

KAIKŌURA DISTRICT COUNCIL MEETING

Date:	Wednesday 28 August 2024
Time	9.00am
Location	Totara, Council Chambers

AGENDA

1. Open with a Karakia

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

2. Apologies: Deputy Mayor J Howden, Councillor L Bond

3. Declarations of Interest

4. Public Forum

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

5. Formal Deputations

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

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

Reconvene to the Council Meeting

7. Confirmation of Minutes:

7.1 Council meeting minutes dated 31 July 2024 page 4

8. Review of Action List

page 12

9. Matters of Importance to be raised as Urgent Business

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

10.1 Interim Year End Finance Report to 30 June 2024 page 13

10.2 Quarterly Reports to 30 June 2024 page 22

10.3 Risk Management Report page 41

11. Matters for Decision:

11.1 Takahanga Main Power Multisport Courts redevelopment update page 51

11.2 Overview of Submissions for Representation Review Initial Proposal page 54

11.3 Spatial Plan Decision for Notification page 57

11.4 Potential Reserve Management Plans: South Bay Racecourse/Domain,
Top 10 Holiday Park and Takahanga Domain page 106

11.5 Discretionary Grants Fund – Criteria and Application Form page 119

12. Matters for Information:

12.1 Mayoral Verbal Update

12.2 Elected Member Verbal Updates

12.3 CEO Monthly Report page 132

12.4	Three Waters Reform – “Local Waters Done Well”		page 135
12.5	Monthly Finance Report to 31 July 2024		page 139
12.6	Community Services Team Update Report		page 150
12.7	Kaikoura Youth Council Report	11.15am	page 167
12.8	Planning Update Report		page 169
12.9	Building and Regulatory Update Report		page 177

13. Public Excluded Session

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

- a) Public excluded council meeting minutes dated 31 July 2024
- b) Innovative Waste Kaikoura Ltd (IWK) Director Recruitment
- c) Wakatu Quay Construction Contract
- 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 31 July 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 Chief Executive’s performance review.	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.
IWK Director Recruitment	To receive CV and discuss recommended candidate(s) – the public are excluded for privacy reasons.	Section 7(2)(a) protect the privacy of natural persons.
Wakatu Quay Construction Contract	The report presents commercially sensitive competitive information to all tender respondents including the proposed successful company.	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:

IWK Director Recruitment: KDC has recruitment privacy obligations and release of applicant’s details would breach those.

Wakatu Quay Construction Contract: Negotiation is yet to be completed and therefore publishing the information in the public would be detrimental to the negotiation ability of KDC which could lead to a less than optimal outcome.

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

14. Close meeting with a Karakia

AUDIO RECORDINGS:

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

**MINUTES OF THE KAIKŌURA DISTRICT COUNCIL MEETING HELD AT ON
WEDNESDAY 31 JULY 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 R Roche, Councillor K Heays (present for parts of the meeting)

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 from Mayor C Mackle and Councillor L Bond.

Moved: Councillor T Blunt

Seconded: Councillor V Gulleford

CARRIED UNANIMOUSLY

3. DECLARATIONS OF INTEREST Nil

4. PUBLIC FORUM

9.01am J Wards

J Ward spoke to the Council regarding the administration of the South Bay Domain and read out her feedback on the reserve, (included on page 85 of the Agenda). She felt it was wrong that the gates to the reserve were locked and that community groups (such as the Adult Riding Club and Pony Club) are on-charged the lease costs by the Trotting Club. J Ward clarified that the A&P show pay approximately \$1,500 for the use of the grounds. The Council made the lease to the Trotting Club in 1974.

J Ward also raised her concerns with the feedback sought for the South Bay Forestry. She felt the Council used subliminal messaging referring to the reserve as 'Ocean Ridge Reserve' and that the rules around the feedback were not clear. She also raised that the community were not consulted on the decision to harvest the forest; although the trees may have been planted with a view to an income it gives the community benefit way more than monetary value; and that the trees were planted in 1993 not the Council's understanding that it was in 1970.

9.21am T Howard

T Howard spoke to the Council regarding the treatment of sponsorship signs report on the Agenda. He commented that the existing club sponsorship sign pre-dates the Signs Bylaw. T Howard felt that option c – permission for signs of existing extent, would be a realistic option and further suggested that the Council consider a new option that would grant the Council the ability to approve sponsorship signs on a case-by-case basis.

5. FORMAL DEPUTATIONS Nil

6. ADJOURN TO WORKS & SERVICES COMMITTEE MEETING

The meeting adjourned to the Works & Services Committee meeting at 9.28am.

The meeting was reconvened at 10.02am.

7. MINUTES TO BE CONFIRMED

7.1 Council meeting minutes dated 26 June 2024

RESOLUTION

THAT the Council:

- *Confirms as a true and correct record, the circulated minutes of a Council meeting held on 26 June 2024.*

Moved: Councillor T Blunt
Seconded: Councillor V Gulleford

CARRIED UNANIMOUSLY

8. REVIEW OF ACTION LIST

The Action List was reviewed and noted.

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

10. MATTERS FOR DECISION

10.1 Treatment of Sponsorship Signs under the Signs Bylaw

D Clibbery highlighted the options in the report and did not support the public forum speaker's suggestion of a new option to approve sponsorship signs on a case-by-case basis, as this could lead to inconsistencies in decisions. It was noted that the signs on the golf course itself are not subject to the Signs Bylaw. It was clarified that fundraising and event signs are classified as a 'temporary sign' under the Signs Bylaw.

RESOLUTION

THAT the Council:

- Receive this report for information.*
- Note that the staff recommended options are either (a) or (d) as outlined below*
- Indicate a preferred form of response to the issue of sponsorship signs under the KDC Signs Bylaw.*

Moved: Councillor T Blunt
Seconded: Councillor V Gulleford

MOTION LOST

Councillor R Roche put a motion forward for Option D.

RESOLUTION

THAT the Council:

- Receive this report for information.*
- Note that the staff recommended options are either (a) or (d) as outlined below*
- Selects Option D to address the issue of sponsorship signs under the KDC Signs Bylaw.*

Moved: Councillor R Roche
Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

The meeting adjourned at 10.19am and reconvened at 10.36am.

The meeting moved to item 11.4 Overview of Initial Feedback Received for the development of Reserve Management Plans.

11.4 Overview of Initial Feedback Received for the development of Reserve Management Plans (RMP)

The Council received 117 individual responses from the community as part of the initial feedback on the five reserves. Council Officers responded to the public forum speaker regarding the reference to 'Ocean Ridge' in the feedback form; explaining that the purpose was to differentiate between the South Bay Domain and the Forestry and there was no intention of implying it was owned by Ocean Ridge. Feedback was received around the forestry harvesting and not wanting it harvested. Suggestions for the Esplanade Reserve included ideas for family/ BBQ areas.

Council Officers noted that the RMP for the South Bay Forestry reserve area would be complex to draft given the range of ideas and complexity of the site.

RESOLUTION

THAT the Council receives this report for information.

Moved: Deputy Mayor J Howden

Seconded: Councillor R Roche

CARRIED UNANIMOUSLY

10.2 Potential Reserve Management Plans: Esplanade and South Bay Forest Reserve

The Esplanade Reserve and South Bay Forest Reserve have been prioritised by the Planning Team for development before Christmas, with the additional three prepared after that.

Councillor J Diver highlighted that the size of any commercial activity should be suited to the reserve, in accordance with the Reserves Act 1997.

RESOLUTION

- a) *That the Council accept this report*
- b) *That all parties that provided suggestions for the Esplanade Reserve be thanked for their input, noting that all suggestions are within the scope of a Recreation Reserve, and will be considered in the development of a draft Reserve Management Plan, but that it would not be appropriate to rule out any commercial activity associated with the reserve.*
- c) *That all parties that provided suggestions for the South Bay Forest Reserve be thanked for their input, noting that with the exception of decisions on the future of the existing pines, all suggestions on the reserve are within the scope of a Recreation Reserve and will be considered further in the development of any Reserve Management Plan.*
- d) *That the Council direct staff to develop a draft Reserve Management Plan for Esplanade Reserve in accordance with the Reserves Act 1977, for Option 2 (mixed uses) with amendments as appropriate*
- e) *That the Council direct staff to develop a draft Reserve Management Plan for South Bay in accordance with the Reserves Act 1977, for Option 2 (enhanced activities) with amendments as appropriate*

Moved: Councillor T Blunt

Seconded: Councillor R Roche

MOTION LOST

An amendment was put forward to include reference to the Reserves Act 1997 under item b).

AMENDED RESOLUTION

- a) *That the Council accept this report*
- b) *That all parties that provided suggestions for the Esplanade Reserve be thanked for their input, noting that all suggestions are within the scope of a Recreation Reserve, and will be considered in the development of a draft Reserve Management Plan, but that it would not be appropriate to rule out any commercial activity associated with the reserve that is in accordance with the Reserves Act 1977.*

- c) *That all parties that provided suggestions for the South Bay Forest Reserve be thanked for their input, noting that with the exception of decisions on the future of the existing pines, all suggestions on the reserve are within the scope of a Recreation Reserve and will be considered further in the development of any Reserve Management Plan.*
- d) *That the Council direct staff to develop a draft Reserve Management Plan for Esplanade Reserve in accordance with the Reserves Act 1977, for Option 2 (mixed uses) with amendments as appropriate*
- e) *That the Council direct staff to develop a draft Reserve Management Plan for South Bay in accordance with the Reserves Act 1977, for Option 2 (enhanced activities) with amendments as appropriate*

Moved: Councillor J Diver
Seconded: Councillor K Heays

CARRIED UNANIMOUSLY

The meeting moved to Item 11.5 Mayors Taskforce for Jobs End of Year Report.

11.5 Mayors Taskforce for Jobs (MTFJ) End of Year Report

A McMillan joined the table to present to the Council. It was noted that 297 job seekers have been recorded in the MTFJ's system for the last three years. The MTFJ requires sustainable employment therefore placements need to be in positions for 91 days to be included in the statistics. The MTFJ programme is strong across the country, but there hasn't been any signals of future funding beyond the end of this financial year at this stage.

RESOLUTION

THAT the Council receives this report for information.

Moved: Councillor R Roche
Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

10.3 Community Services Team Update Report (includes naming decision)

The Runanga's preference for the courts was Takahanga MainPower Multisport Courts and MainPower are comfortable with this proposed name.

The regional EOC exercise pandora is in November 2024. The EMO Officer is looking into supporting the PIMS and 'get ready' communications, such as getting more messaging out to the community. Ngai Tahu have advised that they are rolling out emergency pods to each of their Runanga and that Kaikōura is likely to receive theirs in August.

Councillor K Heays left the meeting at 11.39am.

RESOLUTION

THAT the Council:

- a) *Approves the name Takahanga MainPower Multisport Courts, noting the alteration to the previous resolution passed on 29 May 2024.*
- b) *Receives the rest of this report for information.*

Moved: Councillor T Blunt
Seconded: Councillor V Gulleford

CARRIED UNANIMOUSLY

11. MATTERS FOR INFORMATION

11.1 Mayoral Verbal Update

Deputy Mayor J Howden advised that the Mayor attended the Justice of Peace celebration for Danny Smith and Pam Sigglekow on 11th July 2024. Next month he is attending the LGNZ Super Local conference from 21st to 23rd August 2024.

11.2 Elected Member Verbal Updates

Councillor V Gulleford

Councillor V Gulleford advised that the District Licensing Committee (DLC) processed 14 decisions this month. She attended the Club License training which touched on the differences between authorised visitors vs authorised guests, selling food and the need for a registered food plan vs giving away food. The DLC expect to see some variations come through for authorised guests.

Councillor R Roche

Councillor R Roche is running the first course in defensive driving today with 6 people signed up for the course. The Waterzone Committee met on Friday and were advised that the outcome of the review of the zone committees won't be until December.

Councillor J Diver

Councillor J Diver also attended the Club License training and added that clubs were recommended to upgrade their constitutions so people can join as members on the day with an entrance fee (as an example). The pool fundraising event on Saturday night went well and potentially raised a good amount of money towards the pool.

Councillor T Blunt

Councillor T Blunt also attended Waterzone Committee where there was good discussion around the Kowhai River gravel extraction and flood prevention. The Chief Executive Officer advised that there is Better Off Funding available for flood protection works and he is liaising with David Aires, ECan Rivers Engineer. Councillor T Blunt advised that following a phone call with the media it is possible that Country Calendar would return to Kaikōura.

Deputy Mayor J Howden

Deputy Mayor J Howden advised that the work is ongoing with the KITI board to ensure that there are information services available in the Summer.

RESOLUTION

THAT the Council receives the verbal updates from the Mayor and Councillors for information.

Moved: Deputy Mayor J Howden

Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

11.3 CEO Monthly Report

The Chief Executive highlighted that the Finance Team are preparing for the Annual Report due in September. A preferred supplier has been shortlisted for the Enterprise Resource System update for KDC and Hurunui District Councils and the project was on track for 1 July 2025 as the go live date. Local Waters Done Well was highlighted on page 60 of the Agenda in terms of proposed amendments to the current Bill.

RESOLUTION

THAT the Council receives this report for information.

Moved: Councillor R Roche
Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

11.6 Planning Update Report

It was noted that fast-track LIMS are not currently available due to the back scanning project. Plan Change 4 becomes operative from 1st August 2024. A workshop will be held to take the Council through the draft Canterbury Regional Policy Statement. M Hoggard identified at least five potential key issues which will be workshopped in more detail.

RESOLUTION

THAT the Council receives this report for information.

Moved: Councillor T Blunt
Seconded: Councillor R Roche

CARRIED UNANIMOUSLY

The meeting adjourned at 12.27pm and reconvened at 1.05pm.
Councillor K Heays re-joined the meeting at 1.05pm.

11.7 Building and Regulatory Update Report

Since the report was prepared, dog registrations have increased to 900 registrations. Penalty letters will be sent in two weeks.

Visitor accommodation letters have been sent and details are included in the report on how much is currently being lost in revenue. Information packs have been sent to Real Estate Agents. Enforcement will be carried out by the Regulatory Team and the Planning Team have a resource available should it get to abatement stage.

Philip Bone who was contracted to KDC as a Building Control Officer (BCO) finished last week. The new Building Control Manager will be looking at processing some building consents internally and train staff in terms of processing.

RESOLUTION

THAT the Council receives this report for information.

Moved: Deputy Mayor J Howden
Seconded: Councillor R Roche

CARRIED UNANIMOUSLY

11.8 Wakatu Quay Quarterly Report

The final detailed design will be tabled at the August Council meeting. The one-way road is not proposed to be sealed until after construction due to wear and tear.

RESOLUTION

THAT the Council receives this report for information.

Moved: Councillor R Roche
Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

11.9 Destination Kaikōura Quarterly Report

The Council noted the great work being done by L Bond at Destination Kaikōura.

RESOLUTION

THAT the Council receives this report for information.

Moved: Deputy Mayor J Howden

Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

12. RESOLUTION TO MOVE INTO COUNCIL PUBLIC EXCLUDED SESSION

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

- a) Public excluded council meeting minutes dated 26 June 2024
- b) Harbour Financial Matters – verbal update
- c) Māori Land Parcels
- d) Chief Executive Performance Appraisal

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

General subject of each to be considered	Reason for excluding the public	Grounds of the Act under which this resolution is made
Public excluded council meeting minutes dated 29 May 2024	The minutes are being tabled for confirmation and include commercially sensitive information relating to harbour financial matters.	Section (7)(b)(ii) would be likely unreasonable to prejudice the commercial position of the person who supplied or who is subject of the information Section (7)(2)(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities Section (7)(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
Harbour Financial Matters – verbal update	Verbal update on subject previously brought to Council around ongoing negotiations which is commercially sensitive	Section (7)(b)(ii) would be likely unreasonable to prejudice the commercial position of the person who supplied or who is subject of the information Section (7)(2)(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities Section (7)(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
Storm Water and water use	Verbal update from Councillor T Blunt raised as urgent business, the information 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

*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 Parcels: We do not want to reveal the basis of our negotiated positions with landowners.

Moved: Councillor R Roche
Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

The meeting moved into the Public Excluded Session at 1.22pm.
The meeting moved out of the Public Excluded Session at 2.33 pm.

13. CLOSED OF MEETING

There being no further business, the meeting was declared closed at 2.33pm.

CONFIRMED _____ Chairperson
Date

THIS RECORD WILL BE HELD IN ELECTRONIC FORM ONLY

UNCONFIRMED

**ACTIONS FROM COUNCIL MEETINGS
AS AT 22 AUGUST 2024**

OPEN ACTION ITEMS

	ACTION ITEMS	ASSIGNED TO	DUE	STATUS
1	<i>Carried Forward from previous Council:</i> Kaikōura Cycling Club		July 2024	Not received an update from Kaikōura Cycling Club since October 2023. EO emailed 04/07/24.
	<i>Quarterly Progress Reports from 1-Jul FY 24-25</i> Museum, Sports Tasman, Mayfair, Kaikōura Rugby Club – Takahanga Facility Project Team, TeHa, A&P Association, Wildlife Centre Trust, Takahanga Bowling Club, Kaikōura Red Cross Branch, Kaikōura Bowling Club, Miniature Rifle Club, Croquet Club, Netball Centre,	-	October 2024 February 2025 April 2025 July 2025	
2	Arrange meeting with Local MP Office once New Government established – discuss Māori Wards, Freedom Camping funding, Audit costs	W Doughty / B Makin	Ongoing	Next meetings scheduled for 26 th August/7 th October
3	Celebration with Governance Group when the detailed design is approved	W Doughty / B Makin	-	Scheduled for 27/08/24
4	Workshop Discretionary Grants process and criteria for next year	W Doughty / B Makin	June 2024	Report included in August agenda.
5	Response to Public Forum speakers – July meeting	W Doughty / B Makin	August 2024	Responses sent. To follow up further to J Ward on Trotting Club.

Report to:	Finance, Audit & Risk Committee
Date:	27 August 2024
Subject:	END OF YEAR FINANCE REPORT TO 30 JUNE 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 the report is to provide a summary of the Council’s financial performance and financial position to the end of June 2024. The financial statements are interim only, as there are still end-of-year adjustments to be made, and for the accounts to be audited. The audit is currently planned to commence mid-September. The final results for the year may be quite different to the statements in this report, for example these interim results do not include the Council’s share in the Marlborough Regional Forestry joint venture.

The financial year ended with a total surplus of \$1.97 million, however this is \$10.74 million short of the Annual Plan budget of \$12.72 million. As discussed in previous monthly reports, this shortfall was foreseen as the year progressed, as it became clear that grant funding would be delayed due to slow progress on the IAF project and the Glen Alton (Clarence River) bridge.

With those grants eliminated from the equation, the Council’s business-as-usual operating result was a \$2.95 million deficit, due to \$4.88 million worth of “unfunded” depreciation.

This report is for information only.

Attachments

- i. Financial Statements to 30 June 2024 - Interim

2. RECOMMENDATION

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

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

3.1 Operating revenue

3.1.1 Rates

Rates are up on budget due to the excellent work being done to ensure that the rates database is up to date and includes all subdivisions and new dwellings, and that all commercial property has been identified and rates applied appropriately.

3.1.2 User fees

User fees are up \$84k on budget, with Roading the main reason at \$143k received, with zero revenue forecast. This is receipts from Mainpower and Chorus as they have contributed to the cost of ducting and trenches for the IAF project. Community facilities have also performed well, with housing for the elderly rentals exceeding budget and cruise ship fees being almost double forecast levels. Cost recoveries for the District Plan changes (business park and dark skies) have boosted revenue at \$59k more than budget.

This has been offset by building consent fees only achieving 73% of budget and \$141k less than budget in dollar terms, which is potentially signalling a slowdown in the number and value of consents coming through. A further offset was by having no revenue from IWK for their contribution to the transfer station (against a budget of \$70k).

3.1.3 Operating grants & subsidies

These grants and subsidies are down on budget by \$3.4 million, materially driven by the Wakatu Quay project, where \$4.8 million was budgeted but only \$980k could be attributed to this project in the 2024 financial year. Note that the unspent portion of the funds received is carried to the 2025 financial year as revenue in advance.

The table below describes the ups and downs in terms of operating grants & subsidies.

Activity	Amount received	Amount budgeted	Comment
Roading NZTA	\$656,316	\$533,664	NLTP approved
Water supplies	\$348,560	-	NTU transition funding, plus stimulus funding carried over
Wastewater	\$19,192	\$18,320	Annual stock effluent facility subsidy
Community facilities	\$3,848	\$190,000	Timing and allocation of Better Off fund
Public toilets	\$99,173	\$86,000	Annual NZTA subsidy for SH1 toilets
Wakatu Quay	\$980,207	\$4,802,642	Project delays – funds carried to 2025
Leadership	\$8,263	\$40,000	Subsidy received for Communication support, but no Better Off funding has been allocated to project management
Freedom camping	\$202,038	\$61,500	Timing of claims for funding
Community services	\$589,414	\$557,200	MTFJ, Better Off funding, Family Violence coordinator funding
District Plan	-	\$50,000	Better Off funding yet to be allocated
Environment	\$25,406	-	Winding up of Kaikōura Enhancement Trust
	\$2,932,417	\$6,339,326	

3.1.4 Development contributions

While there have been several assessments done for proposed developments, many of those are still pending so contributions have not been received. Contributions have already picked up in July, so this appears to have been a temporary lull.

3.2 Grants & subsidies – capital

Delays in replacing the Glen Alton Bridge over the Clarence (Waiau-Toa) River mean that NZTA subsidies of \$4.74 million have not yet been received. Similarly, the IAF project is behind on timing and so only \$1.31 million out of the expected \$6.99 million has been claimed.

3.3 Direct operating expenses

3.3.1 Personnel

Salaries & wages are \$169k below budget, with the main reason being vacancies for much of the year in building and planning, emergency management, and customer services.

3.3.2 Personnel related

Savings in workplace support (which has been discontinued), recruitment (not required), and training (not undertaken) has resulted in personnel related expenses coming in under budget by \$82k.

3.3.3 Contractors

Contractors are \$281 over budget, with building control \$194k over through use of external resources, and our freedom camping ambassador service provided by a contractor rather than an employee (grant funded). Water testing costs are also \$52k over budget with new water requirements provided for East Coast, and working with Environment Canterbury to clear the abatement notice at the wastewater treatment plant.

3.3.4 IT & Telecommunications

The budgets had allowed for additional software support and licencing, however this has not been required to the extent we had expected.

3.3.5 Repairs & maintenance

Facilities maintenance is down on budget, with the footpaths budget repurposed for capital footpath upgrades, and underspends on parks & reserves maintenance with work prioritised for the Link Pathway. Use of inhouse resources has also meant a significant savings on what would otherwise require contractors for items such as playground maintenance, painting and repairs.

Roading items include unsealed road maintenance down \$70k on budget, this is a very positive story, as the savings are due to using our own metalling materials, rather than the work not being done. Drainage and minor events are also down, these are somewhat offset by a higher spend on environmental maintenance.

Water services maintenance is \$51k over budget with unplanned maintenance requirements at every level for all water supplies as well as wastewater.

3.3.6 Other expenses

Other expenses are \$151k over budget, with costs to be recovered making \$112k of the variance – as the name suggests, these costs are offset by revenue in cost recoveries (such as the Chorus and Mainpower cost recoveries discussed earlier in this report). Other reasons for the variance include the last of the Kaikōura Plains Recovery Project expenses, debt collection fees, welcome to the district signs, and solid waste bailage expenses.

3.4 Indirect operating expenses

- Depreciation is \$1.37 million under budget, and it has become apparent that depreciation has been estimated based on capital projects that have not progressed (for example the budget model applies depreciation to the Glen Alton Bridge, the Wakatu Quay buildings, and the Link Pathway, as they are listed in the capital work programme in the Annual Plan). This will be adjusted in the financial modelling tool with the next Annual Plan.
- Similarly, overheads and internal charges should cancel each other out to zero, and so the budget of negative \$40k is a budget modelling error.
- The asset disposal item of \$25k is a fair value loss in the value of our South Bay forest, with a decline in the price of logs.

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

4.1 Current assets

Trade & other receivables (debtors) include some very significant invoices issued in June, including \$2.875 million as a progress claim for Wakatu Quay, Better Off funding claim of \$500k, IAF \$500k, and NZTA subsidy claim of \$1.0 million.

Cash is also higher than expected due to the \$2.3 million Wakatu Quay funding received earlier this year, that is yet to be spent.

4.2 Current liabilities

Trade & other payables (creditors) are \$8.39 million because a significant chunk of the above grants are unspent and so these sit in current liabilities as “revenue in advance” until they are spent. Revenue in advance accounts for \$5.07 million of the \$8.39 million total. Actual creditors are \$2.14 million, the remainder being accruals and contract retentions.

5. STATEMENT OF CASHFLOWS

At a summarized level, normal operating activities and rates revenue have produced \$2.35 million in cash that – with grants for capital work – is made available to spend on upgrading assets, with some additional funds required from raising \$2 million in loans.

6. CAPITAL PROJECTS

The below table identifies the top 12 projects by planned value, from the Annual Plan 2023/2024, and the actual spend for the year.

Project	Planned \$000's	Spent \$000's	Spent %
IAF project	6,995	1,521	22%
Glen Alton (Waiau-Toa Clarence) Bridge	4,987	348	7%
Wakatu Quay development	4,436	614	14%
Link Pathway	836	1,027	123%
Blue Duck & Puhi Puhi Works	800	648	81%
Public toilets - West End	790	171	22%
Solid Waste Transfer Stn & Landfill closure	750	731	97%
Sealed road renewals	552	550	100%
Road sublayer rehabilitation	460	387	84%
NCTIR haul road renewals	443	570	129%
Water supplies	346	209	60%
Footpaths	100	431	431%
All other capital work	1,388	1,675	121%
	<u>22,883</u>	<u>8,882</u>	<u>39%</u>

The table highlights the extent to which the IAF, Glen Alton Bridge, and Wakatu Quay developments have distorted the capital programme for the year. Without those three projects, our project spend rate is 99%, or in dollar terms, \$6,399k spent from a budget of \$6,465k.

Of note are the footpath renewals, where \$431k was spent against a planned \$100k, however this was a deliberate decision from the Council to accelerate the footpath renewal programme in light of additional NZTA funding of \$220k.

7. FINANCIAL IMPLICATIONS AND RISKS

Regular 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.

8. 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).

9. 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.

10. COMMUNITY OUTCOMES SUPPORTED

The work is in support of all community outcomes.



Community

We communicate, engage and inform our community



Development

We promote and support the development of our economy



Services

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



Environment

We value and protect our environment



Future

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

KEY INDICATORS

AS AT 30 JUNE 2024

<p>OPERATING RESULT <i>operating surplus/(deficit)</i></p> <p>\$1.97m</p> <p>\$10,744k unfavourable v/s year to date budget of \$12,717k</p>	<p>OPERATING COSTS <i>costs to deliver existing levels of service</i></p> <p>\$17.63m</p> <p>\$1,411k favourable v/s year to date budget of \$19.04m</p>
<p>TOTAL EXTERNAL BORROWING <i>total borrowings from bank</i></p> <p>\$7.30m</p> <p>\$1,000k favourable v/s full year budget of \$8.3m</p>	<p>INTEREST ON DEBT <i>cost to service debt</i></p> <p>\$322k</p> <p>\$05k favourable v/s year to date budget of \$327k</p>
<p>CAPITAL EXPENDITURE <i>cost of new &/or replacement of assets</i></p> <p>\$8.88m</p> <p>\$8881.6K unfavourable v/s year to date budget of \$0.0K</p>	<p>DEVELOPMENT CONTRIBUTIONS <i>received for district growth</i></p> <p>\$12.3k</p> <p>\$31.6k unfavourable v/s year to date budget of \$44k</p>
<p>LONG TERM PLAN MEASURES</p>	
<p>DEBT AFFORDABILITY BENCHMARK <i>financing expenses as a % of rates</i></p> <p>3.4%</p> <p>6.6% favourable v/s council approved limit of 10.0%</p>	<p>EBID <i>earnings before interest and depreciation</i></p> <p>\$7.18m</p> <p>\$12,116K unfavourable v/s year to date budget of \$19.29m</p>
<p>BALANCED BUDGET BENCHMARK <i>revenue equal or greater than expenses</i></p> <p>111%</p> <p>11% favourable v/s council benchmark of 100%</p>	<p>BORROWINGS TO EQUITY <i>Term loans as a % of equity</i></p> <p>2.52%</p> <p>0.23% favourable v/s full year budget of 2.75%</p>

STATEMENT OF COMPREHENSIVE REVENUE & EXPENSE

FOR THE PERIOD ENDED 30 JUNE 2024

	BUDGET	BUDGET	ACTUAL	VARIANCE
	FULL YEAR TO	YTD	YTD	YTD
	30/06/2024	30/06/2024	30/06/2024	30/06/2024
	\$	\$	\$	\$
REVENUE				
Rates revenue	9,242,786	9,242,786	9,478,149	235,363
Water meter charges	140,000	140,000	152,362	12,362
User fees & charges	1,734,774	1,734,774	1,819,495	84,721
Grants & subsidies	6,339,326	6,339,326	2,932,417	(3,406,909)
Development contributions	43,942	43,942	12,313	(31,629)
Interest revenue	3,306	3,306	106,058	102,752
Gain	-	-	435	435
Other revenue	113,200	113,200	179,716	66,516
Total Operating Revenue	17,617,334	17,617,334	14,680,945	(2,936,389)
Grants & Subsidies - Capital	14,143,856	14,143,856	4,925,255	(9,218,601)
Total Revenue	31,761,190	31,761,190	19,606,201	(12,154,989)
DIRECT OPERATING EXPENSES				
Personnel	3,836,451	3,836,451	3,667,173	(169,278)
Personnel Related Expenses	378,374	378,374	296,713	(81,661)
Admin & Office Expenses	455,556	455,556	419,209	(36,347)
Contractors	533,172	533,172	814,195	281,023
Professional Services	1,694,625	1,694,625	1,686,787	(7,838)
Grants/Donations	937,084	937,084	918,553	(18,531)
IT & Telecommunications	388,556	388,556	278,626	(109,930)
MRF	136,099	136,099	189,750	53,651
Utilities	661,779	661,779	671,600	9,821
Project Expenses	705,516	705,516	662,375	(43,141)
Repairs & Maintenance - Facilities	562,679	562,679	436,122	(126,557)
Repairs & Maintenance - Roading	1,035,359	1,035,359	993,201	(42,158)
Repairs & Maintenance - Waste	360,404	360,404	344,602	(15,802)
Repairs & Maintenance - Water	710,571	710,571	761,978	51,407
Other Expenses	113,629	113,629	264,927	151,298
Total Direct Operating Expenses	12,509,854	12,509,854	12,405,811	(104,043)
INDIRECT OPERATING EXPENSES				
Depreciation	6,247,096	6,247,096	4,880,283	(1,366,813)
Financing expenses	327,183	327,183	321,795	(5,388)
Overheads and Internal Charges	(39,993)	(39,993)	-	39,993
Asset Disposal			25,064	25,064
Total Indirect Operating Expenses	6,534,286	6,534,286	5,227,142	(1,307,144)
Total Operating Expenses	19,044,140	19,044,140	17,632,953	(1,411,187)
Operating surplus/(deficit)	(1,426,806)	(1,426,806)	(2,952,008)	(1,525,202)
TOTAL COMPREHENSIVE REVENUE & EXPENSE	12,717,050	12,717,050	1,973,247	(10,743,803)

STATEMENT OF FINANCIAL POSITION

AS AT 30 JUNE 2024

	BUDGET to year end \$	ACTUAL 30/06/2024 \$	ACTUAL 30/06/2023 \$
ASSETS			
<i>Current assets</i>			
Cash & cash equivalents	1,615,432	2,644,554	3,414,063
Trade & other receivables	2,175,197	5,563,428	1,119,527
Prepayments & inventory	185,000	347,470	254,081
Current financial Assets	20,000	20,000	20,000
Other Current Assets	-	330,000	330,000
Total current assets	3,995,630	8,905,452	5,137,671
<i>Non-current assets</i>			
Intangible assets	-	33,731	65,635
Forestry assets	2,154,943	2,375,823	2,400,887
Investment property	9,236,133	2,940,000	2,940,000
Financial Assets	176,500	206,500	176,500
Property, plant & equipment	298,293,994	292,773,198	288,739,997
Total non-current assets	309,861,570	298,329,252	294,323,019
TOTAL ASSETS	313,857,200	307,234,704	299,460,690
LIABILITIES			
<i>Current liabilities</i>			
Trade & other payables	1,537,379	8,390,633	4,626,124
Employee liabilities	304,441	293,626	257,367
Landfill Provision - current	-	579,887	579,887
Total current liabilities	1,841,820	9,264,146	5,463,379
<i>Non-current liabilities</i>			
Provisions	1,444,830	224,575	224,575
Borrowings – non-current	8,300,000	7,300,000	5,300,000
Other term debt	415,874	482,928	482,928
Total non-current liabilities	10,160,704	8,007,503	6,007,503
EQUITY			
Public equity	130,830,552	117,346,109	117,659,975
Asset revaluation reserve	166,643,731	166,524,581	166,524,581
Special funds & reserves	4,380,393	6,092,364	3,805,251
Total equity	301,854,676	289,963,055	287,989,807
TOTAL LIABILITIES & EQUITY	313,857,200	307,234,704	299,460,690

STATEMENT OF CASH FLOWS

FOR THE PERIOD ENDED 30 JUNE 2024

	BUDGET to year end \$	ACTUAL 30/06/2024 \$	ACTUAL 30/06/2023 \$
OPERATING ACTIVITIES			
Receipts from rates	9,242,785	9,478,149	8,823,382
Interest received	3,306	106,058	38,863
Receipts from other revenue	21,609,510	2,387,331	5,131,819
Payments to employees & suppliers	(12,520,284)	(9,214,521)	(11,848,813)
Interest paid	(327,183)	(321,795)	(214,936)
Goods & services tax (net)	-	(88,616)	145,164
Net Cash from Operating Activities	18,008,134	2,346,606	2,075,480
INVESTING ACTIVITIES			
Grants received for capital work	-	3,770,401	2,825,860
Purchase of investment property	(4,435,838)	-	-
Sale of property, plant & equipment	150,000	-	-
Purchase of property, plant & equipment	(18,446,669)	(8,881,580)	(4,313,496)
Purchase of forestry assets	-	-	17,056
Purchase of intangible assets	-	-	-
Purchase/Sale of non-financial assets	-	(30,000)	20,000
Purchase of current-financial asset	-	-	-
Payment into term deposits	-	-	-
Net Cash from Investing Activities	(22,732,507)	(5,141,179)	(1,450,580)
FINANCING ACTIVITIES			
Movement in borrowings	3,000,000	2,000,000	-
Net Cash from Finance Activities	3,000,000	2,000,000	-
NET INCREASE/(DECREASE) IN CASH & CASH EQUIVALENTS	(1,724,373)	(769,509)	624,376
OPENING CASH	3,339,805	3,414,063	2,789,686
CLOSING CASH BALANCE	1,615,432	2,644,554	3,414,062

Report to:	Finance, Audit & Risk Committee	
Date:	27 August 2024	
Subject:	Quarterly Reports to 30 June 2024	
Prepared by:	C Kaa - Management Accountant	
Input sought from:	S Poulsen - Finance Manager	
Authorised by:	P Kearney - Senior Manager Corporate Services	

1. PURPOSE

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

The quarterly reports provided are completed before the annual report has been finalised therefore the numbers may change.

