as likely to die from a preventable cause

compared to Non-Māori in large cities.⁽⁸⁾



Suicides for males are considerably higher in rural areas.

For 15-44 year olds the

rural suicide rate is 64% higher than the urban rates,

overwhelmingly related to firearms.⁽⁹⁾

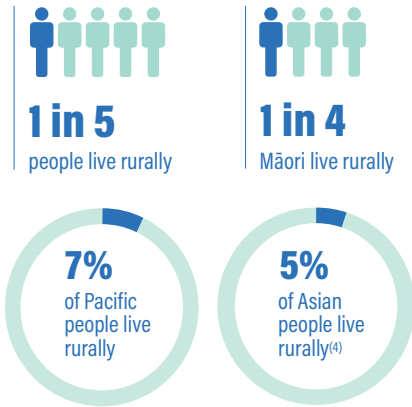


Increasing rurality is associated with an increasing gap between Māori and Non-Māori mortality rates.

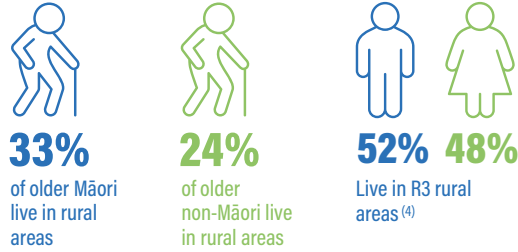
In our most remote communities the age standardised **mortality rate is 2.5x** the Non-Māori rate.⁽⁸⁾

* Defn: NZDep measures the level of socioeconomic deprivation that people live with. A NZDep Quintile 5 represents those people who are the most economically deprived

ETHNICITY & AGE



There are large and growing Pacific populations in some rural communities across NZ such as Oamaru, Ashburton and Tokoroa. ⁽⁴⁾

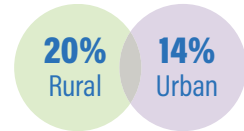


Over 75 years of age living outside U1 areas ⁽⁴⁾

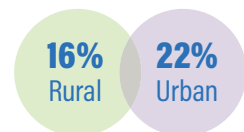


Significantly more older Māori live outside large cities. ⁽⁴⁾

Over 65 years of age

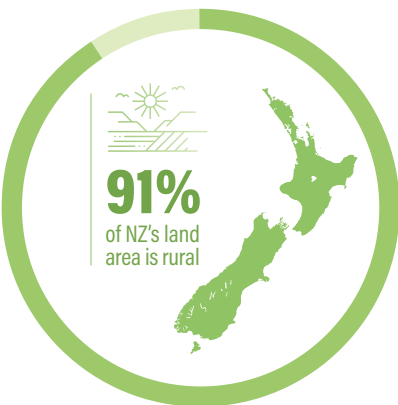


Young adults 15-29 years



Rural populations are older and have less young adults aged between 15 and 29 years old living in them.⁽⁴⁾

ECONOMICS & GEOGRAPHY



Successive governments have ambitious trade targets of **doubling exports in 10 years**. Primary industry production is a significant contributor to achieving this. Healthy vibrant rural communities are essential to increasing primary industry production.

Primary Industries Produce:



SOCIAL DETERMINANTS OF HEALTH

Social and Economic Deprivation

Social and economic deprivation quintile 5* (Q5):

There is a substantial overlap of rurality and socioeconomic deprivation which is also strongly connected to ethnicity.

19% of New Zealanders living in U1 live within Q5

37% of Māori living in U1 live within Q5



39% of New Zealanders living in R3 live within Q5

73% of Māori living in R3 live within Q5

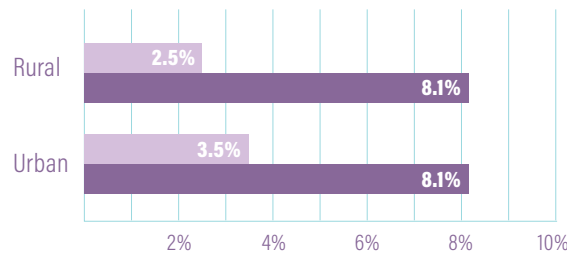


Rural Health New Zealand Snapshot 2024

Employment and income

Unemployment rates

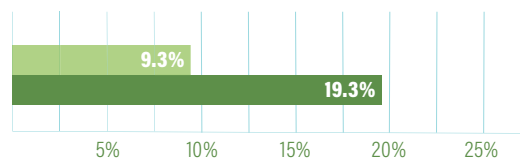
Overall, unemployment rates are slightly lower in rural areas compared to urban areas but in rural areas, Māori have a much higher rate of unemployment than non-Māori. ⁽⁴⁾



■ Non-Māori
■ Māori

Income over \$70,000

Both Māori and non-Māori living in remote areas are roughly half as likely to report a high income than those living in urban areas. ⁽⁴⁾



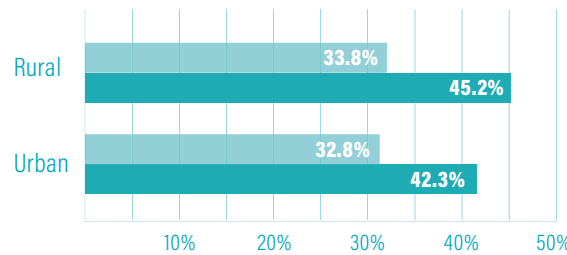
≥70K

■ R3 ■ U1

Income under \$20,000

Low income rates are similar across urban and rural areas for the entire population but rural Māori have a higher rate of low income than urban Māori. ⁽⁴⁾

Note: Under \$20k is considered low, and over \$70k high. There is no analysis for income over \$70k.

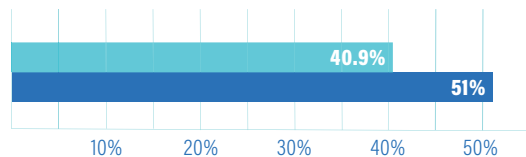


≤20K

■ Non-Māori
■ Māori

Income under \$20,000 in remote R3 areas

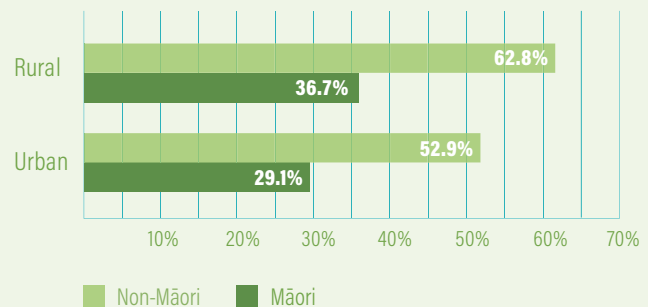
The rates of people living in remote, R3 areas who report having an income under \$20,000, are very high, but the rates for Māori are significantly higher.



