

KAIKŌURA DISTRICT COUNCIL MEETING

Date:	Wednesday 27 November 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

3. Declarations of Interest

4. Public Forum

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

5. Formal Deputations

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

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

Reconvene to the Council Meeting

7. Confirmation of Minutes:

- | | | |
|-----|---|---------|
| 7.1 | Council meeting minutes dated 30 October 2024 | page 3 |
| 7.2 | Extraordinary Council meeting minutes dated 6 November 2024 | page 10 |

8. Review of Action List page 33

9. Matters of Importance to be raised as Urgent Business

10. Matters for Decision:

- | | | |
|------|--|---------|
| 10.1 | Draft Reserve Management Plans for Holiday Park Reserve and South Bay Domain Reserve | page 34 |
| 10.2 | Constitution of Innovative Waste Kaikōura Ltd | page 53 |
| 10.3 | Carried forward capex report | page 56 |

11. Matters for Information:

- | | | |
|------|---|---------|
| 11.1 | Mayoral Verbal Update | |
| 11.2 | Elected Member Verbal Updates | |
| 11.3 | CEO Monthly Report | page 59 |
| 11.4 | Monthly Finance Report to 30 October 2024 | page 62 |
| 11.5 | Community Services Team Update Report | page 72 |
| 11.6 | Planning Update Report | page 78 |
| 11.7 | Building and Regulatory Update Report | page 88 |
| 11.8 | Kaikōura Youth Council Report 11.15am | page 91 |
| 11.9 | Wakatu Quay Quarterly Report | page 93 |

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 30 October 2024
- b) Māori Land Blocks at Mangamaunu
- c) License to Occupy Applications
- d) 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 30 October 2024	The minutes are being tabled for confirmation and include commercially sensitive information relating to harbour financial matters, Waiau Toa Clarence Valley Access Project and the public excluded Finance, Audit & Risk Chair's report.	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)
Māori Land Blocks at Mangamaunu	The report contains private information relating to blocks of land.	Section 7(2)(a) protect the privacy of natural persons.
License to Occupy Applications	The Council needs to consider commercial applications for license to occupy, and this 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)
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:

- Harbour Financial Update: We do not want to reveal the details of those negotiations. Information will be made publicly available in due course.
- Māori Land Blocks at Mangamaunu: KDC has privacy obligations and release of personal information would breach those.
- License to Occupy Applications: We do not want to reveal the details of those discussions. The details of successful applicants will be made 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 MEETING HELD AT ON
WEDNESDAY 30 OCTOBER 2024 AT 9.00 AM, TOTARA, COUNCIL CHAMBERS,
96 WEST END, KAIKŌURA**

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

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

1. KARAKIA

2. APOLOGIES

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

Moved: Councillor V Gulleford

Seconded: Councillor R Roche

CARRIED UNANIMOUSLY

3. DECLARATIONS OF INTEREST Nil

4. PUBLIC FORUM Nil

5. FORMAL DEPUTATIONS Nil

6. ADJOURN TO WORKS & SERVICES COMMITTEE MEETING

The meeting adjourned to the Works & Services Committee meeting at 9.02 am.

The meeting was reconvened at 9.17 am.

7. MINUTES TO BE CONFIRMED

7.1 Council meeting minutes dated 25 September 2024

RESOLUTION

THAT the Council:

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

Moved: Councillor L Bond

Seconded: Councillor V Gulleford

CARRIED UNANIMOUSLY

8. REVIEW OF ACTION LIST

The Action List was reviewed and noted.

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

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

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

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

10.1.1 Finance Report to 30 September 2024

RESOLUTION

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

Moved: Councillor R Roche

Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

10.1.2 Quarterly Reports to 30 September 2024

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

RESOLUTION

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

Moved: Deputy Mayor J Howden

Seconded: Councillor K Heays

CARRIED UNANIMOUSLY

10.1.3 Risk Management Report

RESOLUTION

It is recommended that the Council receives this report.

Moved: Deputy Mayor J Howden

Seconded: Councillor K Heays

CARRIED UNANIMOUSLY

11. MATTERS FOR DECISION

11.1 Adoption of the Annual Report to 30 June 2024

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

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

RESOLUTION

THAT the Council:

a) *Receives this report for information*

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

Moved: Councillor L Bond
Seconded: Councillor T Blunt

MOTION LOST

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

AMENDED RESOLUTION

THAT the Council:

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

Moved: Councillor T Blunt
Seconded: Councillor R Roche

CARRIED UNANIMOUSLY

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

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

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

AMENDED RESOLUTION

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

Moved: Councillor R Roche
Seconded: Councillor L Bond

Against: Councillor J Diver
Abstain: Councillor V Gulleford

CARRIED

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

11.3 Draft Reserve Management Plan for South Bay Forest Reserve

The Play New Zealand Advocates presented their ideas around play possibilities at a workshop on 25 September 2024. The focus is to enable active passive recreation at the reserve. There are several archaeological sites at the reserve and Iwi are to be consulted regarding any potential structures or developments. KDC has been working with LINZ in regard to the hydro -parcel of land. LINZ are happy that it could fall under accretion rules and therefore fall under KDC land. However, a formal process would need to be started to complete the paperwork from LINZ.

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

RESOLUTION

THAT:

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

Moved: Deputy Mayor J Howden

Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

11.4 Economic Development Reset

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

RESOLUTION

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

Moved: Councillor L Bond

Seconded: Councillor R Roche

CARRIED UNANIMOUSLY

12. MATTERS FOR INFORMATION

12.1 Mayoral Verbal Update Nil

13.2 Elected Member Verbal Updates

Councillor R Roche

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

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

Councillor V Gulleford

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

Councillor L Bond

The first cruise ship was in Kaikoura this weekend, this is a resident ship that selects ports to visit each year. The OpShop supported the kitchen at the Scout Hall and the multiuse courts.

Councillor J Diver Nil

Councillor K Heays

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

Councillor T Blunt

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

Deputy Mayor J Howden

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

12.3 CEO Monthly Report

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

RESOLUTION

THAT the Council receives this report for information.

Moved: Councillor R Roche
Seconded: Councillor K Heays

CARRIED UNANIMOUSLY

12.4 Community Services Team Update Report

The Community Courts are on track for completion by Christmas 2024. A Moore provided a verbal update on the powers of response to emergency management, period of transition and powers that can be transferred into recovery. Elected Members are welcome to drop into Exercise Pandora, but not altogether to allow the EOC to be able to function.

RESOLUTION

THAT the Council receives this report for information.

Moved: Deputy Mayor J Howden
Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

12.5 Planning Update Report

RESOLUTION

THAT the Council receives this report for information.

Moved: Councillor L Bond
Seconded: Councillor V Gulleford

CARRIED UNANIMOUSLY

12.6 District Plan Review

RESOLUTION

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

Moved: Councillor T Blunt
Seconded: Councillor V Gulleford

CARRIED UNANIMOUSLY

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

The meeting moved to Item 12.8 IWK Quarterly Report.

12.8 IWK Quarterly Report

IWK are looking at the current constitution and will present this at a workshop.
IWK were congratulated on their reporting.

RESOLUTION

It is recommended that:

- a) *The Council receives this report for information.*
- b) *The Council gives feedback on the report and any future requirements/amendments*

Moved: Deputy Mayor J Howden
Seconded: Councillor V Gulleford

CARRIED UNANIMOUSLY

12.7 Building and Regulatory Update Report

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

RESOLUTION

THAT the Council receives this report for information.

Moved: Deputy Mayor J Howden
Seconded: Councillor R Roche

CARRIED UNANIMOUSLY

12.9 Destination Kaikoura Quarterly Report

RESOLUTION

THAT the Council receives this report for information.

Moved: Deputy Mayor J Howden
Seconded: Councillor V Gulleford

CARRIED UNANIMOUSLY

12.10 Discretionary Grants Quarterly Reports

RESOLUTION

THAT the Council receives these reports for information.

Moved: Councillor L Bond
Seconded: Councillor R Roche

CARRIED UNANIMOUSLY

13. RESOLUTION TO MOVE INTO COUNCIL PUBLIC EXCLUDED SESSION

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

- a) Public excluded council meeting minutes dated 25 September 2024
- b) Harbour Financial Matters – verbal update
- c) Waiau Toa Clarence Valley Access Project – verbal update
- d) Report from the Chair of the Finance, Audit & Risk Committee – Public Excluded Session

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

General subject of each to be considered	Reason for excluding the public	Grounds of the Act under which this resolution is made
Public excluded council meeting minutes dated 25 September 2024	The minutes are being tabled for confirmation and include commercially sensitive information relating to harbour financial matters, Māori land parcels and private information on the independent member of the Finance, Audit & Risk Committee	Section (7)(b)(ii) would be likely unreasonable to prejudice the commercial position of the person who supplied or who is subject of the information Section (7)(2)(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities Section (7)(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) Section 7(2)(a) protect the privacy of natural persons.
Harbour Financial Matters – verbal update	Verbal update on subject previously brought to Council around ongoing negotiations which is commercially sensitive	Section (7)(b)(ii) would be likely unreasonable to prejudice the commercial position of the person who supplied or who is subject of the information Section (7)(2)(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities Section (7)(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
Waiau Toa Clarence Valley Access Project – verbal update	Verbal update following the report to the Council on 25 September 2024 relating to project costs that are commercially sensitive.	Section (7)(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
Report from the Chair of the Finance, Audit & Risk Committee – Public Excluded Session	The Chairs report contains information presented to the Committee on insurance renewal options that include insurance premiums/quotes. This information is commercially sensitive.	Section (7)(2)(b)(ii) would be likely unreasonable to prejudice the commercial position of the person who supplied or who is subject of the information

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

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

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

Moved: Deputy Mayor J Howden

Seconded: Councillor R Roche

CARRIED UNANIMOUSLY

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

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

14. CLOSED OF MEETING

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

CONFIRMED _____ Chairperson

Date

THIS RECORD WILL BE HELD IN ELECTRONIC FORM ONLY

MINUTES OF THE KAIKŌURA DISTRICT COUNCIL EXTRAORDINARY MEETING TO HEAR AND DELIBERATE SUBMISSIONS ON THE KAIKŌURA DRAFT SPATIAL PLAN, HELD ON WEDNESDAY 6 NOVEMBER 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), Matt Hoggard (Strategy, Policy & District Plan Manager), Freya Jackson (Policy Planner), Cheyenne Laugesen (LIMS 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. 24 submissions were received and 67% of people oppose the Spatial Plan or components of it. The primary reason for opposition is regarding the rezoning along the Esplanade as the submitters would like to keep it as residential.

The Spatial Planning process began in May 2023 and P Kearney acknowledged the hard work and time that the planning team put into the process. The process was lengthy as it required engagement with the community over this time. This is the first time Kaikōura has had a detailed plan that presents a long-term vision for the community.

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 24 of submitters and those wishing to speak to their submission.

9:10am Andrew Boyd – submission #1

Andrew expressed his views on the lack of communication about the Spatial Plan commenting that he heard about the process via the radio, received no information and felt uninformed about the hearing process. He felt the plan was aspirational and there are areas of concern, such as:

- Private access ways are “*supposed roadways*”. Two of his private access ways are documented as roadways.
- Rural residential and what that means. He was concerned that his property would be categorised as rural residential with limited infrastructure and that there are residential allotment sizes near his property and what that would mean for his farming activities. He would be interested to know what protections are in place for existing farming activities and whether shelter belts will be affected as they cause shading for residential properties.

- Vegetation: planting and green areas is aspirational but worried that there will be overgrown weeds and used Kowhai River as an example.
- Communications: Deputy Mayor J Howden queried how he was aware he had to be at the hearing, and he wasn't aware he had a slot or how long he had to talk for. (Note: Confirmed subsequently that details had been provided in full to his wife)
- Shelter belt: Councillor J Diver asked about clarification on the shelter belt issue. Andrew commented that his concern is if neighbouring farmland goes into rural residential that he would need to cut the trees down to stop shading the neighbour's property.
- Truck bypass that goes over his land – issue of things going over his driveway.

9:20am David McMahon (RMG) on behalf of Cargill Station LTD via teams – submission #3:

David provided a summary of his client's submission (attached to this minute), Cargill Station Ltd (developers for Vicarage Views and Ocean Ridge). The Infrastructure Acceleration Fund requires 400 new dwellings to be delivered between 2022-2034, which is essentially the first decade of the Spatial Plan. In terms of the operative Kaikōura District Plan (KDP), Ocean Ridge was a Plan Change that took place in 2005, with a further private plan change in 2010. The entire zone is governed by an Outline Development Plan (ODP), and has 146 consented dwellings. Council is currently processing a Phase 4 extension of Ocean Ridge. The developer is working on a further Plan Change 6, to take it up to 168 dwellings, which is the cap set in the KDP. Beyond this, they would need to develop an additional access way than SH1.

The desire to provide up to 150 dwellings to meet the 400 target (as set out in housing agreement). This would require changes to the ODP, but also tweaks to the level of densification this can refer to. Any change to ODP will require a Plan Change. His main concerns were:

- Disconnect with the constraints plan and developable land maps, as Ocean Ridge is only zoned as moderately developable, yet has no planning constraints in the land use map.
- Landscape constraints: None are zoned as red in Ocean Ridge. These are moderate constraints that can be overcome with careful engineering. Similarly with the natural hazard's constraints, Ocean Ridge is not in a high flood and hazard area. Page 4 of map with Ocean Ridge area delineated in orange and shown as an urban area but in page 8 it is shown as delineated in yellow which is residential.
- The Spatial Plan basin map shows Ocean Ridge yellow as low density. It is recommended that this should be shown as developable, with medium density and a neighbourhood center.

9:30am Mel Skinner – submission #20:

Mel felt that there should have been more time for the consultation as only 24 submissions were received. She commented that the Ashburton District Council uses the Delphi method, and this approach considers budgets and economic development within the process. Her concerns were:

- Drivers of change: Mel suggested that the framing of issues within the Spatial Plan could be addressed in a more positive manner. Looking at it with a more solutions focussed approach. Used an example of looking at the ageing population of Kaikōura and look at it as how can we attract younger generations.
- Visions and values: Mel said that the visions and values within the plan need to have more community input which would help result in more buy in. She felt the district needed sustainable investment and employment opportunities.
- Zoning: Mel suggested having more neighbourhood centres out on the flats, like at Ocean Ridge. Town Centre needs to be larger than West End, as there has been a big expansion over the last 10 years. Development should be extended to the Esplanade, Beach Road, and up to the pool to be inclusive of these areas as there seems to be a disconnect.
- Commercial zoning of Ramsgate: Commented that this should be extended due to the existing motels.

- Airport: Expressed concern over how the airport is a high priority however it has been in 5 plans over the past 20 years and thousands of dollars have been spent so far. There has also been no support in NZ for a greenfield airport to be developed.
- Analysis: Mel expressed that there needs to be more analysis before the Council decides what the key priorities are. Other areas should be considered like rail and there should also be further community input.

9:40am Darryn Hopkins and Emma Hopkins – submission #9 & #10

Darryn and Emma expressed their views that there should be “buffers” between zoning, specifically between rural and residential areas. The concerns they raised were:

- Amenities of rural zone: They were concerned about amenities and open rural character being affected by rural/residential.
- Minimum setbacks: They were worried that without minimum setbacks and stipulating actual meters, there may be no clear definition of the distance between zones.
- GRUZ: Asked that there is a “buffer” zone is captured.
- Setbacks: Provided an example of setbacks, photocopy provided of an email from a planner at Selwyn District Council regarding setback distances.
- Communication: Emma raised her concerns with communication. She felt that there was a lack of communication with the consultation, particular with the community and submitters. She commented that the Council should look at reaching a wider audience such as door knocking/ letters to ratepayers.

10:00am Dave and Lillian Margetts – submission #11

Dave and Lillian acknowledged their support for the Spatial Plan, particularly the staff comments which support the removal of the landscape overlay over part of their farm to free up rural zone, to continue farming, and removal of the name Seaview from the maps. They invited the Councillors to a site visit regarding any potential works on the paper road/track. They raised that:

- Number 16, Implementation plan: They asked for clarification on what this means and whether works have begun.
- Number 9 in schedule: They asked for clarification on the scope of the project and if it includes crossing over SH1/ whether it would connect to the paper road and also to Seaview.
- Number 32 in Action Plan Schedule: They queried if this joins onto the paper road, they were concerned as paper road is used on their operational farm
- Councillor J Diver asked for clarification on the paper road query. Dave raised the concern that it runs through his farm and is regularly used so asked that there would be track/fence maintenance and asked who it would be at the cost of.
- Tracks: Asked if a track is feasible with a working farm.
- Paper road: Asked for further consultation if paper roads are formed as they would like to have input.

10:10am Bryan McGillan for Eliot Sinclair – submission #12

Bryan stated his appreciation for the spatial plan and the future direction it sets, stating he is generally in support of it. He raised that:

- Development opportunities along Beach Road and Esplanade are in between areas of coastal hazards.
- Tsunami risk: Geotech engineer flagged the issue of tsunami risk and intensification in areas that are vulnerable to risk. Also raised issue of developable land in these areas and how it works effectively. With different areas of development how from inland Kaikōura and the coast.
- Proposed heavy vehicle freight: Detour route, he explained that other options could be more suitable, such as relocation.
- Highly Productive Land (HPL): In terms of housing and affordability, he encouraged the Council to look at opportunities to make land available excluding HPL and land subject to natural hazards.

The protection of HPL is supported but has not been included in areas LUC 1-3. Should Councils separate out the 3 classes of HPL in the maps?

- Papakāinga: Mana whenua are aware of natural hazards in wider Waitaha region so can there be intensification in lower lying areas and opportunity for intensification on Peninsula and My Fyffe.
- Medium Density: Bryan also referred to medium density, suggesting that densification in Kaikōura should consider shading and reluctance of developers to build two storeys.

10:20am Jane Nelson – submission #15

Jane raised her concerns about the re-zoning proposal for the Esplanade:

- Rezoning to commercial: Jane raised the issue of changing zoning on Brighton to Ramsgate from residential to commercial. In particular the key changes 5-7. She acknowledged that there are existing commercial buildings on this block but also recognized it is resident centric. Worried with rezoning that building height restrictions will be harder to impose and there will be increased vehicle movements. In summer there is existing problems with congestion with traffic. Jane raised the point that there is more benefit to having the zone as residential to ensure more control around what is allowed. Medium density is there to prevent urban sprawl. Doesn't match elderly population needs.
- Yarmouth St: Jane raised concern about new development on Yarmouth Street in terms of loss of views, road and pedestrian safety and congestion/parking.

10:30am Jacky Gray – submission #8

Jacky was supportive of the new industrial development at Kaikōura Business Park and felt there was opportunity for light industrial activities to re-locate to Inland Road from Beach Road. She supports the expansion of commercial activities on Beach Road. She raised that:

- Rezoning of Esplanade: Concerns around parking, the need/desire for town house style accommodation, natural hazards (tsunami risk, sea level rise) and congestion.
- Jacky commented the majority of first home buyers would be wanting 500sqm with existing home on it.

The meeting adjourned at 10.45am and reconvened at 11.10am.

11:10am Chanel Starkey – submission #21

Chanel raised her concerns about papakāinga and restrictions to use Māori land blocks:

- Papakainga: She felt that more consideration is required in the plan, and that Council should reconsider roadblocks to develop whenua. She explained that there are over 500 owners who want to use/develop land.
- Mana whenua: She supports the inclusion of mana whenua in the spatial plan, but felt there should be more inclusion with wider whānau. She invited KDC to visit the Mangamaunu marae, acknowledged KDC's good relationship with Te Rūnanga o Kaikōura, but felt it is not inclusive of the wider Māori community.