2. RECOMMENDATION

That the cover report and the listed attachments be received.

3. SUMMARY

Included with this cover report are the following reports for discussion:

3.1 Liability Management Policy Compliance Report

Kaikoura District Council is compliant with some of the liability policies. PWC is engaged as our Treasury Advisors and actively giving us advise. We have borrowed \$2M in July 24 to refinance due debt in April 2025, which is not shown in report and invested this to take advantage of current borrowing and investment rates.

3.2 Investment Quarterly Report

The value of Council investments decreased from \$10.5M last year to \$9.9M at 30 June 2024 with the largest decrease being bank deposits – now sitting at 26% of overall investments.

3.3 Airport Report

Airport landings are down for the year in comparison to last year. Currently, for the year, the airport has a \$1K shortfall with the main funding source being leases and licences – 46%. The ongoing internet issues have been resolved in July so we should see an improvement in data.

3.4 Harbour Report

Slipway fees and boat parking revenue close budget for the year, expenditure is \$100K above budget for the year. Overall, the harbour is operating with a loss of \$141K.

3.5 Sundry Rates and Debtors Report

Total rates owing is \$390K, a breakdown on prior year overdue is provided – most Māori Land rates have been written off now. Currently 6 ratepayers are with external debt management. Total sundry debtors due are high at \$5.9M due to invoicing for grants in June 24, overdue debtors remains distorted by one large sundry debtor in the 3+ month overdue category.

3.6 Special Funds and Reserves

Special Funds and Reserves are the accumulation of funds held for specific purposes, and fall within two categories – Reserves (funded by targeted rates and only used for specific purpose) and Special Funds (established where Council has received a grant or revenue and that revenue is for a specific purpose).

4. FINANCIAL IMPLICATIONS AND RISKS

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

5. COMMUNITY OUTCOMES SUPPORTED

The work is in support of all community outcomes.



Community

We communicate, engage and inform our community



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We promote and support the development of our economy



Services

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



Environment

We value and protect our environment



Future

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

6. SIGNIFICANCE OF DECISION

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

7. RELEVANT LEGISLATION

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

8. COMMUNITY VIEWS

No community views were sought in relation to this report.

LIABILITY MANAGEMENT POLICY COMPLIANCE REPORT

TO 30 JUNE 2024

Objective

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

Interest Rate Risk Management (Credit Exposure)

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

Interest rate summary

#	Bucket	Min	Max	Actual
1	0 - 24	40%	100%	53%
2	24 - 48	20%	80%	16%
3	48 - 120	0%	60%	0%

Funding summary

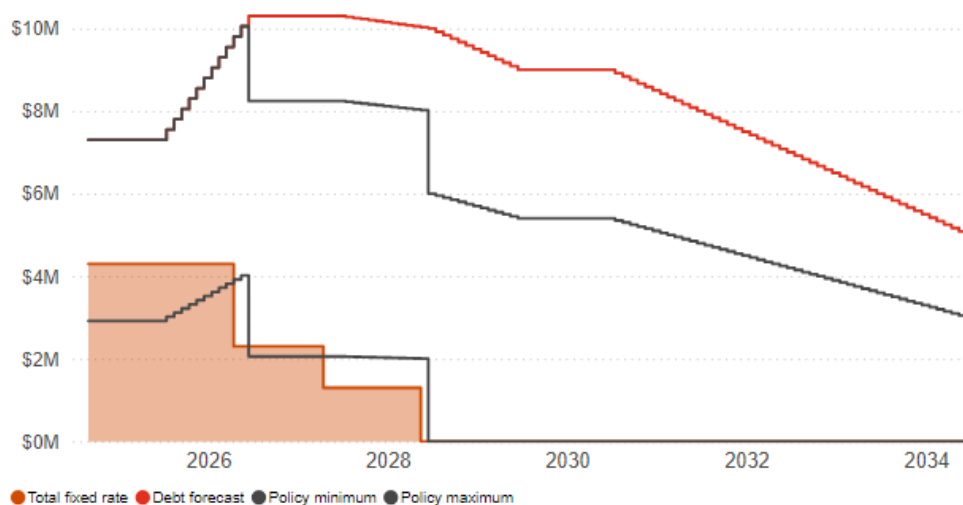
Bucket (years)	Policy	Actual
0 - 3	15% - 60%	82%
3 - 7	25% - 85%	18%
7 - 16	0% - 60%	0%
Total		100%

Our exposure profile policy has been taken from the Long Term Plan for 2025 – 2034. In April 2020 we joined LGFA, repaying all our loans with the BNZ, currently we have \$7.3M of LGFA borrowing with \$3M floating and the balance of \$4.3M fixed. We are now using PWC for our Treasury Management.

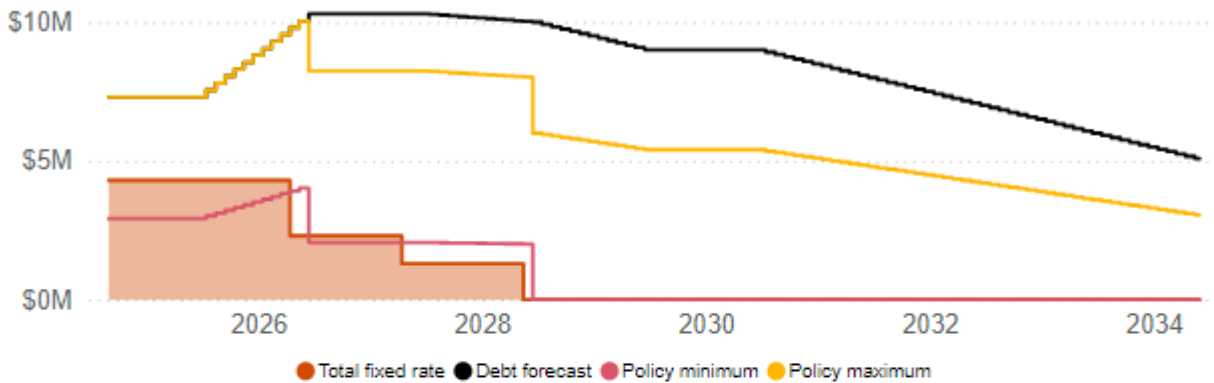
Our weighted average interest rate is 3.94%, with rates ranging from 3.29% to 5.83%.

Current % of Debt Fixed	41%
Current % of Debt Floating	59%
Value of Fixed Rate (M)	\$4.3
Value of Floating Rate (M)	\$3

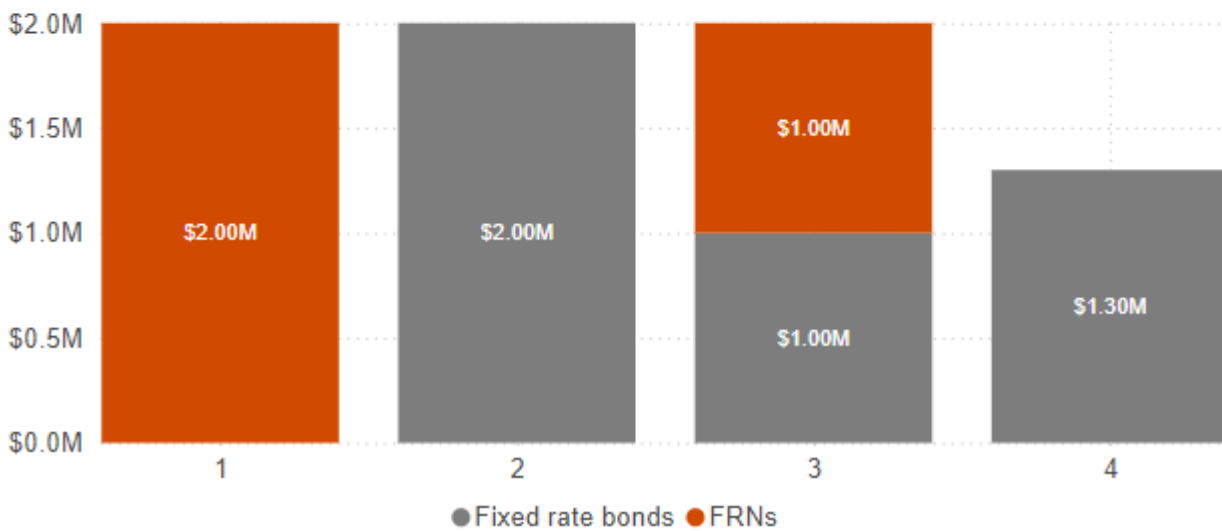
Interest rate risk timeline



Interest rate risk profile



Funding and liquidity risk timeline



Management of Credit Risks

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

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

Liquidity

The liquidity ratio is the total current assets that can quickly be converted to cash (cash, debtors, and bank facilities) divided by the current liabilities that need to be paid. The council's policy is to maintain a liquidity ratio of a minimum of 1.1:1 at all times, (which means \$1.10 is available for every \$1.00 payable), currently we are below our policy's minimum level at 0.88.

Policy levels	Liquidity Rate	Compliant
Minimum 1.1:1	0.88:1	<input checked="" type="checkbox"/>

Internal Borrowing

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

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

Debt Repayment

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

Borrowing Limits

	Policy Levels	Actual Levels	Compliant
Total term debt	will not exceed \$15 million	\$ 7,300,000	<input checked="" type="checkbox"/>
Gross interest expense of all external term borrowings as a percentage of total revenues	will not exceed 10%	1.7%	<input checked="" type="checkbox"/>

The Council is well within each of its borrowing limits as at 31 June 2024.

Security

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

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

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

INVESTMENT QUARTERLY REPORT

To 30 JUNE 2024

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

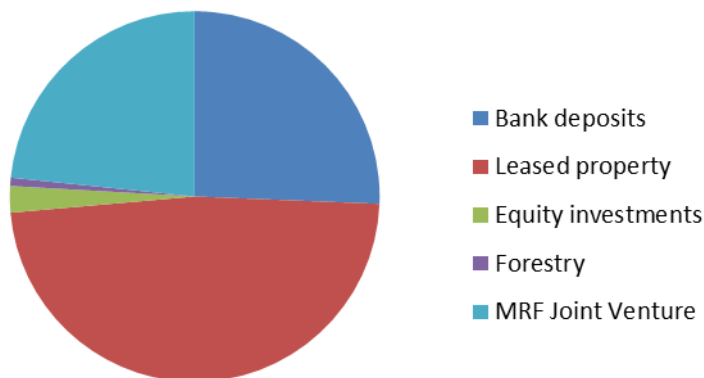
Value and Mix of Council's Investments

	Qtr Ending 30 June 24		Qtr Ending 30 June 23	
Bank deposits	2,527,333	26%	3,234,130	31%
Leased property	4,729,761	48%	4,947,505	47%
Equity investments	226,500	2%	196,500	2%
Forestry	71,329	1%	96,393	1%
MRF Joint Venture	2,304,494	23%	2,037,297	19%
	9,859,417	100%	10,511,825	100%

Results for the year shows the value of leased property has decreased from the same quarter last year. Revaluations have not been completed for June 2024 so are not reflected in these figures apart from the South Bay Forestry which has decreased in value.

Equity Investments are the borrowing notes attached to borrowings from LGFA and the loan to our subsidiary.

Value & Mix of Investments



Treasury Investments

	Balance	Rate	Term	Interest
On call account	2,524,137	4.75%	On call	101,122
Special funds on call account	3,196	4.75%	On call	109
	2,527,333	4.75%		101,231

Forestry Investments

We have not received any distribution payments from the Marlborough Regional Forestry (MRF) for the year as we are in a period of replanting which includes contributions to the MRF. Within the year we have paid \$189,750. The South Bay Forest does not generate any revenue, but has incurred expenses of \$10,083 for rates, valuation expenses, consultancy and insurance.

Net Rental Yields of Property Investments

The lease of Wakatu Quay was terminated in June 2018, and the tenant has surrendered ownership of the buildings to KDC. Revaluations are to be completed each year – we have not received these yet so are still sitting at the June 2023 valuation amount. The Airport terminal and hangars have been included again however these assets are only revalued every 3 years.

	Asset value	EBIT	Interest	Net	Yield
Wakatu Quay	2,940,000	0	0	0	0
Airport terminal & hangars	1,789,761	(17,643)	(12,358)	(30,001)	-3.4%
	4,729,761	(17,643)	(12,358)	(30,001)	-0.63%

Note EBIT refers to Earnings before Interest and Tax.

Equity investments

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

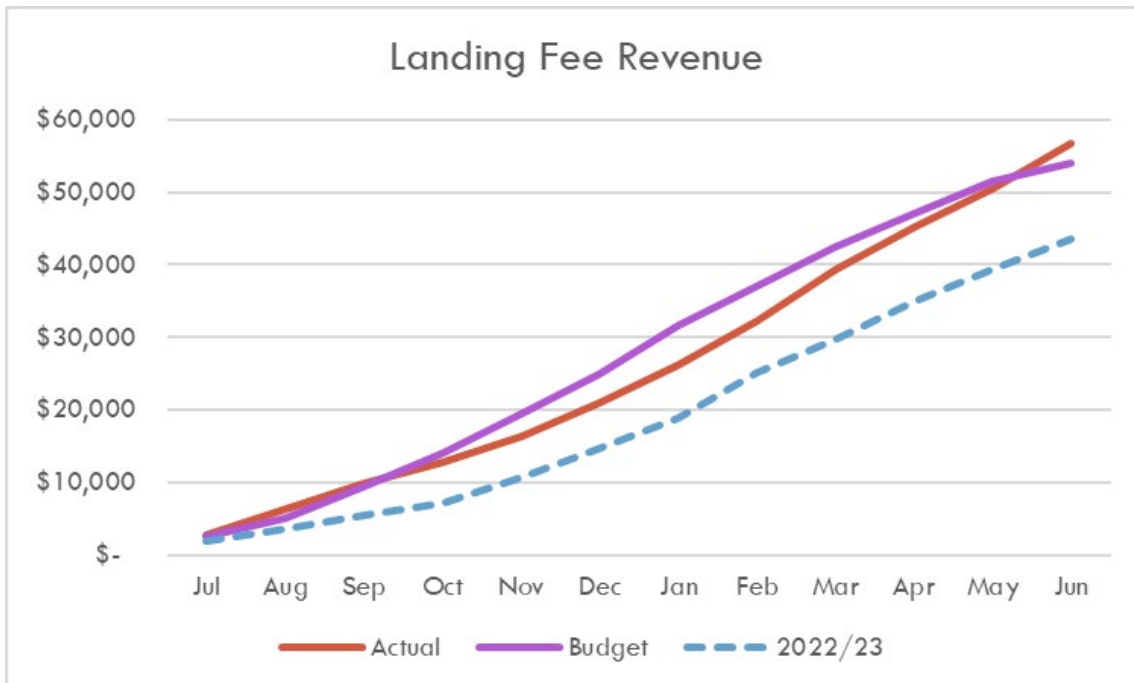
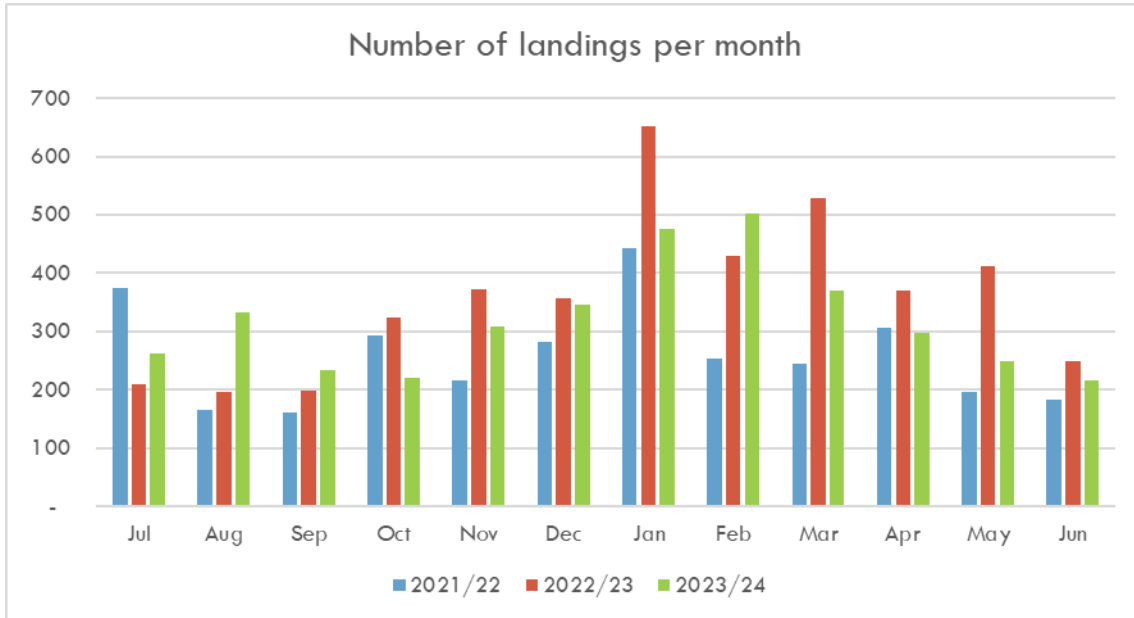
Return on Investments

	Value	Return	Yield
Bank deposits	2,527,333	101,231	4.01%
Leased property	4,729,761	(30,001)	-0.63%
Non-Financial Assets	226,500	2,882	8.23%
South Bay Forestry	71,329	(10,083)	-14.14%
Marlborough Forestry	2,304,494	(196,450)	-8.52%

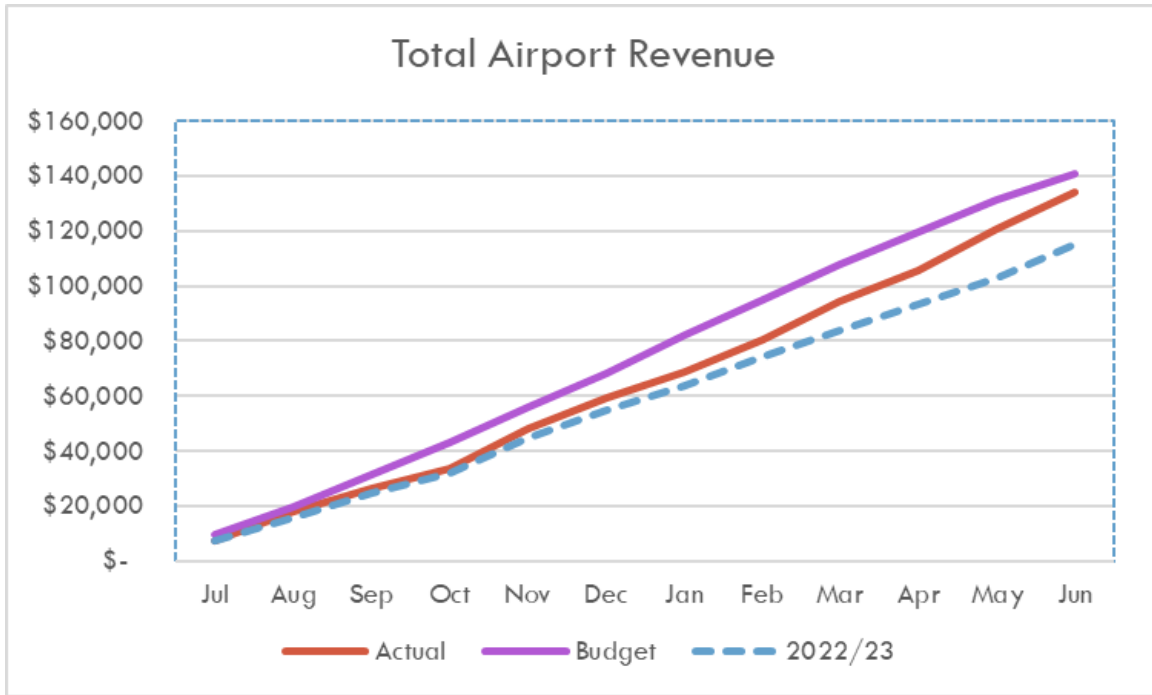
The table above suggests bank deposits have achieved a ROI of 4.01% as at June 2024. There are no targeted returns on investment for any of our leased property or forestry assets, with the only investment to make a return in the future being the Marlborough Regional Forestry (anticipated from 2029 onwards). Bank deposits and non-financial assets (LGFA borrower notes and our loan to IWK) have generated a return, and – because cash balances are much higher than forecast – interest revenue of \$106k is well above our budget of \$3k.

AIRPORT QUARTERLY REPORT To 30 JUNE 2024

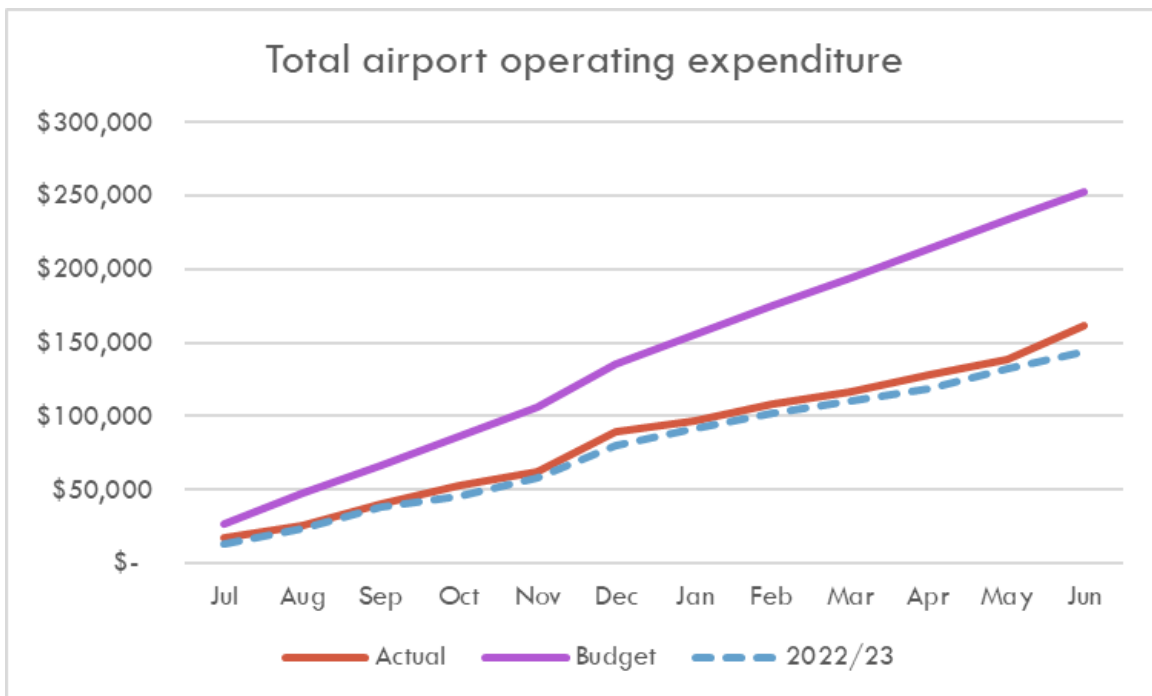
The number of landings at the airport for the twelve months to June 2024 was 3,814 this is down on the number of landings for the same period last year of 4,298.



Landing revenue is above budget for the twelve months, and up on the previous year due to the fee increase which took effect from the 1 July 2023.

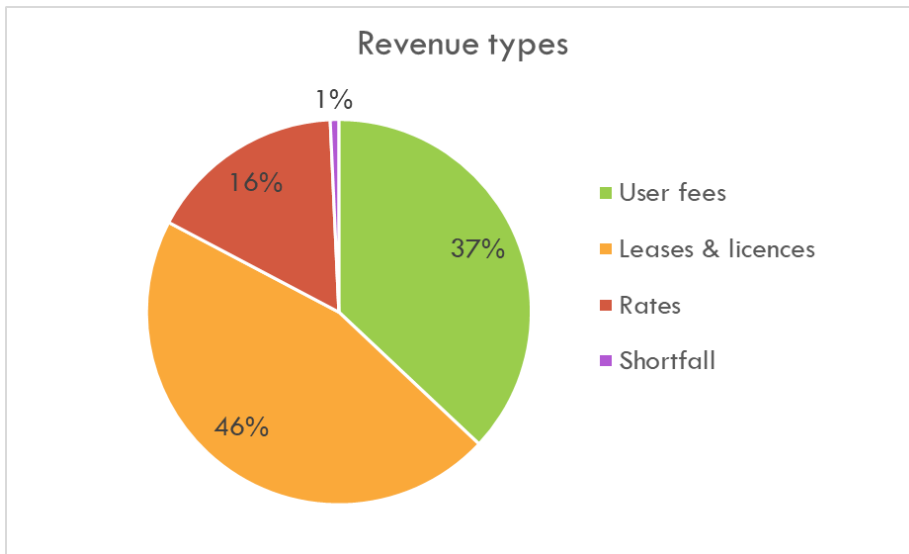


Total airport revenue is below budget for the twelve months totalling \$134,130 compared to budget of \$141,000 and up on revenue for the same period last year. The main variance is in licence to occupy where \$1,333 has been received against a budget of \$9K. Total lease revenue is also below budget.



Operating expenditure is \$162,163 for the year which is below the budget expenditure of \$253,145, with the main variance relating to depreciation (\$81K)

The graph below shows that the airport is funded through user fees 37%, leases and licences 46% and 16% being rate funded – currently there is a \$1,168 shortfall which is reflected as 1% in the graph.

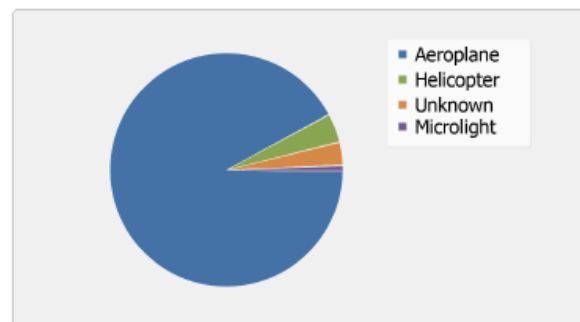


The Airport Information Movement Monitoring (AIMM) system, which records all radio calls from aircraft at the Kaikōura Airport, has had issues with the internet over the past six months, resulting in landings being missed (and therefore not invoiced). Fortunately, the system saves recordings, and we expect a reasonably large catchup now the issues have been resolved. A new AIMM system has been installed in August, which now receives an automatic transmission from the aircraft itself and is no longer reliant on radio calls alone. All operators based at the airport have the transmitter equipment on their aircraft, some small private aircraft may not, as it is not a CAA requirement for aircraft that don't carry passengers – we understand these small aircraft must still make the radio call as they enter (and leave) the Kaikōura Airport airspace.

The following are extracts from the monthly reports we are now receiving from the AIMM system; these examples are from the June 24 monthly report.

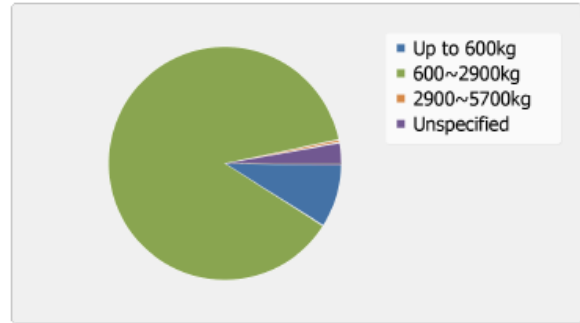
Aircraft Type Summary

Type	Movements
Aeroplane	328
Helicopter	14
Unknown	11
Microlight	3



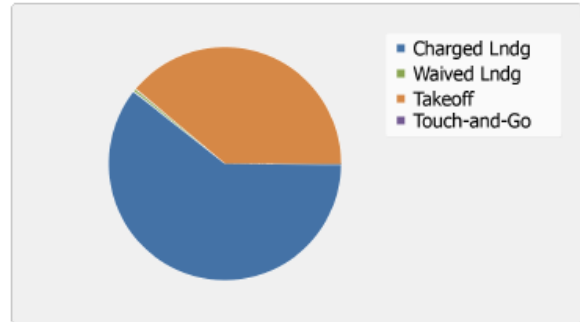
Aircraft Weight Summary

Weight	Movements
Up to 600kg	32
600~2900kg	312
2900~5700kg	1
Unspecified	11



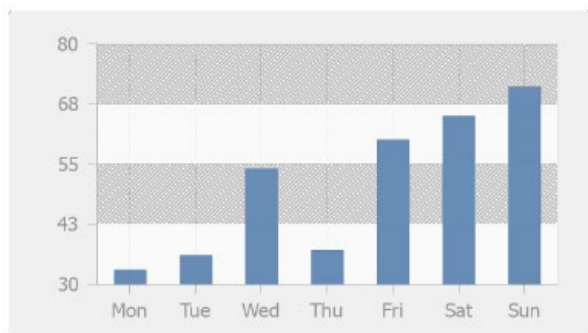
Charge Summary

Status	Movements
Charged Lndg	216
Waived Lndg	1
Takeoffs	139
Touch-and-Go	0



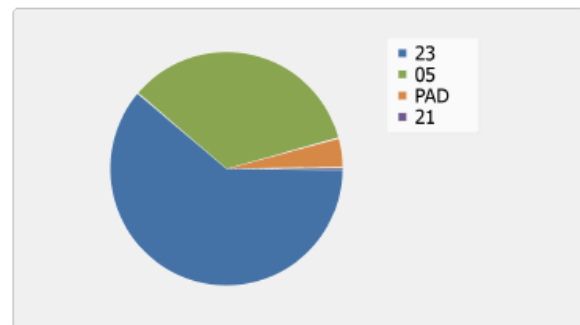
Movements: Days of Week

Weekday	Movements
Mon	33
Tue	36
Wed	54
Thu	37
Fri	60
Sat	65
Sun	71



Runway Usage Summary

Runway	Movements
23	218
05	123
PAD	14
21	1



ACTIVITY LEVEL: During June 2024, the airport had 356 movements**, a decrease of 36% from 559 for the same month last year.

For the last 12 months, there were 6,783 movements, a decrease of 28% from 9,362 for the same period in the previous year. A spreadsheet showing all movements for any period is available on the 'movements / archives' page for deeper analysis.

** The movement counts on some reports may correctly be different from each other... Touch-and-Go movements may be counted as either one movement or two (a Landing followed by an immediate Takeoff), depending on the Aviation Authority and Safety rules that apply, and the Airport's Certificated/non-Certificated status. (Ref B: 0)

COMPLIANCE REPORTING

Noise Footprint: The Acoustic LDN counts at NZKI during June 2024 were:

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

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

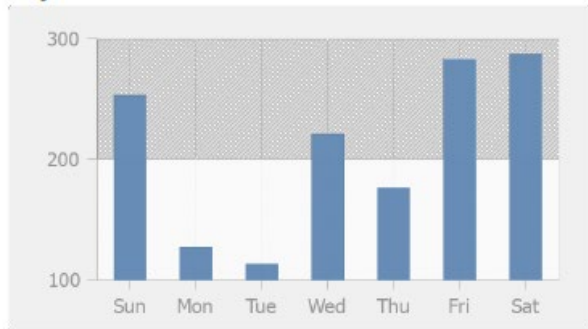
Civil Aviation: CAA Rule 139.505 requires Non-Certificated Aerodromes such as Kaikoura (NZKI) to report Movement Data each year.

**LOCAL AIRSPACE Analysis for June
(Aircraft using airspace, not necessarily landing.)**

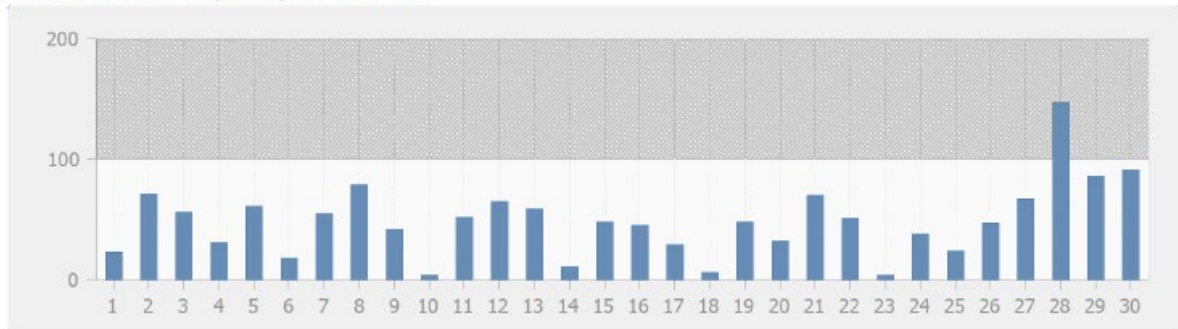
Summary

- 1460 radio calls received for the month.
- 4 calls, on the quietest day, 10-Jun
- 147 calls, on the busiest day, 28-Jun
- 48 calls, daily average for June
- Saturday is the busiest day of the week.

Days of Week



AIRSPACE activity, Days of Month



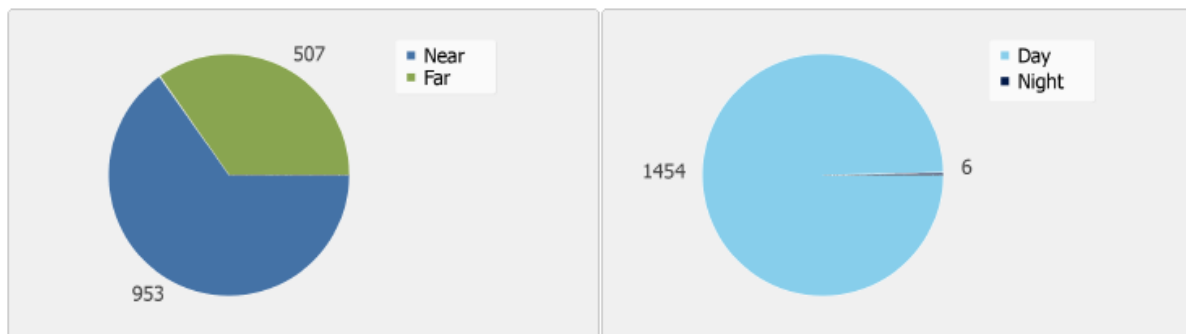
Classification of Local Airspace activity

During June 2024 there was 67% less airspace activity compared to the same month last year.

'Near' are aircraft close enough to the airport that their radio calls are relevant to the airport operations.

'Far' are those on the same radio frequency but far enough away to be not relevant.