■ All ■ Māori

R3 ≤20K

Home Ownership



■ Non-Māori ■ Māori

Rural residents are more likely to own their home (or hold it in a trust) than urban residents.

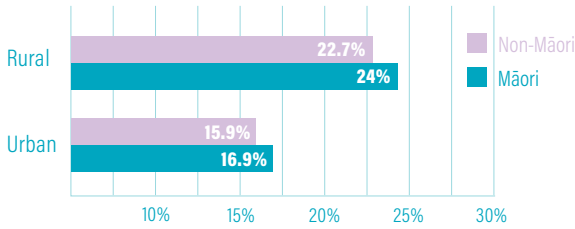


39% of Māori who live in R3 own their own home. This is a much higher ratio than Māori living in all other areas. ⁽⁴⁾

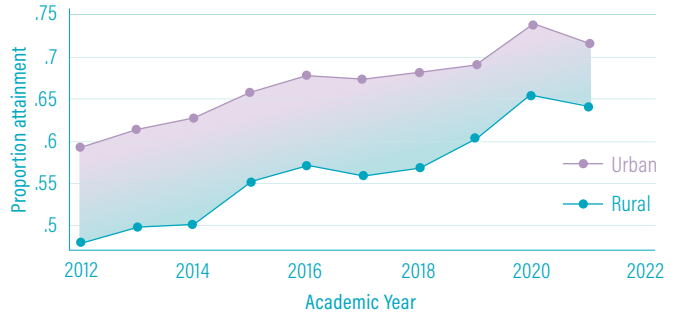
Rural Health New Zealand Snapshot 2024

Education

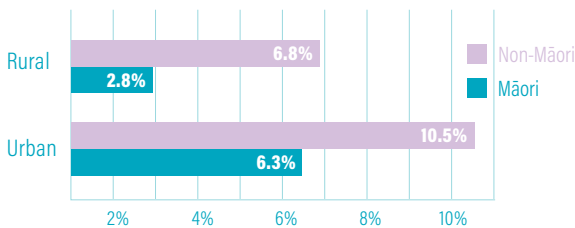
No formal qualifications



Level 3 NCEA attainment per GCH category



Bachelor or higher qualifications



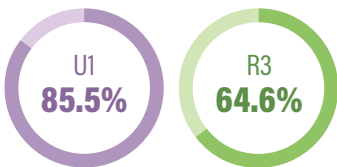
Rural people are substantially more likely to have no formal qualifications, and Bachelors or higher degrees are much less common in rural areas. ⁽⁴⁾

The rate of rural origin students enrolled in medical school is less than half that of students from urban areas. ⁽⁶⁾

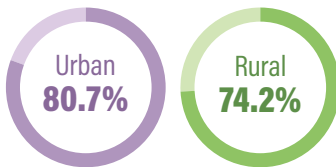
Rural secondary school students collectively have much lower Level 3 NCEA results than urban students. It is likely that this means they have greater difficulty entering competitive medical and other professional programmes of study. ⁽⁵⁾

Telecommunications

Access to a cellphone



Internet connectivity



2.5% of rural households have no access to telecommunications

Almost all NZ households have access to at least one form of telecommunication but rates of connectivity reduce significantly in rural areas compared with urban. ⁽⁴⁾

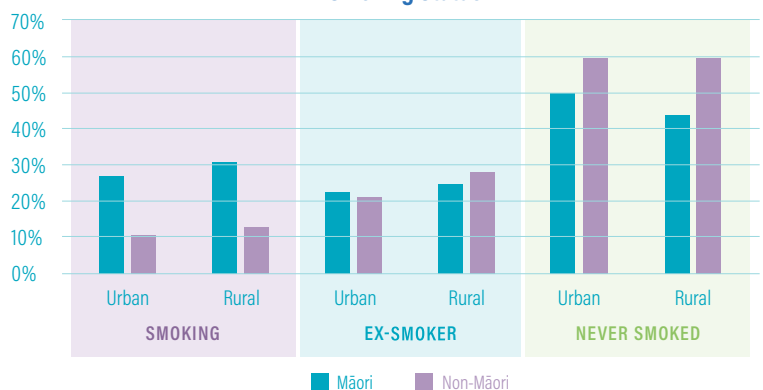


HEALTH RISK FACTORS

Compared to urban residents, **people living in rural areas were more likely to be regular or ex-smokers.** ⁽⁴⁾