11:20am Ana Te Whaiti – submission #22

Ana expressed her appreciation of the Spatial Plan and specifically the opportunities for Papakāinga housing. She appreciates the Councils job of being receptive to the Māori community. She raised that:

- Definition of papakāinga: There are different opinions and perspectives within Māori community, and that the Spatial Plan and papakāinga should reflect this.
- Mana whenua: acknowledged Ngāi Tahu but also wanted there to be inclusion of the iwi that came before Ngāi Tahu such as Ngāti Mamoe and Waitaha. Engagement could be better to meet aspirations of the wider Māori community.
- Relationship with Mangamaunu: Wanted to know if there is a relationship with Mangamaunu and whether there is opportunity there. Mana whenua at Mangamaunu are clear on how they want to develop land. Website does not have anything that guides to Māori whenua.

- Spatial Plan basin map: whenua needs to be better considered.
- Council's Code of Conduct: explaining the terminology is not correctly reflecting what it is to honor the treaty of Waitangi.

11:30am Meri Wichman – submission #24

Meri acknowledged Te Rūnanga o Kaikōura as mana whenua for papakāinga housing but there needs to be engagement as well with tangata whenua. She raised the point that papakāinga is essential to help provide housing for the Māori community and to connect to their ancestral land and not just land that is labelled as Māori land. She raised that:

- Barriers to development: Agreed with previous submitter that there are regulations that prevent whānau from building on their land. Like building one dwelling on a 2ha lot.
- Neighbour conflict: Meri stays on Māori owned land down Station Road and a neighbour has complained about papakāinga going into this area.
- That papakāinga needs to be a priority rather than a 5-10 year goal.
- She also pointed to Hasting District Council for a source of information with regard to Paikainga housing initiatives.

Other: Councillor T Blunt

Councillor T Blunt commented that he had put in a submission but cannot see this included. The Planning Team would follow up with Councillor T Blunt.

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 #
Lynette Buurman	2	5
Bev Chambers	4	21
Emma and Bryce Chapman	5	26
William Foresman	6	29
Dan Gray	7	32
Nigel Muir	13	56
Russell Nelson	14	60
Gerald Nolan	16	68
Kylie Poharama	17	71
Callum Ross for Bonisch Consultants Ltd	18	74
Susan Ruscigno	19	82
Cassie Welch for New Zealand Public Health Service	23	112

Hearings ended at 12.35pm

5. DELIBERATIONS

5.1 Key Themes

The key themes raised were summarised:

Community Engagement:

- How the Council could engage more effectively with the community. M Hoggard suggested a more hands-on approach, such as hosting community events, letter drops (e.g., tea meetings or door knocking).

- Need for greater engagement with Māori landowners and farmers.
- M Hoggard queried if the Council was satisfied with current engagement methods or if further consultation is needed with the community.

Physical vs. Aspirational Changes:

- Whether the Council should include both physical and aspirational changes within the plan (e.g., airport development, bypasses, greening of waterways, Ocean Ridge-Seaview connections).
- Considerations around whether the plan should focus on what is achievable in the short term or include aspirational goals for the future. There was discussion on whether the spatial plan should be aspirational or functional, particularly regarding future rural land use and potential developments.
- The need for clearer definition around the spatial plan's scope, especially for Māori land in the northern part of the district.
- Discussion on overlays, such as landscape overlays near Seaview and Margetts land and also the road connections being shown.

Matters Not Directly Linked to Spatial Plan:

- While not part of the spatial plan, issues like parking strategies, economic development plans, and budget allocation were discussed. It was noted that these matters should align with the Long-Term Plan (LTP) process.

Key Points from the Discussion:

- Highlighted the importance of flagging aspirational goals now to avoid limiting future potential.
- That spatial plans should be viewed as living documents that can evolve.
- Suggestion that a clearer delineation between what can be addressed through the spatial plan versus the district plan. i.e Consideration of setbacks would need to be considered in the District Plan review as opposed to a spatial plan.
- Suggestion to align today's questions with district plan vs. spatial plan matters and prioritise communication efforts.

5.2 Key Issues for Discussion:

Engagement with Māori Landowners

- A discussion was had in regard to engagement with Te Rūnanga o Kaikōura (TRoK) and what could be options for engaging with wider tangata whenua as well as mana whenua.
- Continued conversations with the whānau from Mangamaunu in regard to their aspirations.

Papakāinga Housing

- Whether the district plan has ability to facilitate papakāinga development on Māori land, particularly regarding land size and zoning restrictions was discussed.
- M Hoggard suggested two approaches:
 1. A district-wide approach allowing papakāinga on Māori or traditional land, subject to natural hazard provisions.
 2. Creating specific zones where the Council can focus on infrastructure development to enable papakāinga housing.

Future Use of Rural Land

- M Hoggard highlighted the issue regarding allotment sizes and land use protection through the National Policy Statement on Highly Productive Land (NPS-HPL).
- Discussion was had on rural residential zoning and potential conflicts between urban and rural land interests.
- Discussion was had around clarifying each land use class on the maps.
- Suggestion regarding greening of waterways and emphasized clean groundwater concerns.

- Council staff confirmed that residential clusters in rural areas with right wording and protections are already in place in some areas.

Ocean Ridge

- Emphasized the need to include Ocean Ridge as a key area for increased density. There is potential to create more allotments and better connections to Ocean Ridge developments.

Esplanade and Commercial Development

- Concerns raised about height and parking controls in commercial areas and the impact on land value and rates. Discussion on whether the beach areas should remain residential or encourage commercial development, such as visitor accommodation.

Overlays and Zoning

- Seaview and Ocean Ridge: The names of these areas are not official, and there is a need to clarify whether these areas should be formally named or re-zoned. Recommendation to remove Landscape Overlay 13 near Seaview and Ludstone Farm, especially in the paper road area. Road connections shown in the plan also need to be checked.

5.3 Agreed amendments for the draft spatial plan

- **Aspirational vs. Functional Goals:**

It was agreed to retain aspirational goals within the spatial plan, with clear priorities, especially for areas that have been consulted on previously. This ensures that the plan can evolve while also meeting immediate needs.

- **Spatial Plan Scope:**

It was agreed for the existing scope of the spatial plan to be maintained, with an emphasis that the district plan covers the entire district. Wording will be added to clarify this.

- **Papakāinga Development:**

It was acknowledged that this is already identified in the current draft as a high priority and short timeframe action. The District Plan review will look to enable this, but will need to be considered in conjunction with other constraints such as natural hazards.

It was agreed that some additional text could be inserted into the spatial plan to give comfort that papakāinga housing will be considered outside of the geographical scope of the spatial plan through the district plan review, and that the Council is keen to receive applications.

- **Rural Land Use and Zoning:**

It was agreed that a rural residential zoning approach is appropriate going forward, with appropriate protections such as setbacks and landscaping to mitigate urban-rural conflicts to be considered in the District plan review.

It was agreed that some additional text could be inserted into the spatial plan to give comfort that measures to maintain rural amenity is factored into the district plan review (i.e. control measures that may include setbacks, bunding etc).

- **Ocean Ridge Density:**

It was agreed to increase the density in Ocean Ridge to medium density and to include a neighbourhood centre. It was also agreed to include more development and connections through Ocean Ridge through to the township.

- **Commercial Development Controls:**

Retention of the residential area along the Esplanade was supported in principle rather than changing to commercial.

It was agreed to remove the proposed commercial expansion along the Esplanade, so the extended area remains residential.

- **Overlays and Zoning for Seaview:**

It was agreed to remove Landscape Overlay 13 near Seaview and Ludstone Farm, which runs along the boundary of the paper road on Mt Fyffe Road. It was agreed to remove the name 'Seaview' from the map.

It was agreed to review the driveways/access of the farm for Andrew Boyd and remove from maps if necessary. Road connections shown in the plan also need to be checked as per Andrew Boyd's submission.

It was agreed to explore options with consultants for the benefits of breaking down the 3 classes of HPL in the maps of the spatial plan into LUC 2 and 3.

- **Consultation and engagement process:**

Elected members were comfortable with the process run to date, noting that there are always areas for improvement. The question of engagement with both tangata whenua and mana whenua is much bigger than just the spatial plan consultation. Further conversations with Mangamaunu landowners would be ongoing in terms of their aspirations for the whenua.

Elected members were comfortable with the deliberations held and to proceed with making the agreed amendments to the draft for their final consideration.

6. CLOSE MEETING

There being no further business, the meeting closed at 2.09pm.

Chairperson _____ Signed by

_____ Date

UNCONFIRMED MINUTE



KAIKŌURA
DISTRICT COUNCIL



Presentation to
Kaikōura District Council
on behalf of
Cargill Station Ltd - Ocean Ridge

Extraordinary Council Meeting – 6 November 2024

Resource &
Environmental
Management
Consultants

rmg
Resource
Management
Group Ltd.

1. Introduction & Overview of Ocean Ridge Development
2. Spatial Plan relevance to Ocean Ridge
3. Ocean Ridge's overall position on the Spatial Plan
4. Ocean Ridge's specific feedback
5. Relief sought
6. Rationale for relief sought

1. Introduction and Overview of Ocean Ridge Development

- Resource Management Group – David McMahon
- Owned by Cargill Station Ltd
- Residential development south of Kaikōura
- Development provided over the past 25 years
- Provided for in the Operative District Plan as the Ocean Ridge Development Area



2. Spatial Plan relevance to Ocean Ridge

- Ocean Ridge seeks that the framework for future growth for the next 30 years is aligned with the future development plan
- Ocean Ridge is seeking a future private plan change, which needs to have regard to the Spatial Plan under s74(2)(b)(i) of the RMA

3. Ocean Ridge's position on the Spatial Plan

- General support for the overall vision
- Acknowledge that Ocean Ridge is within the geographic scope of the Spatial Plan
- Supports the recognition of Ocean Ridge's role in key developments over the past 25 years
- Supports Ocean Ridge being identified as "*potentially suitable areas for development from a constraints perspective*"¹

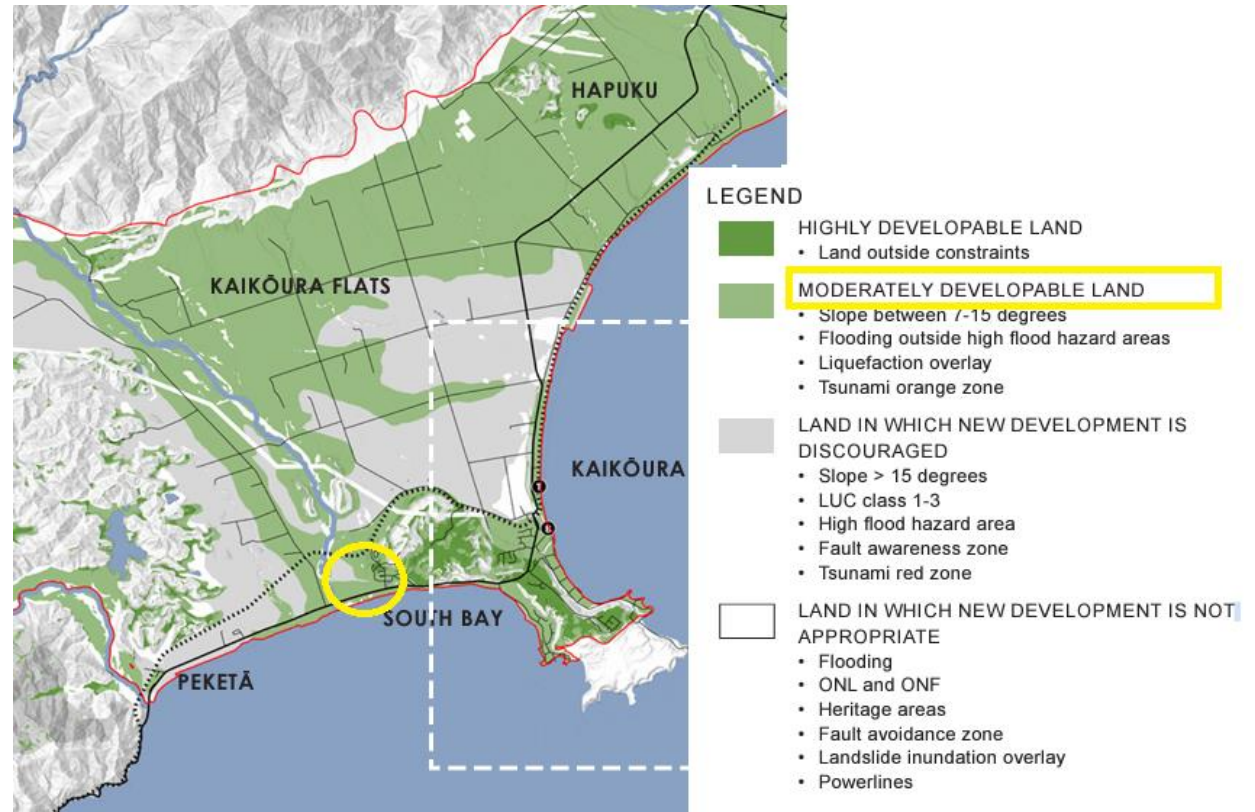
¹ Page 11 of the Spatial Plan

4. Ocean Ridge's specific feedback on the Spatial Plan

- There is a disconnect between the constraints plan and the Spatial Plan
- There are no impediments to intensification for Ocean Ridge shown on the constraints maps (following slides)
- Yet the Spatial Plan – Basin only identifies Ocean Ridge as an area for low density development

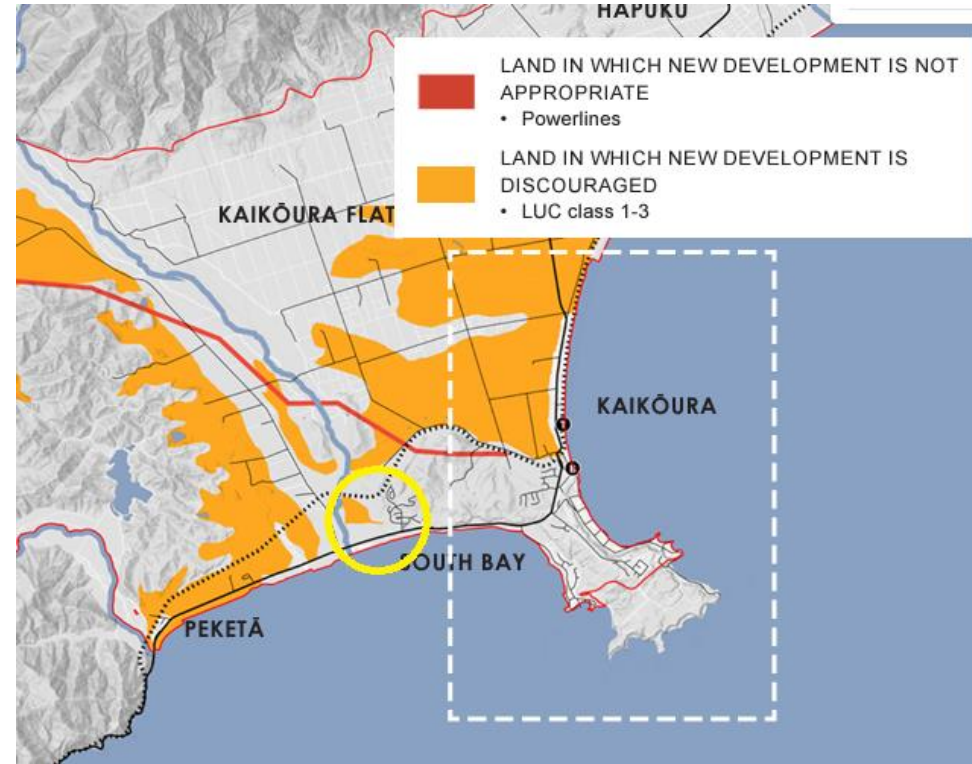
Developable Land Plan

Identified as ‘Moderately developable land’



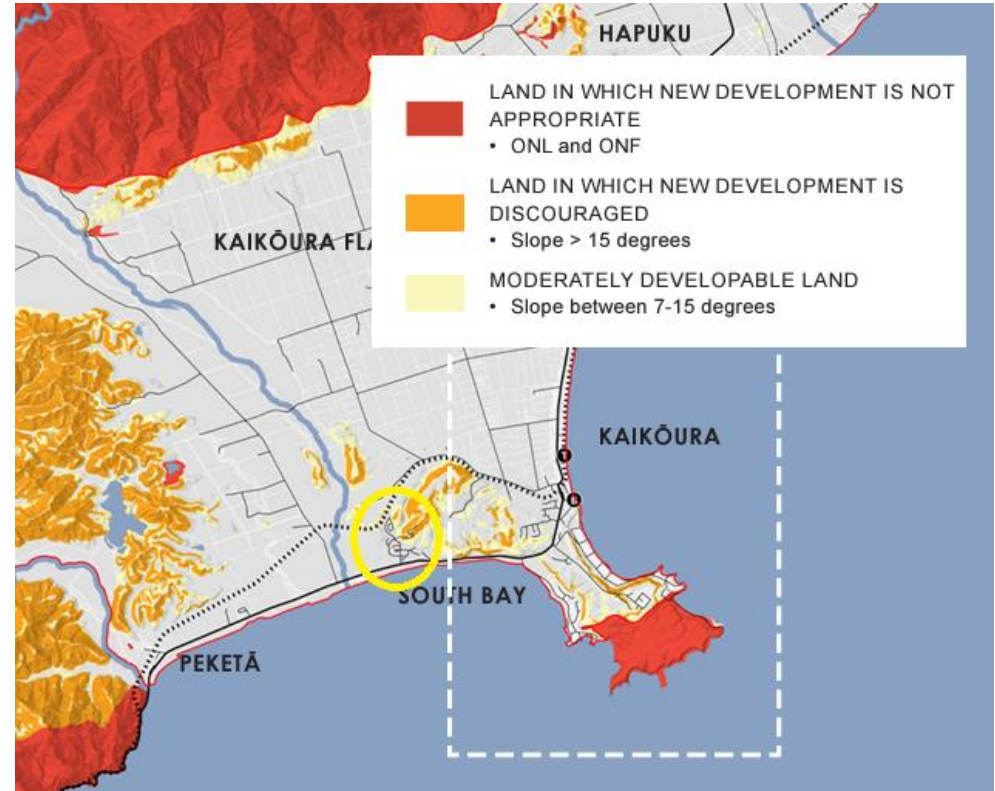
Planning Constraints Plan

No planning constraints identified



Landscape Constraints Plan

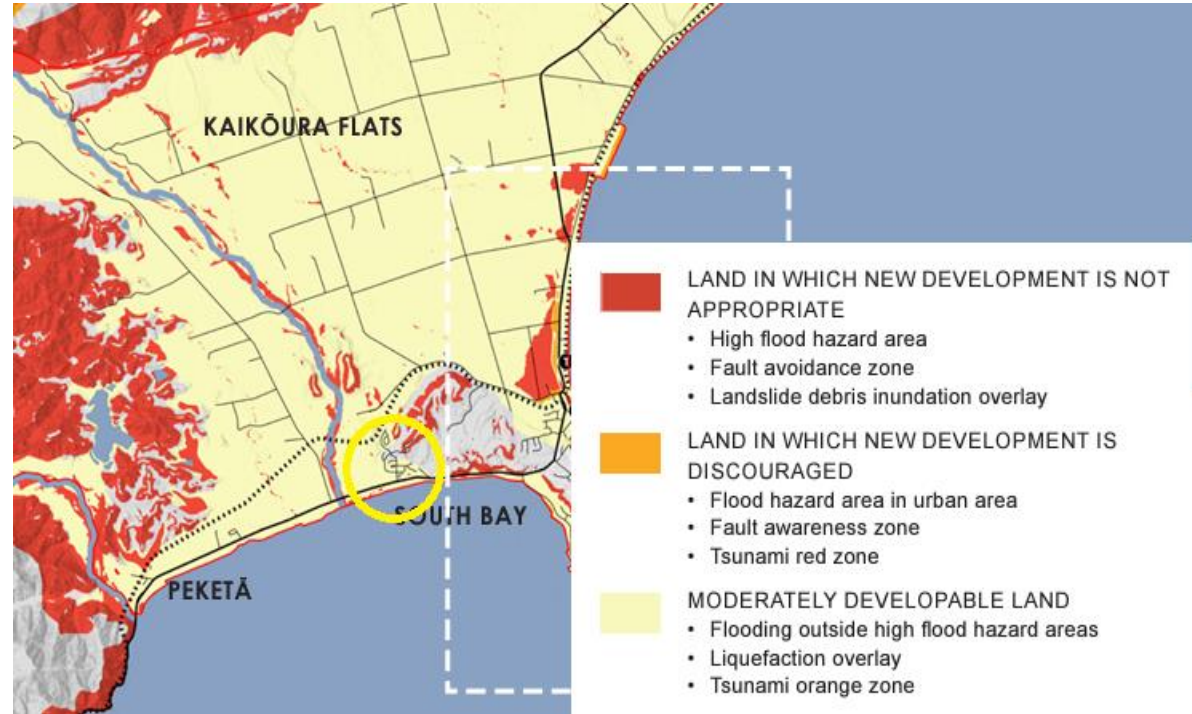
No land identified that is 'not appropriate' for new development