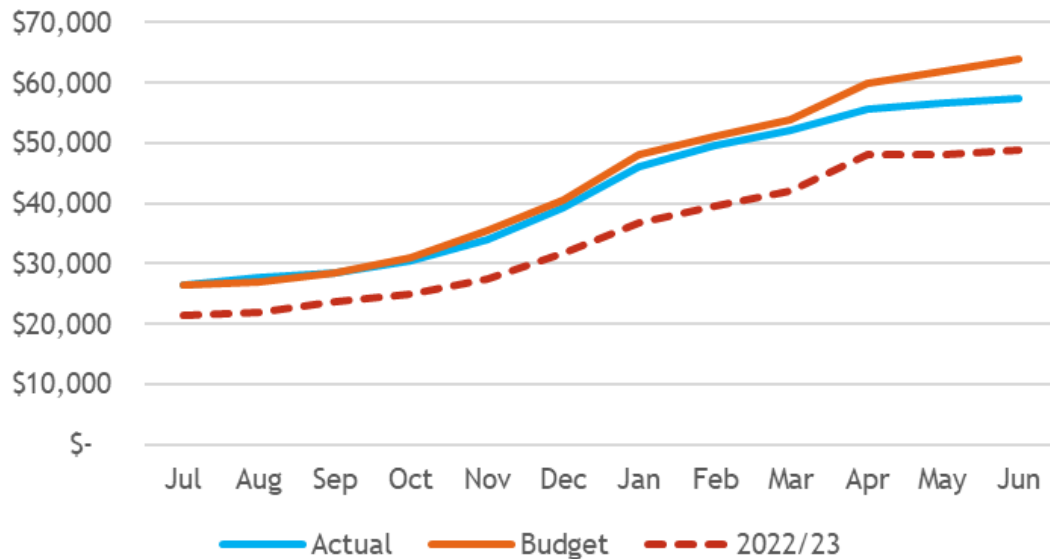
'Day' / 'Night' refer to Morning / Evening Civil Twilight calculated each day at the Lat/Long of the airport.



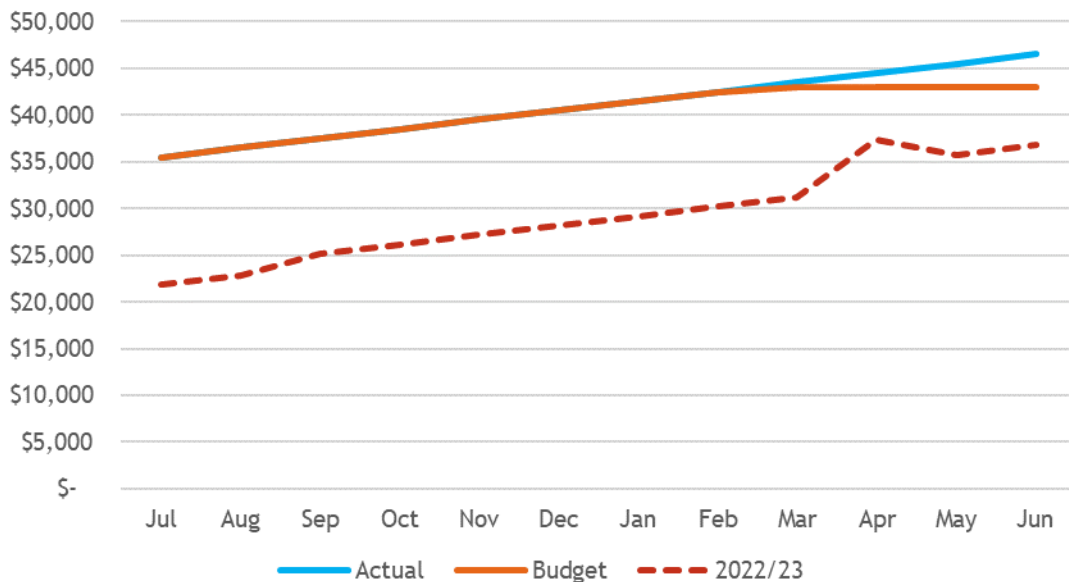
Harbour Quarterly Report To 30 JUNE 2024

This report serves to highlight harbour operations over the past three months ending 31 June 2024.

Slipway fee revenue



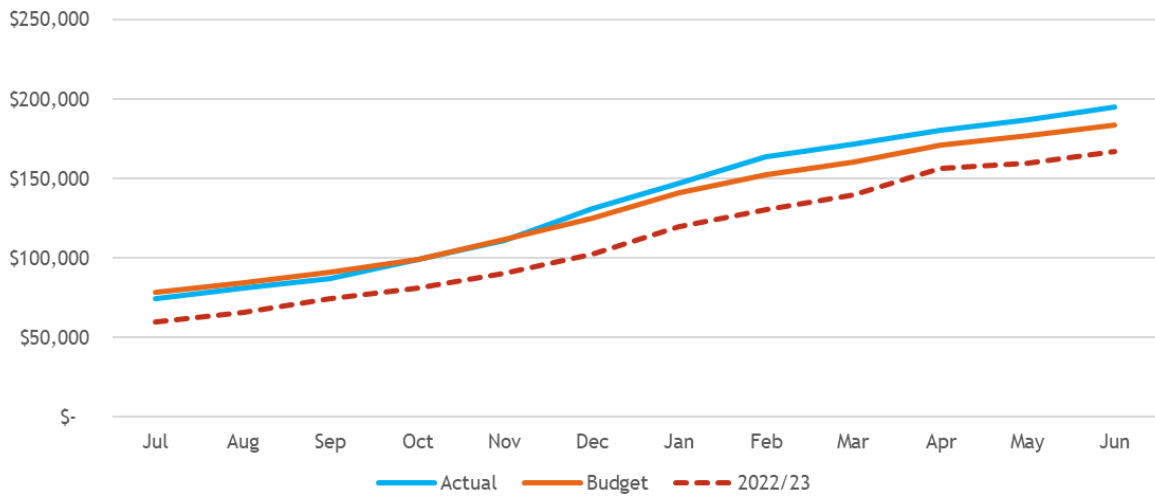
Boat parking revenue



Actual slipway fees received are below budget at \$57,509 (budget \$64,000) and up on the same period last year. Boat parking revenue is above budget and up on last year actuals for the year at \$46,500.

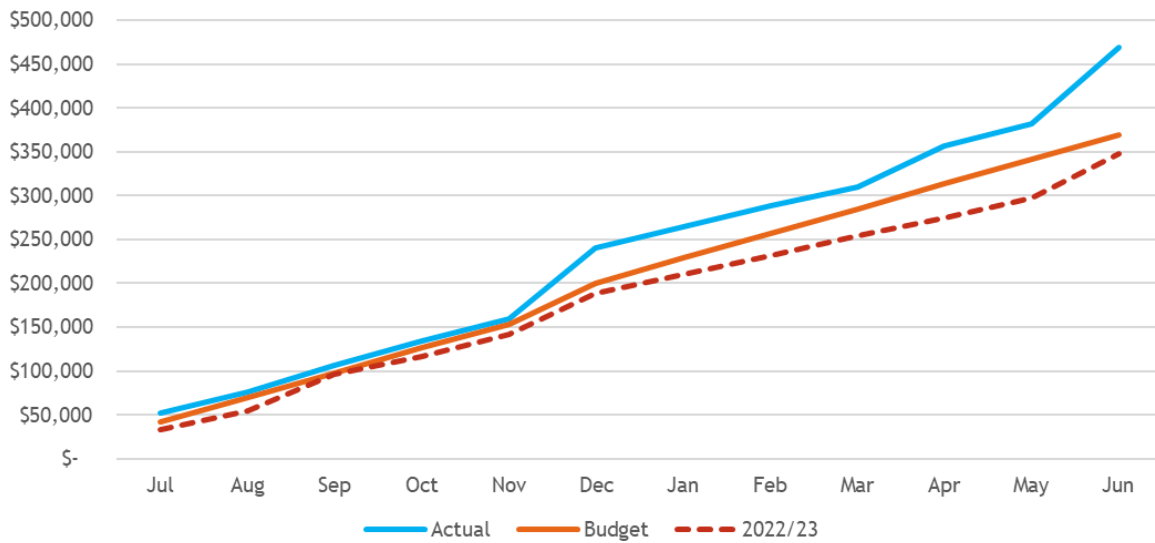
Total harbour operating revenue is \$195,181 for the year compared to budget of \$183,479.

Total harbour operating revenue



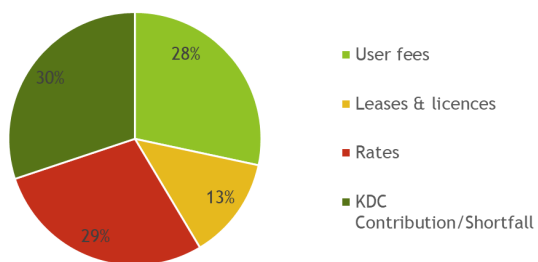
Operating Expenditure is \$469K for the year which is \$100K above budget of \$369K. The main variance in expenditure relates to insurance (budget \$31K, actual \$63K), valuation fees \$15K and an increase in depreciation of \$50K due to the revaluation which was completed in 2023.

Total harbour operating expenditure



The following graph shows that harbour revenues (user fees and leases and licences) covered about 41% of the actual cost of harbour operations for the year, with the targeted rates (\$133K) covering 29% - currently the harbour is operating with a loss/shortfall of \$141K.

Revenue types



DEBTORS QUARTERLY REPORT

To 30 JUNE 2024

1 SUMMARY

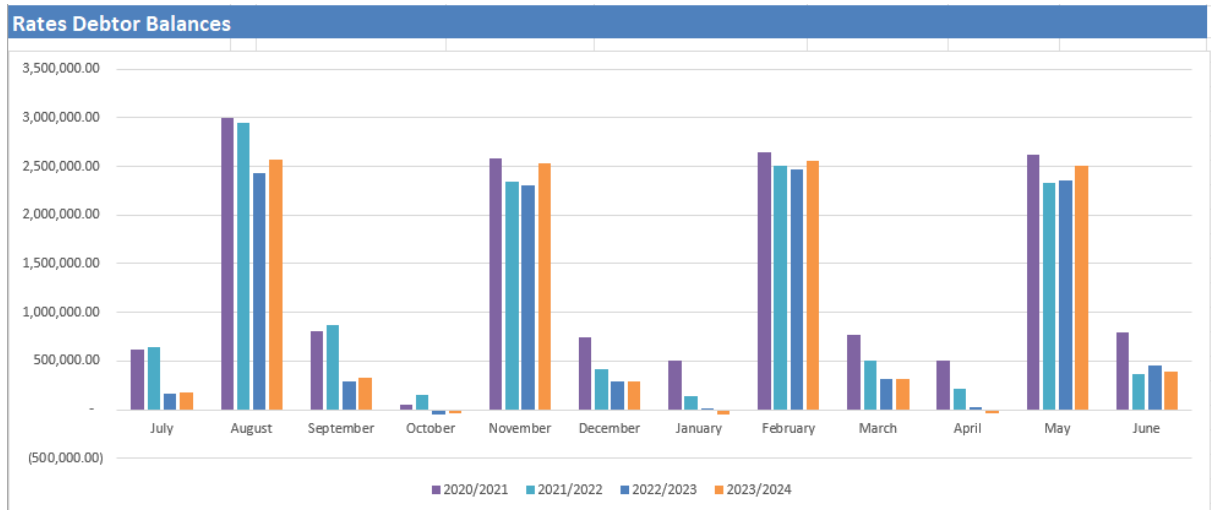
The purpose of this report is to provide an overview of the status of rates and sundry debtor receivables for the quarter ended 30 June 2024.

2 DISCUSSION

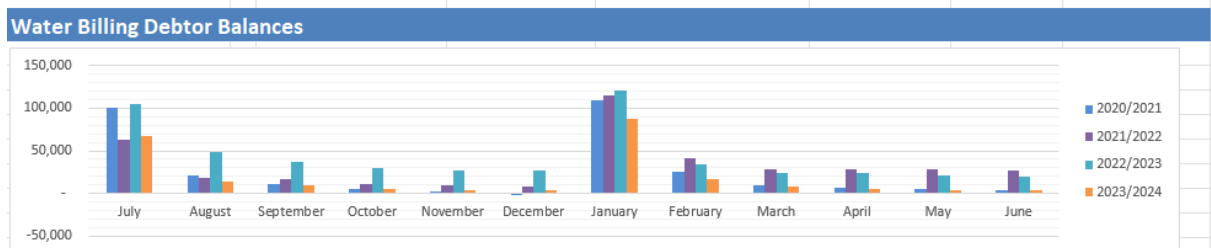
2.1 Analysis of Rates Debtors

At the end of June there was \$390K owing to the Council from rates. As you can see from the below graph the amount outstanding at June is lower than the previous year.

For water billing, 63 debtors have not paid their water meter bill, both instalments of water meter charges have gone out. The values are low (most are only \$25 for the admin fee), but they are being followed up.



Number of Debtors	Rates revenue by type (year to date)					
Rates Debtors 409	Rates revenue by type (year to date)	Penalties applied	Write offs & adjustments	Remissions	Water billing	Total
	\$ 9,505,246	\$ 107,445	(\$ 79,718)	(\$ 53,324)	73,103	\$9,552,751
Water billing 63	99.5%	1.1%	-0.8%	-0.6%	0.8%	100.0%



2.2 Rates debtors overdue

The following table shows the extent of rates outstanding as at 30 June 2024. A total of \$390K in rates is outstanding, but with many properties with rates in credit (paid in advance) there is \$575K worth of rates to follow up. Of that \$575K, \$99K relates to prior years. Whilst we are actively following up with current year rates outstanding, this report focusses on those prior year balances.

There are 9 properties which are 2 years overdue, of these there are currently 6 ratepayers that have been forwarded on to the debt management company which account for \$69K of rates outstanding, 2 properties are on the market and 1 is abandoned land. We are currently actively monitoring the ratepayers that are not making sufficient payments.

	2 years overdue	1 year overdue	Current year	Total
Rates debtors				
Value	18,177	80,590	476,669	575,436
Property count	9	36	409	454
Paid in advance				
Value			(185,384)	(185,384)
Property count			591	591
Total				
Value	18,177	80,590	291,284	390,052
Property count	9	36	1,000	1,045

2.3 Analysis of Sundry Debtors

Sundry debtors total is \$5.9M as at 30 June 2024. The debtors amount is very high in comparison with the previous years, due to a couple of large invoices sent out in June 2024 for grants to be received. The number of debtors is relatively consistent at 237 debtors, the average debtor days is 34 days which indicates we are getting paid on time. The overall debtor amount is distorted by a large outstanding debtor, most of the current debtor balance has all been received in July 24.

The following is an analysis of the range of debtors:

Trade debtors	Number of debtors	Current	1 month	2 months	3 months and over	Total
Building consents	33	2,313	664	(485)	(12,538)	(10,047)
Compliance Schedul	8	480	120	-	140	740
Cemetery	0	-	-	-	-	-
LIMs	2	319	-	-	319	638
Liquor licensing	10	2,231	-	-	393	2,624
Premises licencing	24	7,524	-	-	3,248	10,772
Property leases	21	25,425	-	330	7,607	33,362
Resource consents	22	15,758	6,163	-	10,910	32,831
General debtors	117	4,659,629	8,062	2,215	1,182,371	5,852,277
		4,713,679	15,009	2,060	1,192,449	5,923,197

Analysis of Sundry Debtors

At 30 June 2024

Average Debtor Days

34

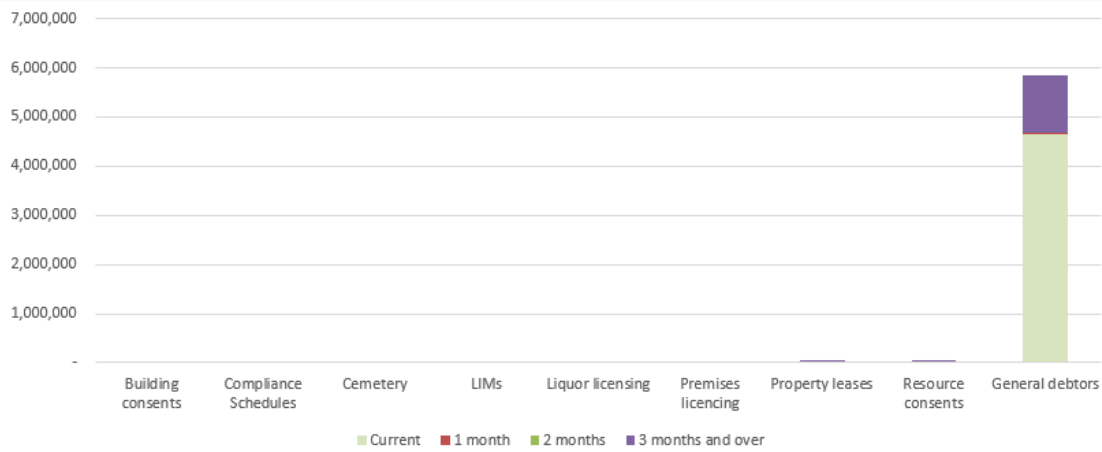
Total Debtors Due

\$ 5,923,197

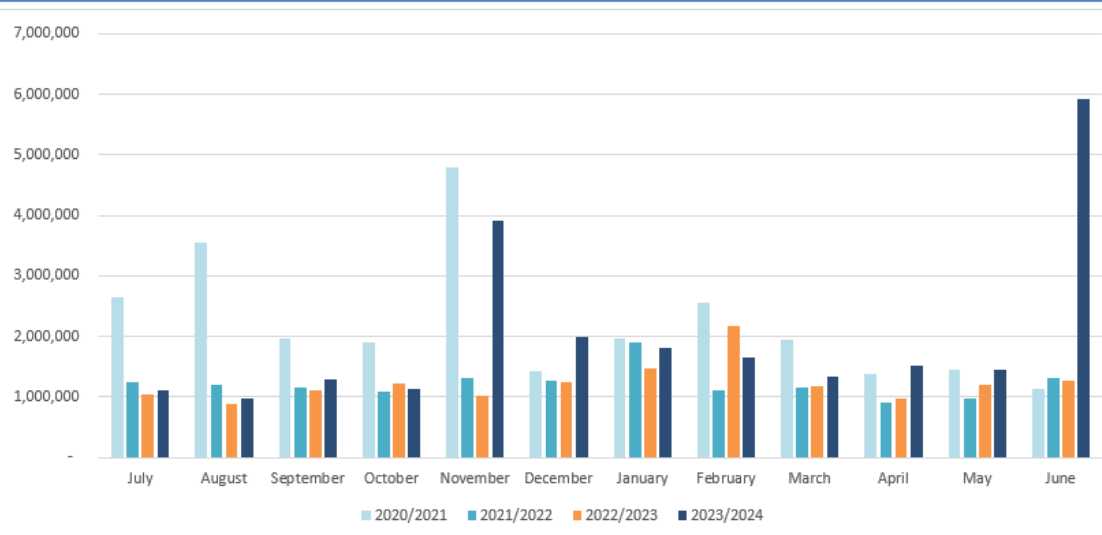
Age Summary



Trade Debtors by Category



Debtor Balances



Bad Debts written off

\$ 1,192

Number of Debtors by Category

Building consents	Compliance Schedule	Cemetery	Licenses Food/Liquor	Property Leases	Resource consents	Sundry Debtors
33	8	0	34	21	22	117

SPECIAL FUNDS AND RESERVES QUARTERLY REPORT

To 30 JUNE 2024

1. PURPOSE

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

2. SUMMARY

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

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

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

3. REPORT AS AT 30 JUNE 2024

The report has identified some reserves and funds that are in a deficit positions. This is not a final report for 30 June 2024 as there will still be some end of year adjustments to be made that will affect the closing balances at 30 June 2024.

Currently the Reserves are showing a balance of \$1,551,317 and Special funds of \$2,840,930 totalling \$3,992,246, this is very similar to the previous year.

Reserves & Special Funds					as at 30 June 2024	
Reserves	Opening balance 1 JULY 2023	Inflow	Interest applied	Outflow	Closing balance	
Kaikōura Water Cohort	643,521	1,433,244	-	1,268,654	808,111	
East Coast Rural Water	18,241	65,800	-	172,442	(88,401)	
Kincaid Rural Water	167,514	90,934	-	143,421	115,026	
Fernleigh Rural Water	(9,501)	162,532	-	164,162	(11,131)	
Roading BAU Reserve	(80,265)	4,590,937	-	4,403,070	107,602	
Roading Emergency Reserve	167,266	48,020	-	28,002	187,284	
Footpaths & Streetlights	(181,881)	571,722	-	313,482	76,359	
Recycling	123,762	268,288	-	189,305	202,744	
District Plan	15,151	308,536	-	318,540	5,146	
Stormwater	136,998	54,482	-	147,006	44,474	
Sewerage	145,168	743,947	-	1,067,938	(178,823)	
Tourism & Marketing Reserve	(34,696)	222,980	-	225,000	(36,715)	
Commercial Rate	(3,273)	172,683	-	241,314	(71,905)	
Harbour	156,967	305,364	-	339,973	122,358	
Registered Premises	-	-	-	-	-	
Town Centre	(15,536)	298,500	-	140,525	142,439	
Civic Centre	(311,505)	524,648	-	504,374	(291,230)	
Stock Control	18,500	(37)	-	485	17,979	
Earthquake Roothing	(0)	641,752	-	641,752	(0)	
Earthquake Rebuild Director	-	-	-	-	-	
Earthquake/Disaster Levy	-	-	-	-	-	
Totals (01 99 99 GNRE)	956,429	10,504,332	-	10,309,444	1,151,317	
Special Funds	Opening balance 1 JULY 2023	Inflow	Interest applied	Outflow	Closing balance	
Social Services Committee (Community Se	5,125	-	-	-	5,125	
Tourism Strategy Fund	34,623	-	-	-	34,623	
Creative NZ	7,347	23,092	-	22,425	8,015	
George Low Trust	60,610	4,500	-	4,500	60,610	
Economic Development Fund	-	31,398	-	20,094	11,304	
Three Waters Stimulus Package	(0)	-	-	-	(0)	
Forestry Fund	912,456	-	-	27,873	884,583	
Significant Natural Areas Fund	21,889	-	-	-	21,889	
Parks & Reserves Development	144,956	7,337	-	-	152,294	
Pensioner Flats	19,625	148,666	-	146,391	21,900	
Community Facilities Fund	983,315	-	-	-	983,315	
Vehicle & Plant Renewal	-	-	-	-	-	
Waste Minimisation Levy	116,578	68,061	-	-	184,639	
Landfill Site Aftercare	-	-	-	-	-	
Library Grants	0	3,047	-	600	2,447	
Family Violence Prevention	24,755	17,662	-	17,663	24,755	
Responsible Camping Fund	118,656	202,038	-	152,083	168,611	
Financial Sustainability Project Fund	97,839	-	-	45,833	52,006	
Mayoral Fund	28,483	-	-	3,349	25,133	
Airport	68,979	134,130	-	206,248	(3,139)	
Building Accreditation Fund	65,555	18,947	-	26,246	58,256	
Wakatu Quay Provisional Growth Fund	(6,968)	980,207	-	996,724	(23,486)	
South Bay Feasibility Provisional Growth F	27,269	-	-	855	26,414	
Legal challenges Fund	100,000	7,250	-	7,250	100,000	
Environmental Planning Fund	17,728	-	-	1,500	16,228	
Kaikōura Enhancement Trust Fund	-	25,406	-	-	25,406	
Totals (01 99 99 SPFU)	2,848,821	1,646,336	-	1,679,634	2,840,930	
*key surplus/(deficit)	TOTAL SPECIAL FUNDS & RESERVES			\$	3,992,246	

Report to:	Finance, Audit & Risk Committee	
Date:	27 August 2024	
Subject:	Risk Management Report	
Prepared by:	W Doughty – Chief Executive	
Input sought from:		
Authorised by:	W Doughty – Chief Executive	

1. BACKGROUND

This report presents the updated Risk Management Report as at August 2024.

Attachments:

1. Risk Register as at August 2024 – see A3 version.

2. RECOMMENDATION

It is recommended that the Committee:

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

3. SUMMARY

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

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

- Comments of note:
 - The Senior Manager Operations has signalled his resignation by the end of this year. We are starting the recruitment process and ideally have a replacement start in January 2025. The recruitment costs for the senior management position are unbudgeted (Risk ID #3 & #11).
 - The North Canterbury Water project is progressing well between Waimakariri, Hurunui and Kaikōura District Councils. Once the Government has passed the new bill, Council's will have 12 months to submit an approved service delivery plan (Risk ID #30 & #7).
 - An internal strategy strengthening the staff's vision and values is being rolled out. This was an initiative driven from feedback from the internal staff survey and staff working group. Other initiatives included a job sizing exercise of those who have multi-roles and to review the remuneration process to link to performance (Risk ID #32 & #34).

Changes of note are:

- **Risk ID #31:** Rapid cost escalation – we have decreased the risk score as we are starting to see an easing of price indices.
- **Risk ID #22:** Emergency management training – we have increased the inherent risk due to needing to re-delegate and train a controller in the emergency management space (current controller is the Senior Manager Operations).
- **Risk ID #28:** Wakatu Quay development – we have increased the risk score as the project is nearing the construction stages and the search for a tenant continues.

4. FINANCIAL IMPLICATIONS AND RISKS

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

5. COMMUNITY OUTCOMES

The work is in support of all community outcomes.



Community

We communicate, engage and inform our community



Development

We promote and support the development of our economy



Services

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



Environment

We value and protect our environment



Future

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

Risk Id	Risk quadrant	Department	Activity	Risk	Risk owner	Control owner	Risk category	Likelihood	Impact	Inherent Risk	Controls in place	Likelihood	Impact	Residual Risk	Control plan
Unique code for easy identification	Select either Council Risk or District Risk	Department	Council activity (e.g. water supplies)	Clear, unambiguous, brief description of the risk event and what the impact to Council would be (i.e. what the loss or gain will be if the event occurs)	Person accountable for ensuring the risk is monitored and controlled, and, where necessary, escalated	Person accountable for ensuring the control plan for the risk is implemented	Select either: (1) Health & Safety (2) Operational, (3) Political (4) Reputational, (5) Financial, (6) Environmental, or (7) Personnel	Based on Appendix B section 10.1 of the Risk Management Policy	Based on Appendix B section 10.2 of the Risk Management Policy	Total level of unmitigated risk	Description of existing controls	Based on Appendix B section 10.1 of the Risk Management Policy	Based on Appendix B section 10.2 of the Risk Management Policy	Level of risk that remains after taking the existing controls into account	Description of further controls (if required) from the detailed control plan developed by the risk owner
30	Council and District Risk	All	All	Substantial changes to the role of Councils arising from 3 waters and RMA planning reforms, purpose of local government review threaten the viability of KDC as a stand-alone entity and with its local democracy. Associated shorter term risks in respect of maintaining staff morale and retaining capability	Chief Executive	Chief Executive	Operational, Political	4	5	20	Proposed Three Waters, RMA and Local Government Reforms and changes largely outside of control of KDC. Involvement in submission processes and C4LD where ever opportunity arises RE: Staff morale, retention and recruitment - a number of actions being taken (refer risks 3, 4, 10, 32).	4	5	20	Develop plan for retention of local government influence in Kaikoura post reform, and for progressive structural change towards that provides some reassurance to staff Opportunistic actions RE: staff retention and recruitment when opportunities arise Keep teams informed of Reforms. Greater uncertainty in immediate reform with a change in Government. Clarity on new proposals required. Expected by Q4 2024 <u>Proactive North Canterbury Waters project progressing</u>
25	Council Risk	Works and Services	Upper Waiiau Toa Bridge - land access	Rūnanga remain opposed to new bridge, with potential associated difficult / delay in resource consenting that may create regulatory or financial barriers if NZTA does not support fully. Failure to deliver project poses risks of legal action from landowners.	SMO: Senior Manager Operations	Chief Executive	Operational	5	4	20	Council Resolution 29/09/2021 supportive of progressing preferred option but incorporating more reactive response to erosion control to address concerns expressed by Runanga. Requests made to NZTA to extend financial support. Engagement continuing with Runanga to explore best way of managing different views. Ongoing discussion with Runanga for them to provide sufficient comfort to Waka Kotahi (NZTA) to enable project to continue. Procurement process for bridge to incorporate sufficient flexibility to accommodate possible budetary challenges. Resource consent to be submitted in August, however continued delays in consent processing. Waka Kotahi board decision to extend funding to 30th June 2025 and increased budget to \$13.7m. Joint hui with ECAN/TROK held. Joint TROK and Residents hui held to understand joint concerns. Resource consent issues and Runanga opposition jeopardise project Key decision report in November 2023	5	4	20	Runanga support of old bridge site. High level investigations being undertaken on viability of access. NZTA Funding discussion required <u>together with funding sunset clause</u>
16	Council Risk	Leadership	Leadership	Lack of progress following both senior management and operational interactions with Runanga result in delays in projects and BAU	Chief Executive	Executive team	Operational	5	4	20	Regular meetings with Te Runanga and Mana to Mana Hui held, and some issues discussed In addition specific project meetings held for key capital projects in particular. Continued Governance hui's to discuss key issues. These to include further highlighting of difficulties for Council projects and operations. MOU and SLA to be developed. Cultural awareness activities to be undertaken. Controls being worked on but little progress to date in terms of physical agreements	5	4	20	Development a formal partnership agreement to establish framework for relationship. Currently significant engagement issues impacting delivery of key projects. Priorities list shared with TROK. Movement on several key projects but no change in overall approach <u>Taking the approach to keep them informed of issues.</u>

3	Council Risk	Whole of KDC	HR	Depth of staffing - one tier deep - loss of key people, loss of institutional knowledge, difficult to recruit, lack of backup support, very limited opportunity for succession planning.	Chief Executive	Management team	Operational	5	4	20	Fair remuneration and staff benefits e.g. medical insurance. Regular team building exercises and training opportunities. Staff culture improved. Use of shared BA resource to help document process and procedures. Develop standard operating procedures: documented and agreed policies, and complete workflows, implementation of records management project. Team leader training. Develop a whole of team approach and encourage cross-department support. Keep job descriptions up to date. 1 current vacancy in key management position. Increased use of external contractor resource. Contracted Building Control Manager appointed. <u>Building control manager recruited 1 July start</u>	4	4	16	Consideration of shared BCA arrangements for longer term. As one option for consideration: closer collaboration with neighbouring Councils. Work underway at both Canterbury and North Canterbury level. Consider succession plans for key roles where we can. <u>Building control manager recruited 1 July start</u> <u>Recruitment of Senior Management Operations role, ideally for new candidate to start in January 2025.</u> <u>Strategic Advisor to provide some support.</u>
32	Council Risk	Whole of KDC	HR	Team morale and impacts of workloads, Covid-19, reforms uncertainty staff shortages, and cost of living	Chief Executive	Management team	Operational	5	4	20	Workplace Support is in place for staff. Included in PDW process and focus from Management. Wellbeing action plan in place. and introduction of Wellness by Design haurora coaching for staff. Flexible Working Policy implemented. Report being prepared on financial implications of 3Waters Reforms for the organisation. <u>Regular communication around reform agenda.</u>	4	4	16	Management Team to provide support to their teams. <u>Staff survey action plan be for April 2024</u> Regular communication around reform agenda. Confirmed implementation of Wellbeing Action Plan. Haurora wellness coaching in place. <u>Internal Strategy roll out.</u> <u>Staff working group action plan.</u>
24	Council Risk	Whole of KDC	Contractor performance risk	Sub-optimal or poor contractor performance (including health & safety) and/or additional costs	SMO: Senior Manager Operations	Management team	Operational	4	4	16	Experienced and full compliment of current works and services team, exercising better oversight of activities under improved contract documents that more clearly specify required outcomes. Increasing focus on health & safety documentation. Priorities for major contractor works being clarified in LTP. Contractor reports are received monthly from the Rooding Contractor, contains H&S reporting.	4	4	16	Ensuring the contractor understands the contract obligations. Continually improving procurement processes and contracts for quality outcomes and to include better health & safety requirements Focus on KPI reporting with 3 Waters contractor Improve contract management focus. Included in LOE + SOI for IWK Contract checklist in place.
7	Council Risk	Works & Services	Three-waters	Three-water reform, loss of critical mass and financial consequences, diminished ability to retain suitably qualified and experienced personnel	SMO: Senior Manager Operations	Chief Executive	Operational	4	5	20	With government making reforms mandatory now little prospect of significantly influencing outcome. Continued involvement in both the C4LD campaign and also DIA and LGNZ process. Restructure of current roles following the departure of the Works & Services Manager and to future proof for the Three Waters Reform. Need to envisage possible post-water reform structure of KDC to reduce potential capability loss Concerns now also apply to IWK as our CCO	4	4	16	Greater uncertainty in immediate reform with a change in Government. 3 waters included in LTP Details of new reform proposal still required ongoing service delivery conversations at regional and sub regional levels <u>North Canterbury Waters project underway.</u>
35	Council Risk	Leadership	Capital Delivery	Lack of internal capacity and capability impacts on ability to deliver capital programme	Chief Executive	Executive team	Operational	4	4	16		4	4	16	Development of project management process. Increased focus on all aspects of delivery by ELT. Project coordination role included in draft LTP. Monthly reporting remains a work in progress.
34	Council Risk	Whole of KDC	HR	Cost of living crisis - inflation, loss of staff, communities ability to pay rates	Chief Executive	Executive team	Financial, Operational	4	4	16	Rates rebate for lower-income families Annual review of salaries against Strategic Pay benchmark and consideration of inflation/ rates budget	4	4	16	Consider becoming a living wage organisation. <u>Job sizing exercise to be undertaken over the next two years. Remuneration process to be reviewed.</u>

31	Council Risk	Whole of KDC	All	Rapid cost escalation (e.g. oil/Ukraine) and inflation effects on capital delivery and BAU costs and possible rates increases	Chief Executive	Executive team	Financial, Operational	5	4	20	Internal monthly reporting of capital projects and operational results within Management meetings Some inflationary effects factored into 2023/2024 Annual Plan. Watching brief with -PWC RE: effect on future borrowings	3	4	12	Cost escalation on materials experienced Ongoing effects monitored to assess effects on current LTP forecasts Review of capital programme procurement and delivery Increased cost of delivery factored into LTP. <u>Easing of price indices.</u>
26	Council Risk	Whole of KDC	RMA consent compliance monitoring and enforcement	Continuation of KDC historic practice of reactive rather than proactive monitoring and enforcement of consent conditions will result in material breaches	Senior Manager Operations & Senior Manager Corporate Services	Chief Executive	Political or Reputational	4	3	12	Historic approach and resource levels restrict the ability to proactively monitor compliance Resource Management Officer on 0.2 full-time equivalent through secondment from Environment Canterbury. In addition part of a Regulatory Officer has been allocated, where available to monitoring. A draft plan has been created for priorities bearing in mind the small FTE Further proactive monitoring compliance will require additional resource.	4	3	12	Non compliances being identified. Additional regulatory resource would be required for pro-active compliance. Increased focus for Regulatory Team but may require additional resource and budget. Good progress being made on identification of issues.
21	Council Risk	Community Services <u>Finance and IT</u>	Information & Records Management	Records and documents can't be accessed reasonably or found, due to lack of information management processes across the organisation	SMC: Senior Manager Corporate Services	Community Services Manager <u>Finance Manager</u>	Operational and reputational	5	3	15	Laserfiche procured and operational. All Staff now using Laserfiche but uptake across organisation is slow. Evidence of IT audit January 2023 shows high number of files being kept on desktops. Project Manager in place shared with Hurunui District Council. Local Information Management Officer in place. Dedicated time factored into weekly schedule. Files scanned and inputted in Laserfiche as created or requested internally or externally. Retention and disposal plan under development. R:Drive locked, readable only and being transferred into Laserfiche	4	3	12	Continued monitoring and training to ensure 100% uptake of staff using Laserfiche. Likely to require significant time and cost. Review of H:Drives and Desktops 1st 2nd phase of back scanning project completed <u>commended in July</u> using transition funding completed . Additional budget included in draft LTP.
4	Council Risk	Strategy & policy	District planning	National legislative changes are too rapid, too complex, and/or too constant - challenging capacity within staff to keep up	SMC: Senior Manager Corporate Services	Strategy, Policy & Planning Manager	Operational	4	3	12	Active member of Regional Planning Network, access work from other Councils, use consultants if required Canterbury region sharing resource to enable combined assessments and submissions Stay abreast of changes, support sector submissions (KDC has a very low level of influence), created roadmap for district plan and legislative changes. The National Policy Statement re Biodiversity may be repealed. Impacts of RMA reforms and change in Government are not fully determined.	3	4	12	We are understanding other Council's positions and waiting on the outcome of the new Government's 100 day plan. RMA reform agenda has seen repealed by new Government within their first 100 days in office - RMA 2.0 laws. Clarity on new approach required from Central Government. Fast Track consenting bill progressing.
28	Council Risk	Leadership	Wakatu Quay Development	Project does not deliver desired outcomes including positive financial result - financial implications to Council and community	Chief Executive	Chief Executive	Financial	4	4	16	Regular attendance by Elected Members and CEO at Governance Group with regular reporting to Council CE has close interface with Governance Group, Elected Members and Runanga. Development of alternative actions. Development of non-negotiables KDC has reconfirmed commitment to Konoa. <u>Council decision made to include \$800k financial commitment in LTP. Ongoing external investment conversations</u>	4	3	12	Council decision made to include \$800k financial commitment in LTP. Ongoing external investment conversations Detail design underway and on track. <u>Council decision to award construction contract in August.</u> <u>Tenancy search continues. Use of contingency could impact stage 2.</u>