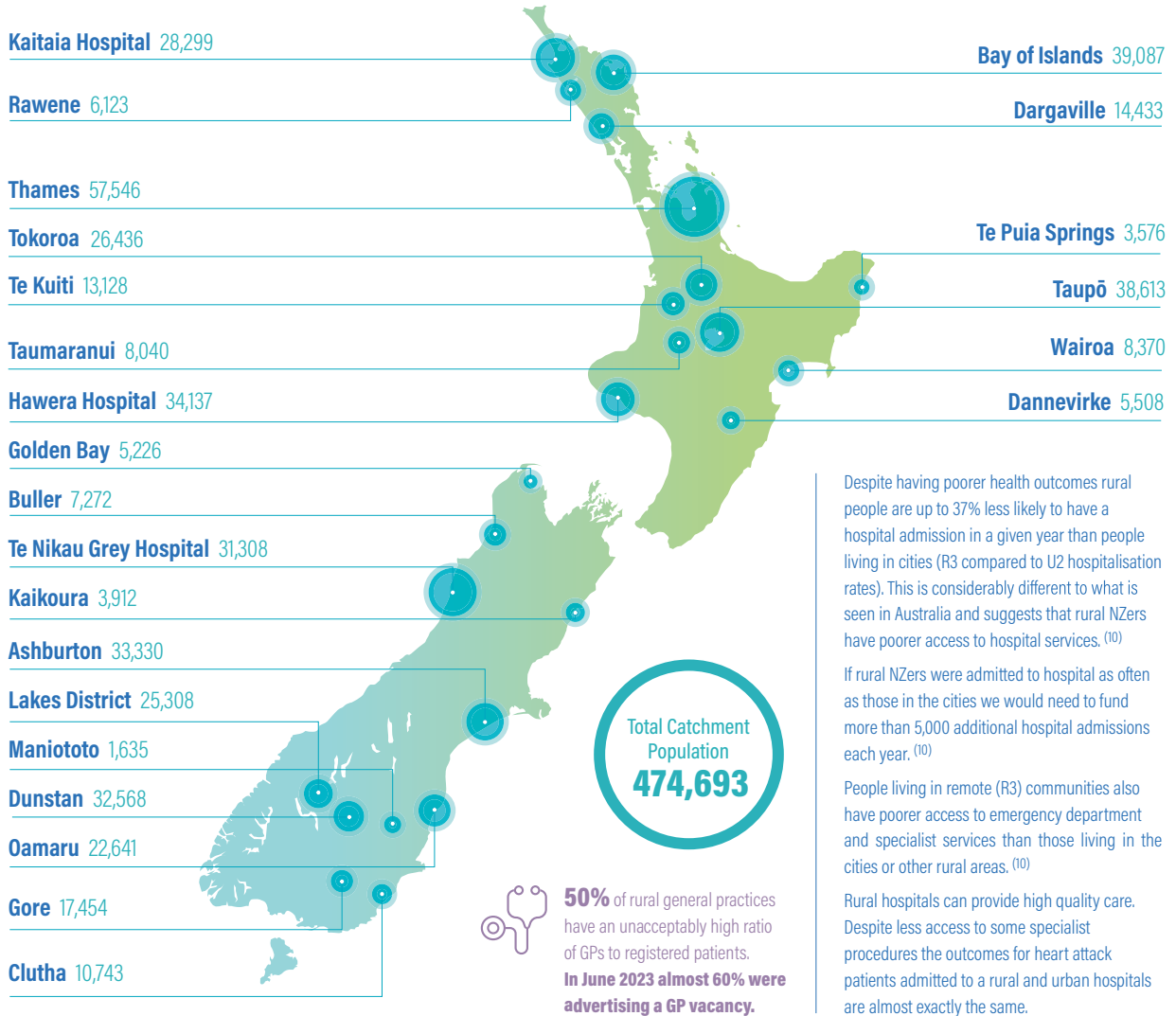
Smoking Status



Rural Health New Zealand Snapshot 2024

RURAL HOSPITALS

Indicative catchment populations of 24 rural hospitals



Despite having poorer health outcomes rural people are up to 37% less likely to have a hospital admission in a given year than people living in cities (R3 compared to U2 hospitalisation rates). This is considerably different to what is seen in Australia and suggests that rural NZers have poorer access to hospital services. ⁽¹⁰⁾

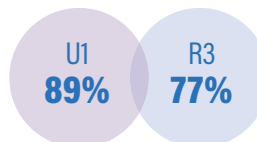
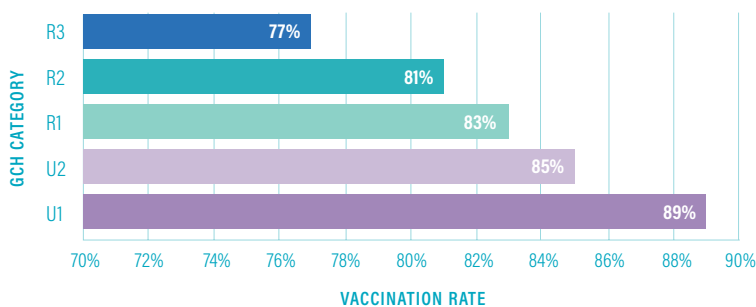
If rural NZers were admitted to hospital as often as those in the cities we would need to fund more than 5,000 additional hospital admissions each year. ⁽¹⁰⁾

People living in remote (R3) communities also have poorer access to emergency department and specialist services than those living in the cities or other rural areas. ⁽¹⁰⁾

Rural hospitals can provide high quality care. Despite less access to some specialist procedures the outcomes for heart attack patients admitted to a rural and urban hospitals are almost exactly the same.

COVID-19 Vaccination Rates

COVID-19 Vaccination Rates - All ages, all ethnicity



Overall rural vaccination rates lagged behind urban rates, with the widest gaps seen in those aged 12 - 44 years. ⁽¹¹⁾

There is a clear gradient of lower vaccination rates with increasing rurality.

Rural Health New Zealand Snapshot 2024

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**Hauora
Taiwhenua**
Rural Health
Network

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Report to:	Council
Date:	26 June 2024
Subject:	Planning Update Report
Prepared by:	Z Burns – Planning Officer
Input sought from:	P Egan – LIMs & Administration Officer F Jackson – Policy Planner M Hoggard – Strategy Policy and District Plan Manager
Authorised by:	P Kearney – Senior Manager Corporate Services

1. SUMMARY

This report provides a high-level update of what is occurring in the planning department.

The key aspects to note are:

- LIM numbers continue to improve since the beginning of the year
- Most Resource consents remain processed in-house (see attachment for details)
- Plan Changes 4, 5 & 6 continue to progress
- Central Government reforms remain a work in progress
- Canterbury Regional Policy Statement review commences
- Central Government Granny Flat policy open for feedback

Attachments:

- i. Resource consents in progress

2. RECOMMENDATIONS

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

3. BACKGROUND

3.1. Resource Consent Status

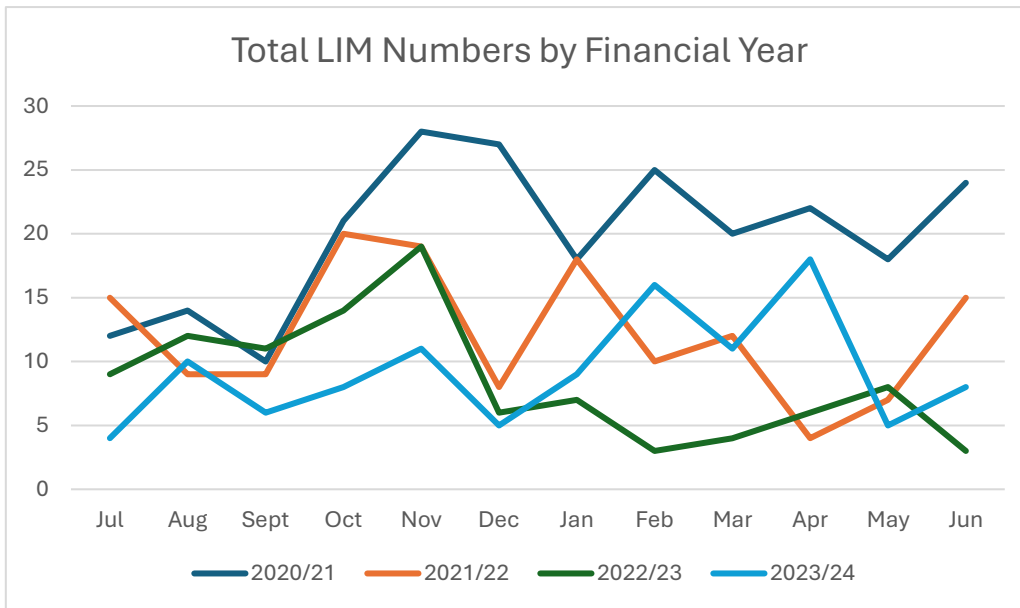
Since the last Council meeting, two resource consents have been issued, however, consent applications continue to come through. Kainga Ora has applied for a resource consent for the non-compliance with residential density and non-compliance with allotment sizes. It is possible this application will be limited notification if neighbours' approval cannot be obtained.

Resource consents have also come through from Main power to reinforce the existing electricity distribution line, as well as replace the existing poles and undertake some earthworks.

Council has received two further subdivision applications that are still awaiting confirmation of submission including payment. These are expected to be processed in house but may be sent for external processing depending on internal capacity.

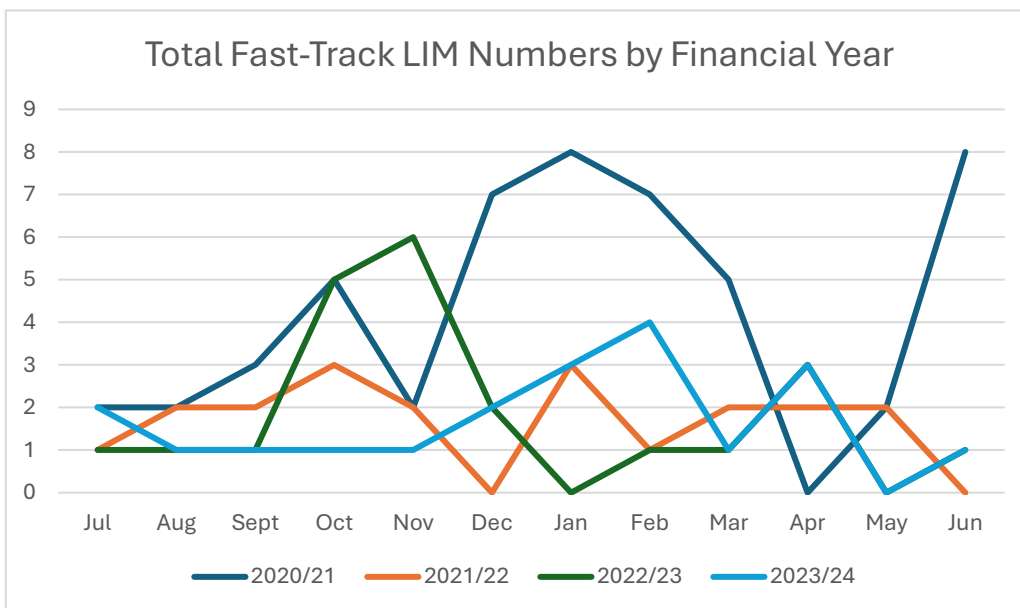
3.2. Land Information Memorandums

LIM numbers have seen a slight increase since the previous Council Meeting, after it was raised that LIM numbers were down potentially because of real estate agents were ordering Property files rather than a LIM. Since then, Council has sent correspondence to the real estate agents and LIM numbers have seen a slight increase. Since the time of this report, more LIM numbers have come through, including one fast-track.



The observation from the planning team is that the property market is continuing to tick over with LIM requests and public inquiries. It is expected that the trend of recent financial years will be consistent coming into the new financial year in July.

Fast-track LIM numbers remain low.



3.3. District Plan Review

3.3.1. Plan Change 4 – Light Industrial Plan Change

Last Council meeting, the Light Industrial Park Plan Change 4 was resolved. Public notice of the decision was published on 6th June, for a 30-working day period. This period is open for appeals. Any submitter (not withdrawn) or applicant can appeal the decision.

Another public notice will be published in July, to notify public that the Plan Change will become operative in 5 working days. This is anticipated on Thursday 25th July, with the operative date being 1st August.

The Planning team are working behind the scenes to ensure the Plan changes are incorporated into the District Plan ahead of operative date. New GIS maps are also being developed.

3.3.2. Plan Change 5 – Dark Sky Plan Change

As a recap, a prehearing meeting will not be required for Plan Change 5 due to the support from submissions. The following steps remain in the process:

- Commissioners need to be appointed; this is delegated to the Planning Staff in combination with the CEO, Given the lack of submissions in opposition it is considered that a three-commissioner panel may be sufficient.
- A staff report (Section 42A) is being prepared including recommendations
- Commissioners will make recommendation of decision to Council (typically by hearing process)
- Council makes a formal decision
- Public notified of decision and 30 working day appeal period starts
- If no appeals are received or once appeal resolved the Plan Change become operative

It is anticipated that independent commissioners will consider the Plan Change in spring, and that Council will make its decision by December 2024. Although these steps in the formal process are required to complete the Plan Change it is noted given the lack of submission in opposition limited scope exists to change the planning requirements. The net result is that a number of the provisions are currently technically operative.