Natural Hazards Constraints Plan

No flood or fault avoidance identified, small area of landslide debris inundation overlay

No reason to avoid increased density, engineering solution matter






























Spatial Plan – Basin

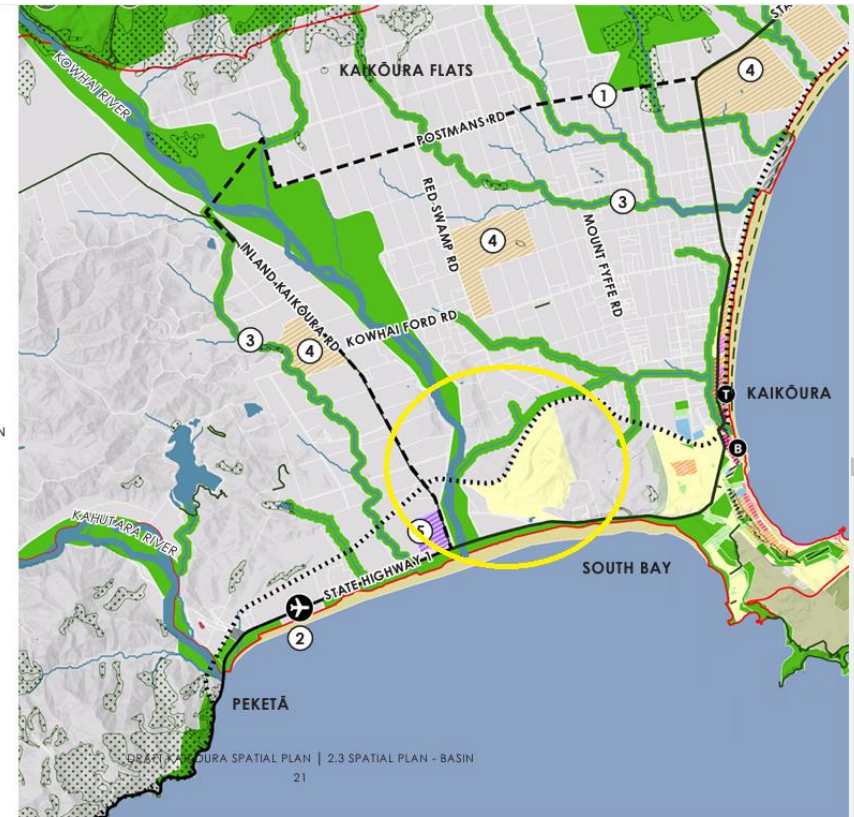
Despite no constraints Ocean Ridge is identified as ‘Low Density’

No provision for Neighbourhood Centre or Medium Density

- ③ Appropriately revegetate the river and stream corridors with indigenous vegetation, prioritising those that connect the mountains to the sea.
- ④ Create clusters of Rural Residential within the rural land (outside of known productive land and land at risk from natural hazards) where similar developments have emerged. These are proposed as clusters of small communities rather than ribbon developments.
- ⑤ Develop a new industrial site at the intersection of State Highway 1 and the Inland Kaikōura Road. This will provide industrial land to Kaikōura outside the town centre, which is better suited to commercial, retail and visitor accommodation.
- ⑥ Investigate the opportunity for papakainga housing through engagement with mana whenua. This currently has been shown on the Spatial Plan relating to Māori owned land.

LEGEND

	STUDY AREA		SETTLEMENT ZONE
	TOWN CENTRE		PAPAKAINGA OPPORTUNITIES
	COMMERCIAL ZONE		SURF BREAK OR NATIONAL IMPORTANCE (AS IDENTIFIED IN COASTAL POLICY STATEMENT)
	INDUSTRIAL		TRAIN STATION
	LARGE FORMAT RETAIL		BUS STOP
	NEIGHBOURHOOD CENTRE		AIRPORT
	MEDIUM DENSITY		STATE HIGHWAY
	LOW DENSITY		HEAVY FREIGHT DETOUR
	RURAL RESIDENTIAL		ROADS
	OPEN SPACE		RAILWAY
	NATURAL OPEN SPACE		EXISTING TRACKS
	INDIGENOUS BIODIVERSITY		PROPOSED TRACKS
	SCHOOLS		*HATCHED AREA REPRESENTS ZONE CHANGE
	KAIKŌURA PENINSULA TOURISM DEVELOPMENT AREA		



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5. Relief Sought

Spatial Plan – Basin

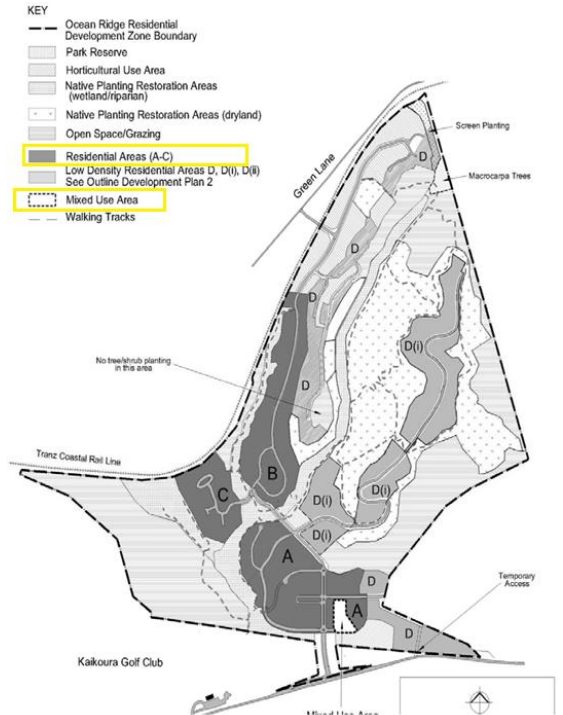
Include an area of Medium Density and Neighbourhood Centre

Better aligns with the Outline Development Plan in the Operative District Plan



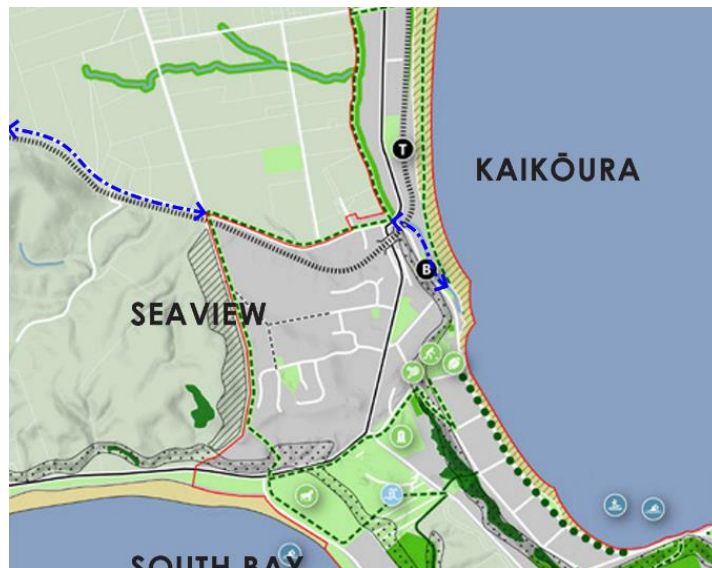
Kaikōura District Plan

DEV2 Appendix 1: Outline Development Plans for Ocean Ridge Development Area



5. Relief Sought - continued

Extend the pedestrian and cycle links as shown in blue



6. Rationale for relief Sought

Ocean Ridge's relief sought aligns with the finer granular approach applied to Seaview in the Spatial Plan – Township



KEY CHANGES

- ① Extend the Kaikōura Town Centre northward to the Regional Train Station to improve connectivity between different parts of the town and increase opportunities for retail and commercial spaces.
- ② Consolidate the commercial area north of the town centre to accommodate and promote employment uses, such as hotels, motels, and larger-scale commercial and retail sites to complement the existing town centre activities.
- ③ Create two areas of large format retail activities along State Highway 1 to reflect existing land uses, and provide opportunities for more diversification and other operators.
- ④ Create a light industrial area along State Highway 1 to reflect existing uses. No additional industrial uses are intended within Kaikōura Township.
- ⑤ Create medium density clusters along the foreshore, to take advantage of sea views and activate the coastal edge.
- ⑥ Consolidate a second commercial zone along the Esplanade from Killmercy Street to Ramsgate Street. This area, which already includes businesses like the Sudima Hotel, is defined by a line of Norfolk Pine trees along the beachfront.
- ⑦ Create a medium density area around Torquay Street as the sites have good amenity, including access to the beach and a variety of open spaces, and are close in proximity to commercial and social infrastructure.
- ⑧ Create a medium density area around Wakatu Quay to support a proposed new Quay development. This is proposed to extend to Lower Ward Street, as residential areas around the historic Puffin Huts are a lower density.
- ⑨ Create a medium density area within Seaview, supported by a neighbourhood centre at the core. This would be connected to the existing streets and proposed cycling network.
- ⑩ Develop a neighbourhood centre within South Bay, located near the South Bay Harbour Redevelopment.
- ⑪ Construct new pedestrian and cycling connections along the Whale Trail, and along Lyell Creek.
- ⑫ Construct new pedestrian and cycling routes through Seaview, connecting the community to the schools, the town centre, South Bay and Ocean Ridge.
- ⑬ Introduce an 'escarpment overlay' and a 'vegetation/landscape overlay' to recognise key landscape features like rolling hills, escarpments, and heavily vegetated areas that enhance the town's ecological values and open space amenity.

LEGEND

	STUDY AREA
	TOWN CENTRE
	COMMERCIAL ZONE
	INDUSTRIAL
	LARGE FORMAT RETAIL
	NEIGHBOURHOOD CENTRE
	MEDIUM DENSITY
	LOW DENSITY
	RURAL RESIDENTIAL
	OPEN SPACE
	NATURAL OPEN SPACE
	ESCARPMENT OVERLAY
	VEGETATION / LANDSCAPE OVERLAY
	SCHOOLS
	KAIKOURA PENINSULA TOURISM DEVELOPMENT AREA
	UTILITY
	PAPAKANGA OPPORTUNITIES
	TRAIN STATION
	BUS STOP
	STATE HIGHWAY
	ROADS
	RAILWAY
	EXISTING TRACKS
	PROPOSED TRACKS
	*HATCHED AREA REPRESENTS ZONE CHANGE

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

OPEN ACTION ITEMS

	ACTION ITEMS	ASSIGNED TO	DUE	STATUS
1	<i>Quarterly Progress Reports from 1-Jul FY 24-25</i> Museum, Sports Tasman, Mayfair, Kaikōura Rugby Club – Takahanga Facility Project Team, TeHa, A&P Association, Wildlife Centre Trust, Takahanga Bowling Club, Kaikōura Red Cross Branch, Kaikōura Bowling Club, Miniature Rifle Club, Croquet Club, Netball Centre,	-	October 2024 February 2025 April 2025 July 2025	Report tabled to October 2024 meeting.
2	Response to Public Forum speakers – July meeting	W Doughty / P Kearney	Ongoing	Responses sent. Following up further to J Ward on Trotting Club.

CLOSED ITEMS

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

Report to:	Council
Date:	27 November 2024
Subject:	Reserve Management Plan Draft
Prepared by:	Zach Burns – Planning Officer
Input sought from:	Matt Hoggard – Strategy, Policy and District Plan Manager
Authorised by:	Peter Kearney - Senior Manager Corporate Services

1. SUMMARY

This report provides an update on the draft Reserve Management Plans for the South Bay Domain & Holiday Park Reserves

Attachments:

- i. *Draft Holiday Park Reserve Management Plan*
- ii. *Draft South Bay Domain Reserve Management Plan*

2. RECOMMENDATIONS

It is recommended that:

- a) The Council receives this report for information.
- b) The Council endorse the Draft Reserve Management Plan for the South Bay Domain & Holiday Park Reserves be advertised for consultation/feedback from the public.
- c) The Council notes that public consultation on three draft reserve management plans will be undertaken in the new year with hearings and deliberations expected in April/May 2025.

3. BACKGROUND

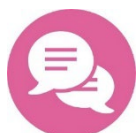
The planning department has been directed, since July 2024, to prepare Reserve Management Plans for 5 different reserves, the Esplanade Recreation Reserve, South Bay Forest Reserve, South Bay Domain/Racecourse, Takahanga Domain and the Top 10 Holiday Park Reserve that supported mixed or enhanced uses.

Whilst Drafting a Reserve Management Plan for the South Bay Domain & Holiday Park Reserves, Council held 4 public workshops to gather a better understanding of the input provided by the public which was over and above the 100+ submissions received during the initial feedback process.

Using the initial feedback submissions, public workshop input, direction from the Council, the Planning department has been able to complete a draft Reserve Management Plan for the South Bay Domain & Holiday Park Reserves to put out to the Public for consultation in order to provide a final document to be made operative.

The consultation for these draft reserve management plans will run for 2 months with hearings and deliberations expected in April/May 2025 but which will be confirmed in due course.

4. Community Outcomes Supported



Community

We communicate, engage and inform our community



Development

We promote and support the development of our economy



Environment

We value and protect our environment



Future

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



Services

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

Appendix I

Draft Holiday Park Reserve Management Plan



Kaikōura Holiday Park Recreation Reserve

RESERVE MANAGEMENT PLAN



Contents

Kaikōura Holiday Park Recreation Reserve	0
RESERVE MANAGEMENT PLAN	0
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1.1. Purpose of Reserve	2
1.2. Legal Description and Location	2
1.3. Physical and Natural Features	2
1.4. History and Present Use	2
1.5. Public Consultation	2
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3. Objective and Policies	3
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3.2. Use and Development	3
3.3. Maintenance	3
3.4. Accessibility	4
3.5. Other	4
Other Relevant Plans, Policies & Bylaws	4

1. Introduction

1.1. Purpose of Reserve

The Holiday Park Recreation Reserve is gazetted as a Scenic/Recreation Reserve, gazetted originally in 1898.

This plan is required under the Reserves Act 1977

1.2. Legal Description and Location

The legal description of the site is Section 40 Block X Mt Fyffe Survey District

The location of the Reserve is known as The Top 10 Holiday Park. At the bottom end of Beach Road, with the address of 34 Beach Road. Cross reference to map[s] in appendices

1.3. Physical and Natural Features

The Reserve is approximately 1.7ha in total area and a generally rectangular shape on the eastern side of Beach Road. Off the eastern boundary is the Kiwi Rail northern corridor railway line, land owned by Kaikōura District Council and on the other side of the railway line are helicopter landing pads and the Pacific Ocean.

The Reserve is relatively flat making it an ideal location for a camping site. There are 19 cabin units and approximately 40 camping sites along with utility and accessory buildings to support the holiday park activities taking place. Due to the flat landscape of the Reserve and the surrounding environment, there are views of the mountains, creating an impressive vista making it an ideal location for visitors.

The area is zoned as Mixed Use Precinct, therefore, it is not uncommon for the surrounding activities include both Residential and Commercial Activities.

1.4. History and Present Use

According to Statutory Land Management provided from the Department of Conservation, the Reserve was gazetted for the purpose of public recreation and was added to the Domain Board with other Reserves such as the Esplanade Recreation Reserve, South Bay Forest Recreation Reserve and the South Bay Recreation Reserve under the Public Domains Act 1881. The Land Check showed a number of different reserving of the site for different purposes, ranging from a potential pound-site to a recreation reserve as it is today.

The Reserve is currently and has been used, under a lease arrangement, as a camping ground at least since 1992.

The neighbouring parcel of land to the South-East of the Reserve, which also includes the access to the subject Reserve, has some further accommodation and play area supporting the Reserve. The parcel of land is also providing temporary emergency accommodation. The access of this parcel includes a Right of Way benefitting the Holiday Park Reserve.

Due to the zoning of the land being Mixed use there has been no Resource Consent for the operation of a visitor accommodation/holiday park, and there is no record on Council files of complaints about the activity.

1.5. Public Consultation

Given the historic and current use of the Reserve and its location in proximity to businesses in the town, many of the submissions requested that there be no change to the existing use and that any Reserve Management Plan implemented be in support of the current use. There were, however, a couple of submissions requesting consideration that due

to the zoning and location of the land that it may be suitable as a site for a commercial development.

2. Vision/Direction

The intended future and direction for the Holiday Park Recreation Reserve, provided by Council has been to enable enhanced use of the Reserve, supporting the current activities.

3. Objective and Policies

3.1. Leases

To enable utilisation of the area and provide for enhanced use of the reserve, rentals and leases remain a means of enablement. General administration of the Reserve is required to ensure that there is known responsibility for day-to-day use of the Reserve.

3.1.1. Objectives

- To require leases, or a similar arrangement, to be established where organisations have erected or intend to erect a building on the reserve or have 'exclusive' use of the area.
- Enable opportunities for potential development that support the economic, social and cultural development of the community that could be commercial in nature and/or is financially self-supporting.

3.1.2. Policies

- The Kaikōura District Council may charge a fee for the use of any part of the Recreation Reserve where the user gains a special benefit that is not available to other Reserve users, or where there are costs to the Council associated with a particular event or use.

3.2. Use and Development

Given the main use of the Reserve since the early 1990s has been as a campground, it is considered this is a suitable activity to continue and be supported by Council.

3.2.1. Objectives

- To encourage camping in the reserve
- Provide for opportunities that enhance the experience of visitors to the Holiday Park Recreation Reserve
- Recognise the Reserve as an important location within the Kaikōura Township for visitors and as a tourist attraction
- Quality of environment to be maintained

3.2.2. Policies

- Proposal of any structures shall be agreed upon by the relevant Council Manager at the time of and building consent, exemption or resource consent.
- Encourage building design that does not detract from the surrounding environment.

3.3. Maintenance

Quality of environment to be maintained to ensure that the Reserve does not become an eyesore to the community. Due to the location in the Kaikōura Township, the site is viewed by numerous visitors every day, those who use and do not use the Reserve. Therefore, it is important that the Reserve is appropriately maintained to ensure there are no negative visual effects on the surrounding environment.