11	Council Risk	Whole of KDC	Financial management	Unplanned costs, overspends, loss of revenue streams	Chief Executive	Management team	Financial	3	3	9	<p>Financial delegation limits, budget supervision, monthly reporting of variances</p> <p>Robust LTP and Annual Plan processes</p> <p>Budget variances closely monitored.</p> <p>Monthly Management meetings reviewing capital and operational expenditure.</p> <p>Deployed greater accountability for budget overruns, financial reporting brought to management teams, whole of team approach to budgets</p> <p>Risks remain for any contracts or commitments that exceed budget provisions - the financial reporting only brings these to attention after the commitment has been made. Mitigated by involvement of Senior Managers and CEO and regular management meetings regarding operational and capital expenditure</p>	3	3	9	<p>No surprises reporting to elected members.</p> <p>Increased costs of audit & insurance included in draft LTP.</p> <p><u>Recruitment costs for Senior Management Operations role.</u></p> <p><u>Increased legal costs for harbour.</u></p> <p><u>Resource Management Plans are unbudgeted.</u></p>
29	Council Risk	Leadership	Capital Delivery	Pandemic related and worldwide supply delays to major projects impacts on ability to deliver capital programme. Supply Chain risk on delay of materials	Chief Executive	Executive team	Operational	4	4	16	<p>Monthly reporting of all projects. Early identification of issues and contingency plans provided from Management meetings</p> <p>Some delay in sourcing supplies emerging / no major impact to date but risk remains.</p>	3	3	9	<p>Watching brief for further materials delays</p> <p>Clearly signal capital carry forwards</p> <p>Procurement plans for key projects.</p>
15	Council Risk	Strategy & policy	District planning	Statutory non-compliance (planning decision subject to challenge)	SMC: Senior Manager Corporate Services	Strategy, Policy & Planning Manager	Operational	4	3	12	<p>Staff are adequately trained, adherence to current district plan, use of qualified consultants as required.</p> <p>With longstanding staff vacancy affecting resource consent outsourcing increased internal management oversight of decision making processes by externals.</p> <p>Additional pressures are being placed on Stat timeframes with outsourcing but still manageable at this time.</p> <p>Aware of national shortage of planners with many councils and central government departments recruiting. In addition some external contractors are declining work due to workload.</p> <p>Consent timeframes excluded due to "special circumstances" where necessary</p> <p><u>New Government's 100 day plan seek to fast track resource consents. This may require additional resourcing.</u></p> <p><u>New policy planner in place.</u></p>	3	3	9	<p>Weekly consent timeframes are being prepared to assist with tracking consents.</p> <p>New Government's 100 day plan seek to fast track resource consents. This may require additional resourcing.</p> <p>New policy planner in place.</p> <p><u>Involve legal advisor if required at an early stage.</u></p>
14	Council	Whole of KDC	All	Covid-19 related loss of business continuity	Chief Executive	Chief Executive	Operational	4	4	16	<p>Business continuity plans in place.</p> <p>Consideration of trigger levels that Look to rotation of staff working from home vs in the office to reduce spread throughout the workforce at once. Identification of critical workers for essential services.</p> <p>Ongoing management of staff and close contact cases and impact on service delivery.</p> <p>The staff vaccination policy has been removed in line with national policy. Impacts continue to be monitored and business continuity measures implemented as required.</p> <p>Appear to be through the storm. Fewer staff infections. The Government have removed all Covid-19 requirements effective from 15 August - this includes 7 day mandatory isolation period 2023.</p>	3	3	9	<p>Maintain an watching brief</p>

13	Council Risk	Leadership	Council	Not robust decision-making from elected members	Chief Executive	Executive team	Political or Reputational	3	4	12	<p>Reports to Council are well-researched and presented, staff give competent advice, elected members receive induction training.</p> <p>Independent committee member appointed for FARC.</p> <p>Difficult or contentious issues are workshopped to enable full understanding prior to a decision being required at a Council meeting. No surprises</p> <p>New council induction held and training programme in place. Emergency Management overview held with Elected Members.</p> <p>Governance Training completed <u>and mid-term review held in 2024.</u></p>	3	3	9	<p>Elected members receive ongoing training, including on legislative matters, Chairs Training and a mid-term review in 2024.</p> <p><u>Akona Platform available for members.</u></p>
10	Council Risk	Building & Regulatory	Building control and other regulatory	Statutory non-compliance (e.g. failure to conduct BWOFs, enforcement activities)	Team Leader Community Facilities & Regulation <u>Facilities Manager</u>	Senior Manager Operations	Operational	4	3	12	<p>Ongoing investment in staff, resources and training</p> <p>Some re-focussing of duties within operations team to enhance efficiency of monitoring and enforcement.</p> <p>Restructure of regulatory team following departure of regulatory officers; introduction of new Regulatory Services Team Leader and casual parking/freedom camping officers. These roles were filled & commenced employment early April.</p>	3	3	9	<p>External resources to assist with TA functions</p> <p>Regulatory Team Leader in place focusing on TA functions</p> <p>Good work being undertaken by Regulatory Team now in this area.</p> <p>IANZ accreditation audit completed in March 2024. <u>Low risk status achieved.</u></p>
9	District Risk	Strategy & policy	District planning	<p>District Plan is sub-optimal, there is both permissive and restrictive land use, that may have undesirable effects.</p> <p>In addition RMA reforms suggest regional plans going forward which would include Kaikoura's sub-optimal plan</p>	SMC: Senior Manager Corporate Services	Strategy, Policy & Planning Manager	Environmental	4	3	12	<p>Roadmap for revised District Plan produced. Presented to council. Included in LTP</p> <p>Delivery plan developed. External advisors in place with Year 1 project plan in place November 2021</p> <p>External resources contracted for 2021/2022 work. Natural Hazards Chapter complete. National planning standards re-housing complete. Looking to advance Year 2 planning including Runanga involvement and spatial planning.</p> <p><u>Spatial plan work underway. Successful community workshops. Discussions are occurring with the Runanga.</u></p>	3	3	9	<p>Spatial plan work underway. Successful community workshops. Discussions are occurring with the Runanga. Expect to have Draft Spatial Plan by June <u>August</u> 2024.</p> <p><u>Rolling review needs to progress in 2024/2025</u></p>
22	Council Risk	Community Services	Emergency Management	Other priorities resulting in failure to adequately train for emergency event	SMC: Senior Manager Corporate Services	Community Services Manager	Operational	<u>3</u>	3	<u>9</u>	<p>Regular meetings and significant EOC specific training</p> <p>Enhanced relationships and training with other local first responders. Excellent relationship with Canterbury Group EM</p> <p>Clear understanding of who does what in the event of a disaster. New staff trained as they arrive</p> <p>Controller refresher training held for 2023 <u>2024</u></p> <p>New EMO in place on permanent part time contract and training underway.</p>	3	3	9	<p>Developing clearer operating procedures for all function managers.</p> <p>Will always need external resource for significant local event.</p> <p>New EMO now in place. Several group and national exercises planned for 2024 <u>and 2025 - AF 8 Training and Exercise Pandora in November 2024</u></p>
33	Council Risk	Whole of KDC	Financial management, HR	District Licensing Committee hearings impacts on resourcing and budget	Chief Executive	Chief Executive	Financial, Operational	4	3	12	<p>Regulatory Team Leader on board</p> <p><u>Consideration of fees and charges in the LTP and resourcing in the Regulatory Team. Consider further educational awareness initiatives.</u></p> <p><u>Section 17a sample review</u></p>	4	2	8	<p>Consideration of fees and charges in the LTP and resourcing in the Regulatory Team. Consider further educational awareness initiatives.</p> <p>Section 17a sample review</p> <p>Completed and updated contract in place. DLC Commissioner approved.</p>
19	Council Risk	Leadership	Leadership	Qualified annual report for 2023 - 2024	Chief Executive	Management team	Political or Reputational	5	2	10	<p>Suitably qualified and experienced staff complete the annual report. Currently inadequate systems in place for service performance reporting.</p> <p>Improved capture of performance reporting in place - year end review will assess whether qualification can be avoided.</p>	4	2	8	Potential for qualifications for 2023/2024

18	Council Risk	Whole of KDC	IT services	Data privacy breach - Individual information or contact database is accessed without authorisation	SMC: Senior Manager Corporate Services	Finance Manager	Political or Reputational	3	4	12	Firewalls are in place, laptops and devices are password protected. Increased focus on cyber security. Mimecast security training has been rolled out for staff by IT. Free Privacy Act training modules available for staff to gain an understanding. Personal devices owned by staff and elected members don't have the same protection protocols in place. Would require IT to enforce 6-digit pin numbers and other protection measures. Data regularly exported (e.g. to Quotable Value and Environment Canterbury) could be encrypted - IT to advise.	2	4	8	Moving away from Mimecast to Office 365 which has greater cyber security Have installed new firewalls with greatly improved security capabilities. Upgrade to Microsoft E3 also gives a larger suite of security products
12	District Risk	Works & Services	Water supplies	Drinking water transgression, people get sick or die	SMO: Senior Manager Operations	Works & Services Manager Operations Delivery Manager	Health & safety	3	5	15	Water treatment facilities are in place, are well maintained, and data collection water testing regimes are followed. Drinking Water Safety Plans are in place, and two boil water notices remain. Upgrades to water treatment facilities, secure water sources, work to remove boil water notices. DIA reform money addressing the risk Boiled water notice lifted for Fernleigh. Water safety plans in place.	2	4	8	Regular interface with regulator. Source water risks understood and managed All boiled water notices now lifted UV disinfection in place - protection in place for all schemes. Chloridation in place for all but airport (as very small) Annual Review by independent assessor.
2	Council Risk	Building & Regulatory	Building control	Loss of BCA accreditation	SMO: Senior Manager Operations	Building Control Manager	Operational	5	4	20	Ongoing investment in staff, resources and training, monitoring BCA audit outcomes Accreditation achieved March/April. 2 Year low risk Loss of Building Control Manager. Recruitment underway and interim arrangements in place. Longer term arrangements are being considered. Interim IANZ review identified us as low risk.	2	4	8	IANZ accreditation completed in March 2024. Low risk until march 2026
27	Council Risk	Communications	Council website software not supported	Potential failure of the Council website may not able to be rectified and potential for full website to be inoperative	Senior Manager Corporate Services	Chief Executive	Operational	3	3	9	Procurement completed for new website supplier. Timeline for programme developed. New Communications Officer in place and engaged. Communications Officer allocated additional time to focus on new website content and migration plan. Customer Services Officer has been allocated time to assist with the new website migration. New website successfully launched in May 2023	2	3	6	Continuous improvement plan being drafted with new pages being added. Eg. Have your say, LGOIMA. Councillor Bios
20	Council Risk	Whole of KDC	Financial management	Fraud - whether misappropriation of cash, theft of assets or cash, or some other fraud/corruption	Executive team	Management team	Financial	3	3	9	Segregation of duties within finance team, daily checking of banking and cash handling, regular financial reporting, financial delegations enforced. Cash Handling Policy has been updated and endorsed by the Finance, Audit & Risk Committee in August 2021. Monthly internal reconciliation process. Safe purchased.	3	2	6	Increased internal auditing and deep dives

17	Council Risk	Whole of KDC	IT services	IT hardware failure	SMC: Senior Manager Corporate Services	Finance Manager	Operational	2	4	8	<p>Backups are undertaken 3 times daily, stored offsite. Backups kept for daily, monthly and yearly iterations.</p> <p>Document management system now up and running, the document management system does not have cloud-based storage (its on one of our new onsite servers). This risk is mitigated by the backups described as above.</p> <p>New server has now arrived and operational (this is the last of the older servers).</p> <p>Core servers - all now replaced, new laptops arrived or ordered to replace PC's (Covid delivery delays)</p> <p>Secure elected members devices issued</p> <p>Ongoing awareness of potential threats through Mimecast security awareness training arranged by IT. Monthly updates. Hardware replacement policies required.</p> <p>Review of security software and implications for July 2023 - IT Audit</p>	2	3	6	
6	Council Risk	Works & Services	Roading	Poor network resilience and a backlog of work resulting in poor roads and financial burden, and community impact	SMO: Senior Manager Operations	Works & Services Manager <u>Operations Delivery Manager</u>	Operational	3	4	12	<p>Adoption of the LTP with the investments included will enable resal backlog to be dealt with over the programmed six years.</p> <p>Final Waka Kotahi funding has increased and is being applied to additional capital works in order to accelerate the programme to eliminate the backlog.</p> <p>RAMM (Road Asset Maintenance Management) validation completed and improvement plan being developed. NCTIR Haul Roads completed within budget. Year 1 delivery successful (although Ludstone Road delayed to Year 2 to align with IAF projects. This year's activities will focus on delivery of the budgeted programme for year 3.</p> <p>Area wide treatments completed.</p> <p>Detailed delivery programme developed for 2023/2024 <u>2024/2025</u> financial year</p> <p>Sealing works scheduled for Q2 of financial year (within sealing season).</p> <p><u>Focus for next 3 years and LTP programme. Greater uncertainty in immediate reform with a change in Government. 3 waters included in LTP. Details of new reform proposal still required. Ongoing service.</u></p>	2	3	6	<p>Greater uncertainty in immediate reform with a change in Government.</p> <p>3 waters included in LTP. Details of new reform proposal still required. Ongoing service.</p> <p><u>Clear work programme defined. Roding and footpaths remain a priority investment in LTP</u></p>
23	Council Risk	Whole of KDC	Leadership	Natural disaster - effect on community: earthquake, tsunami, major flood event	Chief Executive	Executive team	Operational	1	5	5	<p>Emergency Management Officer and Function Managers are up to date with CIMS training, whole of KDC participation in regional exercises, liaison with regional civil defence agencies, regular catchups with local responders (police, fire, hospital, Red Cross etc)</p> <p>EMO now on a permanent contract due to CDEM restructure delay</p> <p>Develop clear operating procedures for all function managers with a clear understanding of who does what in the event of a disaster. Ensure CEO support to EMO for implementing controls.</p> <p>Operation Pandora Emergency Planning Exercise held 18th October 2023.</p>	1	5	5	<p>Will always need external resource for significant local event</p> <p>EMO linkages with North Canterbury EMOs. Review of Canterbury group undertaken and implementation plan being developed</p>
5	Council Risk	Works & Services	Asset management	Lack of knowledge about KDC assets, especially critical infrastructure	SMO: Senior Manager Operations	Works & Services Manager <u>Operations Delivery Manager</u>	Operational	3	4	12	<p>Significant progress made on improving asset knowledge and preparing Infrastructure Strategy and AMP's to support LTP.</p> <p>ADAPT asset management system in place and being used for waters assets.</p> <p>Proposed 3 waters reforms would remove some longer-term risks to Council</p> <p>Continuing focus for Works & Services Team.</p>	2	2	4	<p>Further work required with Adapt <u>ADAPT</u> Working alongside Hurunui District Council and <u>Waimak Council</u> on adapt <u>ADAPT</u></p>

8	Council Risk	Whole of KDC	HR	Major disaster - business continuity	Executive team	Team leaders	Operational	1	5	5	Regular EOC function manager training, documented processes, EOC cupboards stocked, participate in Exercise Pandora, IT backups and disaster recovery plans in place Policy and procedures review and update commenced. BCP plans in place for Covid.	1	3	3	Develop clear operating procedures for all function managers with a clear understanding of who does what in the event of a disaster
1	Council Risk	Whole of KDC	Financial management	Long-term financial position: Major unforeseen projects or disaster events raise our debt levels too high	Chief Executive	Executive team	Financial	2	4	8	Financial delegation limits, budget supervision, monthly reporting of variances, asset management planning, and inputs to Long Term Plan. LTP approved. Headroom remains Current debt levels leave headroom.	1	3	3	Would require very major event as borrowing headroom significant Planned borrowing less in 2022/2023 lower than forecast in LTP

Report to:	Council	File #
Date:	28 August 2024	
Subject:	Takahanga Main Power Multisport Courts redevelopment update	
Prepared by:	Sarah Wright – Community Development	
Input sought from:	James Prentice – Roothing Engineer	
Authorised by:	Peter Kearney – Corporate Services Manager	

1. SUMMARY

Preparation work for the redevelopment of Takahanga Main Power Multisport Courts has progressed well over recent months with the confirmation of \$60,000 sponsorship from Main Power (naming sponsors) and \$75,000 from the Kaikōura Community Op Shop Trust. There is also the option for an additional \$25,000 from the OpShop on top of the \$75,000. Including the \$25,000 brings total funding available of \$328,000 currently.

The base quote we have from our preferred supplier is \$331,279 to achieve playable courts. The contractor has stated that if works start and run concurrently in mid to late September then works would be finished by the end of October, weather dependant. This would allow tennis to use the courts over late summer and netball to begin their 2025 season at Takahanga Domain. The quote doesn't include any risk from heritage or cultural discovery which could add extra costs and time delays to the job.

An application is currently being prepared to submit to DIA Community Facilities Fund; however, a decision on this may not be delivered until as late as 13th December 2024. This funding application will allow us to comfortably progress the project to stage 2.

As a result, there is a risk that if any unexpected costs are incurred the total spend would be above the approved budget.

Below is the estimated cost for the extra items not included in the quote:

- Equipment costs (approx. \$10,000)
- Cultural monitoring costs (approx. \$15,000) – note heritage monitoring not required

This would lead to Council underwriting approximately \$25,000 but it should be noted that variation risk may exist once works start.

2. RECOMMENDATION

It is recommended that the Council:

- a) Receives this report;
- b) Approves **Option 1** Approve works to begin with current funding so that playable courts are achieved by end of 2024, with a known risk of \$25,000 shortfall that Council may need to bridge.

3. BACKGROUND

The redevelopment will be undertaken in two stages. Stage one is planned to be completed late in 2024 with the scope primarily on making the courts ready for general use.

A price request was sent out in April requesting quotes for the works. This was sent to five local and one out of town business requesting quotes for both a single level and a split-level option.

Of the six businesses approached, only three responded, two from local businesses and one from out of town.

The two local businesses who have submitted only supplied one quote for a single level as, in their view, they do not recommend a split-level layout given this would be less suitable for multisport opportunities in the future. These quotes are for \$331,279.00 and \$310,880 excluding GST.

The third quote from an out-of-town company who specialise in surfacing of courts has supplied two options for a split-level design, one with an asphalt finish and one with a concrete finish. They did not quote for a single level due to cost. These split-level prices came in at \$747,180 and \$648,925 excluding GST.

On the 26th of April 2023, Council made the decision that the courts were to be redeveloped as a split-level facility due to information at the time. The understanding was a split-level would be the cheaper option and we would be able to have works start sooner than with a single level design. A cost estimate of \$200,000 was proposed.

Since then, it has become apparent that any refurbishment would be considerably more than \$200,000 and that redeveloping at a split level will now in fact be the more expensive option. This cost differential is due to local contractors pricing at extremely competitive quotes and often without margins due to the community aspect. This is confirmed with the latest quotes we have received.

In a paper to Council in July 2024, the proposed name for the facility 'Main Power Multisport Courts' was changed to 'Takahanga Main Power Multisport Courts' going forward. This name change was in response to the Sponsorship provided by Main Power of \$60,000. The overall area remains as Takahanga domain.

4. OPTIONS CONSIDERED

4.1 Option 1 (Recommended): Approve works to begin with current funding so that playable courts are achieved by end of 2024, with a known risk of \$25,000 shortfall that Council may need to bridge.

4.2 Option 2: Council chooses to spend only the current funds available and works completed in two stages while we wait for the final amount of funding to finish the job.

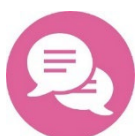
As surfacing of the courts cannot be completed until all sport gear (sockets, posts, nets etc) is in place, the top court would remain as is and the bottom court would be prepped for seal. There would be additional cost for staging the works and only basic remediation works will be undertaken, as funding allows.

5. FINANCIAL IMPLICATIONS AND RISKS

DIA has advised that the Earthquake Relief Fund money should have been used. We have sought two extensions for this funding already and there is the risk of losing it should work and spend rate not begin shortly.

Council funding of the courts has not been provided for during the LTP as latest prices were not available and the project was always noted for community funding. Use of Council funds may require some form of special consultative process to be undertaken.

6. COMMUNITY OUTCOMES SUPPORTED



Community

We communicate, engage and inform our community



Environment

We value and protect our environment



Development

We promote and support the development of our economy



Services

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



Future

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

Report to:	Council
Date:	28 August 2024
Subject:	Overview of Submissions for Representation Review Initial Proposal
Prepared by:	P Kearney – Senior Manager Corporate Services
Input sought from:	
Authorised by:	W Doughty – Chief Executive Officer

1. PURPOSE OF THIS REPORT

This report is intended to provide an overview of the submissions received as part of the public notification on Councils Representation Review Initial Proposal which was prepared in line with the direction per Local Electoral Act 2001 (LEA01). The report will also request Council adopt the Initial Proposal as the Final Proposal.

2. RECOMMENDATION

It is recommended that:

- a) Council notes no submissions received on the initial proposal
- b) Council adopts the initial proposal as its final proposal
- c) Council notes that the final proposal will be publicly notified for 1 month as per the LEA01 requirements.

3. SUMMARY

In total, the Council received 0 (zero) submissions from the community on the Initial Proposal which was out for consultation from 4th July – 5th August 2024.

Given 0 (zero) submissions were received on the initial proposal which Council approved at the June meeting, Council can now adopt the initial proposal as its Final Proposal. It is a requirement of the LEA01 that the final proposal is publicly notified. The notice will be posted as a subsequent action to this Council meeting and this notification must take place no later than 8 weeks since the submission period for the Initial Proposal closed; the submission period closed on the 5th August 2024.

The Representation Review Initial Proposal that Council will adopt as its Final Proposal is:

- That the Council comprise seven (7) Councillors and the Mayor, all elected at large (by the electors of the district as a whole);
- That the Council does not establish any wards
- That the Council does not establish any community boards;

4. NEXT STEPS

The final proposal will be publicly notified on 29th August (see attachment).

5. COMMUNITY OUTCOMES SUPPORTED

The Representation Review Final Proposal is considered 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

Attachment 1: Public Notice of Final Proposal



Kaikōura District Council
Final Representation Arrangements for the 2025 Elections
(In accordance with Local Electoral Act 2001)

At the Council meeting on the 26th June 2024, the Kaikōura District Council reviewed its representation arrangements and resolved that the following proposal apply for the elections to be held on 11 October 2025.

Submissions on the proposal were invited. As the Council received zero (0) submissions on its initial proposal it becomes the basis of election for the Kaikōura District Council for the local elections to be held on 11 October 2025.

Council Representation

- a) The Council will comprise seven (7) Councillors and the Mayor, all elected at large (by the electors of the district as a whole)
- b) The Council will not establish any wards
- c) The Council will not establish any community boards

Further information

Any queries regarding the Council’s decision should be directed to:

- Kaikoura District Council, phone 03 319 5026
- Council Offices, Level 2, 96 West End, Kaikōura
- Email – kdc@kaikoura.govt.nz
- www.kaikoura.govt.nz

Will Doughty
Chief Executive Officer
Date [date published]

Office Correspondence: Executive Officer
Office Address: 96 West End, Kaikōura. Telephone (03) 319 5026, facsimile (03) 319 5026
Email: kdc@Kaikoura.govt.nz, website: www.Kaikoura.govt.nz

Report to:	Council	File #
Date:	28 August 2024	
Subject:	Spatial Plan Decision for Notification	
Prepared by:	M Hoggard - Strategy Policy and District Plan Manager	
Input sought from:	F Jackson - Policy Planner	
Authorised by:	P Kearney - Senior Manager Corporate Services	

1. SUMMARY

A final draft of the Spatial Plan has been received from Boffa Miskel on 8th August 2024. This report includes suggestions from the community workshops and feedback from Te Runanga o Kaikōura (TROK), which occurred between February 2023 to February 2024. It has been Council's intention that the Spatial Plan will be notified, and feedback sought from the community prior to this being finalised. This report seeks approval from Council to notify the final draft Spatial Plan and seeks approval for use the Local Government Act 2002 special consultative procedure for the notification.

2. RECOMMENDATION

It is recommended that the Council approve the:

1. Notification and use of Special Consultative Process Local Government Act 2002.
 - a. notify the draft Kaikoura Spatial Plan as attached in Appendix 1, subject to the following amendments:
 - i. Document to be amended to reflect policy direction within the draft Canterbury Regional Policy Statement, mainly to reflect its role as a Spatial Plan, a Strategic growth plan and rural residential strategy,
 - ii. To show the now operative Light Industrial Zone (LIZ) within the Spatial Plan,
 - iii. Insertion of a foreword signed on behalf of the Mayor, Chief Executive Officer and TROK
 - iv. Minor grammatical corrections such as typos, unnecessary repetition or correction of dates/timeframes
 - v. Further refinement of spatial plan maps to improve legibility
 - b. Use the special consultative process of the Local Government Act 2002 to seek feedback and hear comments on the Spatial Plan.

3. BACKGROUND

In November 2022, Council agreed to undertake a Spatial Plan and began the Request for Proposal process to appoint an appropriate consultant. At this time the Resource Management Act was in the process of being replaced with three new Act including the Spatial Planning Act (SPA). The SPA required the development of regional Spatial Plans. Given the requirements for regional Spatial Plans it was considered prudent to develop a Kaikoura Spatial Plan to ensure Kaikoura direction was accommodated in the regional Spatial Plan.

A request for proposal was made to seven service providers and four responses were received. After careful consideration, Boffa Miskel was appointed to undertake the development of a Spatial Plan in December 2022.

Consultation began with the community a high-level outline of the process is included on page 3 of the Spatial Plan. Council staff involved Te Runanga o Kaikōura from the very start of the process. Our community and external stakeholders were given the ability to provide direction on the Spatial in May 2023. Based on feedback received, a draft Spatial Plan was created. Further refinements on the draft Spatial Plan have resulted from further input sought from Councillors at recent Council Workshops in June and July 2024.

While the draft was being developed, the Canterbury Regional Council released the Draft Canterbury Regional Policy Statement (DCRPS). Although the final direction of the DCRPS is still unknown, the document includes policies which relate to ensuring that rural lifestyle and rural residential development only occurs where it has been identified and provided for in a future development strategy, strategic growth plan or rural residential strategy prepared by the relevant territorial authority. For these plans to be accepted under the DCRPS they must be prepared using the special consultative procedure under the Local Government Act 2002.

The recommendations set out at Section 2 of this report are a result of the work that has been done to date on the Spatial Plan. The draft Plan is considered appropriate in its final draft form, with consideration to the amendments listed above at recommendation 1, and so the next necessary step is for the Plan to be notified for further public consultation. If Council agrees the recommendations set out above, it is envisaged that the Spatial Plan will be publicly notified on Thursday 12th September and closing on Friday 18th October 2024. Any further amendments resulting from the feedback received can be incorporated into the final version of the Spatial Plan, which is on track for adoption by the end of 2024.

The Council has a number of planning documents which provide direction for Council which include financial plans (Long Term Plan), resource management plans (District Plan) the Council however, does not have any recent documents which set strategic planning direction with the district, particularly when considering rural residential development.

4. ISSUES AND OPTIONS

As highlighted in the recommendations, there are two options for consideration in this report. The first relates to the notification of the draft Spatial Plan for public consultation, and use of the special consultative process of the Local Government Act 2002 to seek feedback on the Spatial Plan. The second option is to not proceed with notification or consultation. Consideration of these options is detailed below:

Option 1: Accepting the Spatial Plan for notification and using special consultative procedure under the Local Government Act 2002 (Preferred)

This is the logical approach and is recommended for Council's approval, to enable the Spatial Plan to progress to completion by the end of the calendar year. Council and a variety of stakeholders have been engaged in the Spatial Plan since the start of its development, and therefore the next logical step is for the draft Spatial Plan to proceed to final notification. Planning staff have input feedback and recommend that the Plan should proceed on the basis that it includes the amendments listed at section 1 of this report.

Using the special consultative procedure is good practice and enables the community and stakeholders to input any further feedback on the Spatial Plan. The consultation period will take place over an entire calendar month, currently envisaged to commence on Thursday 12th September to Friday 18th October 2024.

It is recommended that Council endorse this option for the reasons outlined above. This will enable the Spatial Plan to progress to the next stage of public consultation, which will result in the opportunity for further refinement to the Plan based on any feedback received, and adoption likely to occur within the anticipated Long Term Plan goal of by the end of 2024.

Option 2: Rejecting the Spatial Plan for notification and using special consultative procedure under the Local Government Act 2002 (Not Preferred)

Rejecting the notification of the Spatial Plan would stop the Plan from proceeding to consultation, and ultimately adoption. Such an approach may reduce costs in the short term, however, is likely to create problems within the long term as it may result in the Spatial Plan development process being inconsistent with the direction of the Draft Canterbury Regional Policy Statement.

5. COMMUNITY VIEWS

Groups and Organisations and Wider Community

No additional public consultation has been undertaken on the future direction of the Spatial Plan. It is noted the direction of the Spatial Plan has been based on significant community involvement, which is intended to continue as part of the development process.

6. FINANCIAL IMPLICATIONS AND RISKS:

Changes to the draft Kaikōura Spatial Plan may see a small increase in costs to the project, these changes will ensure the document is consistent with the current policy direction. The use of the special consultative procedure under the Local Government Act 2002 may also result in additional costs.

7. RELEVANT LEGISLATION

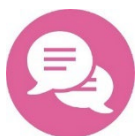
Policy

This matter is not a matter of significance in terms of the Council's Significance and Engagement Policy, however the current direction of the DCRPS signals that the special consultative procedure under the Local Government Act 2002 should be used

Legislation

Resource Management Act 1991
Local Government Act 2002

8. 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

9. DELEGATIONS

Sections 82, 83 of the Local Government Act 2002 are not delegated to staff and for completeness approval is required from staff.

ENDORSED FOR AGENDA

A handwritten signature in blue ink, appearing to read 'M Hoggard', is positioned below the text 'ENDORSED FOR AGENDA'.

Matthew Hoggard
Strategy, Policy and District Plan Manager

Attachment
Appendix 1 – Statement of Proposal
Appendix 2 - Draft Spatial Plan

Appendix 1
Kaikōura District Council
Statement of Proposal
Kaikoura Spatial Plan

1. Introduction

Kaikōura District Council (KDC) has developed a draft Spatial Plan attached as Appendix 1. The Spatial Plan is intended to provide a high-level vision for the area surrounding the Kaikoura township. The spatial plan does not commit the council to providing funding, rather, it sets planning direction and priorities which can be used to support the review of the District Plan. Any specific funding for projects identified in the Spatial Plan would be subject to consideration under either an Annual Plan or a Long Term Plan.

Background & Context

The Government announced in February 2021 that the RMA would be repealed and replaced with three new Acts: the Spatial Planning Act (SPA), the Natural and Built Environment Act (NBA) and the Climate Adaptation Act (CAA). As a result of this announcement KDC undertook a spatial planning exercise. This resulted in workshops with the community as outlined in draft spatial plan (see Page 3 Appendix 1). On 23rd December 2023 the Spatial Planning Act was repealed. Although no requirement now exists under legislation for a spatial plan for Kaikōura the work undertaken to date provides sound future direction for Kaikoura.

In addition, the Canterbury Regional Council is in the process of reviewing the Canterbury Regional Policy Statement (CRPS) and has provided the Council with a Draft CRPS (DCRPS). In its current form the DCRPS requires for Council to develop areas a “*future development strategy, strategic growth plan or rural residential strategy*” before rural lifestyle and rural residential development occurs, such document must be developed in accordance with the Special Consultative Procedure contained in the Local Government Act must be used to consult with the community.

2. Purpose of this Statement of Proposal

KDC must follow the Special Consultative Procedure contained in the Local Government Act for community consultation if the draft Spatial Plan if it is to be recognised under Draft Regional Policy Statement. As part of the Special Consultative Procedure the Council may produce a Statement of Proposal, which contains a summary of information that is a fair representation of the major matters in the proposal and make it available to the community. This document is the Statement of Proposal. The information contained in this Statement of Proposal has been approved by Council for notification and consultation.

3. Draft Kaikōura Spatial Plan

The Draft Kaikōura Spatial Plan is attached to this document. The Draft Spatial Plan provides a 30year vision of planning of the Kaikoura Township and surrounding Kaikoura Flats it identifies areas for future development and intensification.

4. Options

Two options have been identified:

4.1. Option 1 – Preferred Option

- Council receive submission on the Draft Kaikōura Spatial Plan and taking these into account adopt the Kaikōura Spatial Plan

Doing so will enable the Draft Kaikōura Spatial Plan to be recognised under the Draft Canterbury Regional Policy Statement and prevent the need for re-notification

4.2. Option 2

- Council receive submission on the Draft Kaikōura Spatial Plan and taking these into account reject the Kaikōura Spatial Plan

Doing so would require Council staff to restart the Spatial Plan Process if the community wanted to undertake development of *rural lifestyle* and *rural residential* development.

5. Financial Implications of each option

As discussed above the spatial plan is not intended to commit the council to funding and any specific funding for projects identified in the Spatial Plan would be subject to consideration under either an Annual Plan or a Long Term Plan.

By rejecting the spatial plan the Kaikōura District Council will no longer have a document which could be seen as a rural residential strategy and development of Rural lifestyle and rural residential development would require a new strategy. The implication of restarting the process and creating such a specific project is likely to result in costs in the order of \$100,000.00.

6. Community Engagement Process

A comprehensive process is planned to engage with and inform the community on the aforementioned options.

The consultation period will be for at least one month from 12th September until 18th October 2024. During this time information about the proposal will be available from the KDC website, Facebook group, local newspaper, and the document being made available at the Public Library and Council Offices.

A press release will signal the commencement of the consultation period.

Community members will be invited to attend community information sessions on Thursday 19th & 26th September where time for questions and answers will follow a presentation by Council managers.