3.3.3. Plan Change 6 – Ocean Ridge Plan

Plan Change 6 Ocean Ridge extension

The Ocean Ridge team have set up a sharing file so that information can be shared and used transparently. They have undertaken a comprehensive review of documentation that has previously been provided to them. They have requested further applications, which are not easily accessible due to historic filling issues. Senior Management are aware of this and are working on a solution to be able to provide the requested documents to the Ocean Ridge team.

3.3.4. Spatial Plan

Staff attended the June Councillors workshop to provide an update on the Spatial Plan and progress with the implementation section. The session was productive, and feedback has been passed on to consultants Boffa Miskell.

Further maps are also being developed, including cultural significance and first rights of refusal of Crown land.

It is intended that once the Plan has been amended, it will be shared with Councillors at another Council workshop. It will then be taken to a Council meeting ahead of public consultation over winter. It is still anticipated that the Plan will be adopted by end of 2024.

3.4. Reserve Management Plan

Following the previous Council meeting, the Reserve Management Plan process was advertised to the public that Council was accepting suggestions/input on Reserve Management Plans for 5 reserves:

- a. South Bay Racecourse
- b. South Bay/Ocean Ridge Forest
- c. Takahanga Domain
- d. Esplanade/Lions Pool Reserve
- e. Beach Road (Top 10 Holiday Park) Reserve)

Suggestions continue to come through. There have been 11 submissions so far and Planning will be holding public workshops scheduled for 25th June, one at lunchtime and another in the evening after work hours.

3.5 Canterbury Regional Policy Statement

Formal consultation under Schedule 1, Clause 3 of the Draft Canterbury Regional Policy Statement (CRPS) has begun. The Kaikōura District is involved in this as we are a local authority who may be affected. Other parties are likely to also be consulted are:

- (a) the Minister for the Environment; and
- (b) those other Ministers of the Crown who may be affected by the policy statement or plan; and
- (d) the tangata whenua of the area who may be so affected, through iwi authorities; and
- (e) any customary marine title group in the area.

The meeting dates are outlined below:

Chapter / Domain / Topic	Date	Time
Structure and Overview	Monday 24-Jun	10:00am - 12:00pm
Issues and Objectives	Thursday 27-Jun	10:00am - 12:00pm
Domains and Topics – Air and Coast	Monday 1-Jul	10:00am - 12:00pm
Domains and Topics - Energy, Infrastructure, and Transport	Thursday 4-Jul	10:00am - 12:00pm
Domains and Topics - Land and Freshwater	Monday 8-Jul	10:00am - 12:00pm
Domains and Topics – Natural Hazards and Urban form and development	Thursday 11-Jul	10:00am - 12:00pm
Domains and Topics - Biodiversity, Natural Features and Landscapes, Natural Character, Heritage and Cultural Values	Wednesday 17-Jul	10:00am - 12:00pm
Draft Regional Policy Statement Workshop (details to follow)	Thursday 25-Jul	TBC

If written feedback is to be given it must be provided by 5pm on 31 July

4. RELEVANT LEGISLATION

Resource Management Act 1991 (RMA) remains the relevant legislation.

4.1. Legislative Reforms Update

4.1.1. There have not been any further updates on Legislative Reforms notified since the May Council meeting. Except for the following advertisements from the Ministry for the Environment (MfE) as part of Budget 2024 decisions:

- a. Feedback is open for the annual review to auction and regulation settings for the NZ Emissions Trading Scheme.
 - b. MfE change proposal removing 303 full-time roles by July 2025 – consultation is open to the public at the end of June.
 - c. Fast-track Approvals Bill - Submissions closed on 19 April. Hearings were in mid-May. The select committee is required to report back to Parliament on 7 September, the Bill will then go through its second reading. The report back is likely to include the schedule of projects to be included in the Bill.
 - d. Changes to Waste disposal levy where revenue from Waste Disposal levy will be spent on a wider range of projects supporting the environment and climate change mitigation and adaptation in addition to minimising waste.
- Waste disposal levy rates will increase incrementally over 3-years (from July 2025), in addition to the planned levy increase on 1 July 2024

- Investments in waste recycling and recovery infrastructure, the central government portion of the waste levy cannot fund a broader range of environmental outcomes such as:
 - Restoring freshwater catchments
 - Freshwater improvements
 - The levy will raise revenue to fund:
 - Promotion and achievement of waste minimisation
 - Activities that reduce hard or increase environmental benefits
 - Local authorities to manage emergency waste and to repair or replace waste management and minimisation infrastructure damaged by an emergency
 - The ministry's waste management and minimisation and hazardous substances responsibilities
 - Projects that remediate contaminated sites and landfills vulnerable to severe weather events.
 - The territorial authority proportion of the levy will remain at 50%. Local government will continue to fund waste minimisation in line with their waste management and minimisation plans.
- e. No consent Granny Flat Policy – On 17th June Government announced consultation on a move that would force councils to allow buildings up to 60 square metres in certain areas, without requiring a consent. This approach has two key aspects a National Environmental Standard (NES) to require all councils to permit a granny flat on sites in rural and residential zones without resource consent and proposed law changes that would remove the need for building consents on homes under 60 square metres in certain areas. Consultation is open from 17 June, until 5pm on 12 August. Final policy decisions will be made later in 2024, expected to be in place by mid-2025.

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

ATTACHMENT 1

1. Active and deferred Resource Consent, Flood Hazard Certificates and Other Consent Applications to 15th April 2024

“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	Days
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. Further follow up has since taken place (June 2023 and the applicant has more recently come to the office to discuss) and proposal has been reduced. Council will not continue to process until payments have been cleared.	10
2.	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. A further follow-up letter has been sent 1 st March 2024 requiring an update by 31 st March 2024.	18
3.	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. Council has followed up with the applicant on 21 st June 2023, 7 th July 2023, 18 th September 2023 and again on 9 th February 2024.	11
4.	1870	Mark Baxter	Outdoor Dinning 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 provided fence built	65