3.3.1. Objectives

- The reserve shall be managed and maintained by any leaseholder of the reserve, to the extent specified in the lease agreement.
- Recognise and enhance the environmental quality of the reserve

3.3.2. Policies

- To implement effective pest and weed control as practical.
- Maintain and ensure vehicle access to the reserve remains in useable condition

3.4. Accessibility

The purpose of the Reserve, under the Reserves Act 1977, Section 17 states that the public shall have freedom of entry and access to the reserve, although powers under sections 53 & 54 may restrict access under certain circumstances. Section 19, regarding scenic reserves reinforce the ability for restricted access where necessary, although, as an administering body, Council desires the public to obtain benefits and enjoyment from use of the reserve. The use of the Reserve would be open to those of the public that wish to pay the associated deemed fee to obtain the benefits of the Reserve, and access to the Reserve remains open to any paying member of the public.

3.4.1. Objectives

- Manage public access into the Reserve in a way that supports the activity
- Access meets the standards of all necessary engineering and planning requirements

3.4.2. Policies

- Provide, where practical, sufficient parking within the reserve to meet the needs of recreational users of the reserve.
- Accessibility of the Reserve should not impact surrounding activities

3.5. Other

3.5.1. Objectives

- The Reserve Management Plan shall remain aligned with the current and intended use of the Reserve

3.5.2. Policies

- A review of the Reserve Management Plan should be undertaken if, at the end of a lease agreement, the occupier opts to not renew the lease.

Other Relevant Plans, Policies & Bylaws

- Kaikōura District Plan
- Current Annual Plan
- Current Long-Term Plan
- Waste Management Protocol
- Signs Bylaw
- Dog Control Bylaw
- Trading in Public Places Policy
- Structures, Works and Items in Public Places Bylaw
- Canterbury Regional Policy Statement
- Traffic and Parking Bylaw
- New Zealand Coastal Policy Statement
- Smoke Free Public Places Policy

Appendix II

Draft South Bay Domain Recreation Reserve Management Plan



South Bay Domain Recreation Reserve

Reserve Management Plan



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1. Introduction

1.1. Purpose of Reserve

The South Bay Domain is gazetted as a Recreation Reserve in 1982, page 35. The Reserve has been in use for a range of recreation activities as a result.

This plan is required under the Reserves Act 1977

1.2. Legal Description and Location

The Reserve covers two parcels of land described as Part Section 9 Block X Mt Fyffe Survey District being the bulk of the Reserve, and Section 30 Block X Mt Fyffe Survey District being the strip of Reserve with the frontage of South Bay Parade.

The South Bay Domain is located at the southern entrance of the Kaikōura Township. Cross reference to map[s] in appendices

1.3. Physical and Natural Features

The Reserve is approximately 24.15 hectares in size, being flat around the bottom of the site, which includes the Kaikōura Racecourse and the associated inner field which has been used for a number of different purposes. There is a steep slope in the middle of the site, going up to the North. The slope was formerly forested and leads up to a flat plateau like area that is grassed and on the eastern side of the reserve is the Public Swimming Pool. On the northern boundary, there is some crossover with the Resource Recovery Centre, and one of the sheds. The upper Reserve is accessed by Wa Kaukau Terrace.

There are a number of structures existing throughout this reserve, being stables, a pre-school facility, and a variety of accessory buildings

supporting the current uses of the Reserve. There is a sealed footpath that runs behind the buildings and stables, up the hill towards Churchill Street.

The Reserve could be considered as upper reserve, being the elevated area where the Kaikōura Aquatic Centre is located, and the lower reserve, being the racecourse, preschool and inner-field area.

1.4. History and Present Use

The South Bay Domain/Racecourse Recreation Reserve has a range of significant uses throughout the history of the District. Council records indicate that the Kaikōura Trotting Club has a deed of Lease dating back to 1974, which includes a plan showing 11.634 hectares along with the second parcel with the frontage of South Bay Parade. The plan shows the approximate area of use being from the slope (the previously mentioned lower reserve), but did not include the upper reserve area.

The inner-field and the south-eastern end of the reserve have also been subject to current and previous leases/activities. The inner field was formerly and still is used as sports fields, previously the Kaikōura Football Club and currently, the Kaikōura Cricket Club uses the inner field. The Kaikōura Football Club transferred their lease of the building at the south-eastern corner, to Little Oaks Preschool. The reserve has also been used by the A&P show and Pony Club.

There is a toilet block located in the middle of the field which is still in use, and two structures that are used to support the Cricket Club. Currently, the Cricket Club maintains the area used for practice (nets) and the cricket pitch, which is sub-leased from the trotting club, whilst the trotting club is responsible for the remainder of the field.

The pre-school has been in operation since at least 2003 and the parking/stables area adjacent to the pre-school, is used by Motorhomes for overnight stays. The inner field of the Racecourse is also host to a number of events throughout the year, including the Marlborough

Anniversary Kaikōura Races, the A&P Show and other events throughout the year.

1.5. District Plan

There are a number of District Plan overlays relevant to the Reserve. It is zoned as General Rural, with overlays of Significant Landscape Area, and debris inundation area. The debris inundation area runs along the sloped area. The reserve is also shown as a designation belonging to the Kaikōura District Council (designation KDC-15) for the purpose of a Racecourse. These overlays are visible in the appendices of this plan.

1.6. Public Consultation

In preparation of the South Bay Domain Recreation Reserve Management Plan, in 2024 Council advertised for public input for desired uses or potential ideas for the potential management of the Reserve including running workshops. The possibilities raised for the reserve are as follows:

- Planting and windbreak from the Resource Recovery Centre
- Spa Pool Development
- Increase the useable area of the pool
 - Adding more seating and shade
- Skate boarding and pump track
- More community events
- Land lease opportunities (grazing land)
- Mountain bike track
- More access
- More ball sports opportunities (Football/Soccer)
- A separate title for Little Oaks Preschool

2. Vision/Direction

The direction provided by Council for this Reserve Management Plan is to encourage enhanced use of the Reserve.

3. Objectives and Policies

3.1. Recreation Activities

The upper area of the Reserve is host to the Kaikōura Aquatic Centre already, encouraging recreation. The remainder of the upper reserve is currently empty and may be able to provide potential opportunities for recreation in the future. Throughout the consultation period and prior to the process of Reserve Management Plans, there were public inquiries about the potential recreation use of the Reserve.

3.1.1. Objectives

- Identify opportunities for outdoor recreation
- The Kaikōura Aquatic Centre be supported
- Provide for the existing and future recreational activities, whilst maintaining an anticipated level of amenity for the surrounding environment
- Recreational opportunities allow for multiple Reserve uses whilst maintaining a low impact on the reserve.

3.1.2. Policies

- 'Play in design' infrastructure be incorporated into the natural environment where possible
- Enable shade, other amenities and potential growth to support the aquatic centre

- Manage development of the Reserve in accordance with community needs
- Recreational activities should not compromise the enjoyment of other reserve users

3.2. Leases

Use of the Reserve is potentially available for leasing, as is the Lower Reserve. Lease opportunities can enable recreation or encourage public use of the Reserve, or provide financial opportunities for Council to lease land as an interim use. This can link in with heading 2.4 concerning the Environment.

3.2.1. Objectives

- To require leases, or a similar arrangement, to be established where organisations have erected or intend to erect a building on the reserve or organisations may wish to lease land for agricultural purpose (grazing) of a short-term nature.
- The nature and amenity of the reserve shall be utilised to its fullest extent but managed appropriately to ensure use of the reserve.

3.2.2. Policies

- The Kaikōura District Council may charge a fee for the use of any part of the Kaikōura Recreation Reserve where the user gains a special benefit that is not available to other domain users, or where there are costs to the Council associated with a particular event.
- Rentals and leases shall be supportive of the community
- Consider new recreational opportunities, permits, and licenses where they do not conflict the existing uses and are consistent with the character of the reserve
- Support the existing leases and licences ongoing in the Reserve

3.3. Use and Development

The uses and development of the Reserve is important to consider, ensuring that it remains available to the public and encourages the sustainable use of the reserve.

3.3.1. Objectives

- Use and development shall not detract from the significant landscape area of the site
- To accommodate appropriate activities in defined areas that enhance the community's use, access and enjoyment of the Reserve, aligned with its rural character.
- To maintain and develop quality open space that provides enhanced recreation opportunities for use and enjoyment of the reserve
- Encourage opportunities for Education

3.3.2. Policies

- New development will be designed to retain character of the landscape area and where visible from the State Highway, shall be subject to a landscape assessment
- Continue to support existing activities of the Reserve
- Support new activities that are appropriate and compatible with the character of the reserve
- Consider development of clubrooms and storage that support the function of clubs and groups
- Support opportunities of childhood education for pre-school or recreational education (sports)

3.4. Accessibility & Information

Due to the nature of Reserves and the significance of the area, it is important to ensure the public access and enjoyment of the Reserve is retained. The reserve is of social and cultural significance, therefore,

information gathered with Te Rūnanga o Kaikōura and other community stakeholders can help educate and inform visitors to the reserve about the significance of the area.

3.4.1. Objectives

- Manage public access into the reserve in a way that seeks to protect existing values whilst catering for enhanced use of the Reserve
- To provide sufficient signage to facilitate public use and enjoyment of the outdoor recreational reserve.
- Provide information of the significance and history of the Reserve.

3.4.2. Policies

- The number and size of signs in the reserve shall be kept to a minimum to avoid visual detracting from the 'natural' environment, giving clear positive guidance to assist public enjoyment, and may provide interpretive information of areas of interest and/or historic importance.
- All development within the reserve shall be designed to be accessible to all people
- Engage with community organisations to provide informative and safety signage for the reserve.
- Ensure that signs are compliant with Councils Signs Bylaw

Actions to implement: the Council will work with the Community to provide information for areas of interest and/or historical importance in association with mana whenua/hapū

3.5. Environment

Due to the upper Reserve being located in the Significant Landscape Area, it would be appropriate to ensure that the landscape be protected. There is little view of the Upper Reserve from State Highway 1, due to existing planting of the hillside. Due to the existing nature of the area, it is

important that the area does not be allowed to become overgrown with weeds or unwanted vegetation.

3.5.1. Objectives

- Quality of environment to be maintained
- Encourage sustainable waste management
- Integration of cultural design

3.5.2. Policies

- Co-ordination with Te Rūnanga o Kaikōura for input for design of Council proposals
- Encourage building design that does not detract from the surrounding environment

Actions to implement: To preserve amenity and character of the Reserve, screening should be undertaken to block the view of the Resource Recovery Centre from the upper reserve. This can be done in the form of a bund, planting or any other method that Council may deem suitable.

3.6. Cultural Significance

Due to the location of the Reserve, and that there are several known archaeological sites/areas nearby or within the Reserve, it is important to acknowledge the significance of the site to Māori and the previous uses of the land.

3.6.1. Objectives

- Co-ordinate with Te Rūnanga o Kaikōura when undertaking significant earthworks in archaeologically identified areas
- Recognise significance to Māori
- Retain and promote an understanding of the historical and cultural values of the Reserve.

3.6.2. Policies

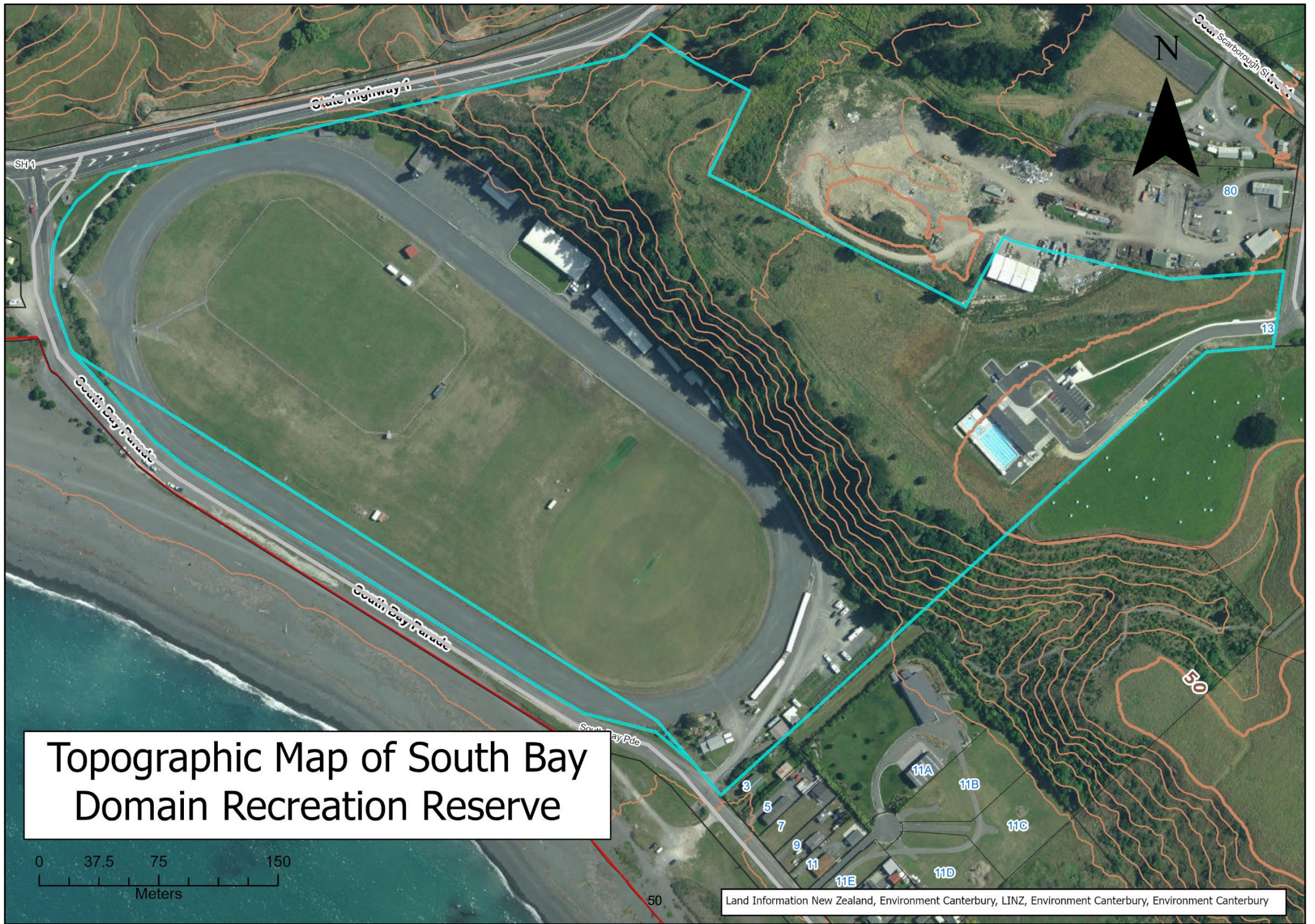
- Increase awareness of heritage values of the area, parts of the Reserve being culturally significant
- All archaeological sites and discoveries will be managed in accordance with the Heritage New Zealand Pouhere Taonga Act 2014

Other Relevant Plans, Policies and Bylaws

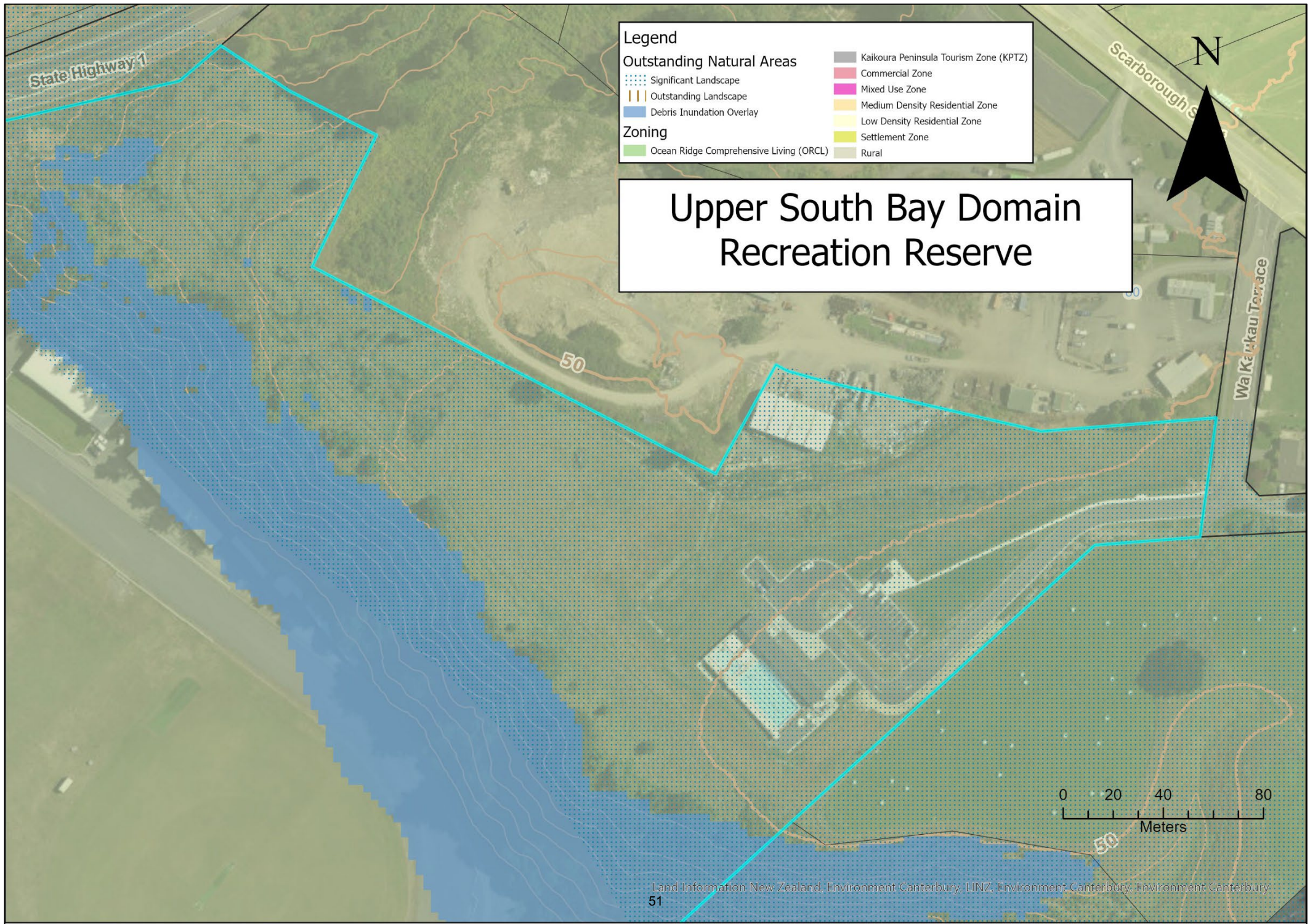
- Kaikōura District Plan
- Current Annual Plan
- Current Long-Term Plan
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Appendices





Topographic Map of South Bay Domain Recreation Reserve



Legend

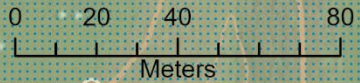
Outstanding Natural Areas

- Significant Landscape
- Outstanding Landscape
- Debris Inundation Overlay

Zoning

- Ocean Ridge Comprehensive Living (ORCL)
- Kaikoura Peninsula Tourism Zone (KPTZ)
- Commercial Zone
- Mixed Use Zone
- Medium Density Residential Zone
- Low Density Residential Zone
- Settlement Zone
- Rural

Upper South Bay Domain Recreation Reserve





Lower South Bay Domain Recreation Reserve

Legend

Outstanding Natural Areas		■ Kaikoura Peninsula Tourism Zone (KPTZ)
▤ Significant Landscape	■ Commercial Zone	
▨ Outstanding Landscape	■ Mixed Use Zone	
■ Urban Flood Assessment Overlay	■ Medium Density Residential Zone	
■ Non-Urban Flood Assessment Overlay	■ Low Density Residential Zone	
■ Debris Inundation Overlay	■ Settlement Zone	
	■ Rural	
Zoning		
■ Ocean Ridge Comprehensive Living (ORCL)		



Report to:	Council
Date:	27 November 2024
Subject:	IWK Constitution
Prepared by:	P Kearney – Senior Manager Corporate Services
Input sought from:	Glen Hughes – IWK Chair
Authorised by:	W Doughty – Chief Executive

1. SUMMARY

This report proposes a constitution amendment for Innovative Waste Kaikōura (IWK) to enable a diversified product service offering.