The community will be invited to provide their feedback by completing a submission questionnaire to indicate their preferred option.

Community members who desire to speak at the review hearing will be sought throughout the process and speaking times scheduled ahead of the meeting.

Submissions on this Proposal

Community engagement is proposed to occur upon approval of this proposal commencing on the 12th of September 2024 and running until the 18th October 2024

The online submission form will be available on the KDC Website and links to this will be provided on Facebook.

Paper-based submission forms will be available at KDC reception.

Feedback is invited in respect of the proposed borrowing request, rather than the development itself of potential uses of the buildings and community space. Further engagement with the community is planned for their views on the development of the public realm & community spaces.

Submissions may be made in writing or by completing the online submission form, addressed to submissions@Kaikoura.govt.nz or

The Chief Executive, Kaikōura District Council

PO Box 6, KAIKŌURA 7300

and must be received by Council by 18 October 2024. Submitters should indicate on their submission if they wish to speak to it at a future hearing convened for that purpose.

Chief Executive Officer



KAIKŌURA
DISTRICT COUNCIL



Boffa Miskell 

DRAFT FOR INTERNAL REVIEW

KAIKŌURA SPATIAL PLAN

AUGUST 2024

FOREWORD

(Mayor / CEO)

(Te Rūnanga o Kaikōura Chair)

DOCUMENT QUALITY ASSURANCE

BIBLIOGRAPHIC REFERENCE FOR CITATION:

Boffa Miskell, 2024. *Kaikōura Spatial Plan*. Report by Boffa Miskell Limited for Kaikōura District Council.

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This Spatial Plan document is based on Urban Design input only. Further specialist expert testing and input (e.g. Geotech / Natural Hazards, Ecology, Landscape Planning, Cultural, Economic, Infrastructure and Transport) may be needed to inform the implementation of the Spatial Plan.

KI UTA KI TAI

FROM THE MOUNTAINS TO THE SEA

**‘A diverse and welcoming coastal community,
with a strong culture and thriving future,
caring for nature on the raw edge between tall
mountains and deep sea.’**

VISION

INTRODUCTION

IN THE WAKE OF SIGNIFICANT CHALLENGES, THE KAIKŌURA DISTRICT IS POISED FOR A TRANSFORMATIVE PHASE OF GROWTH AND RECOVERY. POST-EARTHQUAKE IN 2016 AND POST-COVID-19, THE DISTRICT STANDS AT A CRUCIAL JUNCTURE WITH SEVERAL KEY DEVELOPMENT INITIATIVES UNDERWAY AND PROMISING INDICATIONS OF A TOURISM RESURGENCE. THE COUNCIL, RECOGNIZING THE POTENTIAL FOR GROWTH, ENVISIONS THIS MOMENT AS A TIME TO SHINE FOR KAIKŌURA.

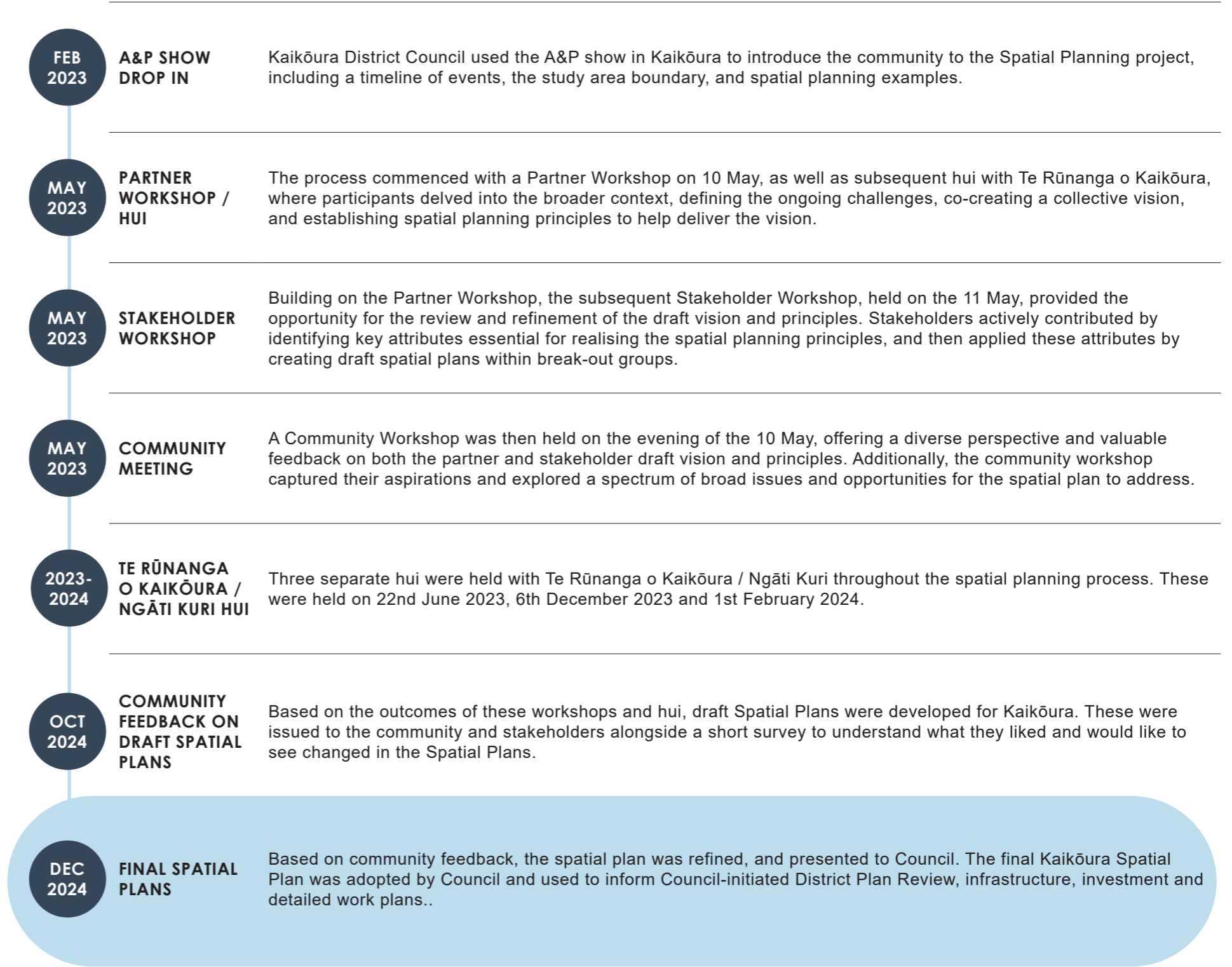
A Spatial Plan for the Kaikōura District is a strategic guide that shapes the future development of the township. This high-level approach is designed to ensure that growth unfolds in a positive and sustainable manner, drawing upon the collective wisdom of the community and safeguarding the unique aspects that define Kaikōura. By learning from the experiences of those who have inhabited the area before us, the plan aims to create a legacy for future generations.

The Kaikōura Spatial Plan envisions a vibrant, connected, and desirable place to live. It serves as a collaborative effort, integrating diverse perspectives from the partners, (i.e. Kaikōura District Council Councillors and Te Rūnanga o Kaikōura), landowners, stakeholders, and the community. This inclusive approach fosters the creation of a shared vision that sets expectations for future growth, development, and connectivity within the district’s townships and rural settlements.

The Kaikōura Spatial Plan adopts a forward-looking perspective with a planning horizon extending over 30 years. This extended time frame allows the district to proactively address and plan for anticipated growth, ensuring that the development aligns with the values and aspirations of the community. By taking a long-term approach, the plan aims to cultivate healthy and resilient communities within Kaikōura, emphasising the importance of balancing the needs of residents and visitors alike.

The Kaikōura Spatial Plan will play a pivotal role in shaping future land use patterns and guiding decisions related to potential new zonings within the Kaikōura District Plan. It is a crucial tool that informs not only local initiatives but also influences regional and central government investment decisions. Through this comprehensive planning process, Kaikōura aspires to create a sustainable, attractive, and thriving environment that reflects the shared values and aspirations of its diverse community.

PROCESS



GEOGRAPHIC SCOPE

Situated along State Highway 1, Kaikōura District is positioned 180 km north of Christchurch and 130 km south of Blenheim, stretching from the Haumuri Bluffs in the south to the Kekerengu Valley in the north. This expansive district encompasses 2,046 square kilometres of diverse landscapes.

The geographic scope for the Kaikōura Spatial Plan covers approximately 170 square kilometres, largely around the Kaikōura Flats. This area extends from the Kahutara River, Paketā in the south-west to Mangamaunu Blue Duck Valley Road in the north-east, with the boundaries reaching from the foot of the seaward Kaikōura (i.e. one boundary) mountains in the north-west to the vast expanse of the Pacific Ocean in the east, including coastal marine environment.

Within this broad scope, the more focussed areas of the Kaikōura Spatial Plan are strategically situated within and around urban-zoned land of Kaikōura township. This targeted focus revolves around the township of Kaikōura and encompasses the Kaikōura peninsula extending to South Bay. It also reaches northward along State Highway 1 to Mills Road, with additional zoned urban land identified at Ocean Ridge and around Ocean Beach Road.

LEGEND

- Study area
- Urban areas
- Railway
- State Highway 1
- T Regional train station
- B Regional bus stop



GEOGRAPHIC SCOPE

MANA WHENUA CONTEXT



TAKAHANGA MARAE

I would like to start by acknowledging the strength of partnership between Mana Whenua and the Kaikōura District Council community. This is a first time that Ngāti Kuri features in a district council's Spatial Plan. This is credit to our whānau, hapu and community leadership. I acknowledge the drive for equality from our Mayor and fellow Councillors. Tenei te mihi kia koutou.

Te Rūnanga o Kaikōura is the Papatipu Iwi authority for this area. Our geographical boundary post settlement stems from Pari Nui O Whiti (just out of Blenheim) to the north, the Hurunui river to the south and inland past Hanmer Springs. Within our boundary we encompass Marlborough District Council, Kaikōura District Council and the Hurunui District Council. With all three councils we endeavour to foster strong partnerships for the betterment of each community and its members.

Our Papatipu Marae is Takahanga which is situated overlooking the township of Kaikōura. It is our obligation to manaaki and awhi our community and all those who are in transit and/or making Kaikōura their place of residence. In 2016, Ngāti Kuri were able to action our manaaki for the Kaikōura community by becoming the refuge for our local community and visitors in the district when the earthquake struck. We were humbled and honoured to have taken on that role and support our community through this trying time.

Over the years, Kaikōura has had an increase in cultural diversity which has been great for our small town. I would like to acknowledge your uniqueness and culture that you bring to our small town and invite the celebration of our multicultural traditions.

After the 2016 earthquake, Kaikōura embarked on a journey of transformation. Nearly eight years later, despite grappling with the challenges of the Covid-19 pandemic, Kaikōura has made remarkable strides in its recovery. It is now time for Kaikōura to expand itself, through the use of proactive planning to make Kaikōura an even better place to live, work and visit.

Encapsulating its unique rich cultural history Kaikōura landscape highlights an abundance of untouched significant sites and historical accounts.

Among many Purakau we tell the story of Aoraki and his brothers, whom come to earth to adorn Papatuanuku on their return the wrong incantation was said capsizing the waka and sending Aoraki and his brothers to their demise. Sometime later, Tu te Raki whanoa, alongside Kahukura and Marokura, come in search of Aoraki. When they discovered what happened they went to work prepare the atua for the human eye to look upon. Kahukura shaped the west coast and inland ranges, whilst Marokura shaped the canyons and shorelines which allows us to enjoy the wealth of marine life and food source benefiting our whole community here in Kaikōura .

The extended name for our town is Te Ahi Kaikōura a Tama Ki Te Rangi. Which tells the Pūrākau (story) of a famous explorer Tama Ki Te Rangi who came to the shores of Kaikōura. Famished, he got some Koura (crayfish), lit afire (ahi) and cooked and ate it (kai).

Another famous legend is Maui Tikitiki a Taranga who among many of his known legends was on the Kaikōura Peninsula when he caught the great fish (Te Ika a Maui). The original name for the Peninsula was Te Taumanu o te waka a Maui meaning the thwart of Maui canoe.

The Kaikōura Peninsula pre colonisation housed 14+ pa or kainga of Ngati Kuri. Nowadays the evidence of occupation remains with one Pa still visible and untouched (Nga Niho pa). However remnants of whare dwellings, middens, trenches and occupation can be found all over the Peninsula.

This Spatial Plan represents a collective effort to harness Kaikōura's unique strengths, history and assets, whilst proactively facing challenges such as climate change and population growth. From revitalising key infrastructure , to promoting sustainable development, this Plan will serve as a catalyst for positive change, ensuring Kaikōura remains a thriving community for years to come.

HARIATA KAHU

Chair of Te Rūnanga o Kaikōura.

NGĀI TAHU CLAIMS SETTLEMENT ACT 1998

The Ngāi Tahu Claims Settlement Act 1998 (the Settlement Act) gives effect to the Deed of Settlement signed by the Crown and Te Rūnanga o Ngāi Tahu on 21 November 1997 to achieve a final settlement of Ngāi Tahu's historical claims against the Crown.

The provisions of the Settlement Act are aimed at recognising the mana of Ngāi Tahu on the landscape and restoring the ability of Ngāi Tahu to give practical effect to kaitiaki responsibilities.

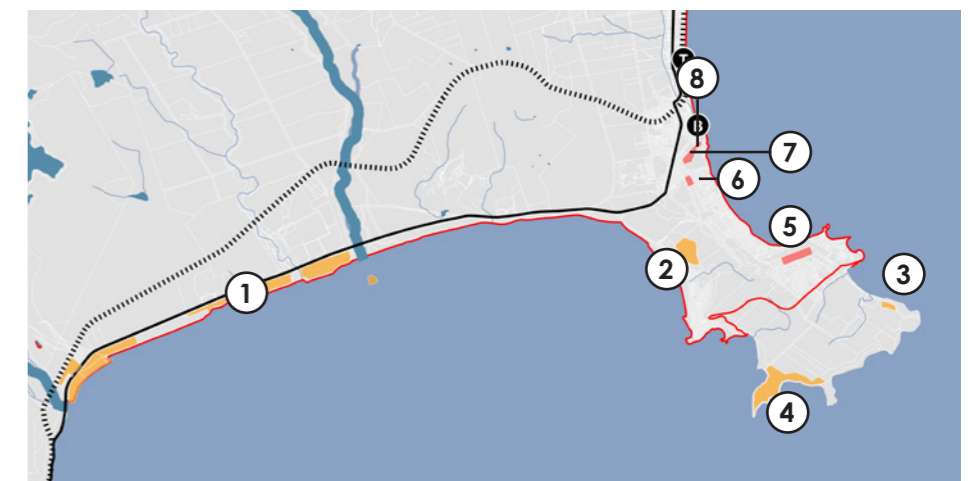
Whilst there are nine sites of importance to Ngāi Tahu within the takiwā of Te Rūnanga o Kaikōura, four fall within the Spatial Plan study area. These are listed and mapped below.

- | | |
|-------------|----------------------|
| ① Kahutara | ③ The Point |
| ② South Bay | ④ Kaikōura Peninsula |

Ancillary claims also exist under Schedule 111. These are listed and mapped below.

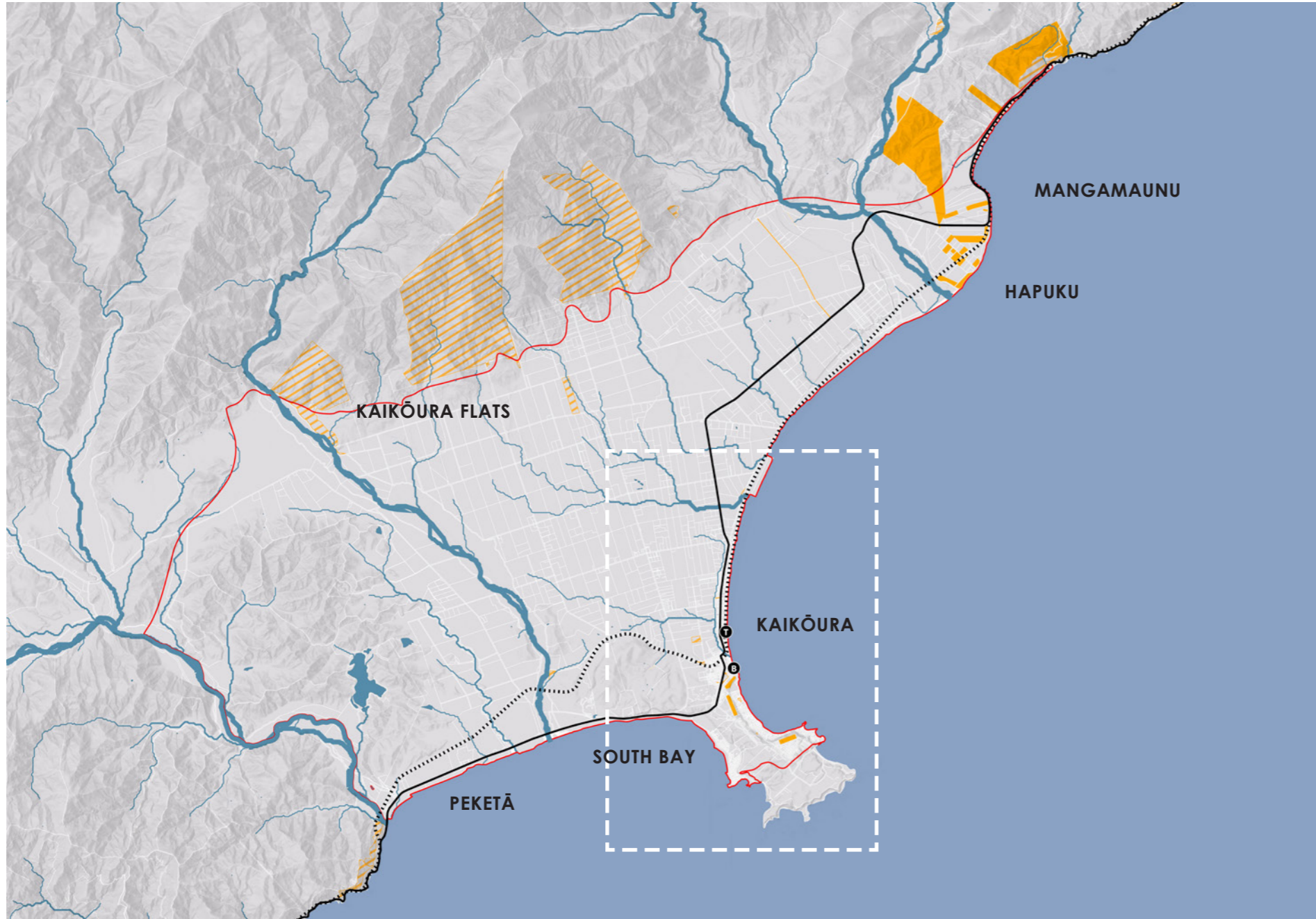
- | | |
|--------------------------|----------------------------|
| ⑤ Kaikōura suburban site | ⑦ Takahanga Pā site (No 1) |
| ⑥ Kaikōura town section | ⑧ Takahanga Pā site (No 2) |

More information on the Ngāi Tahu claims settlement Act 1998 can be found in Appendix A.



NGĀI TAHU TREATY SETTLEMENT AREAS

- LEGEND
- STUDY AREA
 - Vested / transferred
 - Ancillary claim



⊕ MĀORI OWNED LAND (STUDY AREA)

⊕ MĀORI OWNED LAND (KAIKŌURA TOWNSHIP)

LEGEND

- STUDY AREA
- Māori owned land
- ▨ Crown land (First Right Refusal)

PART 1: CONTEXT



1.1 EXISTING CONTEXT

Situated approximately 2.5 hours north of Christchurch and 1.5 hours south of Blenheim, Kaikōura township is the principal commercial and service centre of the District. The township contains a wide range of retail outlets, commercial space, hospitality venues and visitor's accommodation.

The main commercial areas are located within the streets West End and Beach Road. In addition, commercial activity exists in the vicinity of Yarmouth Street, Brighton Street and at Wakatu Quay. The type of commercial activities undertaken in the zone includes a broad range of business and associated activities including retail, entertainment, visitor accommodation, offices, health, education and community facilities. The Mixed Use Precinct incorporates the areas of commercial development along Beach Road and at Wakatu Quay.

The General Residential Zone applies to the Kaikōura urban area. This area has a primarily residential character and provides principally for low-medium density accommodation. This zone typically applies to areas around the town centre, in subdivisions such as Seaview and Ocean Ridge, around South Bay and along the upper terrace of Scarborough Street.

The Peninsula is widely acknowledged as an outstanding and significant landscape, and which contains a number of sites of particular significance to Ngāi Tahu. The Kaikōura Peninsula Tourism Development Area applies to approximately 180 ha of land located on the eastern part of the Kaikōura Peninsula. The Kaikōura Peninsula Tourism Development Area has been introduced to provide for an integrated tourism complex on Kaikōura Peninsula, consisting of a visitor complex, hotel, lodges, golf course with associated access, parking and landscape plantings. The zone provides an integrated approach to development and the environment, by enabling controlled development to proceed in locations which have been considered as appropriate, after having regard to the landscape / landform, visual, cultural and servicing constraints.

LEGEND

- STUDY AREA
- COMMERCIAL ZONE
- RESIDENTIAL ZONE
- SETTLEMENT ZONE
- SPECIAL PURPOSE ZONE
- RURAL



EXISTING CONTEXT PLAN (STUDY AREA)



EXISTING CONTEXT PLAN (KAIKŌURA TOWNSHIP)

1.2 25 YEARS OF CHANGE

From 2000 to 2024, Kaikōura has seen major infrastructure improvements, including the rebuilding of State Highway 1 and the Main North Line railway after the 2016 earthquake. The tourism sector has grown with new accommodations and attractions, leveraging Kaikōura’s unique marine and coastal environment. Residential areas have expanded with new housing developments for a growing population. Environmental conservation efforts have focused on protecting marine life and managing coastal erosion.

This summary of the past 25 years provides a basis for forecasting and planning Kaikōura’s future development over the next 30 years, ensuring strategic growth.

The following key developments offer a snapshot of the region’s progress and ongoing efforts. More detail can be found in Appendix D.

- 2000-2005**

New World Supermarket: The supermarket opened at 124-128 Beach Road.

Harakeke Mall: A new shopping centre was constructed at 130-134 Beach Road.

Environmental Certification: Kaikōura became the first town globally to gain full certification from Green Globe, marking a significant achievement in environmental sustainability.
- 2005-2010**

Seaview Subdivision: The area at 68 Churchill Street was subdivided into 181 lots.

Ocean Ridge Developments: Included a 106-lot subdivision at Greenburn Way and a 38-lot subdivision, expanding residential and commercial spaces.

District Plan Operative: This plan included special zones like the Kaikōura Peninsula Tourism Zone and supported further development in Ocean Ridge.

Kaikōura A-B Carbon Free: Introduction of the Kaikōura Walking and Cycling Strategy to promote sustainable local transport.

- 2010-2015**

Koura Bay Golf Course: Received land use consent at 75 Koura Bay Drive for operating a commercial golf course.

Plan Changes 1 & 2: These included the Omnibus and Ocean Ridge Plan Change, refining local development guidelines.

Wakatu Quay Development: Initiated plans for a hotel and retail/commercial tourism development.

New Hospital: The Canterbury District Health Board facilitated the construction of a replacement hospital on Deal Street.
- 2015-2020**

Sudima Hotel: Construction and operation began for a new hotel at 114 Esplanade in May 2018.

Legislative Support for Recovery: In March, the Council collaborated with the Government to produce an Order in Council to support earthquake recovery efforts.
- 2020-NOW**

New Fire Station: Fire & Emergency NZ established a new station at 28-32 Churchill Street.

Natural Hazards Plan Change 3: Completed to address and manage local environmental risks.

Wakatu Quay Development: Received additional funding, pushing forward the development plans.

Vicarage Views: A new subdivision creating 67 lots was developed.

Kaikōura Business Park: Plan Change 4 was notified, setting the stage for future commercial expansion.



HISTORIC AERIAL BETWEEN 2004-2010

Source: Canterbury Maps

1.3 DRIVERS OF FUTURE CHANGE

Kaikōura has a stable population that isn't growing rapidly. In 2023, there were 4,215 residents, and projections to 2048 indicate minimal growth. However, the need for a Spatial Plan goes beyond population changes. Kaikōura faces specific challenges that require strategic solutions, driving the necessity for a comprehensive and forward-thinking plan. These challenges include:

1. LACK OF HOUSING CHOICE AND AFFORDABILITY

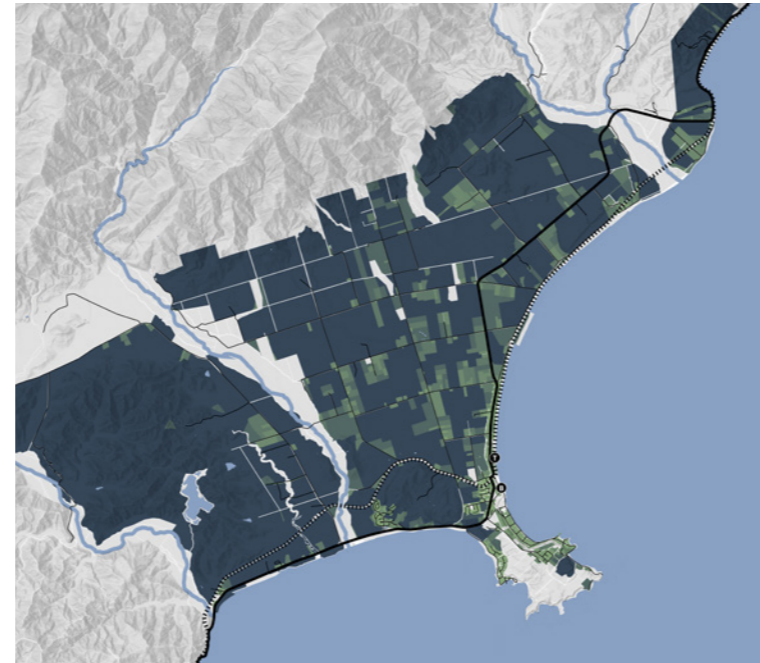
Kaikōura faces a limited range of housing options, mainly due to the size of urban residential lots. A significant 94% of these lots are quite large, exceeding 500 square meters, creating a landscape dominated by bigger properties. In contrast, only 5% of lots are smaller than 500 square meters, and merely 1% are less than 250 square meters. The abundance of larger lots may make it challenging to find smaller and more affordable homes, especially for younger and older individuals seeking compact living spaces. The lack of housing density, primarily because of these spacious lots, can also lead to less walkable neighbourhoods, impacting community connections and vibrancy, as well as increasing infrastructure servicing costs.

2. HIGHLY PRODUCTIVE LAND BEING SUBDIVIDED

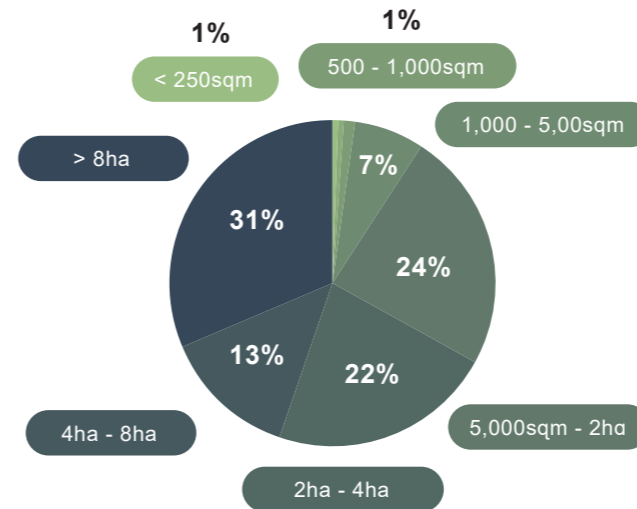
In Kaikōura, the challenge of splitting highly productive land into smaller lots is significant. The minimum size for a residential dwelling in rural areas is 2 hectares, but around 33% of rural land in the Spatial Plan study area falls below this limit. While this size is common for rural homes, it often doesn't provide enough space for effective farming. Breaking up productive land into smaller lots raises worries about the future sustainability of agriculture in the region. The Kaikōura Spatial Plan needs to address this issue carefully to balance residential development with the need to conserve valuable rural land, ensuring the long-term viability of agriculture in the district.

3. PIECEMEAL DEVELOPMENT

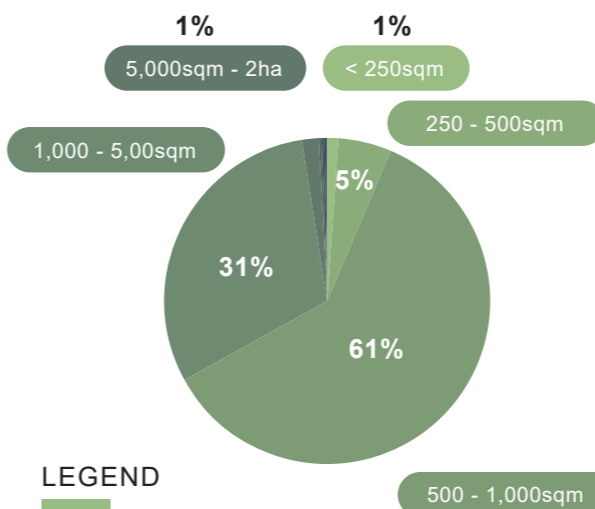
The area north of State Highway 1 is characterised by a patchwork of development characterised by large format retail, commercial establishments, visitor accommodation, light industrial zones, and residential areas. The fragmented nature of this development poses potential drawbacks, including a lack of cohesive urban planning, reduced accessibility, and challenges in creating a well-integrated and harmonious community.



RURAL LOT SIZE



URBAN LOT SIZE



LEGEND

- <250 sqm
- 250-500 sqm
- 500-1000 sqm
- 1,000-5,000 sqm
- 5,000 sqm - 2 ha
- 2-4 ha
- 4-8 ha
- <8 ha

4. AN AGEING POPULATION

Kaikōura is facing a big change in its population, with more older people becoming a significant part of the community. By 2043, only about 48.15% of the population will be of working age, meaning fewer people actively working. At the same time, the number of elderly residents is expected to increase, with around 33.62% being over 65 years old and an additional 8% being over 85. This shift in demographics may bring various challenges, including a greater need for healthcare services, adjustments in housing requirements, and considerations for community infrastructure to meet the unique needs of older residents.

5. SEVERANCE FROM FREIGHT

State Highway 1 dissects the Kaikōura Town Centre into two, fragmenting the town into two distinct halves. This spatial division not only raises safety concerns related to pedestrian and vehicular traffic but also hinders the seamless integration of the town on either side. The train line further contributes to the severance of Kaikōura from the coastal edge. The coastal alignment of the train line also results in developments turning their backs on the coast. This orientation not only limits the visual and recreational connectivity with the coast but also impedes the creation of a vibrant, pedestrian-friendly interface.

6. TOURISM GROWTH

The Destination Management Plan 2022-2032 highlights that in 2019, tourism significantly contributed \$116 million annually to the District's economy. Furthermore, 50% of the workforce is directly employed in the tourism and hospitality sector, with an additional 35% indirectly employed. The expanding tourism industry has led to a considerable increase in hotels, motels, privately managed visitor accommodations, campgrounds, and workers' accommodations, which are expected to continue growing.

1.4 DEVELOPABLE LAND

The purpose of a 'developable land' analysis is to understand, at a high level, what areas of Kaikōura may be able to be developed in the future.

The first step of this analysis is to undertake a categorisation of various constraint layers into four distinct categories. Following the categorisation process, a sieving procedure was implemented, where the layers identified as 'high protected/constrained' were placed at the top, followed by the 'moderately protected/constrained' layers underneath, and so on. These maps can be found on pages 12-14.

The northern area near Kaikōura Flats is identified as viable for development, whereas the southern Kaikōura Flats face constraints due to their highly productive soils. Additionally, the north-eastern area near the town centre is deemed unsuitable for development, primarily due to flood risks. The Kaikōura Peninsula is classified as an Outstanding Natural Feature (ONF), emphasizing the importance of preserving its landscape attributes rather than encouraging development.

Notably, the majority of urban areas, including the town centre, the northern stretch along State Highway 1, the Esplanade, South Bay, and Seaview, are deemed suitable for development. This analysis reveals that the upper terrace along Scarborough Street and the expansive region between Seaview and Ocean Ridge emerge as potentially suitable areas for development from a constraints perspective.

LEGEND

- HIGHLY DEVELOPABLE LAND**
 - Land outside constraints
- MODERATELY DEVELOPABLE LAND**
 - Slope between 7-15 degrees
 - Flooding outside high flood hazard areas
 - Liquefaction overlay
 - Tsunami orange zone
- LAND IN WHICH NEW DEVELOPMENT IS DISCOURAGED**
 - Slope > 15 degrees
 - LUC class 1-3
 - High flood hazard area
 - Fault awareness zone
 - Tsunami red zone
- LAND IN WHICH NEW DEVELOPMENT IS NOT APPROPRIATE**
 - Flooding
 - ONL and ONF
 - Heritage areas
 - Fault avoidance zone
 - Landslide inundation overlay
 - Powerlines



DEVELOPABLE LAND PLAN (STUDY AREA)



DEVELOPABLE LAND PLAN (KAIKŌURA TOWNSHIP)

1.5 CONSTRAINTS

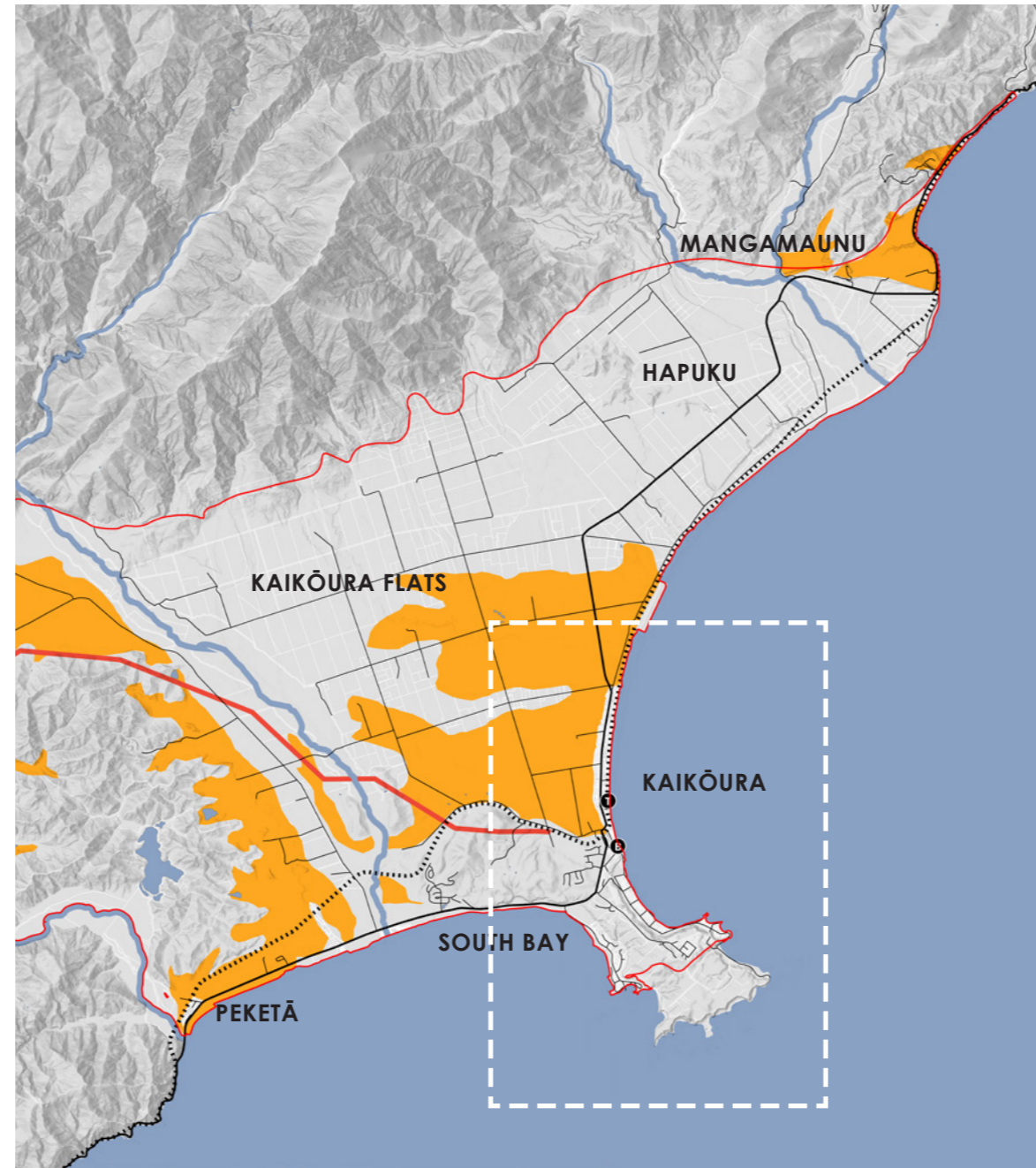
Constraints mapping has been conducted to identify natural hazards, landscape constraints, and planning constraints. Together, these three maps contribute to the 'Developable Area' map presented on page 11.