					This application was limited notified, therefore, it remained active until the applicant requested the application to be placed on hold due to discussions with the affected party. The adjoining neighbour has agreed by email to provide written approval final documents are awaited. Processed in house	
5.	1889	Kaikōura District Council	Earthworks in flood hazard area for Clarence/Waiatoa Bridge	Road reserve	Active Being processed by Resource Management Group S37 Issued for March 2024	89*
6.	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
7.	1895	Viatcheslav Meyn	To create 13 fee simple allotments including one access allotment and one balance allotment	427-671 Inland Road Kaikōura	Active Being processed in house The planning department had difficulties finding a geotechnical consultant to peer-review the application. There have been further delays with requests for further information, due to insufficient information being provided. There have also been internal delays due to the complexity of the consent. Draft Officers Report being reviewed, draft conditions being reviewed, some of draft conditions provided to applicant	170
8.	1908	Moanna Farms Ltd	Earthworks within landscape area	20 Moana Road	Deferred – awaiting payment Follow-up email sent 19 th March 2024	-
9.	1925	Fisher and Farr	Visitor accommodation and construction of a residential unit in the Fault Avoidance/awareness overlay	12B Louis Edgar Pl	Deferred Being processed in house Awaiting structural engineer information, flood hazard assessment and further neighbour approvals. Illegal plumbing works are also being investigated, enforcement may be required.	16
10.	1930	David Hamilton	4 lot subdivision and amalgamation locating a building platform in the fault avoidance area	759 Mt Fyffe Road	Active Processed in house Draft officers report prepared for review, draft conditions provided to the applicant	43
11.	1934	Ben Jurgensen	Flood hazard certificate	290 Red Swamp road	Issued Processed in House Building locations identified	19
12.	1940	Laura Finney	Visitor Accommodation	143 Torquay Street	Deferred Processed in house Further neighbour approvals required	9

13.	1941	Brent Proctor	2-lot subdivision of land locating in the non-urban flood assessment area within mapped highly productive land	30 Old Beach Road	Active Processed in house Limited Notified	23
14.	1942	Brent Proctor	Land Use – non-compliance with district plan standards in the general rural zone and transport standards	30 Old Beach Road	Active Processing in house Limited Notified	23
15.	1945	Ian Le Quesne	Establish a new hazard sensitive building in the debris inundation overlay	6 Endeavour Place	Granted Processed in house	34
16.	1678 *01	Andrew Chapman	Variation to consent	1370 SH1	Granted Processed in house	29
17.	1946	Anthony Wilson	Flood hazard certificate	1220 SH1	Granted Processed in house	1
18.	1947	A, Kirkham	Visitor Accommodation	143 South Bay Pde	Granted Processing externally (PLANZ)	20
19.	1948	Mainpower NZ Limited	Land use – To undertake earthworks, replacement pole installation and installation of new transformers associated with reinforcement work to an existing electricity distribution line.	Along State Highway One, between Oaro and Kaikōura Township	Deferred Awaiting payment of consent To be processed in house	0
20.	1949	Kainga Ora	Land Use – non-compliance with medium-density residential area	5 Kiwi St	Deferred Being processed in house Neighbour approval required – applicant has requested Council contact affected parties for permission to share contact information with the applicant.	1
21.	1950	Kainga Ora	Subdivision – non-compliance with minimum lot sizes	5 Kiwi St	Deferred Being processed in house Neighbour approval required – applicant has requested Council contact affected parties for permission to share contact information with the applicant.	1

*Section 37 Used – allowing doubling of timeframes

Resource Management (Discount on Administrative Charges) Regulations 2010

Was the application notified?	Was a hearing held?	Number of working days
Yes—public notification	Yes	130
	No	60
Yes—limited notification	Yes	100
	No	60
No	Yes	50
	No	20

July 2023 to March 2024 Resource Consent Compliance issued within Timeframes

Percentage within timeframes	Percentage outside of timeframes
75%	25%*

*A number of these consents have been historic, and this reflects resolving these consents.

2. Notified consents

There remains to be only one notified consent:

- i. Mark Baxter has partly constructed the wall between the existing ROW [Right of Way] in an effort to obtain neighbours approval. The application still remains on hold at applicants request.

3. Monitoring

Regular meetings are now occurring with Jo York (Regulator Team Leader) regarding visitors accommodation and non-compliance with planning issues.

4. Road Stopping

None that the planning department is currently aware of.

5. General

- Project Information Memorandum processing is ongoing
- Land Information Memorandum processing is ongoing

Report to:	Council	File #
Date:	26 June 2024	
Subject:	Building and Regulatory Update	
Prepared by:	J York – Regulatory Services Team Leader	
Input sought from:	R Harding -Senior Building & Regulatory, 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. SUMMARY STATISTICS

BUILDING AND REGULATORY STATS

Building Reports	
Consent applications	8
Consents issued	9
CCC received	15
CCC granted	17
Inspections conducted	98
Inspection failed %	45%

Food Act 2014	
	
• New registrations	2
• Completed verifications	8

Sale and Supply of Alcohol	
	Licensing inspector - reports
• Manager	2 New, 1 Renewal
• On licence	0 New
• Off Licence	0 Renewal
• Special Licence	1 On
• Temp Authority	0

Alcohol licensing administration - applications received

• New managers applications	3
• Renew Managers application	0
• Special Licence application	1
• Premises application	2

Alcohol licensing administration - licences issued

• Mangers certificates	4
• Special Licence	2
• Premises on/off/club	0



Total parking fees received including slipway
\$2,344.38





2024/2025 Dog registrations have been sent out. Positive reaction to lifetime tags and Doggone reunite service

Kalkburn District Council
PH: 03 316 0206
20319

If I look lost, text my tag number to 4133 to contact my owner
Doggone! PH: 0800 321 101

Text my Tag to 4133 to contact my owner | Kalkburn District Council 20319 |

• Illegal building complaints	3
• Dogs	34
• Noise complaints	0
• Notice to Fix	0
• Roaming stock	0
• Seals	0
• Seagulls	0
• Abandoned Vehicles	0
• General animal enquiries	0
• Resource Consents monitored	0
• Parking	0
• Freedom camping	2
• B.W.O.F processed	5

CSR's Received



4. BUILDING CONTROL

The following apply for the period April 2024

- Building Consent applications received **8**
- Building Consents issued **9**
- Code Compliance Certificate applications received **15**
- Code Compliance Certificates granted **17**
- Building Inspections conducted **98**
- Inspection failed percentage **49%**

5. SALE AND SUPPLY OF ALCOHOL ACT 2012

Notable events:

- Compliance and monitoring undertaken on May 18 and 19
- 2 new renewal meetings and site visits completed
- Compliance monitoring undertaken for a Class 1 Special Licence event held at the Memorial Hall, no matters of concern raised
- All Off-licence premises checked for compliance; 6 On-licence premises monitored for compliance. All were compliant
- Site visit to new community sports facility, discussed proposals and options for Club licence, food registrations and applications
- Still 2 new on licence applications suiting with the inspector awaiting permission from Government agencies to hold an On Licence on publicly owned land
- Planning underway with Health for a training and information workshop for Club licences and frequent Special licence holders

6. FOOD ACT 2014

- New Registrations – 2
- Completed Verifications – 8
- Communications with Senior Advisor, Maggie Wan, MPI and Simon Holst, Acting Manager, Regulatory, regarding Food Act matters and updates including their “Oversight” programme following up escalated verifications and unacceptable outcomes, (once there are three unacceptable outcomes, or any that are placed on Step 2 (6 monthly frequencies).

In line with this there has been communications with Jo York and Ian Shaw regarding ensuring Jo is kept informed of the performance of Food Act registrations and verifications, as an integral part of her role representing the Council’s Registration Authority pursuant to the Food Act 2014. FHS administration will be sending more detail to Jo from now on, covering a summary of the verifications and the outcomes for each. Jo will also be applying for an MPI Titiro licence to enable access for her to check on information in respect of Kaikoura. Titiro is MPI’s national database which is updated each month by the verifier on verifications and outcomes.

- Liaison has been maintained with Jo York and Ian Shaw regarding Environmental Health, Alcohol Licensing and Food Safety matters.
- Our FHS team meet regularly with MPI and ensure that the Council meets its obligations. Overdue verifications are sometime inevitable due to a number of reasons, but this is closely monitored by FHS administrators.

8. HEALTH ACT 1956

- Update on the Burnt-out Honey Mead premises: This site has now been completely cleaned up and the piles of rubble containing asbestos have been removed from the site and dumped. It is pleasing to note, and appreciated, that the owner, cooperated with the Council.

9. REGULATORY SERVICES AND PARKING AND FREEDOM CAMPING

The focus for the regulatory team for the next month.

- Dog registrations have rolled out and the new lifetime tags along with the reunite doggone service are being well received by the community.
- Visitor Accommodation information has gone out in last month's rates, we are currently working on a process with the planning team to ensure that we have capacity to complete the consent process as they come in. Letters will be sent out in the first week of July and will include the information shown in Attachment 1.
- We now have two live monitoring schedule spread sheets for Illegal Building and Resource Consents which are updated and run on two-week monitoring schedule. Our approach is education, information and then enforcement.
- Freedom Camping numbers are decreasing



10. REGULATORY MONITORING SCHEDULES COMPLETED

Area	Checked last month
Playgrounds <ul style="list-style-type: none"> • Gooches • Deal St • Beach Rd • South Bay 	4 4 4 4
Airport	4
Memorial Hall Op shop	4 4
Dog Pound	4

11. 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

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: Visitor Accommodation Guide for Owners



KAIKŌURA
DISTRICT COUNCIL

VISITOR ACCOMMODATION GUIDE FOR OWNERS



Visitor Accommodation - Kaikōura

Tourism and accommodation



*“Did you know
If you own a property and rent
it out as visitor accommodation
you may need a consent and or
a building consent”*

Visitor accommodation is an inherent part of any tourism industry. Tourism can only be successful if there is enough accommodation available to cater for all different needs.

Providing an increase in the range of facilities may encourage visitors throughout the year, reducing the dependence on seasonal peaks.

This has economic benefits for the District. However, accommodation activities can also attract additional visitors, with consequential effects on traffic, infrastructure and amenities.

Visitor accommodation activities need to be undertaken in a manner which ensures these effects are avoided, remedied or mitigated.

Of particular concern is the effect of increased short-term populations on services. The Kaikōura District Plan defines visitor accommodation as a "Commercial Activity" to ensure that any adverse effects can be managed.

What is visitor accommodation?

Central Government define visitor accommodation as, the land and/or buildings used for accommodating visitors, subject to a tariff being paid.

Visitor accommodation includes things like renting out your own home (or holiday home) on a regular or irregular basis or renting out a separate building/sleep-out/minor unit on your property for visitor accommodation.

This does not include residential tenancies for longer than 3 months.

Do I need resource consent?

Short-term visitor accommodation is when paying guests are hosted at a property for any period of under 90 days. This includes hosting a property on platforms like Airbnb and Bookabach. Please note: If the same paying guests stay for 90 days or more, they are classed as tenants and the property is classed as a rental.

If you are currently letting, or considering letting your property for short term visitor accommodation (STVA) you need to be aware of rules that affect you.

Short term visitor accommodation means that your property is available for let for short periods and advertised on sites such as Airbnb, Bookabach, etc. With the rapid growth of this type of accommodation, it is likely there are property owners who may be unaware of District Plan and Building Act legislative requirements as they relate to property use.

These rules ensure that accommodation is safe for guests to use. In addition, short term guests have been shown to create more pressure on our district's infrastructure and as such KDC have a rating and consent process in place for all visitor accommodation properties.

Visitor Accommodation - Kaikōura

Rating information for visitor accommodation



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.

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.

Visitor Accommodation - Kaikōura

Building consent



“Do I need a building consent?”

Building Act (2004) requirements

As permitted by the New Zealand Building Code (NZBC) a domestic dwelling can be used as boarding house type accommodation for **up to five people** (not including members of the residing family) and can be treated as risk group Single Household.

Sections 114 and 115 of the building act require a property owner to give written notice that they intend to change the use of a building. The regulations to the NZBC allocate all buildings a ‘use’.

Accordingly the term ‘change of use’ has a regulated meaning which is *‘to change the use of all or a part of the building from one use (the old use) to another (the new use) and with the result that the requirements for compliance with the building code, in relation to the new use are additional to, or more onerous than, the requirements for compliance with the building code in relation to the old use’.*

The exact configuration of a house and the number of people being accommodated there will likely determine if a change of use has occurred. For example if the owner is simply allowing a guest to use a spare room and that guest is living in the house as if they were a family member, using the family bathroom and kitchen, then it is likely that a change of use has not occurred because they are effectively living as a single household.