2. RECOMMENDATIONS

It is recommended that:

- a) The Council receives this report for information.
- b) The Council endorse the Constitution change request as per Option 1 with the following wording:

“The company is a charitable organisation for the purposes of the Charities Act 2005. Accordingly, the aims of the company are exclusively charitable, being the promotion, development and best value implementation of sound environmental services and management practices in New Zealand”.

- c) The Council notes that this change will need to be discussed and approved by the IWK board (and submitted to Charities Services).
- d) The Council notes that IWK has committed to providing a strategic direction consistent with Council’s Letter of Expectation (LOE) to IWK. The LOE, which will be developed in early 2025 will also provide the basis for IWK to develop their Statement of Intent (SOI).

3. BACKGROUND

IWK was started in 1998 by the Kaikōura District council with the objective to reduce waste going to landfill. Part of the waste minimisation strategy included starting up a recycling collection. Since that time IWK has restructured and developed different strategies to reduce and repurpose waste that comes into the yard.

In addition to Waste Management, IWK supports Council with the delivery of 3 waters asset management and maintenance services and various facilities maintenance services (public toilets, etc).

The current operating environment is more volatile with reform change expected, higher cost pressures and an isolated geographic area.

Within this context, the Council and members of IWK discussed, during a Council workshop on the 13th November 2024, the merits of changing the IWK constitution in order to mitigate some of the constraints with the operating environment and uncertainty. As a result of these discussions, the constitution clause that is being proposed for change is clause 4.1 which currently reads as follows:

“The company is a charitable organisation for the purposes of the Charities Act 2005. Accordingly, the aims of the company are exclusively charitable, being the promotion, development and implementation of environmentally sound waste management processes and practices in New Zealand”.

Following discussions as part of the Council workshop held on 13th November 2024 the proposed changes would largely see the deletion of the word waste and replacement with environmental and include reference to best value. The paragraph (clause 4.1) would then read as follows:

“The company is a charitable organisation for the purposes of the Charities Act 2005. Accordingly, the aims of the company are exclusively charitable, being the promotion, development and best value implementation of sound environmental services and management practices in New Zealand”.

4. OPTIONS CONSIDERED

Option 1 (Amend clause 4.1 to the proposed) – Recommended

This option allows IWK the ability to diversify its service offering given the uncertain operating environment and take advantage of viable opportunities in the district (and potentially wider) while ensuring a sustainable, best value and environmental focused service offering for the community.

Option 2 (Do not amend clause 4.1) – Not Recommended

Maintaining the current wording per constitution holds IWK service offering to a narrow focus potentially limiting the commercial opportunities available to IWK which could have adverse impacts to the community.

5. NEXT STEPS

- 1) The proposed (recommended) wording will need to be approved by the IWK board and confirmed with Charities Services with the Constitution then updated at both Companies Office and Charities Services
- 2) IWK has committed to providing a strategic direction consistent with Council’s Letter of Expectation (LOE) to IWK. The LOE, which will be developed in early 2025 will also provide the basis for IWK to develop their Statement of Intent (SOI).

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



INNOVATIVE WASTE KAIKOURA LTD

PO Box 107 - Kaikoura - New Zealand

Phone (03) 319 7148

Email - iwk@iwk.org.nz

3 October 2024

Peter Kearney
Senior Manager - Corporate
Kaikoura District Council
PO Box 6
Kaikoura 7300

peter.kearney@kaikoura.govt.nz

Dear Peter

CONSTITUTION CHANGE REQUEST

As previously discussed, IWK Board of Directors would like to propose a change in wording in the IWK Constitution to allow for a broader range of activities.

Proposed Amendment – removal of the word: waste

- 4.1 Charitable Status.** The company is a charitable organisation for the purposes of the Charities Act 2005. Accordingly, the aims of the company are exclusively charitable, being the promotion, development and implementation of environmentally sound ~~waste~~ management processes and practices in New Zealand.
- 4.2** Notwithstanding anything expressed or implied in this Constitution or permitted under the Act nothing shall give the Company any rights, powers or privileges, or permit the Company to operate for purposes other than charitable purposes within New Zealand. For the purposes of section 16(2) of the Act, this clause shall be a provision limiting the capacity, rights, powers and privileges of the Company accordingly.

In order for the constitution to be amended we need a Shareholder resolution, therefore this proposal will need to go to Council for discussion and approval please.

Please advise if there is anything further that you require from IWK in this regard.

Kind regards

Glen Hughes
Chair

Report to:	Council
Date:	27 November 2024
Subject:	Carried Forward Capex Report – October 2024
Prepared by:	C Kaa - Management Accountant
Input sought from:	P Kearney - Senior Manager Corporate Services
Authorised by:	P Kearney - Senior Manager Corporate Services

1. SUMMARY

The purpose of this report is to provide an update on the CAPEX report as at 31st October 2024 and request approval for i) 'carry forward' items from 30 June 2024 and ii) 'bring back' work from 2026+.

Attachments:

- i. CAPEX Report

2. RECOMMENDATION

It is recommended that the Council:

- a) Receives this report.
- b) Approves the 'Carry Forward' amounts from previous years totalling \$570,718.
- c) Approves the 'Bring Back' amounts from future years totalling \$120,000.

3. CAPEX

Overall CAPEX expenditure for the year to date is \$2.12M with a forecast spend of \$16.81M in the next eight months. Total capex spend for the year is expected to be approximately \$18.91M which is \$2.01M above budget (per Variance from budget – Col T).

The variances from budget include carry forwards and bring backs (\$690,718) as per below with the balance largely relating to IAF revised forecast costs.

Excluding the big three projects (Waiau Toa Bridge, Wakatu Quay and IAF) BAU spend rate vs budget is 34%.

Carry Forward Amounts from previous years

Job #	Job Description	Amount	Reason	Anticipated Start/Completion
J00003	Harbour	\$14,228	Toilet Upgrade	March 2025
J00030	Ocean Ridge Facilities	\$25,000	Steel Pipe Plant Renewals	February 2025 (IWK pricing works)
J00443	Airport	\$31,003	Road Extension	Complete by end June 2025
J00446	Link Pathway	\$445,987	Project to be completed per funding received	Spent by end June 2025
J04415	Civic Centre	\$14,500	Break Space	TBC
J04421	Amphitheatre & Bridge	\$40,000	Unspent in 2023 – Upgrade area	Early 2025 as West End toilet completes

Bring Back Amounts from future years

Job #	Job Description	Amount	Reason	Anticipated Start/Completion
J05000	AC Pipe Replacement	\$120,000	Work undertaken earlier than recorded in LTP to coincide with other work	Ideally asap given roading works in-situ.

				Budget will be pulled from 2026 (\$75k and \$45k from 2027) This will require the associated capital programme to be reviewed fully through the annual plan process
	TOTAL	\$690,718		

4. 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.

5. 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).

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 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

KDC - CAPITAL PROJECTS 2025

Summary October 2024

		Total Project Budget	Life to Date Costs	Carried Forward/Bring Back	Budget 2025	Actual Cost for Month	Previous Costs	Actual YTD Costs	Actual/Budget	Cost to Complete	Previous Forecast Cost	Revised Forecast Cost	Remaining Budget
Multi Yr	Description				a			b		(d-b)	a	d	(a-b)
N	Harbour - Sundry Renewals	19,228	5,242	14,228	5,000	0	5,242	5,242	105%	13,986	19,228	19,228	(242)
N	Office Furniture & Equipment	15,000	6,108		15,000	3,868	2,240	6,108	41%	8,892	15,000	15,000	8,892
N	Footpaths	750,000	10,146		250,000	0	10,146	10,146	4%	239,854	250,000	250,000	239,854
N	Computers & Software	46,000	4,810		46,000	4,810	0	4,810	10%	41,190	46,000	46,000	41,190
N	Book Purchases	32,000	7,732		32,000	2,267	5,465	7,732	24%	24,268	32,000	32,000	24,268
N	Oaro - SCADA and sampling improvements	3,000	468		3,000	468	0	468	16%	2,532	3,000	3,000	2,532
N	Oaro - Misc Scheduled Renewals Facilities	6,922	-		6,922	0	0	0	0%	6,922	6,922	6,922	6,922
N	Stormwater Renewals		-		5,000	0	0	0	0%	5,000	5,000	5,000	5,000
	Urban Water - Reticulation		13,085		0	0	13,085	13,085		0	13,085	13,085	
N	Urban Water - Control and Sata System Upgrades	20,000	5,752		20,000	0	5,752	5,752	29%	14,248	20,000	20,000	14,248
N	Urban Water - Electircal Improvements		-			0	0	0					
N	Water Points & Structure Renewals	140,976	10,886	120,000	140,976	6,232	4,654	10,886	8%	117,005	127,891	127,891	130,090
N	AC Water Pipe Replacement	120,000	46,979	25,000		46,979	0	46,979		73,021	0	120,000	0
N	Ocean Ridge Facilities	25,000	-			0	0	0		25,000		25,000	0
N	East Coast Reticulation		11,009			0	11,009	11,009		0	11,009	11,009	
N	East Coast Village - Scheduled Renewals	5,000	4,029		5,000	4,029	0	4,029	81%	971	5,000	5,000	971
N	Kincaid Treatment Upgrade	100,000	-		100,000	0	0	0	0%	100,000	100,000	100,000	100,000
N	Kincaid - Misc Scheduled Renewals	13,119	1,357		13,119	1,357	0	1,357	10%	11,762	13,119	13,119	11,762
N	Kincaid Misc Toby & Meter Renewals	8,675	-		8,675	0	0	0	0%	8,675	8,675	8,675	8,675
	Kincaid Water Turbity Control, Stabilise Intake	-	-		0	5,702		5,702					
	Fernleigh Water - Reticulation	-	-		0	0	0	0		0	0	0	0
N	Fernleigh Water - Structure Renewals	12,500	5,323		12,500	1,682	3,640	5,323	43%	7,177	12,500	12,500	7,177
N	Peketa - Scheduled Renewals	2,998	-		2,998	0	0	0	0%	2,998	2,998	2,998	2,998
N	Sewerage - Reticulation	-	1,751		0	0	1,751	1,751		0	1,751	1,751	(1,751)
N	Sewer pump renewals	100,000	55,950		100,000	54,778	1,172	55,950	56%	44,050	100,000	100,000	44,050
N	Hawthorne Rd Pump Station	120,000	3,266		120,000	3,266	0	3,266	3%	116,734	120,000	120,000	116,734
N	Treatment Plant - Replace paddle wheel aerator	120,000	114,806		120,000	283	114,523	114,806	96%	5,194	120,000	120,000	5,194
N	Odour Control Renewals	5,000	-		5,000	0	0	0	0%	5,000	5,000	5,000	5,000
N	Stormwater - Scheduled Structure Renewals	34,425	-		34,425	0	0	0	0%	34,425	34,425	34,425	34,425
N	Stromwater - Pipe Upgrades		-		5,000	0	0	0	0%	5,000	5,000	5,000	5,000
N	Treatment Plant - Abatement Notice		52,098		100,000	14,608	37,490	52,098	52%	47,902	100,000	100,000	47,902
N	Toby Box & Meter Renewals	25,000	-		25,000	0	0	0	0%	25,000	25,000	25,000	25,000
Y	Landfill Site - Capping/Closure	1,357,828	447,675		400,000	8,748	22,970	31,717	8%	368,283	400,000	400,000	368,283
Y	Wakatu Quay PGF Development	10,950,000	4,372,493		3,890,816	68,542	114,727	183,269	5%	3,707,547	3,890,816	3,890,816	3,707,547
Y	Transfer Station Construction		844,444		0	0	31,649	31,649	0%	22,943	54,592	54,592	(31,649)
Y	Top End Toilets - Mill Rd	135,000	135,850		0	32,500	72,345	104,845	0%	30,155	135,000	135,000	(104,845)
Y	Blue Duck/Puhi Puhi Valley	800,000	649,429		0	0	1,831	1,831	0%	(0)	1,831	1,831	(1,831)
N	Pine Tree Replacement	25,000	18,324		25,000	6,235	12,089	18,324	73%	6,676	25,000	25,000	6,676
N	Old Wharf Sheds - Refurbishment	20,000	-		20,000	0	0	0	0%	20,000	20,000	20,000	20,000
N	Unsealed Pavement Renewals 211	551,258	114,715		186,648	32,265	82,449	114,715	61%	71,933	186,648	186,648	71,933
N	Sealed Pavement Renewals 212	1,731,095	-		561,542	0	0	0	0%	561,542	561,542	561,542	561,542
N	Kerb & Channel Renewals 213	465,000	6,362		155,000	0	6,362	6,362	4%	148,638	155,000	155,000	148,638
N	Pavement Rehabilitation 214	990,000	-		330,000	0	0	0	0%	330,000	330,000	330,000	330,000
N	Traffic Service Renewals 222	210,600	41,972		70,200	335	41,637	41,972	60%	28,228	70,200	70,200	28,228
N	Minor Improvements 341	450,000	1,259		150,000	0	1,259	1,259	1%	148,741	150,000	150,000	148,741
N	Jordan Stream Bridge	300,000	38,198		300,000	0	21,488	21,488	7%	278,512	300,000	300,000	278,512
N	Airport	31,003	-	31,003		0	0	0		31,003	31,003	31,003	0
Y	Link Pathway	2,108,115	1,466,490	445,987	400,000	23,362	181,000	204,362	51%	641,625	400,000	845,987	195,638
Y	IAF Project - Transport	12,371,740	2,289,096		6,438,988	20,711	246,013	266,724	4%	6,621,875	6,888,599	6,888,599	6,172,264
Y	IAF - Kowhai Stopbank	564,200	110,599		0	663	8,285	8,947	0%	(0)	8,285	8,947	(8,947)
	IAF - 3W Investigation	770,000	86,291					0		683,709	683,709	683,709	
Y	Waiau Toa/Clarence Valley Bridge	13,650,000	2,441,419		2,000,000	1,271	129,063	130,334	7%	1,869,666	2,000,000	2,000,000	1,869,666
N	Civic Centre	14,500	-	14,500		0	0	0		14,500	14,500	14,500	
Y	Community Courts	168,000	14,216		168,000	1,304	12,913	14,216	8%	153,784	168,000	168,000	153,784
N	CF Amphitheatre & Bridge	75,000	-	40,000	35,000	0	0	0	0%	75,000	75,000	75,000	35,000
N	Public Toilet Upgrade - West End, Churchill St	550,000	747,506		550,000	108,308	441,933	550,241	100%	0	550,000	550,241	(241)
Y	Other Better Off Projects					4,040	6,790	10,830					
N	CF Pensioner Flats	20,000	1,428		20,000	1,428	0	1,428	7%	18,572	20,000	20,000	18,572
N	I-Site Carpark Reseal	12,000	-		12,000	0	0	0	0%	12,000	12,000	12,000	12,000
	Road Safety	30,000	9,000		10,000	0	9,000	9,000	90%	0	9,000	9,000	1,000
TOTAL BAU Programme		50,075,182	14,197,561	690,718	16,898,809	460,039	1,659,971	2,120,010	11	16,831,740	18,343,328	18,935,218	14,866,403

Report to:	Council
Date:	27 November 2024
Subject:	CEO Monthly 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

There is a significant amount of work going on across all areas of Council at present as we lead into the end of calendar year period. I would like to acknowledge Mike and the ops team for the successful installation of the West End, Top End and Churchill park toilets. Both the new West End and Top End toilets were fully operational ahead of programme and Churchill park is still on track to be fully connected before Christmas. A decision was made to leave the temporary toilets for a further week to provide additional capacity for the influx of visitors for the Huia Iwi on the weekend of the 24th November. A number of pre-seal repair works are being undertaken ahead of the main roading re-seal programme in the first quarter of next year. The next tranche of the footpath works will also be undertaken in the first quarter of 2025. The multi-use courts are making good progress and the contractor on Wakatu Quay is fully underway. The harvest of South Bay forest is also now in full swing, but may take until the end of February to be fully completed. Further safety messages have been shared with the community.

The planning team have been incredibly busy and it is good to see two further draft reserve management plans (RMPs) on the agenda for Council approval for public consultation. If approved in draft, all three draft Council RMP's would then be consulted on at the start of next year. It is currently anticipated that the final Spatial plan and the RMP for the Esplanade reserve could be considered at the December Council meeting.

On the 7th November, a full day of the regional emergency management Exercise Pandora was undertaken run in two shifts. This was a fantastic opportunity to test our Emergency Operations Centre preparedness and also provide exercise training for our new emergency management staff. All credit to Alison Moore our Emergency Management Officer for running a really great day. We also had very good support on the day from both Police and Fire and Emergency NZ. My thanks to all the attendees on the day. We have had an internal debrief following the exercise and identified some learnings and will also be connecting into the regional debrief sessions.

Work is progressing on the early stages of our annual plan for 2025/26 with budgeting updates to be completed before Christmas. Project Phoenix our ERP system replacement is now also well underway with a number of focused workshops. The level of engagement in those workshops by all Kaikoura staff has been really high. I think everyone is looking forward to the go live date of 1st July 2025. A monthly financial report is included on the agenda for information.

A number of events are planned with the community over the coming weeks, including the Kaikōura Christmas festival on Saturday 7th December.

At the end of November, myself and the Mayor will be attending the last Canterbury Mayoral forum for the year and the Civil Defense and Emergency Management Joint Committee meeting. I will also

chair the Canterbury Communications and Engagement forum meeting on the 6th December. On Monday 25th November, Business Canterbury will be running a Canterbury Ambition workshop with representatives from around the region from both the public and private sector to focus on economic development opportunities.

Other items

Work is progressing in regard to the joint North Canterbury project considering various options for Local Water Done Well. This includes preparation of basic information components of a Water Services Delivery plan. At this point in time, it is anticipated that public consultation on options for service delivery would be undertaken before June 2025 to meet the deadline of September 2025 for an approved water services delivery plan submitted to central government.

We have recently released an interactive map of our cemetery which helps the public identify plots for loved ones. Internally, this has been a cross-team collaboration with a number of parties working together to make the information available to the public. The weblink can be found below:

[Kaikoura District Council Public Cemetery App](#)

The intention that this is a base map that can evolve overtime. I want to especially acknowledge Kelsey Latham for her work on this to date. A great example of working together to deliver a great customer experience.

A follow up with the NZ Play Advocates Group was held in early November and they provided a comprehensive draft resource document for us to consider. We will regroup next year to see how we can continue the relationship and develop ideas to include in our various projects.

Council Team

As previously indicated, both Bruce Apperley and Dave Clibbery finish up with their current roles at Christmas. Bruce is retiring after an extensive career and over 7 years with KDC in one form or another. Dave Clibbery will be vacating the senior manager operations role after five years at Council, but will still be available to provide advice and input on key technical matters. Maree Way our operations administrator has also indicated that she will be moving away before Christmas and so will be finishing up at Council after two years on Friday 6th December.

Our replacement LIMS and planning administrator, Juliet Thornton starts on Monday 25th November and our replacement Regulatory Officer Mark Sandford starts on Wednesday 27th November.

Unfortunately, we have been unsuccessful in securing our preferred candidate for the Senior Manager Operations role and so will be considering re-advertising that prior to Christmas. In the meantime, I will pick up line manager responsibilities for the Building, Operations and Regulatory teams. Interviews for our assistant accountant role are currently underway.