Please note these maps are intended solely for planning purposes. The data is primarily sourced from Environment Canterbury (ECan). The objective of this mapping is to prioritize development in areas that are least likely to be affected by existing constraints. While the maps do not preclude the possibility of development in constrained areas, they indicate that any such development may require substantial mitigation measures, which could be both time-consuming and costly.

PLANNING CONSTRAINTS

In Kaikōura, planning constraints are currently minimal, though it's crucial to recognize that this could evolve with the introduction of new planning policies.

A primary constraint to development is the highly developable soil within the Kaikōura Flats. This land is classified as Land Use Capability (LUC) class 3, indicating highly productive soil that is not ideally suited for urban development. It's crucial to note that much of this land has already been subdivided into rural residential lots, typically around 2 hectares or smaller, which compromises its productivity. Efforts are being made to prevent further subdivision in these areas to preserve their agricultural value.



⊕ PLANNING CONSTRAINTS PLAN (STUDY AREA)



⊕ PLANNING CONSTRAINTS PLAN (KAIKŌURA TOWNSHIP)

- LAND IN WHICH NEW DEVELOPMENT IS NOT APPROPRIATE
 - Powerlines
- LAND IN WHICH NEW DEVELOPMENT IS DISCOURAGED
 - LUC class 1-3

LANDSCAPE CONSTRAINTS

The primary constraint for development in Kaikōura from a landscape perspective is represented by the Outstanding Natural Landscapes (ONL) and Outstanding Natural Features (ONF).

The Te Whataakai o Rakihouia/ Seaward Kaikōura Range is defined as an ONL in the District Plan. It is a very steep, mountainous landscape, and forms the prominent backdrop to the Kaikōura plains and coast. It is a unique feature in the Canterbury Region due to the mountains' proximity to the ocean.

The Kaikōura Peninsula is defined as an ONF in the District Plan. It is defined by its distinct geological structure, containing white limestone cliffs and coastal platforms. The peninsula also contains numerous historic sites that are of high significance for Māori. Whilst the peninsula is a recreational hotspot for the district, it is not considered appropriate for large scale development.

Another significant landscape constraint in Kaikōura is the slope of the terrain, which substantially influences the cost of development. Generally, areas with a slope exceeding 15 degrees are not economically feasible for large-scale development due to the high costs involved, making such projects unlikely to be affordable. This constraint is particularly relevant in the Seaview area, where steep slopes are prevalent.

- LAND IN WHICH NEW DEVELOPMENT IS NOT APPROPRIATE
 - ONL and ONF
- LAND IN WHICH NEW DEVELOPMENT IS DISCOURAGED
 - Slope > 15 degrees
- MODERATELY DEVELOPABLE LAND
 - Slope between 7-15 degrees



LANDSCAPE CONSTRAINTS PLAN (STUDY AREA)



LANDSCAPE CONSTRAINTS PLAN (KAIKŌURA TOWNSHIP)

NATURAL HAZARDS CONSTRAINTS

Flooding poses a significant challenge in Kaikōura, affecting both the Basin and the Township, with high flood hazard areas identified where water depths exceed 0.5 meters. These high-risk areas are primarily around Lyell Creek in the Township, and near major rivers such as the Hapuku, Kowhai, and Kahutara Rivers. Conversely, most of the basin experiences lower risk, with flood waters typically not exceeding 0.2 meters in depth.

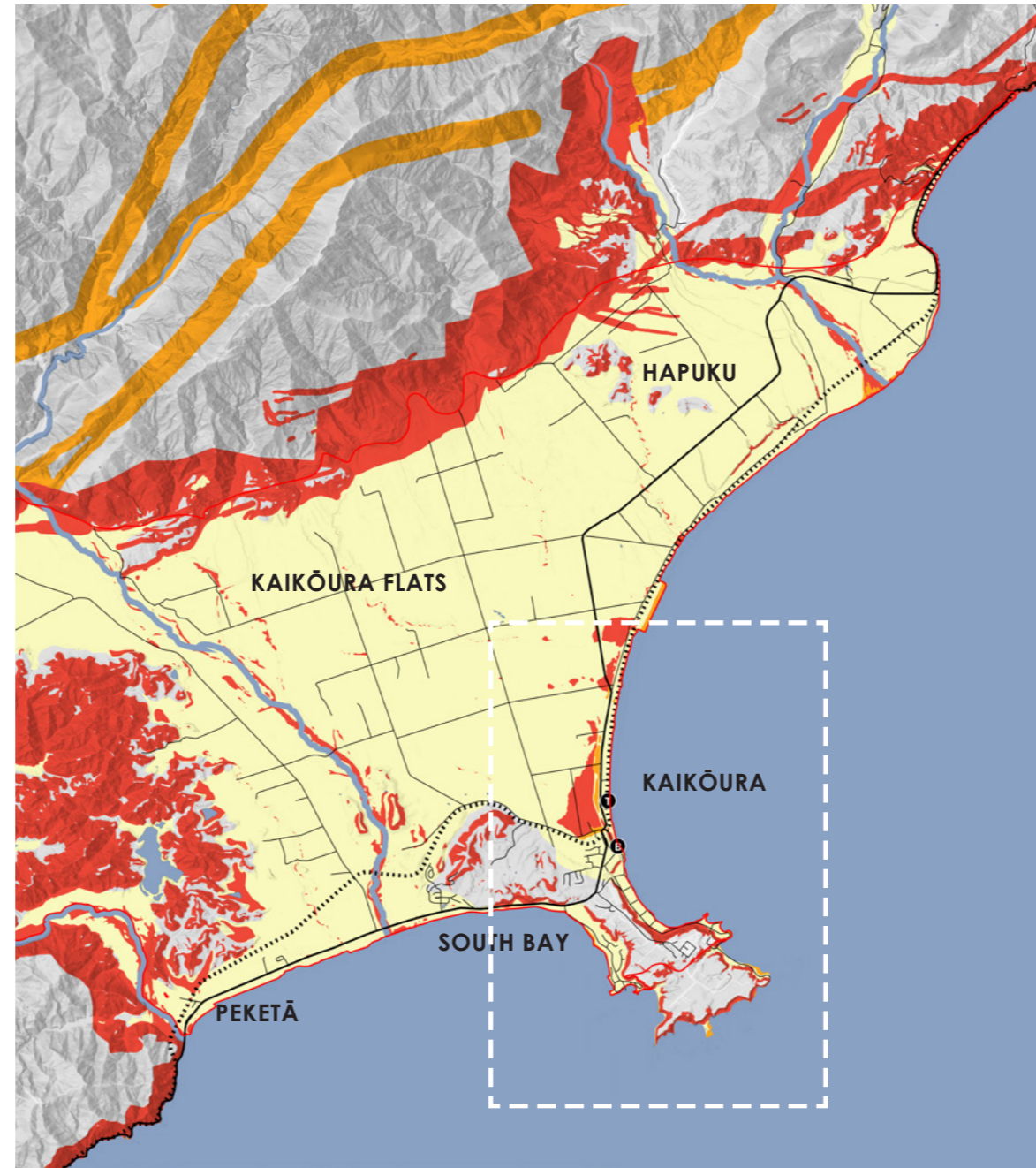
Landslide debris inundation presents another significant concern, particularly at the base of the Te Whataakai o Rakihouia/ Seaward Kaikōura Ranges and along the escarpment surrounding the Kaikōura Peninsula.

The fault avoidance zone, located at the base of the Te Whataakai o Rakihouia/ Seaward Kaikōura Ranges, delineates an area where growth or development is less likely due to geological instability.

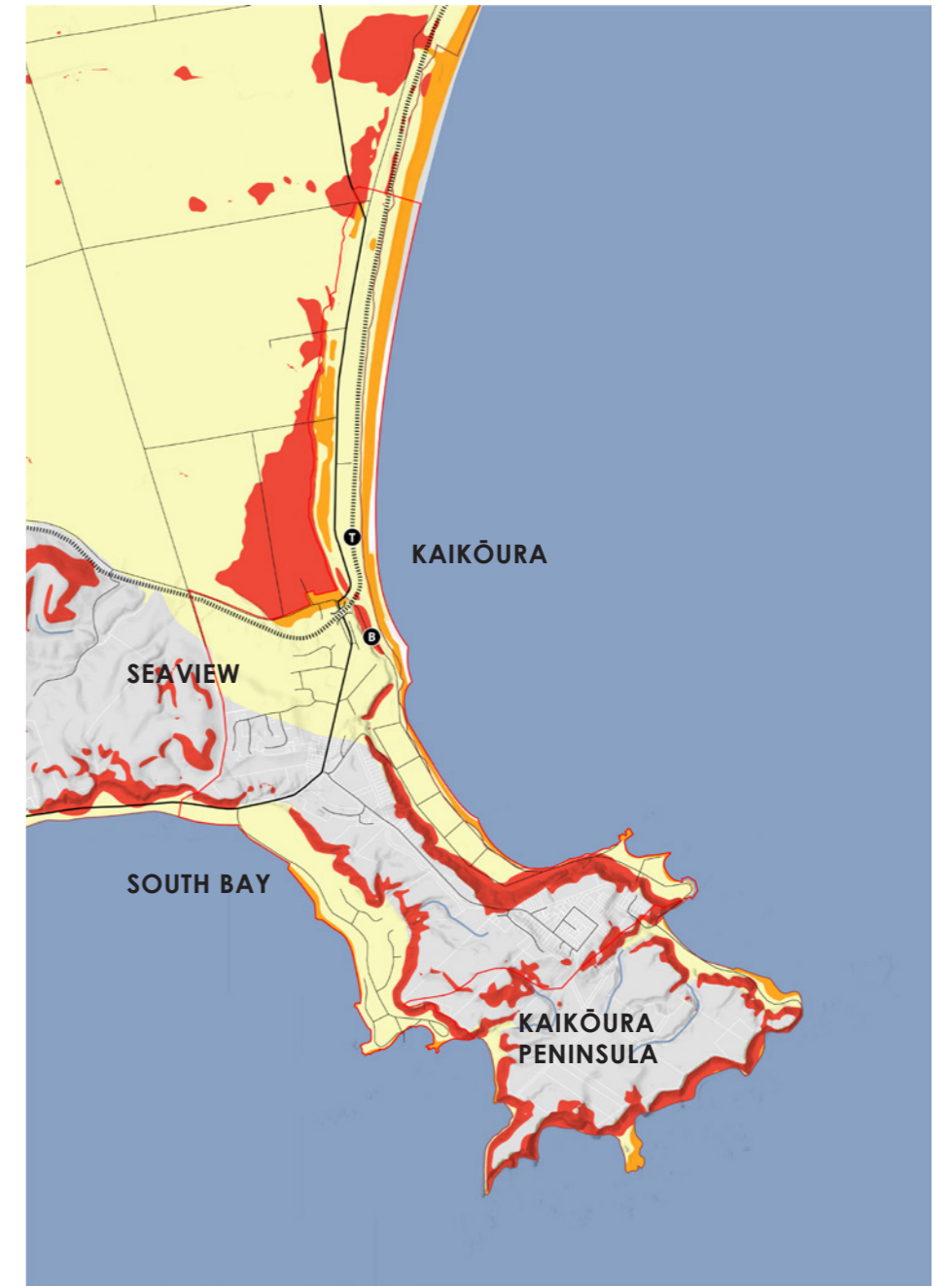
Tsunami risks are inherent in coastal settings, and while the Kaikōura coastline and peninsula are classified as a red zone—impacting relatively few properties—the orange zone covers most of the township.

Considering these natural hazards, the township of Kaikōura, including South Bay and the Kaikōura Flats, is deemed moderately developable. A key insight from hazard assessments is that the town is unlikely to expand beyond Lyell Creek due to the significant flood risk in that area.

- LAND IN WHICH NEW DEVELOPMENT IS NOT APPROPRIATE**
 - High flood hazard area
 - Fault avoidance zone
 - Landslide debris inundation overlay
- LAND IN WHICH NEW DEVELOPMENT IS DISCOURAGED**
 - Flood hazard area in urban area
 - Fault awareness zone
 - Tsunami red zone
- MODERATELY DEVELOPABLE LAND**
 - Flooding outside high flood hazard areas
 - Liquefaction overlay
 - Tsunami orange zone



NATURAL HAZARDS CONSTRAINTS PLAN (STUDY AREA)



NATURAL HAZARDS CONSTRAINTS PLAN (KAIKŌURA TOWNSHIP)

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2. SPATIAL PLAN



2.1 SPATIAL PLANNING PRINCIPLES

A robust set of Spatial Planning Principles has been established to steer the development across Kaikōura's town and rural settlements.

These principles were formulated through a process that included background research, participatory workshops with the Council, Councillors, stakeholders and the community.

These principles are designed to be revisited and revised to reflect emerging opportunities and evolving circumstances in each area. They serve not only as a framework for growth but also as a benchmark against which future development proposals can be assessed, ensuring that growth aligns with the community's vision and values.

RANGATIRATANGA AND KAITIAKITANGA

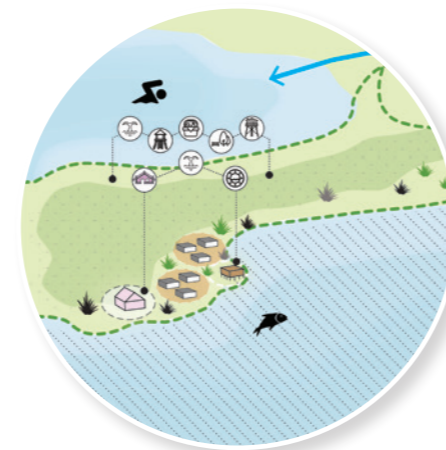
Valued and interconnected landscapes are protected and enhanced



- Local resources are healthy and abundant through caring for land and water and promoting indigenous biodiversity and mahinga kai / kai moana (traditional food processing).
- Significant natural areas, distinctive landforms and unique geological characteristics of the coastal area are clearly defined, buffered from development and promoted.
- Connections between mountains, sea and sky are strengthened, including creating and enhancing publicly accessible spaces, waterways, elevated views and a dark sky.
- Resilience and contamination issues are managed with natural solutions where possible.

WHAKAPAPA AND MANA

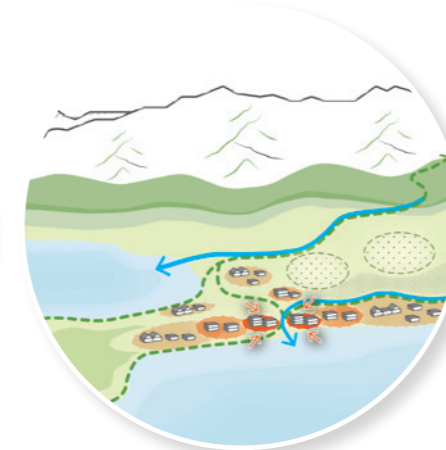
Our heritage, local identity and small town character are respected and reflected



- The rich natural and cultural heritage of Kaikōura remains visible, accessible and upheld, including protection of wāhi tapu (sacred places) and wāhi taonga (treasures).
- Our cultural partnership is celebrated throughout our places and spaces, including connections through wāhi ingoa (place names) and telling of pūrākau (stories).
- An authentic, small coastal town character and identity is retained.
- Public facilities support our sense of community and expression of our arts and identity.

WHAKAWHĀNAUNGATANGA AND WHĀNAUNGATANGA

Urban change is consolidated and optimised within and around our towns, settlements and papakainga



- More intensive infill, edge or clustered development that integrates natural and cultural values to create stronger communities, efficient access to services and minimises ribbon development along the coast.
- Compatible land use mixes are well-defined, including more focused industrial areas and visitor accommodation in culturally appropriate places.
- Our destinations are interconnected through a walking and cycling network, building on Ara Tawhito (ancestral trails), and the influence of heavy transport on communities is minimised.
- We are resilient and adaptable to natural hazards and climate change, including avoiding inappropriate development on flood plains and highly productive soils.

MANAAKITANGA AND TAUTOKO

Our community and economy are sustained, diversified and supported



- Education services and facilities are supported and integrated to entice and retain community members, including opportunities for further education and marine research.
- Business, light industry and boutique enterprises have space to thrive and provide fulfilling employment and career growth opportunities, particularly year-round.
- Increased housing choice is provided, including opportunities for affordability, home working, papakainga, elderly living / care and tiny homes.
- Our places feel safe, hospitable and accessible for all, including opportunities to access local food sources, wider recreation opportunities and conservation areas.

KOTAHITANGA AND WHAKAPAPARANGA

Well-designed places that respond to context, are unified and provide for everyday needs



- Collaborative processes bind our community, supported by design guidance.
- Our sense of community grows through spaces for social interaction and gathering, including a revitalised town centre that has the flexibility to adapt and grow.
- Parks and reserves are enhanced with recreation facilities for all ages, both indoors and out.
- Movement networks are convenient, legible, and accessible, including reducing the severance of the State Highway and railway line along our coast.

2.2 LAND USES

Eight main land uses have been proposed within the Kaikōura Spatial Plan, which are detailed out on pages 17-18.

Five land uses relating to employment are proposed. This segmentation allows for more targeted land uses, ensuring that each type of commercial activity is located where it is most appropriate and beneficial. It also enables sensitive handling of the boundaries between different use types, reducing potential conflicts and enhancing functional integration.

Three residential land uses are proposed. This flexibility supports a responsive development pattern that can adjust to the diverse needs and preferences of the community, promoting affordability, choice, and availability in residential options.

MEDIUM DENSITY RESIDENTIAL



- Offers vibrant urban living with numerous opportunities for informal social interactions.
- Situated close to town centres, neighbourhood shops, and community facilities.
- Suitable for smaller households with options for semi-detached houses, terraced houses, or low-rise apartments
- Provides affordability through efficient land use and advanced construction methods.
- Low-maintenance, 'lock and leave' homes ideal for active local lifestyles with minimal time spent on upkeep.
- Promotes reduced car dependency, with walkable and bike-friendly access to various destinations.
- Includes limited on-site parking, with a focus on managed communal or street parking.
- Results in moderate operational carbon emissions over time due to enhanced accessibility.

LOW DENSITY RESIDENTIAL



- Suburban living with opportunities for informal social contacts within local street or neighbourhood.
- Walking or cycling distance to neighbourhood shops and local parks.
- Short drive to town centres and community facilities.
- Accommodates small to large household sizes in detached / semi-detached houses with yard spaces for children's play.
- More affordable through comprehensive subdivisions and use of volume housing providers.
- Lower maintenance on properties that allows some time for local recreation and social activities.
- Garage and on-site car parking spaces for several cars with unmanaged on-street parking.
- Higher operational carbon emissions over time with a dependency on short car trips.

RURAL RESIDENTIAL



- Open garden setting and quieter living environment with opportunities for informal social contacts within local area.
- Some ability to be self-sufficient with vegetable gardens and chickens.
- More reliance on cars to access most destinations.
- Accommodates large household sizes with generous yard spaces for adult recreation and children's play.
- Less affordable through larger lot sizes and higher infrastructure costs.
- Higher property maintenance allowing less time for local recreation and social activities.
- Garage and on-site car parking for multiple cars on site.
- Highest operational carbon emissions over time with high maintenance requirements and on longer car trips.

TOWN CENTRE



- Vibrant public life during day and evening with regular opportunities for informal encounters with community and visitors.
- Higher quality streets and an interesting diversity of smaller urban spaces and laneways.
- A compact mix of small 'comparison' retail, hospitality and entertainment activities near to each other that often spill out onto footpaths.
- Mix of offices, hotels and residential apartments, usually above ground level shops.
- Civic / community / commercial 'anchors' that provide opportunities for larger gatherings or special destinations.
- Larger civic spaces with flexibility for multiple outdoor activities (e.g. big events, markets etc.).
- Local / regional transport hubs with more comprehensively managed common car parking areas.
- Lowest operational carbon emissions over time, due to most people's needs in one place and being well-connected.

COMMERCIAL



- Busy with high vehicle movements largely during the day and occasional opportunities for informal social contact on-street and within publicly accessible sites.
- Lower quality streets with some good arrival and dining spaces provided along site frontages.
- Mix of medium format 'destination' retail, hospitality and services.
- Some large format retail, such as supermarkets and bulk retail stores.
- Comprehensively developed motels or holiday parks for visitors providing a range of facilities on-site.
- Accommodates smaller household sizes in terraced houses and low-rise apartments.
- Large on-site car parking areas with unmanaged on-street parking.
- Potential for higher operational carbon emissions over time due to increased vehicle travel associated with destination activities.

LARGE FORMAT RETAIL



- Busy with high vehicle movements primarily during daylight hours.
- Lower quality, wide streets and large manoeuvring and loading areas on-site.
- Occasional opportunities for informal social contact on-street and within publicly accessible sites.
- Mainly comprised of large format retail establishments, such as supermarkets, showrooms, home improvement stores and bulk retail stores.
- Provision for a large parking area to accommodate a high volume of customers.
- Highest operational carbon emissions over time, due to more vehicle travel to and between destination activities.

INDUSTRIAL



- Busy with heavy vehicle movements servicing a large geographical area and few opportunities for informal social contact in public areas.
- Low quality, wide streets and large manoeuvring and loading areas on-site.
- Large buildings on big sites with a mix of factories, service stations, trade warehouses and yardbased suppliers, often with low employment densities.
- Low quality streets with some informal recreation spaces for local workers.
- Heavy traffic, noise and odour generated by activities located away from more sensitive urban living areas.
- Moderate operational carbon emissions over time, due to opportunities to be close to rail and road freight routes yet a high level of vehicle travel between activities.

NEIGHBOURHOOD CENTRE



- Lively community life largely during the day with regular opportunities for informal encounters with locals.
- Good quality streets and interesting smaller public spaces.
- A compact mix of small 'convenience' retail, hospitality activities near to each other that often spill out onto footpaths.
- Small offices or residential apartments above ground level shops.
- Comprehensively managed car parking in common areas or on-street.
- Lower operational carbon emissions over time, due to providing local conveniences that reduce longer or more regular travel.

2.3 SPATIAL PLAN



























The basin-level Spatial Plan is centred around the overarching vision of 'Mountains to the Sea.' This vision is manifested through the development of physical open spaces and revegetation along the key waterways.

While the majority of developmental changes are concentrated at the township level, the strategy at the basin level is primarily about consolidating existing pockets of rural residential development. This approach ensures that while some growth continues, it remains limited and controlled, supporting a cohesive expansion that respects the basin's unique environmental and residential character.

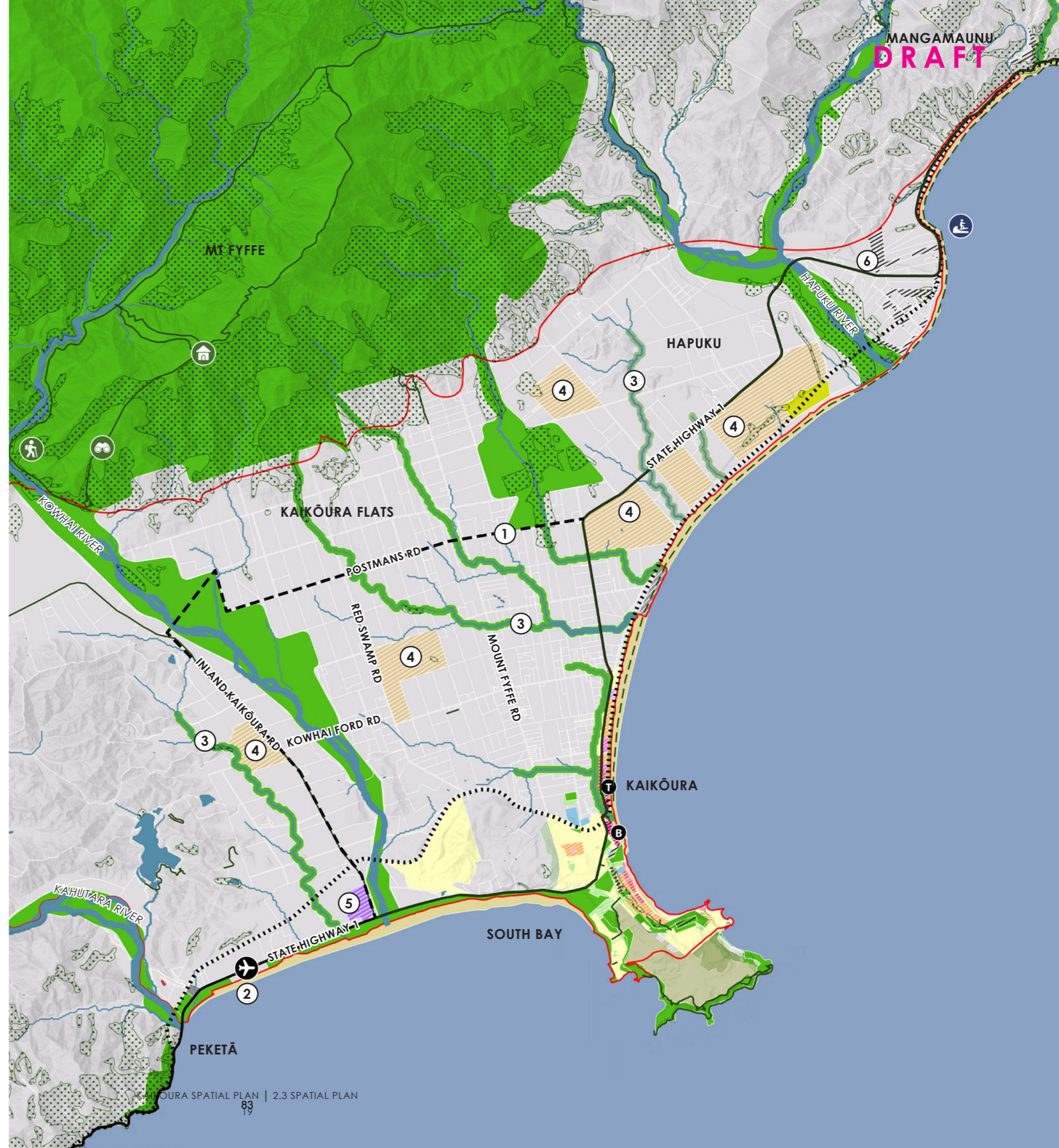
KEY CHANGES

- ① Investigate alternative heavy freight detour route that will take heavy vehicles off the town centre streets.
- ② Investigate potential new locations for the Kaikōura Airport, as the current land is constrained.
- ③ Appropriately re-vegetate the river 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 smaller housing typologies are already starting to form. 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 accommodation.
- ⑥ Engage and investigate the opportunity for papakainga housing. This has been shown on the Spatial Plan on 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		
	KAIKŌURA PENINSULA TOURISM DEVELOPMENT AREA		

*HATCHED AREA REPRESENTS ZONE CHANGE



MANGAMAUNU
DRAFT

The Township Spatial Plan is designed to consolidate growth within the existing boundaries of the township. This consolidation is achieved by intensifying activities in the town centre and increasing density in current residential areas. Additionally, the plan introduces a green belt to clearly delineate the town's edges. This approach is designed to increase activity and optimize land use in the town centre while maintaining the environmental quality and landscape character of the surrounding areas.

KEY CHANGES

- ① Extend the Kaikōura Town Centre northward to the regional Train Station to improve connectivity between the town's sections and increase opportunities for active retail and commercial spaces.
- ② Establish a commercial zone north of the town centre to accommodate and promote larger-scale employment uses, such as hotels, motels, and bigger commercial and retail sites, complementing the existing town centre activities.
- ③ Create two pockets of large format retail zones along State Highway 1 to reflect existing uses, as well provide more opportunities for more diversification and other operators.
- ④ Create a light industrial zone along State Highway 1 to reflect existing uses. No additional industrial uses are proposed or envisioned within Kaikōura Township.
- ⑤ Create medium density pockets along the foreshore, to take advantage of sea views and activate the water edge.
- ⑥ Establish a second commercial zone along the Esplanade from Killerney Street to Ramsgate Street. This area, which already includes businesses like the Sudima Hotel, is naturally bounded by a line of Norfolk Pine trees along the beachfront.
- ⑦ Create a medium density zone 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 zone 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 Fyffe House are a lower density.
- ⑨ Create a medium density zone, supported by a neighbourhood centre at the core, within Seaview. This would be connected to the existing roading 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, as well as along Lyell Creek.
- ⑫ Construct new pedestrian and cycling connections through Seaview, connecting the community to the schools, the town centre and South Bay and Ocean Ridge.
- ⑬ Introduce an 'escarpment overlay' and a 'vegetation/landscape overlay' to preserve key landscape features like rolling hills, escarpments, and heavily vegetated areas that enhance the town's green spaces and character.

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
- KAIKŌURA PENINSULA TOURISM DEVELOPMENT AREA
- UTILITY
- PAPAKAINGA OPPORTUNITIES
- T TRAIN STATION
- B BUS STOP
- STATE HIGHWAY
- ROADS
- ⋯ RAILWAY
- EXISTING TRACKS
- - - PROPOSED TRACKS
- *HATCHED AREA REPRESENTS ZONE CHANGE



















2.4 SPATIAL PLAN LAYERS

BLUE GREEN NETWORK

A blue-green network is a planning and design concept that connects natural water systems (blue) with green spaces to create a sustainable and resilient urban environment. It aims to manage water flow, reduce flooding, improve water quality, enhance biodiversity, and provide recreational and aesthetic benefits to the community. By linking waterways, wetlands, parks, green corridors, and other natural features, a blue-green network promotes ecological health and fosters a harmonious relationship between urban development and the natural environment.

For Kaikōura, the key move is to create physical connections from the mountains to the sea, with native vegetation replanting efforts extending from Mt Fyffe to the ocean. In Kaikōura township, this includes replanting native vegetation along waterways and on the peninsula. New trails, such as the 'Whale Trail' linking Picton to Kaikōura, and additional trails on the peninsula and in the township, are proposed. Recreational open spaces will be slightly extended at the Kaikōura Racecourse and Recreation Reserve. To protect the township's visual appeal, an 'escarpment overlay' is proposed for the surrounding escarpment, and a 'vegetation/landscape overlay' will create a green belt around Sea View.