Alternatively, if the owner has separated a portion of the house so that the guest(s) has exclusive use of that portion, often providing separate bathroom, cooking and entrance facilities then it is likely that a change of use has occurred because that house is no longer acting as a family or single household.

It is highly likely that property owners do not realise that they may be breaking the law by using their house in this way.

If it is determined that a change of use has occurred then building consent will likely be required to make the building NZBC compliant. The required work cannot be accurately determined however it will often include passive fire protection, fire alarms and access and facilities for people with disabilities. To understand this more, we recommend contacting the building team for more information, building@kaikoura.govt.nz, 03 319 5026.

Definition's of buildings for the purpose of the Building Code

Single Household (SH)

Most domestic dwellings are designed to be used by a single household or family and are usually separated from each other by distance. The official definition is ‘detached dwellings where people live as a single household or family, including attached self-contained spaces such as granny flats when occupied by a member of the same family, and garages (whether detached or part of the same building) if primarily for storage of the occupants’ vehicles, tools, and garden implements’.

Sleeping Residential (SR)

Others that may have more than one purpose are classified as Sleeping Residential. These buildings may be multi-unit dwellings, flats or apartments. The definition for these is ‘attached and multi-unit residential dwellings, including household units attached to spaces or dwellings with the same or other uses, such as caretakers’ flats, and residential accommodation above a shop’.

Visitor Accommodation - Kaikōura

Definition's of buildings for the purpose of the Building Code

Sleeping Accommodation (SA)

The last category of STVA buildings are defined as Sleeping Accommodation. These are motels, hotels, hostels, boarding houses, clubs (residential), boarding schools, dormitories, halls or whareniui. The definition for these buildings is 'spaces providing transient accommodation, or where limited assistance or care is provided for people'.

Detached Dwelling

Applies to a building or use where a group of people live as a single household or family. Examples: a holiday cottage, boarding house accommodating fewer than 6 people, dwelling or hut.



Next Steps

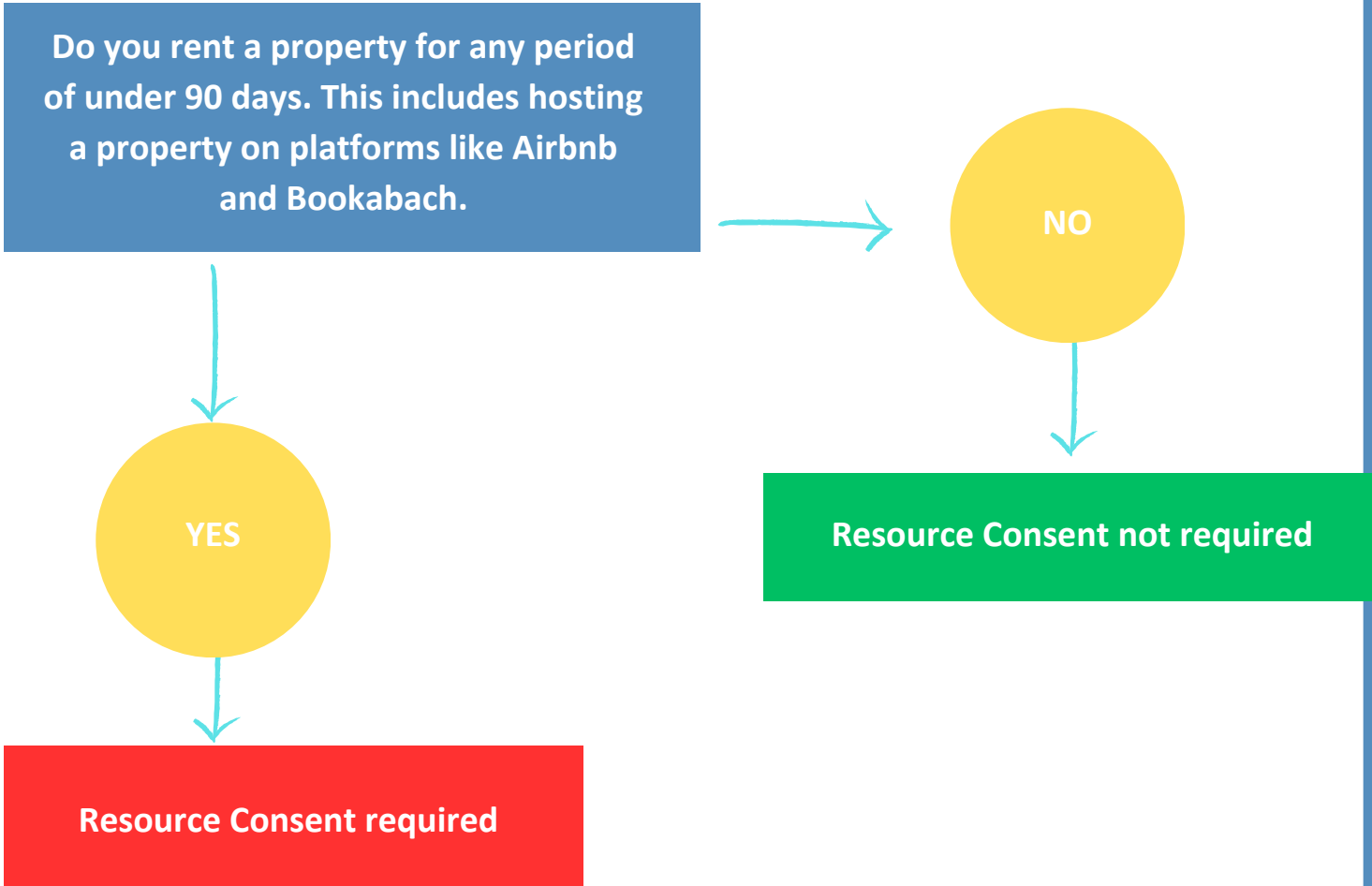
We are here to help, please contact the Kaikōura District Council's regulatory team, they can arrange to get all the paperwork you need sent to you and arrange meetings with the planning and building team if required.

Regulatory Team Kaikōura District

regulatory@kaikoura.govt.nz

03 319 5026 ext 260

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