Currently four vacancies are open at Council:

- a) Building Control Officer (has been vacant for close to two years)
- b) Senior Manager Operations
- c) Assistant Accountant
- d) Operations Administrator

Our Christmas function is scheduled for the 5th December and our close down period for the bulk of services will be from Friday 20th December until Monday the 6th January. The library will remain open until lunchtime on the 24th December and will reopen on Monday 6th January 2025. I will be on annual leave from December 13th until January 14th and Peter Kearney will be Acting CE in my absence.

Focus areas for the next three months

- a) Project phoenix implementation.
- b) Recruitment of SMO role and line management of various operations teams
- c) North Canterbury Waters - LWDW

4. COMMUNITY OUTCOMES SUPPORTED



Community

We communicate, engage and inform our community



Development

We promote and support the development of our economy



Services

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



Environment

We value and protect our environment



Future

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

Report to:	Council
Date:	27 November 2024
Subject:	Finance report to 31 October 2024
Prepared by:	S Poulsen - Finance Manager
Input sought from:	C Kaa - Management Accountant
Authorised by:	P Kearney - Senior Manager Corporate Services

1. SUMMARY

The purpose of this report is to provide a summary of the Council's financial performance and financial position to the end of October 2024.

The end of October presents an operating surplus of \$3.84 million, tracking \$1.77 million better than budget for the year to date. The variance continues to be predominantly in grants & subsidies (for opex and capex), as reported last month, with the variance widening now to \$1.8 million thanks to another \$1.0 million invoiced in October for the Wakatu Quay project. We have received \$9.37 million for that project to date, so there is less than \$1 million remaining to claim.

These variances are likely to exist for the remainder of the financial year.

Attachments

- i. Finance Agenda Statements to 31 October 2024

2. RECOMMENDATION

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

3. FINANCIAL INSIGHTS FOR THE YEAR AHEAD

The material damage insurance renewal negotiations are currently underway; we provided for a significant uplift in premiums in the budget, but the replacement cost of assets continues to increase, and insurance premiums are likely to continue to outstrip our budget provision.

The roading reseals work is being finalised via tender with that work expected to commence within the next few months.

Wastewater pump station electrical upgrades are also going to get underway shortly.

The South Bay Forest logging has commenced, and while it is anticipated to be a cost neutral exercise the contractors have indicated that the quality of the first round of logged trees has been high. Logging in relation to our share of the Marlborough Regional Forestry could commence as early as July 2025.

The Wakatu Quay construction mobilisation has started and we are holding around \$5 million in grant revenue for this project.

The community courts development is underway, with the outcome from funding applications still to be determined which would provide the additional financial support to complete phase 2 of the project.

The Link Pathway, phase 1, nears completion, with the next phase, finishing touches, being planned for, such as art works, play/recreational features, and landscaping. We have received \$1.7 million since the project commenced, so there is \$200k still to receive for these final aspects.

The public toilets in the West End, Churchill Park, and top end of Beach Road, are nearing completion and a claim will be made to the Better Off Fund in the region of \$500k within the next month or so.

4. STATEMENT OF COMPREHENSIVE REVENUE & EXPENSE (“PROFIT & LOSS”)

4.1 Operating revenue

- User fees & charges are down \$125k, however \$75k of which reflects a pass through of revenue that should have been to the developer.
- Resource consent fees are still significantly under budget (~\$31k). We are yet to invoice plan change applicants for any progress on their plan changes for this financial year (~\$20k budget). There are reasonably significant costs and internal processing time spent that will need to be recovered.
- Building consent revenue is tracking slightly better than budget which is helped in part by the consent work completed for Hurunui.
- Food and alcohol premises licences revenue is less than budgeted; the timing of these renewals is, however, difficult to predict.

4.2 Grants & subsidies – operating and capital

- Another \$1.0 million has been invoiced for the Wakatu Quay development, plus the usual NZTA subsidies for roading work and the IAF project, and instalments for family violence, collectively boosting grant funding to over \$7.1 million.

4.3 Direct operating expenses

- Personnel expenses (salaries, wages, honoraria, and Kiwisaver) are \$26k under budget across almost all cost centres. We are delighted at the appointments of both a new three-waters engineer in October, and a planning administrator who started 25 November.
- Contractor expenses are down, which has a direct correlation to the appointment of our Building Control Manager and upskilling of our building team, returning KDC to delivering building services inhouse.
- Professional services are overspent due to public liability insurance premiums, and legal fees for a complex matter.
- Grants paid out includes a payment to Kaikōura Healthcare of \$39k for a community support worker – this was unbudgeted but is cost neutral due to grant funding received to cover this.
- Telecommunications, electricity, and fuel costs are operating under budget.
- Project management expenses for Wakatu Quay are \$107k over budget, however with construction starting, project management costs will be capitalised going forward.
- The digitisation project has also finished ~\$6k over budget due to extra boxes of property files having been identified after the project was costed. Some of the additional work is committed for next year.
- Facilities are underspent largely due to parks & reserves maintenance being completed inhouse.
- Unsubsidised work on the Jordan Stream crossing takes Repairs & Maintenance for Roading over budget – the budget is in the capital expenses rather than operating.
- Water repairs and maintenance are under budget for both planned and unplanned work.

4.4 Indirect operating expenses

- Depreciation will continue to be much lower than budgeted because the budget forecast has been calculated on estimated completion times which haven't been achieved (such as the Clarence River bridge, Wakatu Quay, and other projects). The Council does not set its rates to cover the cost of depreciation, and so the variance has no cash impact.
- Overheads and internal charges are budgeted as negative expense because some staff time is now being allocated to capital projects, which transfers the cost from operating to capital. This

is a new process for this year, triggered by an NZTA expectation that roading staff account for their time on the roading programme, and seems to be working well.

5. STATEMENT OF FINANCIAL POSITION (“BALANCE SHEET”)

5.1 Current assets

- Cash on hand is \$5.5 million, however with the Wakatu Quay project about to enter construction phase, we can expect cash balances to decrease over the coming 12-18 months.
- Trade & other receivables balance is driven by two large debtors including the \$1 million invoiced to MBIE relating to Wakatu Quay.

5.2 Non-current assets

- Valuations as at 30 June 2024 are all in for three waters, forestry and investment property, for the Annual Report. The valuations resulted in three waters increasing by \$9.6 million, forestry by \$327k, and investment property (Wakatu Quay) by \$60k. Investment Property also includes \$774k of CWIP.

5.3 Current liabilities

- Trade and other Payables is tracking in line with budget and prior year.
- The current portion of the landfill provision provides for final capping work in the 2025 year.

5.4 Non-current liabilities

- The \$9.3 million in loans reflects \$7.3m in non current debt and \$2m which is current debt which will be used to prefund the April 2025 loan maturity.
- The non-current provisions refer to landfill aftercare which is forecast to be a liability for the next 80 years.
- Other term liabilities are Environment Canterbury’s share of the Marlborough Regional Forestry joint venture, which we hold on their behalf.

6. STATEMENT OF CASHFLOWS

Cash balances remain large due to the pre-funding loan drawdown. There is likely a large portion of payments and funding relating to Wakatu Quay that will need to be re-allocated from Operating activities to Investment activities following the Annual report

7. CAPITAL PROJECTS

The table below identifies the top 10 projects by budget value, for year one of the Long-Term Plan 2024-2034, and the actual spend for the year so far against the full year budget.

Project	Budget	YTD	FY Budget Spent
IAF	6,438,988	275,671	4%
Wakatu Quay	3,890,816	183,269	5%
Glen Alton (Clarence River) Bridge	2,000,000	130,333	7%
Sealed road resurfacing	561,542	-	0%
Landfill closure & transfer station reconfiguration	400,000	63,366	16%
Link Pathway	400,000	204,362	51%
West End toilets	450,000	450,000	100%
Roading sublayer rehabilitation	330,000	0	0%

Jordan Stream bridge	300,000	21,488	7%
Footpaths	250,000	10,146	4%
Other capital projects	1,877,463	781,373	42%
Total	16,898,809	2,120,010	13%
<i>Big 3</i>	<i>12,329,804</i>	<i>589,274</i>	<i>5%</i>
<i>BAU</i>	<i>4,569,005</i>	<i>1,530,735</i>	<i>34%</i>

The amounts in this table are reflective of budget and actual spend during the 2024/2025 financial year, and don't include previous year(s). From a "BAU" perspective, we are at 34% spent for the year however if the budget is pro-rated (i.e. for 4 months) performance is on track.

8. WORKING CAPITAL

Working capital takes current assets less current liabilities, to show whether there is adequate cover for payments when they fall due (working capital should always be more than zero). Current assets are \$7.8m and current liabilities \$3.9m for a working capital of \$3.9m which is broadly in line with September.

9. FINANCIAL IMPLICATIONS AND RISKS

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

10. 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).

11. 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.

12. GLOSSARY OF TERMS USED IN THE FINANCIAL STATEMENTS

Statement of Comprehensive Revenue & Expense	
Revenue	
Rates revenue	General and targeted rates, plus penalties, less remissions.
Water meter charges	Invoiced twice a year calculated on water meters attached connected to properties, showing water consumption per m ³
User fees & charges	Fees for goods and services we provide (consent fees, lease revenue, slipway fees, etc)
Grants & subsidies	Grants received for operating costs such as MSD funding for a family violence coordinator, NZTA subsidies for road maintenance and cleaning public toilets, Mayors Taskforce for Jobs, etc.

Development contributions	A fee charged to developers on subdivisions and commercial buildings so they contribute to capital upgrades that are required to service their development and associated infrastructure.
Interest revenue	Interest earned on term deposits and on-call savings accounts
Gains	Increases in the value of investment property, or the surplus over and above the book value of an asset if sold
Other revenue	Infringement fees, petrol tax, waste minimisation levy, insurance claims, logging sales, and MRF revenue
Grants & subsidies – capital	Grants for capital expenditure, such as funding for the Wakatu Quay development, NZTA subsidies for road renewals, etc
Direct Operating Expenses	
Personnel	Salaries, wages, honoraria, staff leave, and Kiwisaver contributions
Personnel-related expenses	Training & conference expenses including travel & accommodation, Fringe Benefit Tax, workplace support, medical insurance, safety gear.
Admin & office expenses	Subscriptions, stationery, bank fees, advertising, postage, rates, etc
Contractors	External resources – building consent processing, cemetery plot preparation, mowing, freedom camping ambassadors, etc
Professional services	Legal advice, consultancy, valuation fees, audit fees, insurance premiums, treasury advice, design fees, accreditation expenses.
Grants & donations	Payments to organisations such as the Museum, KITI, Te Ha, etc.
IT & telecommunications	Software licences and support, phones and cell-phones, internet, website, computer consumables, printer/copier lease, etc
MRF	Marlborough Regional Forestry joint venture (our 11.5% share of expenses)
Utilities	Electricity, cleaning expenses, fuel and vehicle expenses
Project expenses	Project management, waste minimisation projects, environmental projects, back-scanning project, and other specific project expenses
Repairs & maintenance	Building maintenance, playground repairs, elevator servicing, wharf maintenance, vandalism repairs, tools & equipment. Road drainage and seal maintenance, pothole repairs, etc. Kerbside recycling and rubbish collection service, transfer station operating expenses, rubbish pickups, town rubbish bin services. Water services scheduled maintenance and unplanned repairs.
Statement of Financial Position	
Cash & cash equivalents	Bank accounts and term deposits: note - includes long-term deposits
Trade & other receivables	Debtors. Includes rates, leases, and other invoices, and is the amount that ratepayers and customers still must pay to the Council.
Prepayments & inventory	Bills we have paid in advance (such as insurance and subscriptions), plus stock on hand.
Current financial assets	The loan from the Council to Innovative Waste – the amount that will be paid back within 12 months.

Other current assets	Assets held for sale (e.g. the Esplanade land – former Council office)
Intangible assets	Software systems that we own (rather than hold a licence to use)
Forestry assets	Standing trees, valued annually at the likely return if logged and sold
Investment property	Wakatu Quay – valued annually. The Council has classified this as an investment property because it expects the land to generate a return
Property, plant & equipment	All other assets – land, buildings, roads & bridges, wharves, water and wastewater infrastructure, vehicles, office equipment, library books.
Trade & other payables	Creditors. The balance of bills we haven't paid yet, and other amounts we must pay within 12 months (GST, refundable bonds, ECan's share of rates revenue, etc).
Employee liabilities	Annual leave owing to employees
Landfill provision – current	An estimate of the cost that will be incurred within the next 12 months to secure and cap the site.
Current portion of term debt	Loans (or portion of loans) that must be repaid within 12 months
Provisions	An estimate of the cost that will be incurred to secure and cap the site beyond the next 12 months, and to keep maintaining the site ongoing.
Borrowings – non-current	The balance of loans that don't need to be repaid within 12 months
Other term debt	Our share of Marlborough Regional Forestry debts, and any other long-term liabilities
Public equity	A type of equity that records accumulated surpluses and deficits, and other movements in equity not recorded below.
Asset revaluation reserve	A type of equity that records movements in property, plant and equipment values.
Special funds & reserves	A type of equity that records funds set aside for specific purposes (such as grants, targeted rates, development contribution funds, etc)

13. 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

KEY INDICATORS

AS AT 31 OCTOBER 2024

<p>OPERATING RESULT <i>operating surplus/(deficit)</i></p> <p style="text-align: center; font-size: 24pt;">\$3.84m</p> <p>\$1,716k favourable v/s year to date budget of \$2,122k</p>	<p>OPERATING COSTS <i>costs to deliver existing levels of service</i></p> <p style="text-align: center; font-size: 24pt;">\$6.71m</p> <p>\$53k unfavourable v/s year to date budget of \$6.66m</p>
<p>TOTAL EXTERNAL BORROWING <i>total borrowings from bank</i></p> <p style="text-align: center; font-size: 24pt;">\$7.30m</p> <p>\$00k unfavourable v/s full year budget of \$7.3m</p>	<p>INTEREST ON DEBT <i>cost to service debt</i></p> <p style="text-align: center; font-size: 24pt;">\$160k</p> <p>\$22k unfavourable v/s year to date budget of \$139k</p>
<p>CAPITAL EXPENDITURE <i>cost of new &/or replacement of assets</i></p> <p style="text-align: center; font-size: 24pt;">\$2.11m</p> <p>\$821.6K favourable v/s year to date budget of \$2935.9K</p>	<p>DEVELOPMENT CONTRIBUTIONS <i>received for district growth</i></p> <p style="text-align: center; font-size: 24pt;">\$90.4k</p> <p>\$38.5k favourable v/s year to date budget of \$52k</p>
LONG TERM PLAN MEASURES	
<p>DEBT AFFORDABILITY BENCHMARK <i>financing expenses as a % of rates</i></p> <p style="text-align: center; font-size: 24pt;">6.1%</p> <p>3.9% favourable v/s council approved limit of 10.0%</p>	<p>EBID <i>earnings before interest and depreciation</i></p> <p style="text-align: center; font-size: 24pt;">\$5.87m</p> <p>\$1,549K favourable v/s year to date budget of \$4.32m</p>
<p>BALANCED BUDGET BENCHMARK <i>revenue equal or greater than expenses</i></p> <p style="text-align: center; font-size: 24pt;">157%</p> <p>57% favourable v/s council benchmark of 100%</p>	<p>BORROWINGS TO EQUITY <i>Term loans as a % of equity</i></p> <p style="text-align: center; font-size: 24pt;">2.40%</p> <p>0.13% unfavourable v/s full year budget of 2.27%</p>

STATEMENT OF COMPREHENSIVE REVENUE & EXPENSE

FOR THE PERIOD ENDED 31 OCTOBER 2024

	BUDGET	BUDGET YTD	ACTUAL	YTD VARIANCE
	2025	YTD	YTD	
		31/10/2024	31/10/2024	31/10/2024
	\$	\$	\$	\$
REVENUE				
Rates revenue	10,537,555	2,634,390	2,645,742	11,352
Water meter charges	229,600	-	1,192	1,192
User fees & charges	1,922,856	713,825	588,308	(125,517)
Grants & subsidies	991,880	384,622	1,613,573	1,228,951
Development contributions	61,559	51,900	90,425	38,525
Interest revenue	57,489	19,164	65,051	45,887
Gain	88,200	-	-	-
Other revenue ^[1]	685,001	57,517	57,004	(513)
Total Operating Revenue	14,574,140	3,861,418	5,061,294	1,199,876
Grants & Subsidies - Capital	14,046,867	4,914,822	5,486,685	571,863
Total Revenue	28,621,007	8,776,240	10,547,979	1,771,739
DIRECT OPERATING EXPENSES				
Personnel	4,126,431	1,350,164	1,323,743	(26,421)
Personnel Related Expenses	342,958	145,226	135,497	(9,729)
Admin & Office Expenses	452,374	136,358	138,137	1,779
Contractors	621,402	194,740	166,558	(28,182)
Professional Services	1,517,867	674,572	751,275	76,703
Grants/Donations	736,084	443,252	479,638	36,386
IT & Telecommunications	811,735	153,027	138,304	(14,723)
MRF	119,676	64,000	63,250	(750)
Utilities	716,573	239,050	221,954	(17,096)
Project Expenses	259,832	123,197	250,270	127,073
Repairs & Maintenance - Facilities	482,574	138,680	116,840	(21,840)
Repairs & Maintenance - Roading	1,368,522	467,038	506,596	39,558
Repairs & Maintenance - Waste	352,000	117,006	123,362	6,356
Repairs & Maintenance - Water	787,800	263,521	223,499	(40,022)
Other Expenses	574,096	71,366	87,783	16,417
Total Direct Operating Expenses	13,269,924	4,581,197	4,726,706	145,509
INDIRECT OPERATING EXPENSES				
Depreciation	6,238,922	2,056,492	1,868,645	(187,847)
Financing expenses	392,361	138,744	160,373	21,629
Overheads and Internal Charges	(196,378)	(71,771)	(45,554)	26,217
Total Indirect Operating Expenses	6,434,905	2,123,465	1,983,465	(140,000)
Total Operating Expenses	19,704,829	6,704,662	6,710,171	5,509
Operating surplus/(deficit)	(5,130,689)	(2,843,244)	(1,648,876)	1,194,368
TOTAL COMPREHENSIVE REVENUE & EXPENSE	8,916,178	2,071,578	3,837,809	1,766,231

STATEMENT OF FINANCIAL POSITION

AS AT 31 OCTOBER 2024

	BUDGET to year end \$000s	ACTUAL 31/10/2024 \$000s	ACTUAL 31/10/2023 \$000s
ASSETS			
<i>Current assets</i>			
Cash & cash equivalents	1,682,415	5,540,027	762,898
Trade & other receivables	1,956,405	1,943,968	(86,104)
Prepayments & inventory	254,081	3,353	2,793
Current financial Assets	20,000	20,000	20,000
Other Current Assets	330,000	330,000	330,000
Total current assets	4,242,902	7,837,348	1,029,587
<i>Non-current assets</i>			
Intangible assets	-	23,096	55,000
Forestry assets	2,520,931	2,728,235	2,400,887
Investment property	7,477,534	3,774,455	2,940,000
Financial Assets	206,500	296,500	166,500
Property, plant & equipment	316,712,143	301,942,608	289,570,949
Total non-current assets	326,917,108	308,764,893	295,133,335
TOTAL ASSETS	331,160,010	316,602,241	296,162,922
LIABILITIES			
<i>Current liabilities</i>			
Trade & other payables	1,611,807	1,383,867	1,106,201
Employee liabilities	257,367	223,951	200,473
Landfill Provision - current	-	388,680	579,887
Current Portion of term debt	1,000,000	2,000,000	-
Total current liabilities	2,869,174	3,996,498	1,886,561
<i>Non-current liabilities</i>			
Provisions	224,575	382,133	224,575
Borrowings – non-current	6,300,000	7,300,000	5,300,000
Other term debt	482,928	545,169	482,928
Total non-current liabilities	7,007,503	8,227,302	6,007,503
EQUITY			
Public equity	143,790,195	123,782,411	117,939,026
Asset revaluation reserve	175,115,415	176,793,446	166,524,581
Special funds & reserves	2,377,723	3,802,584	3,805,251
Total equity	321,283,333	304,378,441	288,268,858
TOTAL LIABILITIES & EQUITY	331,160,010	316,602,241	296,162,922

STATEMENT OF CASH FLOWS
FOR THE PERIOD ENDED 31 OCTOBER 2024

	BUDGET to year end \$	ACTUAL 31/10/2024 \$	ACTUAL 31/10/2023 \$
OPERATING ACTIVITIES			
Receipts from rates	10,767,157	2,645,742	2,388,620
Interest received	57,489	65,051	20,477
Receipts from other revenue	16,871,284	938,399	3,184,267
Payments to employees & suppliers	(13,937,592)	(6,144,541)	(7,417,732)
Interest paid	(392,362)	(160,373)	(32,511)
Goods & services tax (net)	-	269,264	(321,325)
Net Cash from Operating Activities	13,365,976	(2,386,459)	(2,178,203)
INVESTING ACTIVITIES			
Grants received for capital work	-	5,486,685	1,545,893
Purchase of investment property	(3,890,816)	-	-
Sale of property, plant & equipment	-	-	-
Purchase of property, plant & equipment	(13,007,991)	(2,114,278)	(2,028,854)
Purchase of forestry assets	-	-	-
Purchase of intangible assets	-	-	-
Purchase/Sale of non-financial assets	-	(90,000)	10,000
Purchase of current-financial asset	-	-	-
Payment into term deposits	-	-	-
Net Cash from Investing Activities	(16,898,807)	3,282,407	(472,961)
FINANCING ACTIVITIES			
Movement in borrowings	-	2,000,000	-
Net Cash from Finance Activities	-	2,000,000	-
NET INCREASE/(DECREASE) IN CASH & CASH EQUIVALENTS	(3,532,831)	2,895,949	(2,651,164)
OPENING CASH	5,215,246	2,644,078	3,414,063
CLOSING CASH BALANCE	1,682,415	5,540,027	762,898

Report to:	Council	File #
Date:	27 November 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.