LEGEND

- | | | | |
|---|----------------------------------|---|--------------------------------|
|  | STUDY AREA |  | ESCARPMENT OVERLAY |
|  | NATURAL OPEN SPACE |  | VEGETATION / LANDSCAPE OVERLAY |
|  | OPEN SPACE |  | STATE HIGHWAY |
|  | URBAN |  | ROADS |
|  | RURAL |  | RAILWAY |
|  | EXISTING INDIGENOUS VEGETATION |  | EXISTING TRACKS |
|  | PROPOSED INDIGENOUS REVEGETATION |  | PROPOSED TRACKS |
|  | PROPOSED COASTAL REVEGETATION | | |
|  | FORMAL PLANTING - NORFOLK PINE | | |



 BLUE GREEN NETWORK (STUDY AREA)



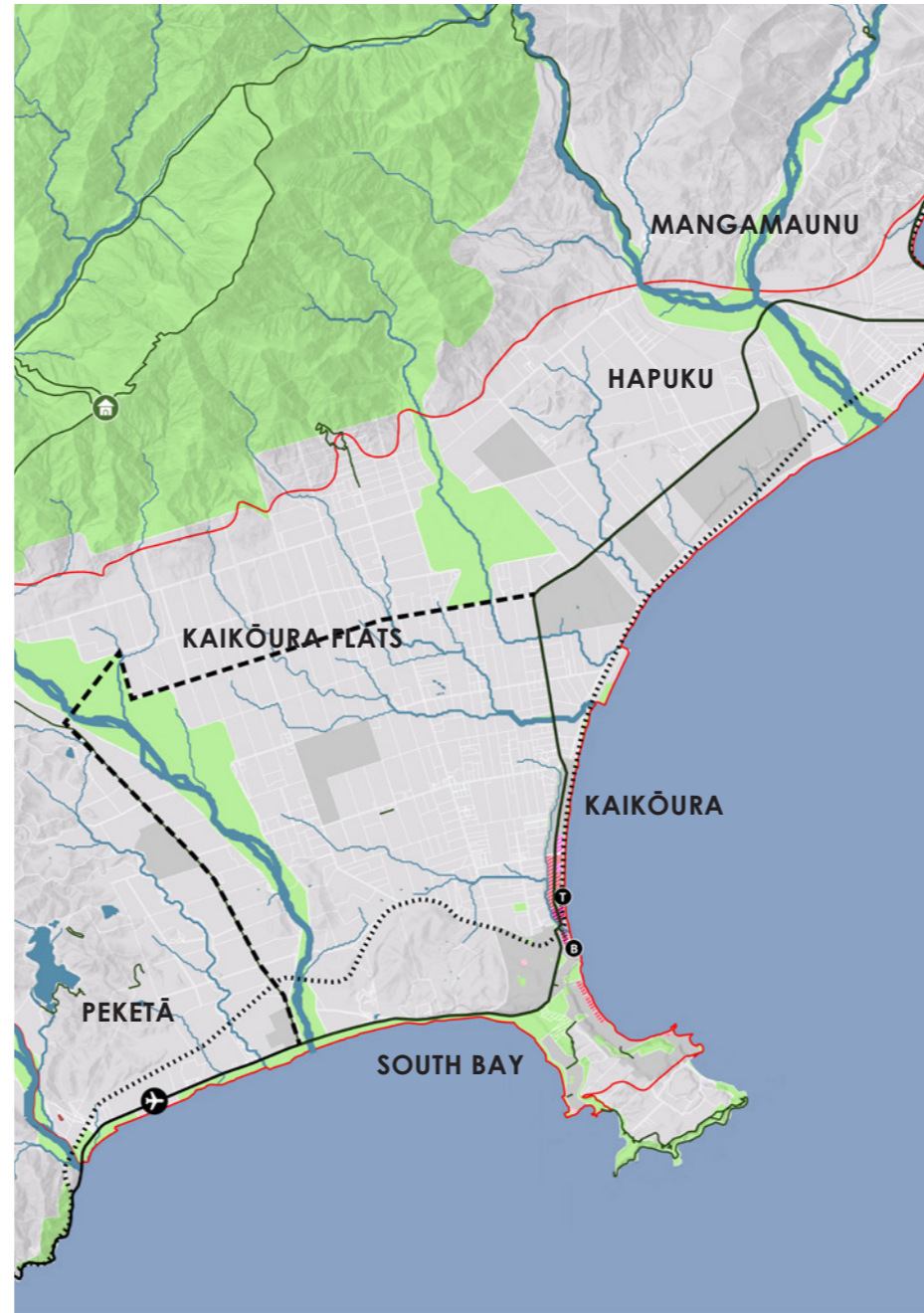
 BLUE GREEN NETWORK (TOWNSHIP AREA)

DESTINATION AND MOVEMENT NETWORK

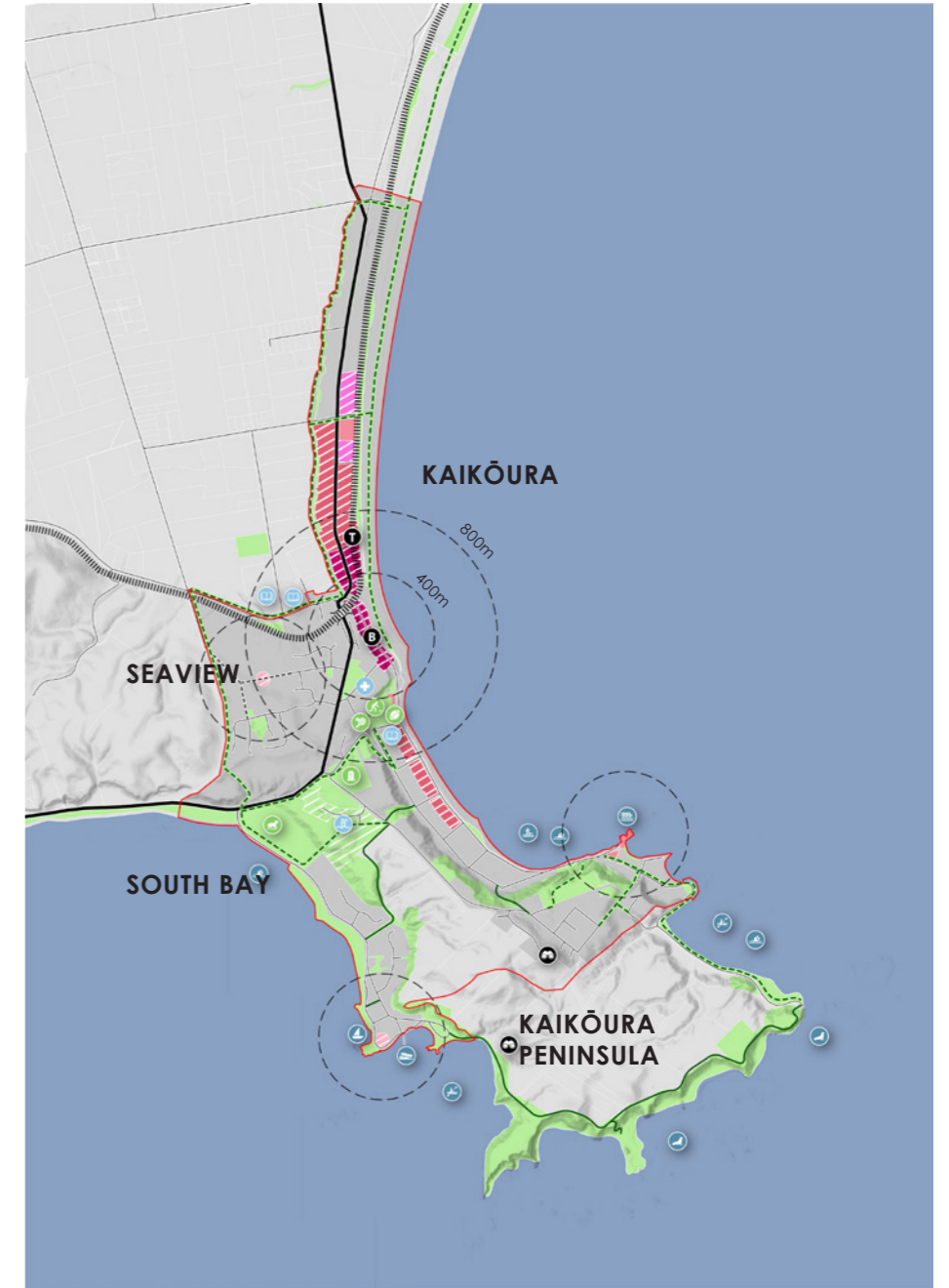
State Highway 1 runs through the town, providing activity to the centre but also bringing freight and heavy vehicles through the heart of Kaikōura. A proposed State Highway detour aims to alleviate this issue, though it requires further investigation. The rail link between Christchurch and Picton also runs through the town, with the Coastal Pacific train stopping at Kaikōura in the morning en route to Picton and in the afternoon en route to Christchurch. This rail line intersects with State Highway 1 at the town centre, dividing it into two and creating conflicts between vehicles and pedestrians. Additional efforts are needed to resolve these conflicts and improve safety. The proposed Whale Trail along the coastline will connect north to Picton, offering a scenic route for pedestrians and cyclists. While Kaikōura's township is the primary retail hub, the spatial plan proposes the development of additional neighbourhood centres within residential communities.

LEGEND

- STUDY AREA
- TOWN CENTRE
- COMMERCIAL ZONE
- INDUSTRIAL
- LARGE FORMAT RETAIL
- NEIGHBOURHOOD CENTRE
- OPEN SPACE
- SCHOOLS
- URBAN
- T TRAIN STATION
- B BUS STOP
- STATE HIGHWAY
- HEAVY FREIGHT DETOUR
- ROADS
- RAILWAY
- EXISTING TRACKS
- PROPOSED TRACKS
- *HATCHED AREA REPRESENTS ZONE CHANGE



DESTINATION AND MOVEMENT (STUDY AREA)



DESTINATION AND MOVEMENT (TOWNSHIP AREA)

2.5 IMPLEMENTATION AND STAGING

The two plans to the right is a geographical representation of the proposed staging strategy for the Kaikōura Spatial Plan. This incorporates the physical and network changes, whilst the broader set of actions are covered in the Action Plan Schedule on the following page.

SHORT TERM (0-5 YEARS)

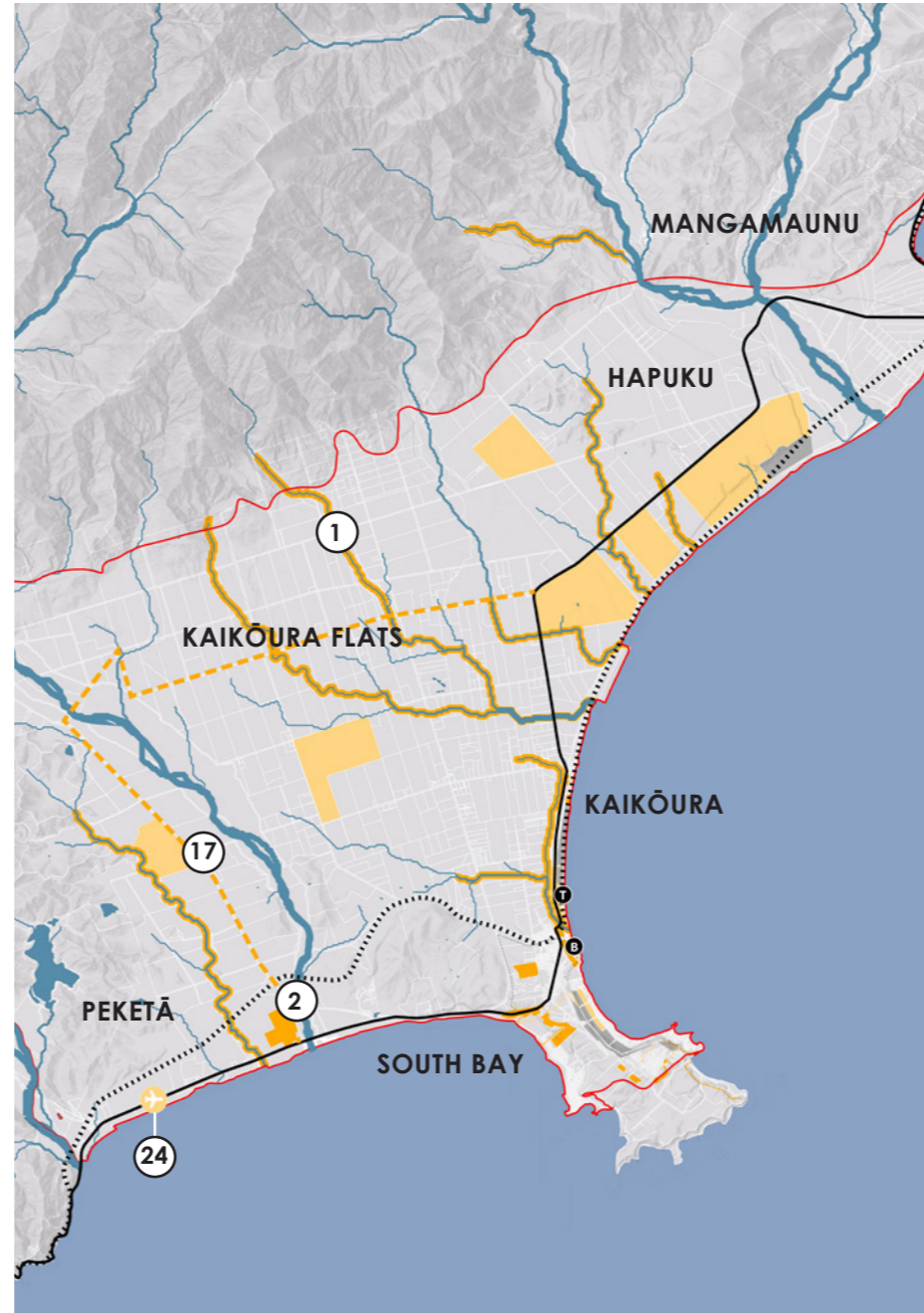
The short-term time frame is focused on immediate actions and foundational developments that address current needs and set the stage for future progress. During this period, priority will be given to critical infrastructure improvements, essential services, and quick wins that provide immediate benefits to the community. This phase allows for rapid response to urgent issues and lays the groundwork for longer-term initiatives.

MEDIUM TERM (5-15 YEARS)

The medium-term time frame spans 5 to 15 years, balancing immediate needs with long-term goals. This period focuses on planning transformative projects, such as the Heavy Vehicle/Freight Bypass Investigation and Airport Location Investigation. It is crucial for implementing more complex initiatives that require thorough planning and coordination, such as the Town Centre and Beach Road Masterplan.

LONG TERM (15-30 YEARS)

The long-term time frame extends from 15 to 30 years, encompassing visionary goals that shape the future of Kaikōura. This period focuses on implementing large-scale infrastructure investments, such as the construction of the heavy vehicle bypass. The spatial plan recognizes that the long-term nature of planning for 30 years means that many factors could change, requiring adaptability and flexibility in project planning and implementation.



STAGING (STUDY AREA)



STAGING (TOWNSHIP AREA)

LEGEND

- STUDY AREA
- SHORT TERM (0-5 YEARS)
- MEDIUM TERM (5-15 YEARS)
- LONG TERM (15-30 YEARS)

ACTION PLAN SCHEDULE

#	ACTION	TYPE	TIME FRAME	PRIORITY
①	Native vegetation of rivers	Construction	Short Term (0-5 years)	High Priority
②	Infrastructure enabling of new industrial zone	Construction	Short Term (0-5 years)	High Priority
③	Construction of Whale Trail	Construction	Short Term (0-5 years)	High Priority
④	Construction of Kaikōura peninsula trail connection	Construction	Short Term (0-5 years)	High Priority
⑤	Construction of South Bay trail connection	Construction	Short Term (0-5 years)	High Priority
⑥	Designing the Trail Network	Design	Short Term (0-5 years)	High Priority
⑦	Town Centre Zone Masterplan	Design	Short Term (0-5 years)	High Priority
⑧	District Plan Review to implement Spatial Plan	Planning	Short Term (0-5 years)	High Priority
⑨	Construct Wakatu Quay	Construction	Short Term (0-5 years)	High Priority
⑩	Indigenous Planting Plan	Design	Short Term (0-5 years)	Medium Priority
⑪	Residential Design Guidelines	Design	Short Term (0-5 years)	Low Priority
⑫	Extend Spatial Plan Study Area to Settlements	Planning	Short Term (0-5 years)	Low Priority
⑬	Blue Green Network for wider Kaikōura	Planning	Short Term (0-5 years)	Low Priority
⑭	Public Realm Design Guidelines	Design	Short Term (0-5 years)	Low Priority
⑮	Infrastructure enabling of medium density residential in Seaview	Construction	Short Term (0-5 years)	Low Priority
⑯	Implementing the Town Centre Masterplan	Construction	Medium Term (5-15 years)	High Priority
⑰	Heavy Vehicle / Freight Bypass Investigation	Further Investigation / Studies	Medium Term (5-15 years)	High Priority
⑱	Papakainga Policy	Planning	Medium Term (5-15 years)	High Priority
⑲	Construction of Lyell Creek trail connections	Construction	Medium Term (5-15 years)	Medium Priority
⑳	Implementing the Beach Road Masterplan	Construction	Medium Term (5-15 years)	Medium Priority

#	ACTION	TYPE	TIME FRAME	PRIORITY
㉑	Infrastructure enabling of commercial Centre along the Esplanade	Construction	Medium Term (5-15 years)	Medium Priority
㉒	Infrastructure enabling of the neighbourhood Centre in Seaview	Construction	Medium Term (5-15 years)	Medium Priority
㉓	South Bay Harbour	Construction	Medium Term (5-15 years)	Medium Priority
㉔	Airport Location Investigation	Further Investigation / Studies	Medium Term (5-15 years)	Medium Priority
㉕	Investigate Abbeyfield project opportunities	Further Investigation / Studies	Medium Term (5-15 years)	Medium Priority
㉖	Coastal Revegetation	Construction	Medium Term (5-15 years)	Low Priority
㉗	Infrastructure enabling of neighbourhood Centre in South Bay	Construction	Long Term (15+ years)	High Priority
㉘	Investigate Marine Research Facility opportunities	Further Investigation / Studies	Long Term (15+ years)	High Priority
㉙	Implementing the heavy vehicle bypass (if needed)	Construction	Long Term (15+ years)	Medium Priority
㉚	Infrastructure enabling of medium density residential Infill along Torquay Street	Construction	Long Term (15+ years)	Medium Priority
㉛	Construction of Seaview trails	Construction	Long Term (15+ years)	Low Priority

APPENDIX A: NGĀI TAHU CLAIMS SETTLEMENT ACT 1998



NGĀI TAHU CLAIMS SETTLEMENT ACT 1998

The Ngāi Tahu Claims Settlement Act 1998 (the Settlement Act) gives effect to the Deed of Settlement signed by the Crown and Te Rūnanga o Ngāi Tahu on 21 November 1997 to achieve a final settlement of Ngāi Tahu's historical claims against the Crown.

The Act records the apology given by the Crown to Ngāi Tahu, for injustices suffered by the Crown's actions in purchasing Ngāi Tahu land, and gives effect to the provisions of the Deed of Settlement 1997 entered into between Ngāi Tahu and the Crown.

The Settlement Act results in 5 key actions:

- The Apology - A critical component of redress which is documented in Section 5 and 6 of the Act.
- Aoraki – in recognition of Ngāi Tahu's mana Aoraki/Mount Cook to be vested in Ngāi Tahu
- Economic Redress - Dealing with the major economic compensation elements and the right that Ngāi Tahu has to use that money to acquire Crown assets
- Cultural Redress- Comprising enhanced status, new roles and affirmations of existing rights, as a way of recognising Ngāi Tahu mana and reflecting it in future management, particularly in the restoration of mahinga kai
- Non-Tribal Redress -Ancillary Claims that are the private claims of individuals and family groups, and SILNA claims arising out of the South Island Landless Natives Act 1906

While the Ngāi Tahu Settlement is full and final, the concept of mana whenua secures an ongoing relationship between tangata whenua and local, regional and central government authorities in terms of natural resource management.

The provisions of the Settlement Act are aimed at recognising the mana of Ngāi Tahu on the landscape and restoring the ability of Ngāi Tahu to give practical effect to kaitiaki responsibilities.

These provisions (listed in Schedule 111 of the Settlement Act 1998) include:

Ownership and control of various resources and areas of land of importance to Ngāi Tahu. In the takiwā of Te Rūnanga o Kaikōura, there are nine such sites:

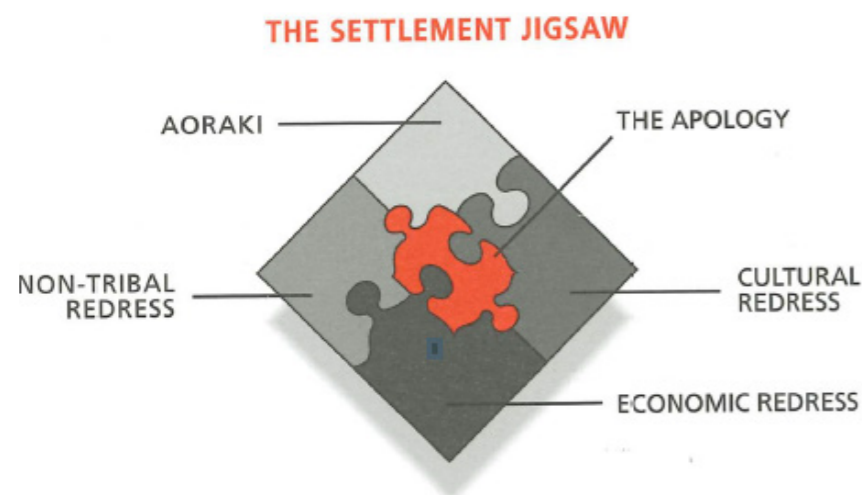
- Ōaro Ōmihi / Goose Bay
- Tuku Tuku Iwi
- Kahutara
- South Bay
- The Point
- Kaikōura Peninsula
- Waipapa Point
- Te Parinui o Whiti

The Settlement Act includes a new instrument called a Statutory Acknowledgement (SA). A Statutory Acknowledgement is an acknowledgement by the Crown of Ngāi Tahu's special relationship with identified areas, namely Ngāi Tahu's particular cultural, spiritual, historical, and traditional association with those areas (known as statutory areas).

The SA is intended to improve the effectiveness of Ngāi Tahu participation in RMA processes. Te Tai o Marokura (Kaikōura Coastal Marine Area) is the only SA located near the spatial area. Details can be found in Schedule 100 of the Ngāi Tahu Claims Settlement Act 1998.

Ancillary claims also exist under Schedule 111 for:

	LAND	DESCRIPTION	ENCUMBRANCES
①	Kaikōura suburban site	All that land situated in Marlborough Land District, Kaikōura District, comprising 3.9090 hectares, more or less, being Section 1, SO 6949. All Certificate of Title 4D/1424. As shown on Allocation Plan A 105 (SO 7321).	None
②	Kaikōura town section	All that land situated in Marlborough Land District, Kaikōura District, comprising 9930 square metres, more or less, being Section 1, SO 6917. All Certificate of Title 4D/1316. As shown on Allocation Plan A 104 (SO 7320)	None
③	Takahanga Pā site (No 1)	All that land situated in Marlborough Land District, Kaikōura District, comprising 2.3689 hectares, more or less, being Section 473, Town of Kaikōura (SO 5269). All Gazette 1992, page 504, subject to Gazette 1997, page 1207. As shown on Allocation Plan A 180 (SO 7324)	None
④	Takahanga Pā site (No 2)	All that land situated in Marlborough Land District, Kaikōura District, comprising 683 square metres, more or less, being Part Section 411, Town of Kaikōura (SO 4791). Subject to survey, as shown on Allocation Plan A 180 (SO 7324)	None



LEGEND

- STUDY AREA
- Vested / transferred
- Ancillary claim



NGĀI TAHU TREATY SETTLEMENT AREAS

APPENDIX B: ENGAGEMENT SUMMARY



ENGAGEMENT PROCESS

The development of the Kaikōura Spatial Plan involved a series of workshops held on the 10th, 11th and 12th May 2023.

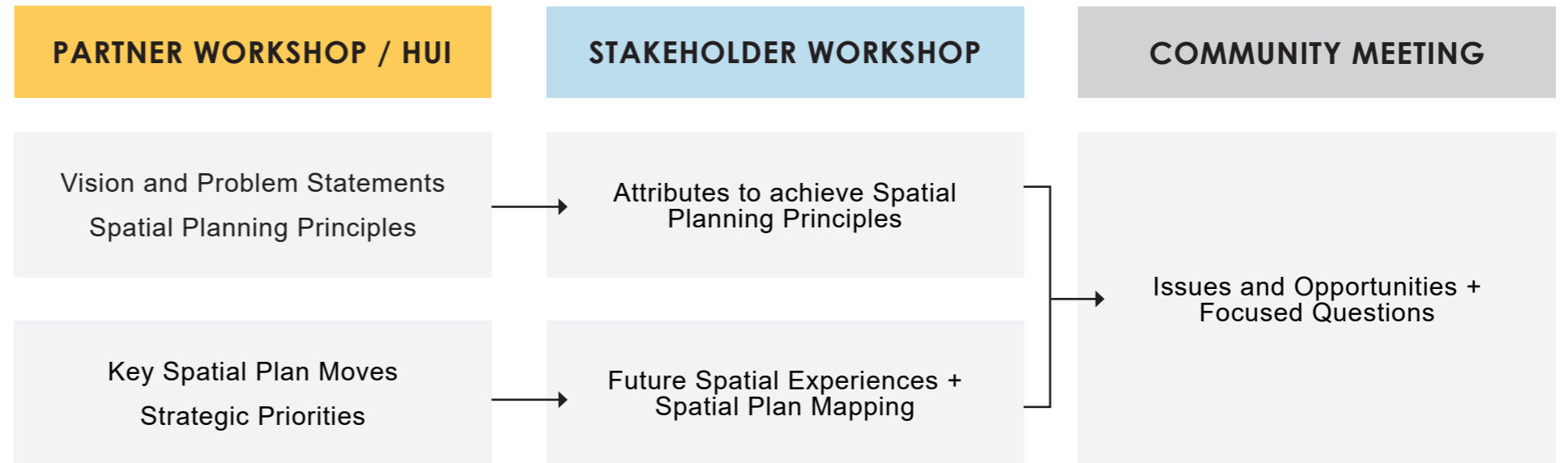
The process commenced with a Partners Workshop on 10th May, where participants delved into the broader context, defining the ongoing challenges, co-creating a collective vision, and establishing spatial planning principles to better understand the vision.

Building on the Partner Workshop, the subsequent Stakeholder Workshop, held on the 11th May, provided the opportunity for the review and refinement of the draft vision and principles. Stakeholders actively contributed by identifying key attributes essential for realising the spatial planning principles, and then applied these attributes by creating draft spatial plans within their groups.

A Community Workshop was then held on the evening of the 11th of May, offering a diverse perspective and valuable feedback on both the partners' and stakeholders' vision and principles. Additionally, the community workshop captured their aspirations and explored a spectrum of broad issues and opportunities for the spatial plan.

These participatory workshops were designed to build on each other, fostering a holistic and inclusive approach to the preparation of the Kaikōura Spatial Plan.

WORKSHOP RELATIONSHIPS



PARTNER WORKSHOP / HUI



STAKEHOLDER WORKSHOP



COMMUNITY MEETING



PARTNER WORKSHOP

The first workshop was a Partner Workshop at Kaikōura District Council Chambers on 10th May 2023. This four-hour workshop was attended by the mayor, councillors and KDC staff.

This facilitated workshop had the following objectives:

- Ensure a good understanding of spatial planning reasons, processes, and outputs.
- Explore our collective vision (i.e., local qualities, experiences, and aspirations) alongside issues that must be addressed.
- Develop a set of design and planning principles.
- Consider some potential key moves and establish high-level priorities.
- Provide strategic direction to test and refine through the stakeholder and community workshops.

The participants were split into three breakout tables to undertake the four exercises.

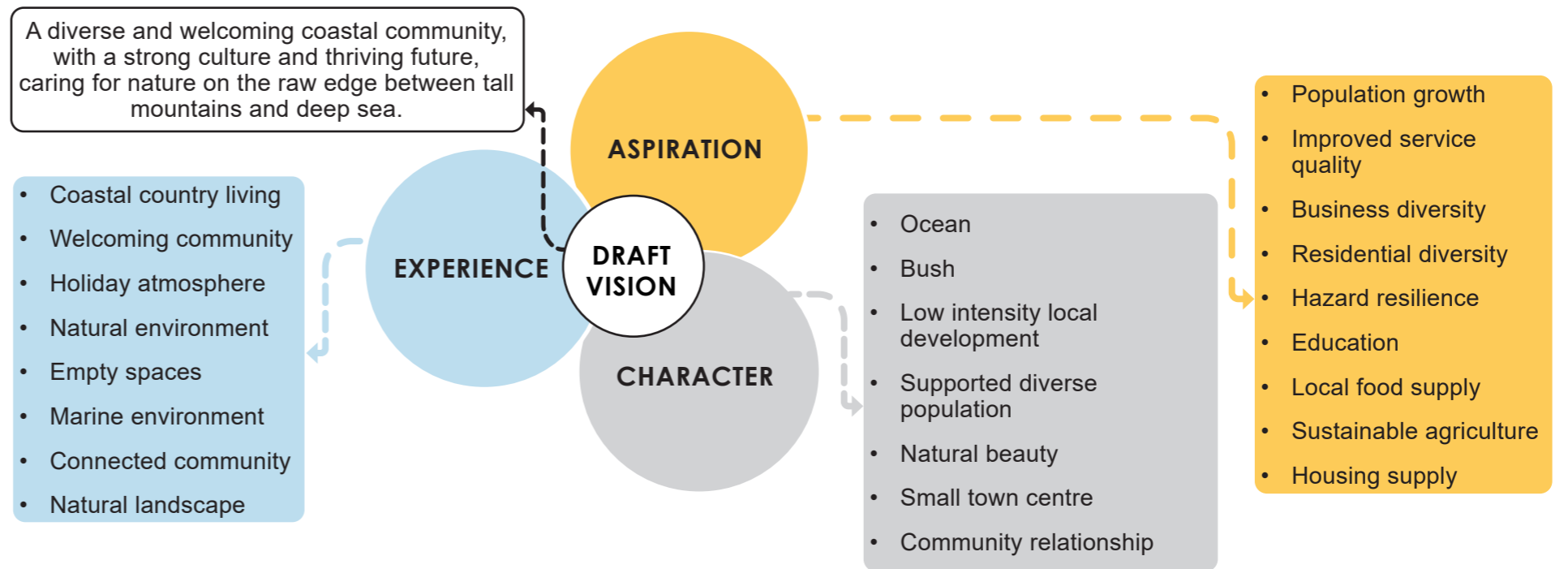
Representatives from the Rūnanga (Kaikōura / Ngati Kuri) were unable to attend the workshop. A separate hui was arranged. Participants were made aware that workshop outcomes were dependent on further engagement with them.



EXERCISE 1: COLLECTIVE VISION

The groups were asked to brainstorm the aspirations, key experiences and character of Kaikōura over the next 30 years. As a whole group, we then used these notes to come up with a draft collective vision for the Kaikōura Spatial Plan.

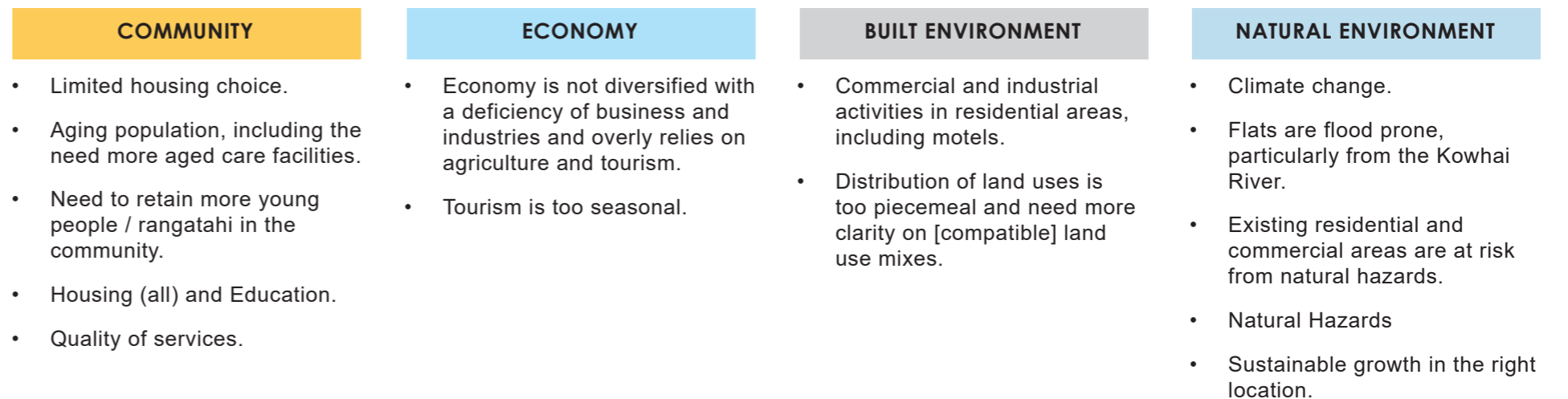
The diagram below illustrates the results of the first exercise.



EXERCISE 2: KEY ISSUES

Based on the draft collective vision, each group were asked to brainstorm key issues that Kaikōura faces, that might inhibit them from achieving their vision for Kaikōura.

The diagram below illustrates the draft results of the second exercise.



EXERCISE 3: SPATIAL PLANNING PRINCIPLES

Each group were asked to discuss and decide on the spatial planning principles that they considered important. These could stem from either the prompts provided to them or alternatives

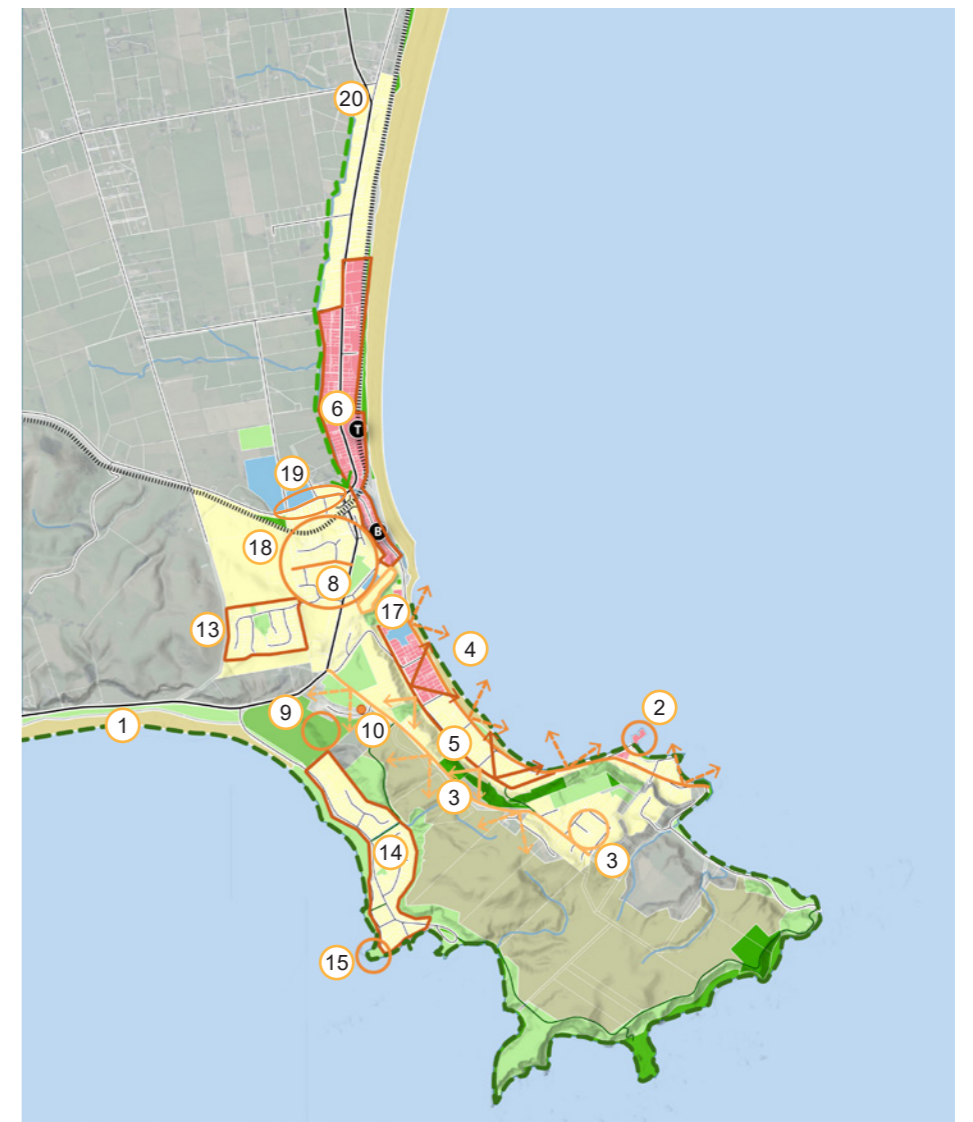
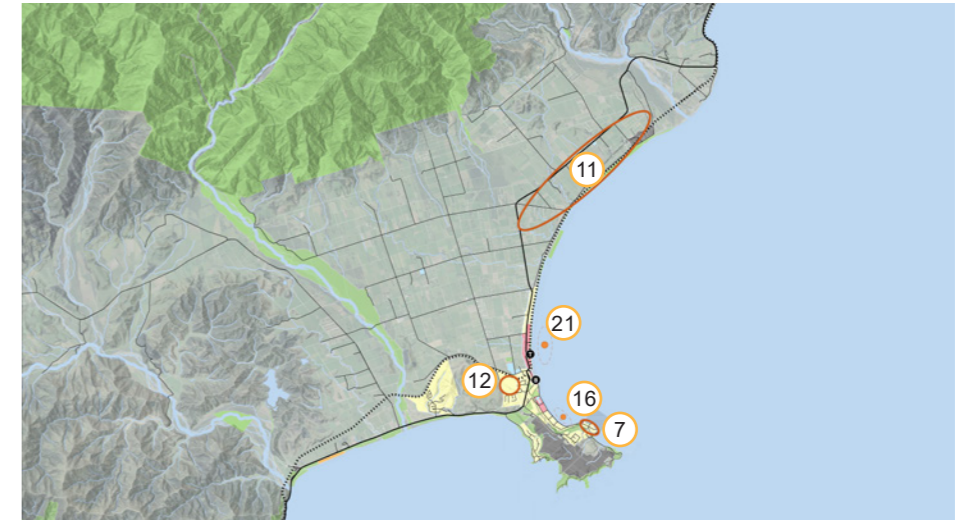
The diagram below shows the relevant draft results of the third exercise.