2) RECOMMENDATION

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

3) ACTIVITY UPDATES

Community Development

- a) *Community Development and Community Groups*
 - i. [Te Hā o Mātauranga](#)

V Gulleford, Operations Lead, and S Haberstock, Board Chair, will be attending Social Return on Investment (SROI) training in Auckland on Tuesday and Wednesday the 19th and 20th November.

There is increasing recognition that we need better ways to account for the social, economic and environmental value that results from our activities. The language varies – ‘impact’, ‘returns’, ‘benefit’, ‘value’ – but the questions around what sort of difference and how much of a difference we are making are the same.

Understanding and managing this broader value is becoming increasingly important for the public and private sectors alike. This is true whether it is civil society organisations working to create value, Governments commissioning and investing in activities to create social value, investors seeking to ensure that their investments will make a difference, or private businesses recognising both risk and opportunity in the wider effects of operations.

There are two types of SROI:

- Evaluative, which is conducted retrospectively and based on actual outcomes that have already taken place.
- Forecast, which predicts how much social value will be created if the activities meet their intended outcomes.

We are keen to understand how SROI applies a set of principles within a framework that is designed to help bring about consistency, as it is more important than ever we have some consistency and a shared language when we talk about value in the social sector.

- ii. [Other community group updates](#)

Takahanga Main Power Multisport Courts

The Multisport Courts project is progressing well with progress ramping up between now and Christmas. The block wall is starting to take shape and is looking good. Please see pictures below:



Pensioner Housing The spouting at the flats is due to be cleaned out this month. The garden tidy up by the staff and subsequent BBQ was well received and the weather played the game.

b. Community Events

Community Christmas Festival

Organisation is well under way with a dedicated team of volunteers for our Community Christmas Festival on Saturday 7 December between 2pm – 7pm being held at the Memorial Hall. Father Christmas is currently growing his beard in anticipation:



The Kaleidoscope Orchestra

Kaikōura District Council Events was pleased to partner with other community groups to enable the Kaleidoscope Orchestra to come to Kaikōura. Big shout out to Naemi Ueda for persevering with fundraising to make this happen for our community.

The Marlborough Civic Orchestra and Upbeat Orchestra performed a kaleidoscope of great music under the expert musical directorship of Jason Balla.

The brilliant young violinist Mana Wairiki performed both Bach and Sarasate solos with orchestra, and audiences listened to famous waltzes and the Can Can and were transported into space with movie music from Star Wars and Interstellar. The younger audiences enjoyed music from Joe Hishaishi and the movie Moana; others took a beautiful trip to Europe down the Moldau and a tango from Spain, as well as enjoying Schubert’s unfinished Symphony No. 8. This was a concert for all ages and musical tastes, and we were delighted to be part of its success.

Kaikōura Rose Show

The Kaikōura Garden Club is hosting its annual Rose and Flower Show at the Memorial Hall on the 23rd November:



Takiwa Kapahaka Festival



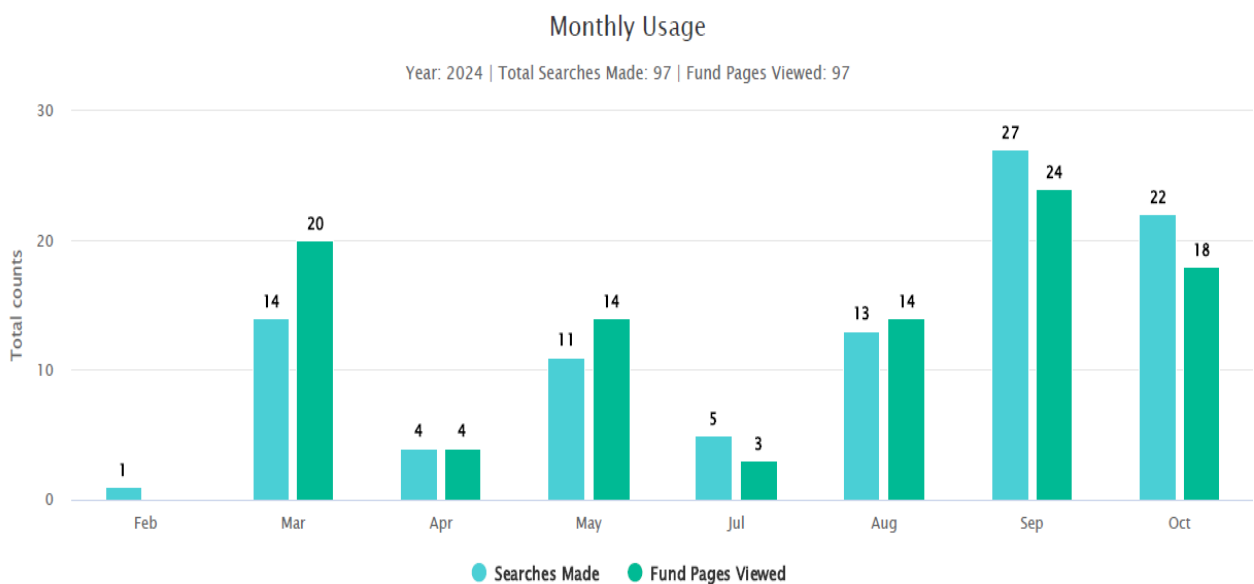
The Takiwa Kapa Haka Festival is coming to Kaikōura on the 28 November and will be held at the Memorial Hall from 10am to 4pm. Seven schools will be participating. Everyone is warmly invited.

b. Community Grants

The funding information at Generosity New Zealand is the most comprehensive and most up-to-date funding source in Aotearoa, New Zealand. The search results list is targeted and aligned with the search criteria chosen and customers can find the most relevant funding opportunities with fewer searches. The numbers of searches made, and fund pages viewed has improved due to search functionality. This means the users spend less time manually filtering their search results.

	Usage Report 2024 givME and givUS - Basic	Kaikōura District Council Year: 2022-2024 Total Logins: 102 Searches Made: 352 Fund Viewed: 257	62
			Registered Users as of Nov 2024

This graph shows the number of searches made and the number of fund pages viewed per month.



1. Customer Service Requests (CSR's) at Front of House

We created 599 customer service requests in October (up from 581 in Sep). Of those, the three busiest areas were:

- Building: 142 calls supported the booking of consents
- Finance: 120 calls were rates inquiries
- Planning: 119 calls dealt with questions around the Spatial Plan

2. Kaikōura Emergency Management

This years' Exercise Pandora was held on November the 7th and simulated Day 3 of an Alpine Fault earthquake greater than 8.0. For this exercise, we assumed a National Emergency had already been declared. We had fantastic commitment from all staff attending in their roles. We worked as a team and in both shifts, and the word communication featured as something we do very well. Alison was blown away by what we achieved, even with limited resources and thinks Kaikōura is in safe hands!

Excellent feedback was received during the event which will be useful for both future EOC establishment, incident planning, training and determining any extra requirements to ensure the basics are covered.

3. Kaikōura District Library

Please see our October dashboard below:

KAIKOURA DISTRICT LIBRARY

DASHBOARD OCTOBER 2024

3,219
PEOPLE VISITED THE LIBRARY THIS MONTH

It was great to have a visit from the Amberley intermediate school to our library to do a book treasure hunt!

JOIN US!

We are excited to announce that the library is now on Tiktok! Join us @kaikouralibrary for lots of fun and all things library!

The library is now also on Pinterest! Follow us for creative ideas such as fun and interactive displays & crafts.

The library went all out for halloween this year, we had lots of fun and our displays were a big hit with our visitors!

TIS THE SEASON TO BE SPOOKY

It was crafty time in the library this holidays with a pencil case decorating workshop.

BOOK STATISTICS

OCTOBER	22/23	23/24	24/25
▲ ISSUES	2,262	2,281	2,720
▼ RENEWALS	207	214	170
▲ RETURNS	2,167	1,996	2,104

A WORLD CLASS LIBRARY SERVICE WHICH RETAINS ITS COMMUNITY VALUES

On Thursday 14 November, the Library team, including Leanne Stevenson and Rhonda South from the Kaikōura High School Library went to Christchurch for their pre-Christmas shopping trip ensuring the community will have some fabulous new books for the festive season.

4. FINANCIAL IMPLICATIONS AND RISKS

None – expenditure remains within budgets.

5. COMMUNITY OUTCOMES SUPPORTED



Community

We communicate, engage and inform our community



Development

We promote and support the development of our economy



Services

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



Environment

We value and protect our environment



Future

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

Report to:	Council
Date:	27 November 2024
Subject:	Planning Update Report
Prepared by:	Z Burns – Planning Officer
Input sought from:	F Jackson – Policy Planner M Hoggard – Strategy, Policy and District Plan Manager C Laugesen – Planning Admin
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:

- Some Resource Consents are being processed by external consultants
- LIM numbers remain volatile
- Plan Change 5 has been notified to become operative
- Reserve Management Plans in progress
- Central Government reforms remain a work in progress

Attachments:

- Resource consents in progress

2. RECOMMENDATIONS

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

3. BACKGROUND

3.1. Resource Consent Status

Resource Consent applications continue to come through, especially for unconsented visitor accommodations. Payment has been received from Avodah and Vineyard church for their retrospective consent.

The subdivision consent for the Light Industrial Zone has been granted. The lots do not currently require development contributions, however, if future owners wish to build a dwelling on a site (which will require a resource consent) a requirement for development contributions will be triggered. This has been listed as an advice note after the conditions of the subdivision consent. The land use consent for earthworks required for the stormwater disposal is still being processed. Environment Canterbury have provided some insight of the regional consents currently being processed, including sharing of section 92 letters requesting further information. By the time of Council meeting, the land use consent for the earthworks is expected to have been finalised, noting that a resource consent does not represent landowners' approval.

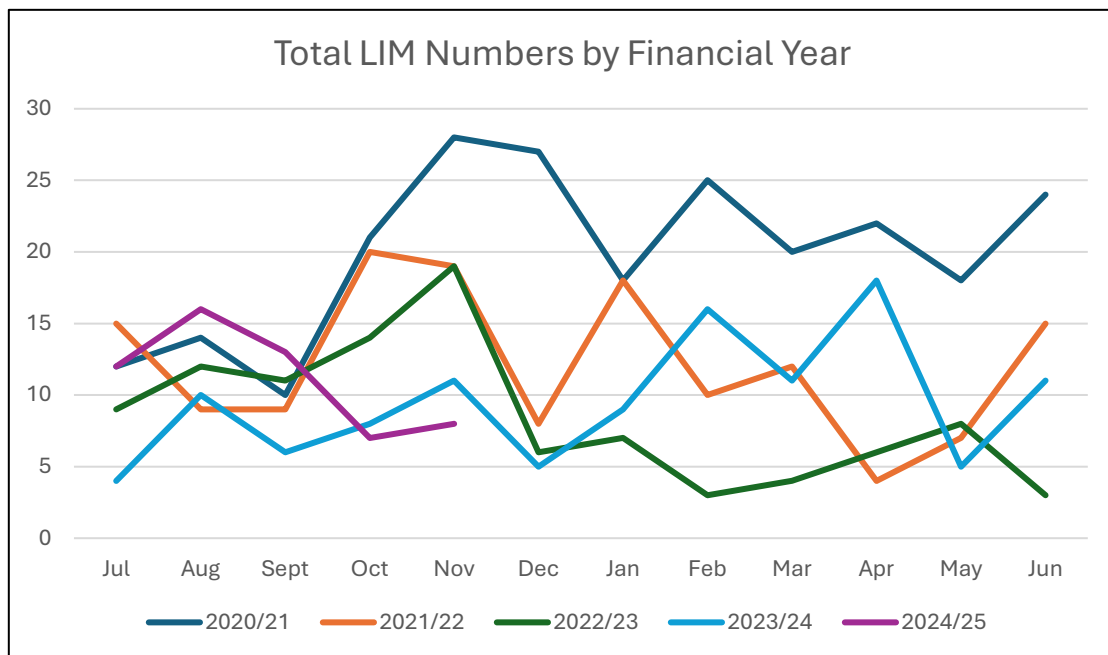
A resource consent application has come through for contamination remediation works for the former sawmill site at 218-222 Beach Road. The proposal relates to the importing of clean fill to the site with a total cut of 10,348m³, total fill of 10,277m³ and 1,888m³ of clean fill to be imported. During pre-application stages, concerns were raised regarding the potential flooding effects as a result of the amount imported fill, which the resource consent is required to address.

Some of the Resource Consents that have been processed internally were on hold prior to the beginning of the Reserve Management Plan process and have recently been made active again. With

the number of planning tasks in play currently, some consents are over the 20 days statutory timeframe.

3.2. Land Information Memorandums

In October there were a total of 7 LIMs. In the last two weeks, being November, there have been 8 LIMs, creating a backlog but presents a training opportunity for the new incoming administration person.



3.3. District Plan Review

Council agreed to the proposed District Plan Rolling Review roadmap which was presented to them on 30th October 2024. Planning staff will proceed to the procurement stage by publishing Requests for Proposals for consultants to assist with the rolling review. It is envisaged that the process could take up to four months (given the Christmas holiday period), and therefore February 2025 is likely to be the earliest time for any consultants to be onboard.

3.3.1. Plan Change 5

Council resolved to adopt PC5 on 30th October 2024. A Public Notice of the decision was published on 31st October in the newspaper and on the Council’s website, advertising that the decision is subject to a 30-working day appeal period. The appeal period closes 5pm on 11th December, and another Public Notice will be published on 12th December to notify that the Plan Change will become operative on 19th December 2024 (as per RMA).

3.3.2. Plan Change 6

Cargill Station Limited have proposed an extension to Ocean Ridge (Stage 4) by way of a plan change to the Kaikōura District Plan. It is an extension of the Ocean Ridge Plan Change 2, which became operative in March 2011. Through the draft Plan Change 6 application, some mapping and textual errors within the Ocean Ridge Development Area chapter, appendices and GIS map have been identified which have been amended as per clause 16 of the First Schedule of the RMA.

3.4. Spatial Plan

A Hearings and Deliberations Extraordinary Council meeting was held on 6th November 2024 to consider submissions. The agenda and report is available online.

A final draft of the Spatial Plan will be presented to Council at the December meeting.

3.5. Reserve Management Plans

3.5.1. Esplanade Recreation Reserve Consultation

The submission period for the Esplanade Recreation Reserve Management Plan closes on the 27th November. As of the 15th November, there have been 22 submissions on the proposed draft plan, with 2 people submitting twice. Out of these 22 submissions, 2 submitters would like to be heard, and 2 submitters did not provide a response to being heard. Post submission closure on the 27th all submissions will be reviewed and summarised as per normal for the Council report and consideration.

A hearing date for the Reserve Management Plan has been organised for Wednesday 11th December 2024, with the overall goal that a Plan will be adopted prior to the Christmas Shut-down period.

3.5.2. Holiday Park Reserve Management Plan Draft

The draft plan has been presented at this Council meeting for Council feedback and endorsement for public consultation along with the South Bay Racecourse/Domain Reserve Management Plan and South Bay Forest Reserve Management Plan. This consultation period will open in the New Year.

4. Canterbury Regional Policy Statement

RMA (Freshwater and Other Matters) Bill passed its 3rd reading in Parliament. Part of this Bill includes a directive that no freshwater planning instruments can be notified, until either a new NPSFM is notified or until 31 December 2025, whichever comes first. This raises questions as to whether the Canterbury Regional Policy Statement will be notified later this year given the numerous policies which relate to freshwater.

5. Relevant Legislation

Resource Management Act 1991 (RMA) remains the relevant legislation.

5.1. Legislative Reforms Update

1st RM Bill

First Resource Management Bill has been passed, concerning 'freshwater and other matters'. There are nine key changes:

1. Exclude hierarchy of obligations in National Policy Statement-Freshwater Management (NPS-FM) whilst it is under review
2. Repeal low slope map and associated requirements from stock exclusion regulations
3. Repeal permitted and restricted discretionary activity regulations and associated conditions for intensive winter grazing for National Environment Standards for Freshwater (NES-F) and replace with new regulations with setbacks from waterways and critical source areas
4. Align provisions for coal mining and mineral extraction under NPS for Indigenous Biodiversity (IB) in NPS-FM and NES-F.
5. Suspend for 3 years requirements under NPS-IB for Councils to identify new SNAs and include them in District Plans & extends some SNA implementation timeframes
6. Speed up and simplify process for preparing and amending national direction including NES, NPS, National Planning Standards and NZCPS (coastal policy)

7. Clarify Councils' ability to consent discharges that would result in significant adverse effects, providing receiving waters are already subject to such effects, and conditions reduce effects overtime.
8. Pause rollout of Freshwater farm plans until work to improve system is finalised.
9. Restrict notification of Freshwater Planning instruments (regional policy statements and plans that give effect to NPS-FM 2020) until a new NPS-FM takes effect or 31 December 2025. This applies from 22 October 2024

Fast-Track Approvals Bill (FTA)

Last month – 149 projects in the FTA Bill, decisions based on recommendations from an independent projects advisory group and advice from officials. Projects not selected can reapply for referral assessment.

Fast-track projects advisory group report on 342 project applications Ministers could consider for the Bill's schedule released on 11 October. Environment Committee released its report on the FTA Bill to House of Representative on 18 October. The report made recommendations on the Bill based on analysis of 27,000 submissions. The Committee heard 794 oral submissions on the Bill.

The next steps is the Bill will return to Parliament in November & December for final readings and could become law in late 2024.

22 Project have been signalled for the Canterbury Region, specific details have been provided on these projects and no information is available as to if any project are located with the Kaikōura District.

Phase three reform timeline, principles agreed

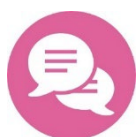
Government has agreed core principles and a high-level timeline for phase 3 of RM reforms, including replacing the RMA with two acts.

One Act will manage environmental effects arising from activities that use natural resources and the other enabling urban development and infrastructure. The urban development and infrastructure act will be aligned with Government's 'Going for Housing Growth Plan' and its 30-year National Infrastructure Plan. An Expert Advisory Group (EAG) has been established to prepare a blueprint for these acts.

The blueprint will be based on Principles agreed by the Cabinet and Government's RM reform objectives and aims to provide recommendations before Christmas 2024.

Detailed work and drafting will occur after Cabinet have agreed to aspects of new legislation in early 2025. Bills aimed to be introduced in parliament in mid-2025 and pass into law by mid-2026.

6. COMMUNITY OUTCOMES SUPPORTED



Community

We communicate, engage and inform our community



Development

We promote and support the development of our economy



Environment

We value and protect our environment



Future

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



Services

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

ATTACHMENT 1

1. Active and deferred Resource Consent, Flood Hazard Certificates and Other Consent Applications to 15 November 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.

Appendix I

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 Dining Area – Temporary Activity	21 West End	On hold by the applicant - Limited notification has closed, a submission has been received from the neighbour, plans are to be amended and neighbour has said they will give approval provided fence built 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	65

					has agreed by email to provide written approval final documents are awaited. Processed in house	
5.	1889	Kaikoura District Council	Earthworks in flood hazard area for Clarence/Waiatoa Bridge	Road reserve	Placed on Hold by Applicant Being processed by Resource Management Group S37 Issued for March 2024	277*
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.	1908	Moanna Farms Ltd	Earthworks within landscape area	20 Moana Road	Deferred – awaiting payment Follow-up email sent 19 th March 2024	-
8.	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
9.	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	Deferred at applicant's request Processed in house Limited Notified Legal advice received regarding NPS-HPL, awaiting information about rural amenity of the site	61
10.	1942	Brent Proctor	Land Use – non-compliance with district plan standards in the general rural zone and transport standards	30 Old Beach Road	Deferred at applicant's request Processing in house Limited Notified Pre-decision meetings taking place Legal advice received regarding NPS-HPL, awaiting information about rural amenity of the site	61
11.	1952	Maram Community Trust	2-lot subdivision	8 Margate St	Deferred Being processed in house	17
12.	1954	Margetts	2-lot subdivision & amalgamation	21 Mt Fyffe Rd	Active Processing in house Received confirmation from Mainpower – in process of completing application	49
13.	1956	Benjamin Jurgensen	2-lot subdivision	290 Red Swamp Rd	Deferred Being processed externally (PLANZ) Regional Consent required for onsite wastewater discharge	20
14.	1959	Collins	3 lot subdivision	222-228 Ludstone Rd & Lot 1 DP 48 Red Swamp Rd	Deferred Processing externally (RMG) Regional Consent required for onsite wastewater discharge	6

15.	1960	Collins	Residential activity on a site less than 2ha	222-228 Ludstone Rd & Lot 1 DP 48 Red Swamp Rd	Deferred Processing externally (RMG) Regional Consent required for onsite wastewater discharge	6
16.	1964	Chapman-Lindsay Developments Ltd	Construction of 9 apartment units	162-164 Esplanade	Deferred Processing internally Will be publicly notified Deferred at applicant's request	15
17.	1965	Marlborough Kaikoura Trail Trust	Earthworks and structures associated with the construction of a cycle trail between tirohanga and kekerengu which forms part of the Whale Trail	Section 1 SO 7346, Lot 1 DP 946, SO 5281, Lot 1 DP 10979, Lot 1 DP 418536	Deferred other consents from Ecan Processing externally (RMG)	-
18.	1966	Marlborough Kaikoura Trail Trust	To build, operate & maintain a cycle trail bridge over the Kekerengu River which forms part of the Whale Trail	State Highway 1	Deferred other consents from Ecan Processing externally (RMG)	-
19.	1968	Robert & Jan Curle	Retrospective boundary activity	67 Torquay Street	Granted Processing internally	10
20.	1970	Cargill Station Ltd	Create 22 new lots along Ingles Drive	Ingles Drive, Ocean Ridge	Deferred Processing externally (PLANZ) RFI from Geotech peer review	18
21.	1972	Aitken	4 Guest Visitor Accommodation	178 Brunells Road	Deferred Processing externally (PLANZ)	16
22.	1974	Kaikoura Business Park Limited	Subdivision 52 Lot Industrial subdivision	69 Inland Road	Granted Processed internally S37 issued to extend time frames (TBC)	36
23.	1975	Kaikoura Business Park Limited	Land use 52 Lot Industrial subdivision stormwater system	69 Inland Road	Active Processing internally S37 issued to extend time frames (TBC) Finalising assessment	36
24.	1976	Trevor Smith	Earthworks in Archaeological Area	15 Avoca Street	Deferred Processing externally (PLANZ)	19
25.	1978	Planning North Canterbury	2 lot subdivision with heritage building	1 Torquay St	Active Processing internally	35
26.	1979	Robyn Murray	Visitor accommodation – up to 6 guests	43 Clarence Valley Road	Active Processing externally (PLANZ) Being reviewed	31
27.	1980	Cohesive Construction	Flood hazard assessment	87-89 beach road	Active Processing internally	31
28.	1981	Sally & Lewis Turnbull	Visitor accommodation – up to 4 guests	10 Davidson Tce	Granted Processing externally (PLANZ)	19
29.	1982	Avodah Spiritual Respite/Vineyard Church	Erect several buildings to support the proposed	23 Bay Paddock Road	Active Processing externally (PLANZ)	2

			facility at the site – area is approx. 5.8ha			
30.	1983	Rockwood Kaikoura Limited	Create 4 allotments held in three fee simple titles	Red Swamp Road (Section 10 Kaikoura Suburban Dist & Section 60 Kincaid Run, Kaikoura Dist)	Active Processing externally (PLANZ)	5
31.	1984	Prime Pin Kaikoura Ltd	Disturbance of Soil under NES-CS and effects of earthworks	218-222 Beach Road	Active Processing externally (PLANZ)	12
32.	1985	Annabelle Hasselman	Commercial holiday home – 5 guests	174 Torquay St	Active Processing externally (PLANZ)	12
33.	1986	Hayden Clavis	Host up to 25 exclusive events per year	427 Inland Kaikoura Road	Deferred Processing externally (PLANZ) Awaiting payment	-
34.	1987	Melody Barlow	10 guests per night	54 Kotare Place	Deferred Processing externally (RMG) Awaiting payment	-
35.	1988	Craig Chapman	Flood Hazard Certificate	769-769A Mt Fyffe Road	Granted Processed internally	1
36.	1989	Nigel & Marieke Ross	2-lot subdivision & cancellation of consent notice	8 Chance Haven	Active Processing externally (RMG)	4

*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 2024 to 15th November 2024 Resource Consent Compliance issued within Timeframes

Percentage within timeframes	Percentage outside of timeframes
81%	19%

2. Notified consents

There remains to be only one notified consent:

- i. LU1964 Chapman-Lindsay Developments is being publicly notified

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

No applications in process

5. General

- Project Information Memorandum processing is ongoing
- Land Information Memorandum (LIM) processing is ongoing
- National Monitoring System (NMS) Data reporting amendments are underway
- New Team LIMS and admin officer starting on the 25th November

Report to	Council	File #
Date:	27 November 2024	
Subject:	Building and Regulatory Update	
Prepared by:	J York - Regulatory Services Manager	
Input sought from:	R Harding - Senior Building Admin, Fiona Buchanan – Regulatory Admin Officer, Glenn Vaughan – Building Control Manager	
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 recommend that this report is received for information.

3. SUMMARY STATISTICS

BUILDING AND REGULATORY STATS



4. BUILDING CONTROL

The following apply for the period October 2024

- Building Consent applications received **11**
- Building Consents issued **10**
- Building Exemption issued **1**
- Code Compliance Certificate applications received **15**
- Code Compliance Certificates granted **8**
- Building Inspections conducted **124**

- Inspection failed percentage **37%**
- B.W.O.F Audits **2**
- Hurunui Council Consents issued **8**

5. SALE AND SUPPLY OF ALCOHOL ACT 2012

Notable events:

- New On-Licence – Application received and being processed
- Second Temporary Authority issued, and On-Licence being processed

6. FOOD ACT 2014

- New Registrations – 1
- Completed Verifications – 4
- Continued liaison with key MPI senior staff has been maintained. This included updates on technical matters for verifiers to focus on
- MPI's oversight programme also continues. One unacceptable outcome due to temperature records
- 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
- Food and Health Standards verifiers have continued to maintain their MPI required Continuous Professional Development Programme (CPD)
- Food and Health Standards have prepared a 3-hour workshop to upskill the Kaikoura food business operators on MPI changes and verifier requirements associated with the implementation of the template Food Control Plans. The purpose of the presentation is to prepare and support food operators to improve their verification outcomes
- The workshop is scheduled for 19th November, all template food control plan registered operators have been invited.

7. HEALTH ACT 1956

- Registered Premises: Annual inspections of premises registered under the Health Act have commenced, with further inspections scheduled for November

8. REGULATORY SERVICES AND PARKING AND FREEDOM CAMPING

Resource Consent Monitoring

- Visitor Accommodation are being monitored online as the season commences

Parking & Traffic monitoring

- Starting 1 November, the regulatory team will be counting traffic, the areas we will be focusing on are;
- South Bay Domain
- South Bay – Boat Club ramp
- South Bay – Public Slipway
- Top carpark – behind Coopers Catch
- I-site car park & King tide
- Esplanade to Memorial Hall
- Memorial Hall to Killarney Street
- Killarney to Yarmouth Street (along the Esplanade)
- Killarney to end of cutting (primary school)
- Yarmouth to Brighton Street (along the Esplanade)
- Yarmouth to Torquay Street
- Brighton to Ramsgate Street
- Ramsgate to Margate Street
- Margate to Avoca Street
- Pier/Wakatu Quay area

A new Regulatory Officer has been appointed, and will start 27th November

9. 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

Report to:	Council	File #
Date:	27th November 2024	
Subject:	Kaikōura Youth Council	
Prepared by:	Kaikōura Youth Council and Staff	
Input sought from:		
Authorised by:		

1. SUMMARY

Wrapping up for the year.

2. RECOMMENDATION

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

3. BACKGROUND

Kaikōura Youth Council (KYC) are a group of young people making a difference to the Kaikōura community. They have been active in Kaikōura since 1999 and meet regularly after school at Te Hā o Mātauranga – Learning in Kaikōura, to work on youth issues, organise events and bring Kaikōura’s youth together.

KYC aims to help Council engage with the youth of Kaikōura by facilitating a pathway of communication and representing youth in Council matters. All their work is to improve the ways of well-being (social, environmental, cultural and economic) for the youth of Kaikōura.

KYC’s vision statement is; Kaikōura youth are optimistic, confident and make valued contributions.

4. DISCUSSIONS

4.1- Halloween Quiz Night

Our Halloween themed Quiz night for the community on the 24th October went really well. We had six teams who all dressed-up! The Kai was a hit!

4.2- Survey

We wrote a survey asking youth at Kaikōura high school about the youth plan and if they would like to be a part of helping kaikoura with it. The results we got back were that the young people of Kaikōura would like us to create a Youth Plan that is centred around Kaikōura.

4.3- Wrapping Up/Change of Leadership

As we are heading towards the holidays and are in exam season, we have begun to wrap up. We had our end of year dinner on Thursday 14th November. Since Elbie is leaving to go to Christchurch, Mark Paterson will be taking over the Youth Council Coordinator role.

5. COMMUNITY OUTCOMES SUPPORTED



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Quarterly Project Progress Report

Kaikōura Marine Development Programme

Project Name	Wakatu Quay	Report Date (period)	30 September 2024
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Project Approval	Name	Title	Signature	Date
Prepared By:	Wendy Walker	Project Manager		18/10/24
Reviewed By:	Chris Sturgeon	Programme Lead		18/10/24
Approved By:	Will Doughty	Project Steering Group Chair		18/10/24

Distribution List

Name	Role
Warren Gilbertson	MBIE Regional Manager
Project Steering Group members	Steering Group
Advisory Group Members	Advisory Board
Will Doughty	KDC Chief Executive & Steering Group Chairperson
Craig Mackle	Mayor
Kaikōura District Council	Councillors

Overall Summary

Summary	<ul style="list-style-type: none"> Design Team completed Waste & Utilities building detailed design. Building Consents granted Decision made to combine on site civil works and building contract into one contract for Lead Contractor. Procurement for Lead Construction Contractor completed. Evaluation Panel identified preferred contractor. Council approved preferred contractor and delegated engagement to CEO Roading and Parking works included in KDC FY25 Work Programme Tenancy search progressed
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Project Status

		KEY	Completed on time	Late - WIP	Not yet due
Milestones	Baseline Date	Forecast Date	Actual Date	Comments	
Design RFP	28 th April	28 th April		Achieved	
Concept Design Completed	30 th June	30 th June	29/09/21	Achieved	
Commence Investor EOI process	30 th July 21	October 2021	27/10/21	Achieved	
Project Delivery Timeframe and Milestone Review		January 2022	30/09/23	Milestones updated based on Staged Approach with KDC as lead investor/developer partner with MBIE	
Resource Consent Received		July 2022	08/08/23	Resource Consents granted with conditions	
Offsite works Design and Tender – Road and Parking	June 2023	August 2022	16/05/23	Completed	
Offsite works Design and Tender – Seawall slumping	May 2023	August 2022	22/06/23	Completed	
Offsite works - Construction				Roading works handed over to KDC Roading team and programmed for Sept 2025	
Onsite works Design and Tender – Seawall Remediation		August 2022	22/06/23	Completed	
Complete Value Engineering		May 2022	June 2022	Completed	
Complete Due Diligence		July 2022	June 2022	Completed	
Complete Contractual arrangements with developer	June 2023	June 2023	June 2022	Completed	
Complete Detailed Design & approvals process	October 2023	May 2024	May 2024	Completed	
Complete Building Consent	February 2024	June 2024	Sept 2024	BC granted September 2024	
Onsite works - Construction	Jan 24 – June 2025	October 2024		Programmed to commence October 2024	
Release Construction (Buildings) Tender to market	February 2024	May 2024	June 2024	Procurement selection process completed August 2024	
Commence Construction - Buildings	March 2024	July 2024		Commencement date anticipated to be September 2024 following completion of RFP process.	
Complete Building Construction	30 June 25	June 2025			

*Re-baselined following approval of variation January 2023

Report on Analysis & Actual Progress last Quarter

Planned and achieved	<ul style="list-style-type: none"> • Closed RFT on GETS for Lead Construction Contractor • Convened Evaluation Panel to identify preferred Lead Construction Contractor • Identified preferred Lead Construction Contractor for build and infrastructure • Provide recommendation for Lead Construction Contractor to Steering Group and Council for approval • Updated project timeline and budget forecast with latest cost estimates for FY 24/25 and revised reporting template. • Completed Detailed Design for roading and carparking and received Engineer's estimate • Commercial hospitality tenant search, enquiry and responses continued. • Updated project timeline and budget forecast as new information came to hand. • Updated Communications Plan for next 6 months and prepared media releases for August and September.
Planned but not achieved	<ul style="list-style-type: none"> • Finalise negotiations and due diligence on preferred Construction Contractor • Approve lease contract agreements for tenancy • Finalise Construction Insurance Policy details
Not planned and achieved	<ul style="list-style-type: none"> • Risks reviewed
Resourcing	<ul style="list-style-type: none"> • Co-opted KDC Operations Delivery Manager to Steering Group to provide KDC Client perspective Quality Assurance lens on delivery of construction contract.
Media & Communications	<ul style="list-style-type: none"> • Media releases provided to inform KDC monthly Newsletter, KDC Facebook page and media outlets. Highlighting approval of preferred Lead Contractor and construction commencement timeline

Issues Open this Period

Date	Issues No.	Description	Status	Priority	Owner	Proposed Resolution Date
30 Jun 24	1	Delay in completion of Procurement - Resolving BC and RFT RFIs is dependent on responses from consultants	High	High	Project Lead	1 Sept 24
30 Jun 24	2	Financial impact from Timeline extension. – Design detail and revised cost estimates increases resulting in need to consider reducing project scope to fit available budget.	High	High	Project Lead	1 Sept 24

Risks Open this Period

Date	Risk No.	Description	Likelihood	Mitigated	Owner
30 Jun 24	1	Project Timeline – completion of Building Consent requirements and RFIs may impact the completion of the Procurement Process and signing of a contract within the agreed timeframe.	Very High	Medium	Project Lead
30 Jun 24	2	Project not delivered on Time & Cost Parameters	High	Medium	Project Lead
15 May 21	3	Further Asbestos and metal discoveries	Very High	High	Project Lead
17 May 2022	4	Councillor workload may impact decision making timeframes	High	Medium	Project Lead

Summary of Funding Received

Creditor	Date	Amount	% Project Drawn down
KDC Contribution		270,000	-
MBIE	10-Jun-20	600,000	6%
MBIE	17-Jun-21	2,000,000	20%
	15-Mar-23	1,000,000	10%
	12-Dec-23	2,000,000	20%
	24-Jun-24	2,500,000	25%
	Total	8,100,000	80%

Total Kanoa funding for the Wakatu Quay project is \$10,180,000.

Summary of Potential Investor Funding

Note: This table has been updated at the end of September 2024.

Potential Funding	Funder	Level of Surety	Date of last advice

Project Budget and Funding Allocation to date

Funder	Description	Amount
PGF	Project Management, design & construction	\$10,180,000
KDC	Site remediation	270,000
KDC	Investment contribution	800,000
Developer/investor TBC	Building construction	0
	Target Project Cost	\$11,250,000

Summary of Expenditure to date

Current Budget Est.*	Actual \$'s spent to date	EAC (Estimate at completion)	Variance (%)
\$11,250,000	\$4,349,835	\$11,250,000	0%

Expenditure to end of this quarter 30 September 2024

	Total Project Estimate	Sum of Actual (LTD)
⊕ Project Overheads	\$ 2,249,669	\$ 1,690,769
⊕ Feasibility & Site prep	\$ 1,175,530	\$ 1,172,780
⊕ Construction	\$ 2,029,240	\$ -
⊕ Design	\$ 1,027,821	\$ 688,284
⊕ External Works	\$ 1,911,577	\$ 61,040
⊕ Civil Works	\$ 581,598	\$ 489,598
⊕ Off-site Works	\$ 1,362,413	\$ 222,770
⊕ Artwork	\$ 231,659	\$ 18,000
⊕ Pre Tenancy Handover	\$ 33,500	\$ 6,594
Grand Total	\$ 10,603,008	\$ 4,349,835

The Period Ahead – Next Quarter 1 October – 31 December 2024

Planned	<ul style="list-style-type: none"> • Complete Contract Agreement negotiations and sign with Construction Contractor • Confirm Delivery Programme • Complete pre-start compliance documentation requirements • Commence work on site • Complete Infrastructure works • Update project timeline and budget forecast with contractor forecast for FY 24/25 • Complete tender process for roading and carparking • Continue tenancy search and responding to queries
Resourcing	<ul style="list-style-type: none"> • No additional inhouse project resources required. • Ongoing engagement with professional services for project management, construction monitoring and approvals, quantity surveying for claims and engineers' technical services.

RECOMMENDATION:

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