PRINCIPLE 1	Well-designed neighbourhoods provide for everyday needs.
PRINCIPLE 2	Urban change and growth are consolidated within and around towns and settlements.
PRINCIPLE 3	Urban form is managed to achieve an effective and efficient pattern of development. Increased diversity in housing choices.
PRINCIPLE 4	Economy is diversified. An authentic local character and identity.
PRINCIPLE 5	Valued landscapes are protected and celebrated. Mitigate and adapt to climate change.

EXERCISE 4: KEY SPATIAL PLAN CHANGES

Lastly, the participants were asked to document their key spatial planning moves on the plans provided. They were asked to define distinct character areas; identify emerging areas; and consider any relationships and dependencies with other areas.

KEY CHANGES:	
1. Link pathway	11. Hapuku-Lifestyle areas mapped
2. Project – Wakatu Quay	12. Future residential north of Seaview
3. Elevated Views (around Scarborough Street)	13. Emerging residential south of Seaview
4. Prime waterfront views along Esplanade	14. South Bay – residential houses and visitor accommodation
5. Prime elevated views/vistas along Torquay Street	15. South Bay – boat ramp and carparks + future boat parking
6. Commercial retail hospitality in Town Centre	16. Swimming beach south along Esplanade
7. Seaside village	17. Takahanga Marae
8. Project - Abbeyfield on Bayview Street	18. Owner occupied homes around Bayview Street
9. Hockey field near race track	19. Social housing around Ludstone Road (Davidson Terrace)
10. Indoor sports near aquatic centre	20. Walk and cycle trail along river behind commercial areas
	21. Fishing near train station



TE RŪNANGA O KAIKŌURA / NGĀTI KURI HUI

HUI #1

The first hui was held at Takahanga Marae on 22nd June 2023. This was attended by TROK / Hapu representatives, Councillors and KDC Staff.

This facilitated workshop had the following purpose:

- Ensure there is a good understanding of spatial planning reasons, processes and outputs.
- Discuss how to weave mana whenua aspirations, values, and issues into the draft spatial plan vision and principles.
- Integrate important cultural areas and strategic development initiatives into a draft 30-year spatial plan.
- Agree to an ongoing partnership approach for the remaining spatial planning process.

Following Karakia and Whakawhanaungatanga (introductions), an outline of what a spatial plan is and an update on the Kaikōura Spatial Plan process to date was presented. It was emphasised that this process is an opportunity to take a long term, inter-generational approach to Kaikōura. Examples of cultural integration into other similar spatial plan and masterplan documents were presented to illustrate how these opportunities could be realised during this spatial planning process.

A large part of the hui focused on reviewing the draft vision and spatial planning principles developed through earlier engagement workshops and weaving in Mana Whenua values and issues. As part of this, existing initiatives and actions relevant to spatial planning were reviewed in both the Te Poha O Tohu Raumati | Te Rūnanga o Kaikōura Environmental Management Plan, focused on the Te Ahi Kaikōura a Tama ki te Rangi chapter, and Reimagine Kaikōura | Pōhewatia anō a Kaikōura. The refined vision built on the whakatauki ‘ki uta ki tai’ and the spatial planning principles were shaped and set within a framework of core cultural values expressed during the hui.

A general korero (discussion) then focused on how to appropriately spatially locate specific areas of cultural importance to protect and enhance the whenua or moana and identify areas for future development initiatives. While it was identified that the whole area is culturally important, it was agreed to follow up with Te Rūnanga o Ngāi Tahu to review available GIS mapping resources as a starting point for further engagement. Regarding development initiatives, facilitating papakainga opportunities on Māori land were identified as particularly important to consider through the spatial plan process.

EXISTING INITIATIVES & ACTIONS

TE POHA O TOHU RAUMATI TE RŪNANGA O KAIKŌURA ENVIRONMENTAL MANAGEMENT PLAN: TE AHI KAIKŌURA A TAMA KI TE RANGI (*Paraphrased)



DEVELOPMENT	BUSINESS AND TOURISM	WATER / RIVERS, STREAMS AND CREEKS	CULTURAL LANDSCAPES / KAIKŌURA PENINSULA
<p>Mitigate intensification demands placed upon land, water and community infrastructure.</p> <p>Avoid continuous, unbroken, or “ribbon” development in coastal regions.</p> <p>Provide buffer zones and covenants to preserve of areas of indigenous vegetation and other culturally important features and places.</p>	<p>Protect cultural heritage, the natural environment, and the “small coastal village” character of Kaikōura.</p> <p>Enhance the natural and cultural values through appropriate design of development.</p> <p>Mitigate impacts of coastal camping and general tourist access and establish structures such as public toilets, in culturally appropriate places.</p>	<p>Promote the restoration of wetlands and riparian areas to improve water quality.</p> <p>Encourage catchment based planning to ensure that activities in upper catchments maintain mahinga kai, water quality and water quantity in lower catchments.</p> <p>Use esplanade reserves and strips to protect waterway health and access values.</p>	<p>Ensure that development does not compromise the unique geological characteristics of the coastal area.</p> <p>Improve access to natural and cultural heritage.</p> <p>Protect, restore and enhance indigenous biodiversity and mahinga kai, including support for concept of Mahinga Kai Cultural Parks.</p>

HUI #2

A second hui was held at Takahanga Marae on 6th December 2023. This was attended by TROK / Hapu representatives, TRONT Kaiārahi Mātai Whenua Geospatial Manager (via VC) and KDC Staff.

The meeting was opened by karakia and followed by mihi (introductions) with agreed outcomes for the hui, including:

- Understanding where growth is proposed.
- Identify areas that can and cannot be developed and areas that are 'grey'.
- Have a better understanding of the types of development that could be proposed.
- Understand the potential for areas marked for Māori purpose, exploring if there is scope further north.
- Have a better understanding of the implications to the District Plan deriving from the Spatial Plan
- Agree a mapping strategy to ensure Māori land is mapped as Rūnanga sees fit.

KDC indicated it is keen to continue working closely with TROK to ensure it understands what is important to iwi, and that these elements are incorporated into the emerging Spatial plan. This will be beneficial to the Spatial Plan, which will also feed into the review of the District Plan. It was explained that there is still a clear direction from Council for better partnerships and that the Spatial Plan would not be a complete document without the two parties working together.

It was reiterated that it is important to have a clear vision of where we want to head as a community, and this is why joint up conversations with the Rūnanga are important to continue going forward. All participants reviewed the revised vision (amended following Hui 1) and everybody agreed that it is still suitable. It was suggested that the whakatauki is kept separate from the vision to keep it succinct, with the following amendment – 'for us and our children after us' could be amended to 'for us and our future generations' to be more inclusive.

The discussion turned to the outstanding mapping issue regarding any missing information. It was suggested that the plan could reach further north in the future. Although, it was acknowledged to focus efforts on Kaikōura flats to start with. Emphasis was placed on the importance of working out what areas are appropriate and not appropriate for growth in accordance with TROK views. This will then leave room for a discussion over the remaining 'grey' areas. It was noted a lot of data is in reports, which can be sourced so long as permission is attained. It was added that the archaeological data only accounts for areas that have been previously dug. The importance to steer development away from archaeological sites was reiterated and that these areas also have a lot of stories associated to them and can differ from the extent of occupation and areas of cultural use. The are still outstanding reports post-earthquake, produced by Heritage NZ.

The need to avoid zoning / mapping in areas that should not be developed was reaffirmed. Old maps (e.g. Black Maps) can be used to figure out where swamps were, which will also be areas unsuitable for development. However, some areas do not have geographical boundaries and can therefore be hard to define. It was explained that the Rūnanga undertook a big cultural mapping project (i.e. Kā Huru Manu) and found that all along the coastline was classed as significantly culturally important over the 800 years of occupation. It is important to adopt a similar precautionary approach in the Spatial Plan, which could then inform further evidence as part of any subsequent District Plan / RMA processes.

Large copies of old maps were laid out on the tables for discussion, including:

- History of land use.
- Understanding the movements of early settlers.
- Discussion over what can be pulled from these maps.
- Wetlands of the past are likely to be subject to liquefaction (e.g. Lyell Creek).

Large copies of the recently produced current maps were then laid on the table, simulating discussion on the future use of land and development types, particularly on the following:

- New airport location options.
- Heavy vehicle bypass (diverting trucks away from town).
- Improved cycling and walking infrastructure.
- Amenities in town that benefit both visitors and tourists.
- Important to consider a growing population, ensuring infrastructure is sufficient for growth.
- Need to encourage domestic tourism and non-tourist related employment.
- Concern that visitors' accommodation could be reducing available housing stock for locals.

It was agreed that draft spatial plan, with maps, will be reviewed at hui 3 to provide an opportunity to refine any remaining issues or mapping requests. It was suggested that it would be useful to make a timeline of all the key changes and development that has occurred over the past 20 years to inform this future-focused discussion

HUI #3

A third hui was held at Takahanga Marae on 1st February 2024. This was attended by TROK / Hapu representatives, TRONT Kaiārahi Mātai Whenua Geospatial Manager and KDC Staff.

The meeting was opened by karakia and followed by mihi (introductions). The first part of the session covered some of the current issues the town faces, with concerns being raised about the impact of increasing boats and recreational fishing on Kaikōura's fishing community. Resourcing challenges, recruitment issues, and housing affordability were also discussed, particularly in relation to vacant roles and the rising cost of house building and ownership.

A development timeline of all the major consents and developments that have occurred in Kaikōura over the last 20 years was discussed, including the 2005 Ocean Ridge development and the 2023 Vicarage Views consent. There was a general discussion around the growth of Kaikōura, particularly the fact a lot of big subdivisions took place early in the timeline and have slowed down since the earthquake in 2016.

Environmental matters, such as Green Globe and the Walking and Cycling Strategy, were touched upon, with a shift in focus post-earthquake. The discussion extended to the growth of Kaikōura, tourism job challenges, and the need for a high-wage economy. The importance of regulations on the environment was debated, and the potential impact of the proposed hot pools on town development was considered.

Detailed maps that were prepared by Boffa Miskell were analysed. The maps were prepared using information collated from the community and stakeholder workshops that took place in May 2023. There were general discussions around these maps, and it was agreed that the Spatial Plan would benefit from including a new map on cultural significance.

It was agreed that the freight detour route would be better placed over Top Ford, where the Kowhai River is narrower and less prone to the accumulation of sediment. It was also decided that the Light industrial hatched area should be reshaped to reflect its actual size. Further work is also required on the location of the Papakainga housing, which the Council explained was timely, as Otago University students would soon be working on a project about affordable housing in the Kaikōura district. Housing intensification was also discussed, and it was suggested that Ocean Ridge should be included as an area for intensification within the Spatial Plan. It was agreed that TROK would draft text for the mana whenua context.

Actions arising from the meeting were agreed, including the requirement to review the draft Spatial Plan and provide updates to the Rūnanga and to Council members. All attendees expressed support for progressing with the Spatial Plan, considering feedback and additional cultural significance mapping.

STAKEHOLDER WORKSHOP

A stakeholder workshop was held in Kaikōura on 11th May 2023 at the Upper Room Kaikōura. This workshop had attendees from the last partner workshop, as well as key stakeholders, including representatives from: Environment Canterbury, tourism operators, local real estate agents, local developers, sports club representatives, farming representatives, etc.

This facilitated workshop had the following objectives:

- Ensure a good understanding of spatial planning reasons, processes, and outputs.
- Provide feedback on a draft vision and existing local issues that must be addressed.
- Define key attributes needed to achieve spatial planning principles.
- Imagine the best mix of spatial experiences and environmental qualities for the future.
- Create a draft 30-year spatial plan within the most developable parts of the study area.

The workshop mixed attendees into groups around five tables to ensure a range of perspectives were represented through the three exercises.



EXERCISE 1: ATTRIBUTES TO ACHIEVE SPATIAL PLANNING PRINCIPLES

Based on the five key spatial planning principles drafted by the partners, the groups were asked to brainstorm and document the attributes that would achieve these principles, which is indicated in table below:

DRAFT PRINCIPLES	ATTRIBUTES
<p>VALUED LANDSCAPES ARE PROTECTED AND OUR HERITAGE AND LOCAL IDENTITY ARE CELEBRATED, INCLUDING STRENGTHENING THE CONNECTION BETWEEN LAND AND WATER.</p>	<ul style="list-style-type: none"> • Strengthening the connection between land and water. • Enhancing and creating further public spaces between the sea and the land. • Cultural partnership is evident in town. • Processes for connecting with our community. • Balanced approach in protection planning. • Interconnected development ‘villages’ (not ribbon development). • No urban sprawl – spreading houses into productive rural land. • Heritage / natural park status for the mountains.
<p>OUR COMMUNITY AND ECONOMY ARE DIVERSIFIED AND WELL-SERVICED.</p>	<ul style="list-style-type: none"> • Elderly care and housing. • Affordable housing. • Education of all sectors and opportunity for further education, including a Marine Research Facility. • Employment opportunities. • Diverse businesses. • Technology – youth opportunities. • Great rail connectivity – expanding tourist transport options. • More public transport – less car dependent.
<p>URBAN FORM IS WELL-MANAGED TO ACHIEVE AN EFFECTIVE AND EFFICIENT PATTERN OF DEVELOPMENT, WHICH IS RESILIENT TO NATURAL HAZARDS AND CLIMATE CHANGE.</p>	<ul style="list-style-type: none"> • Town plan zones – industrial, commercial, etc. • Design to encourage residential development and improving housing stock. • Utilise natural hazards mapping and planning. • Move heavy transport routes out of town – bridge over Kowhai River. • Housing stock – short term rental accommodation vs long term rental accommodation. • Don’t build in flood plains. • Ocean view development focus for township. • Tourism in West and Esplanade.
<p>WELL-DESIGNED PLACES THAT PROVIDE FOR EVERYDAY NEEDS.</p>	<ul style="list-style-type: none"> • Parks and reserves enhanced for community use. • Footpaths and lighting – cycleways. • Accessibility for services. • Healthcare services – welfare services. • Well planned at lowest ‘cost’ to council and rate payers. Focus plans on south west. • Predominance / Priority on safety of people, critical infrastructures, environment, ecology, landform/amenities.
<p>URBAN CHANGE AND GROWTH ARE CONSOLIDATED WITHIN AND AROUND OUR TOWNS AND SETTLEMENTS.</p>	<ul style="list-style-type: none"> • Spaces clearly defined for different uses. • Infill or high-density housing. • Consideration of highly productive soils. • Transport options – airport, bus (travel ability within town and country), rail. • Restrict development of housing in some areas.

EXERCISE 2-3: DRAFT SPATIAL PLAN MAPPING (STEP-BY-STEP)

In exercise 2, the groups were asked to identify the expected growth and future mix of land uses they wish to see in Kaikōura. This set them up for exercise 3, by giving them the corresponding tiles of different land use types and residential densities.

In exercise 3, the five groups were asked to distribute the land use tiles they have been given and mark up transport connections across the town and study area, as well as note their rationale for their key moves.

The mix of tile colours differed for each group depending on the growth option they chose (based off exercise 2). The groups who chose a more highly managed growth approach received a smaller number of higher-density tiles, whereas less-managed growth approaches received a higher number of lower-density tiles.

The groups worked collaboratively to create draft spatial plans options for Kaikōura. The table documents the participants key moves.

GROUP 1



- Town centre to extend north to train station.
- School to relocate.
- New neighbourhood centre in South Bay.
- Attractions along Esplanade.
- Medium density housing opposite Pier Hotel

GROUP 2



- Whale trail.
- Town centre extends north to train station, and further south.
- Neighbourhood centre around South Bay Harbour.
- Medium density housing along Esplanade.
- Indoor sports near pool.
- Neighbourhood centre and medium density housing north of Ocean Ridge.

GROUP 3



- Cycle trail / walkway along river behind town centre.
- Dog parks.
- Move primary school near other two.
- Move library to arts precinct.
- Arts centre precinct around Mayfair.
- Abbeyfield rest home.
- Neighbourhood centre near South Bay Harbour.

GROUP 4



- Cycleways linked to the school in Council easement.
- Hotel precinct near Wakatu Quay.
- Gondola at Point Kean Viewpoint.
- Recreation Park at pools.
- Community facilities precinct near crochet club.
- Move landfill and recycling outside of town.

GROUP 5



- Town centre extends north.
- Medium density housing in future residential area.
- Medium density housing behind Torquay Street on terrace.
- New rural residential housing by Mill Road.

COMMUNITY MEETING

A community meeting was held in Kaikōura in the evening of the 11th May 2023 in the Upper Room Kaikōura. This simplified workshop was held with the following purpose:

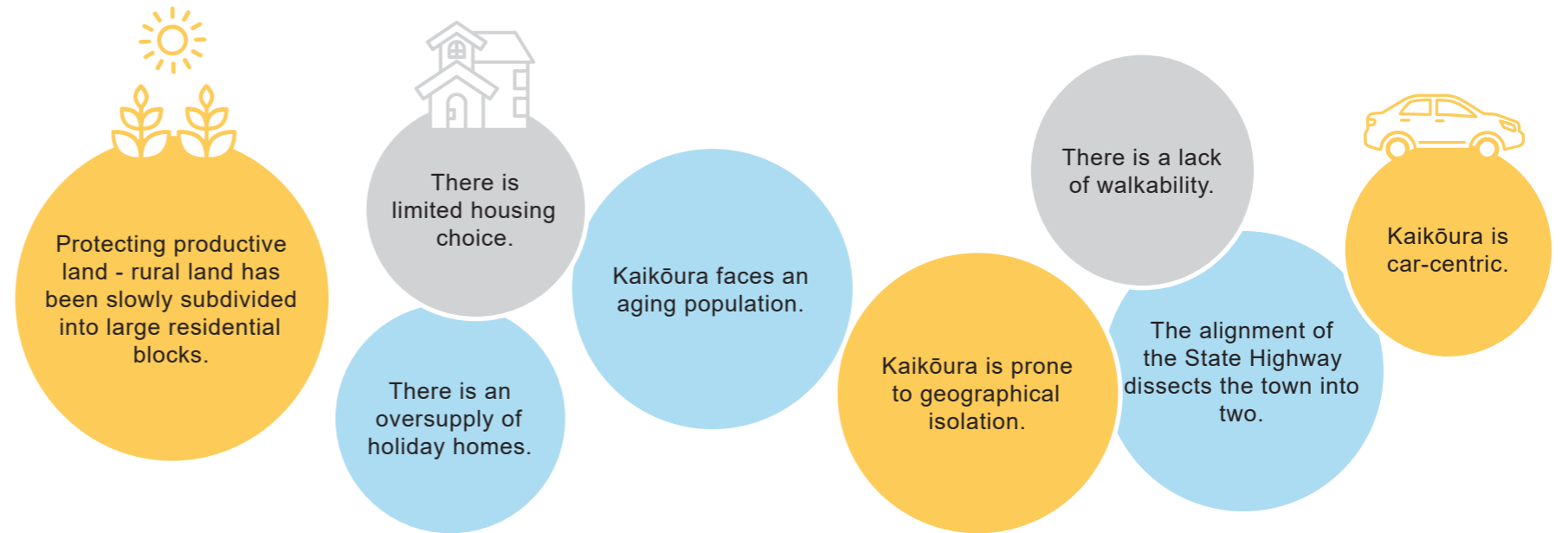
- Ensure a good understanding of spatial planning reasons, processes, and outputs.
- Provide feedback on a draft vision and existing local issues that must be addressed.
- Define key attributes needed to achieve spatial planning principles.
- Imagine the best mix of spatial experiences and environmental qualities for the future.
- Create a draft 30-year spatial plan within the most developable parts of the study area.

After an introduction and a brief presentation about the spatial plan and its objectives, participants were asked to provide feedback on the partners' vision and key issues and principles identified by the stakeholders.

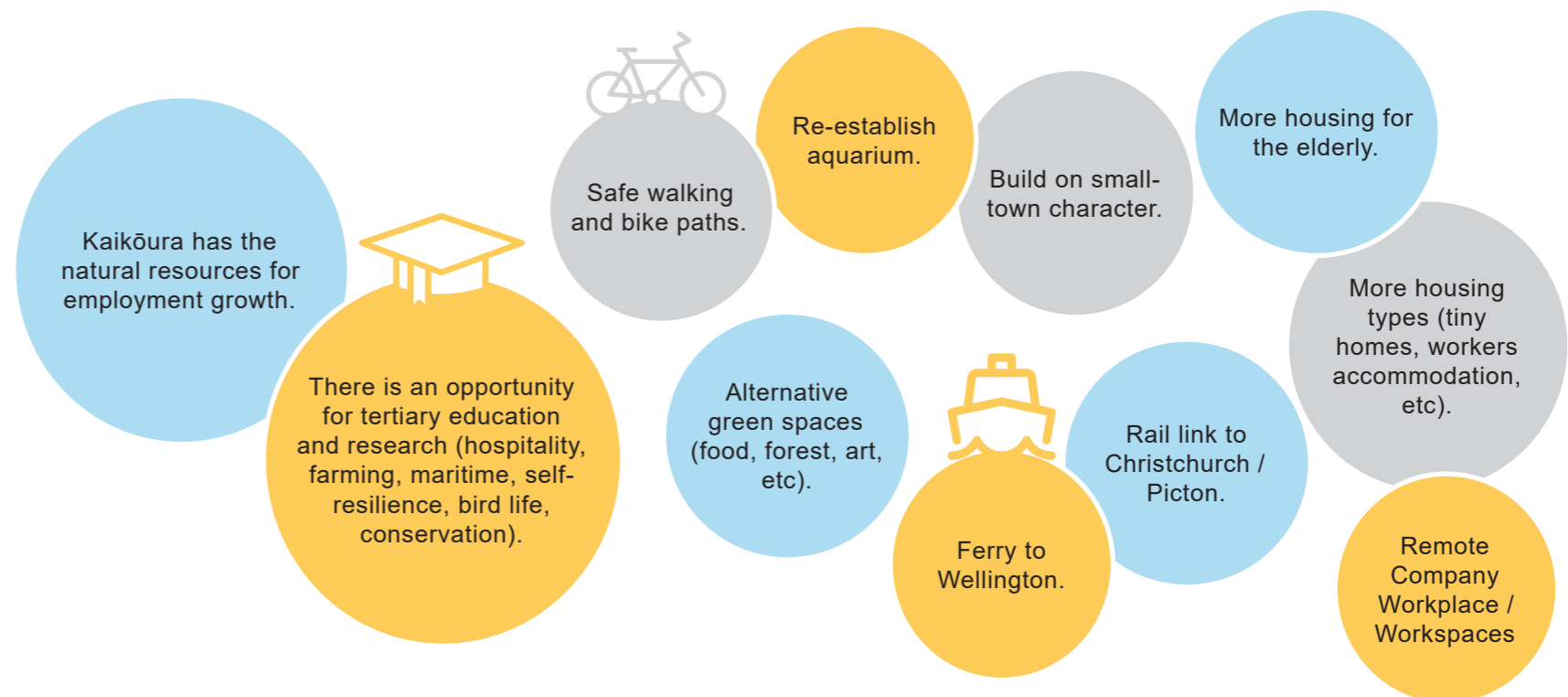
During this workshop, attendees raised a range of issues and opportunities along with a general discussion points to explore with the project team.



ISSUES



OPPORTUNITIES



APPENDIX C: OTHER DOCUMENTS REFERENCED



REIMAGINE KAIKŌURA: PŌHEWATIA ANŌ A KAIKŌURA

COMMUNITY	ECONOMY	BUILT ENVIRONMENT	NATURAL ENVIRONMENT	LOOKING TO THE FUTURE
<p>Meet housing needs: Further discussions on Papakāinga Development.</p> <p>Elderly care: Establish a retirement village and dementia care facilities.</p> <p>Community Facilities: Repair or replace key community facilities such as pools or playgrounds.</p>	<p>Market Kaikōura: Unique year-round destination, including multi-day/weekend offerings.</p> <p>Education hub: Provision of educational services and facilities.</p> <p>Marine Research Centre: Attract year-round researchers and students to the district.</p>	<p>Restore heritage and cultural sites: Encourage the repair/restoration and viable future use of character/heritage buildings and sites.</p> <p>Revitalize township: Develop plans for the Kaikōura Town Centre, Esplanade, North Wharf and South Bay areas.</p>	<p>Local stewardship of the natural environment: Restoration of quake affected waterways.</p> <p>Protect unique landscape features: Protect unique landscape features and areas of geological significance. Explore related educational and tourism opportunities.</p>	<p>Kaikōura Airport: future proofing of the Kaikōura Airport.</p> <p>Coastal enhancements: Safer and more resilient transport networks, walking / cycling paths and restoration planting along the coast.</p> <p>Planning for the harbour: Cater for the needs of fishing and tourism.</p>

APPENDIX D: SUMMARY OF 30 YEARS OF DEVELOPMENT

2000-2005

RESIDENTIAL

Location	Proposed
Makura Road	27 lot subdivision
126 Esplanade	8 residential units
14 Fyffe Avenue	7 lot subdivision
258A Mt Fyffe Road	24 lot subdivision
68 Churchill Street (Seaview)	181 lot subdivision
Greenburn Way (Ocean Ridge)	106 lot subdivision
Austin Close	8 lot subdivision
148 State Highway 1	26 lot subdivision

VISITORS ACCOMMODATION

Location	Proposed
Kekerengu State Highway	12 chalets for overnight accommodation
45 Churchill Street	18 unit motel (Bella Vista)

RETAIL / COMMERCIAL

Location	Proposed
Beach Road	New World Supermarket
130-134 Beach Road	Construct and establish shopping centre (Harakeke Mall)

OTHER

Kaikōura for becoming the first town in the world to gain full certification from Green Globe

2005-2010

RESIDENTIAL

Location	Proposed
154 Beach Road	2 lot subdivision with 19 unit titles on lot 1
Grange Road	8 lot subdivision
Ocean Ridge	38 lot subdivision
800 Kekerengu Valley	7 lot subdivision
27A Fyffee Avenue	6 lot subdivision
739 Mt Fyffee Road	11 lot subdivision
10 Ingles Drive	11 lot subdivision
Null Road	37 lot subdivision
184-206 Beach Road	40 lot subdivision
82 Scarborough Street	7 lot subdivision
Rakanui Station	67 lot subdivision, (farm park, huts, bridges, roading)
Bay paddock Road	20 lot subdivision
375 Bay Paddock Road	23 lot subdivision
Acadia Downs	25 lot subdivision
100 Torquay Street	19 residential apartments and 4 visitor accommodation
Torquay Street	11 residential apartments
232 Beach Road	9 lot subdivision

2010-2015

VISITORS ACCOMMODATION

Location	Proposed
115 Beach Road	Lobster Inn Motor Lodge 26 site camping ground
Kincaid Road	6 visitors accommodation units
375 Bay Paddock Road	12 chalets, lodge and 9 hole golf course
185 Beach Road	10 visitor accommodation units
17 Avoca Street	9 visitor accommodation units
Hapuku Lodge	Increase visitor accommodation to 40 and provide conference facilities

POLICIES / STRATEGIES

District Plan Operative – include Kaikōura Peninsula Tourism Zone and Ocean Ridge

Kaikōura A-B Carbon Free - Kaikōura Walking and Cycling Strategy

2015-2020

RESIDENTIAL

Location	Proposed
75 Koura Bay Drive	Subdivision and land titles 1-7 units
30 Mill Road	9 lot subdivision
Mt Fyffe Road	10 lot subdivision

Retail / Commercial

Location	Proposed
Wakatu Quay	Hotel and retail/commercial tourism development

UTILITIES

Location	Proposed
Deal Street	Canterbury District Health Board – Replacement Hospital
Scarborough Street	Resource shed outside landfill area

OTHER

Location	Proposed
South Bay Parade	Lookout platform
75 Koura Bay Drive	Commercial golf course

Policies

Plan Changes 1 & 2 Complete
Omnibus and Ocean Ridge Plan Change

2020-NOW

VISITORS ACCOMMODATION

Location	Proposed
State Highway 1 Kekerengu	3 allotments, five self-contained chalets and 30 campervan parks
5A Mill Road	16 unit motel
114 Esplanade	Construction and operation of hotel

UTILITIES

Location	Proposed
196 Beach Road	Establish postal depot

POLICIES

Reimagine Kaikōura - Pōhewatia anō a Kaikōura - Kaikōura District Recovery Plan 2017

Council works with Government to produce Order in Council to support Earthquake recovery

RESIDENTIAL

Location	Proposed
Vicarage Views	67 lot subdivision

Utilities

Location	Proposed
28-32 Churchill Street	New Fire Station

POLICIES

Natural Hazards Plan Change 3 Complete

Kaikōura Business Park Plan Change 4 – Notified

OTHER

Kaikōura District Council received receives funding for Wakatu Quay Development

APPENDIX E: GLOSSARY

Affordability: The economic aspect of housing and living costs, ensuring that residents can reasonably afford to live in the area.

Blue-Green Network: A planning and design concept that connects natural water systems (blue) with green spaces to create a sustainable and resilient urban environment.

Constraints: Factors that limit or restrict the development potential of land, such as natural hazards, landscape features, and planning regulations.

Design Guidelines: A set of criteria or principles used to shape the development and aesthetic quality of buildings and public spaces.

Developable Land: Areas identified as suitable for future development based on an analysis of constraints and opportunities.

District Plan: A statutory document that sets out the objectives, policies, and rules for managing land use and development within a specific district.

Green Belt: An area of open land around a town or city where development is restricted to preserve the natural environment and limit urban sprawl.

Heavy Freight Detour: A proposed alternative route for heavy vehicles to bypass town centres, reducing traffic congestion and improving safety and liveability in urban areas.

Implementation and Staging: The process of executing the spatial plan over different time frames (short-term, medium-term, long-term) to ensure sustainable development.

Indigenous Biodiversity: The variety of native species and ecosystems in a region, which are crucial for maintaining ecological balance and cultural heritage.

Infrastructure: The basic physical and organizational structures needed for the operation of a society, including roads, water supply, sewers, electrical grids, and telecommunications.

Infill Development: The practice of developing vacant or underused parcels within existing urban areas to optimize land use and reduce sprawl.

Land Use: The categorization of land based on its most suitable use, such as residential, commercial, industrial, rural, or open space.

Landslide Debris Inundation Overlay: A planning tool used to identify areas at risk of landslide debris flow, guiding development away from these hazardous zones.

Mahinga Kai / Kai Moana: Traditional Māori food gathering areas and practices, including the collection of plants and seafood, which are important for cultural heritage and food security.

Mana Whenua: The authority and rights of Māori, particularly local iwi, over their ancestral land and resources.

Medium Density Residential: Housing that includes semi-detached houses, terraced houses, or low-rise apartments, typically located close to town centres and community facilities.

Mixed Use Precinct: An area where residential, commercial, and industrial uses are integrated, promoting a vibrant and diverse urban environment.

Natural Hazards: Environmental factors such as floods, landslides, and tsunamis that pose risks to development and require careful planning to mitigate.

Neighbourhood Centre: A small-scale commercial area that provides local conveniences and services within walking or cycling distance from residential areas.

Outstanding Natural Feature (ONF): A landscape or geological feature recognized for its distinctiveness and high value, warranting protection from development.

Outstanding Natural Landscape (ONL): Areas of significant landscape value that are protected from inappropriate development due to their natural beauty and ecological importance.

Papakāinga: A traditional Māori settlement or community area that may include housing, communal spaces, and cultural facilities.

Rural Residential: Housing in a rural setting, typically with larger lot sizes that may allow for some self-sufficiency, such as vegetable gardens or small livestock.

Spatial Plan: A strategic guide that shapes the future development of a region, ensuring sustainable growth that aligns with the community's vision and values.

Statutory Acknowledgement (SA): An acknowledgement by the Crown of Māori special relationship with identified areas, aimed at improving Māori participation in resource management processes.

Te Rūnanga o Kaikōura: The local iwi authority for the Kaikōura area, playing a key role in the spatial planning process and the protection of cultural and natural heritage.

Town Centre: The principal commercial and service area of Kaikōura, featuring a mix of retail, hospitality, offices, and community facilities.



About Boffa Miskell

Boffa Miskell is a leading New Zealand professional services consultancy with offices in Auckland, Hamilton, Tauranga, Wellington, Christchurch, Dunedin and Queenstown. We work with a wide range of local and international private and public sector clients in the areas of planning, urban design, landscape architecture, landscape planning, ecology, biosecurity, cultural heritage, graphics and mapping. Over the past four decades we have built a reputation for professionalism, innovation and excellence. During this time we have been associated with a significant number of projects that have shaped New Zealand's environment.

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Report to:	Council
Date:	28 August 2024
Subject:	Potential Reserve Management Plans: South Bay Racecourse/Domain, Top 10 Holiday Park and Takahanga Domain
Prepared by:	Z Burns – Planning Officer
Input Sought from:	M Hoggard – Strategy, Policy and District Manager P Kearney – Senior Manager Corporate Services
Authorised by:	P Kearney – Senior Manager Corporate Services

1. PURPOSE OF THIS REPORT

The purpose of this report is to inform Council of responses to a request for suggestions for South Bay Racecourse/Domain, Top 10 Holiday Park Reserve and Takahanga Domain, and identify the scope of potential Reserve Management Plans for these reserves, taking these suggestions into account.

Note: the development of a Reserve Management Plan does not commit the Council to development or funding of any activity: this will be dealt with via future Long Term and Annual Plans.

2. RECOMMENDATIONS

It is recommended:

- a) That the Council accept this report
- b) Notes that all submitters have been thanked for their input
- c) That the Council direct staff to develop a Draft Reserve Management Plan for the South Bay Domain/Racecourse Reserve in accordance with the Reserves Act 1977, for Option 1 (Enhanced use / Activities) with amendments as appropriate.
- d) That the Council direct staff to develop a Draft Reserve Management Plan for the Takahanga Domain Reserve in accordance with the Reserves Act 1977, for Option 2 (Enhanced use) with amendments as appropriate.
- e) That the Council direct staff to develop a Draft Reserve Management Plan for the Top 10 Holiday Park Reserve in accordance with the Reserves Act 1977, for Option 1 (Enhanced use), with amendments as appropriate.

3. BACKGROUND AND OVERVIEW

The Reserves Act 1977 requires Council to prepare Reserve Management Plans for the reserves it manages.

The preparation of these Reserve Management Plans is guided by Section 41 of the Reserves Act. Subsection 3 states:

“The management plan shall provide for and ensure the use, enjoyment, maintenance, protection, and preservation, as the case may require, and, to the extent that the administering body’s resources permit, the development, as appropriate, of the reserve for the purposes for which it is classified, and shall incorporate and ensure compliance with the principles set out in section 17...”

Section 17 refers to Recreation Reserves, which is the formal status for which the reserves are gazetted. Section 17(1) identifies the purpose:

“...providing areas for the recreation and sporting activities and the physical welfare and enjoyment of the public, and for the protection of the natural environment and beauty of the countryside, with emphasis on the retention of open spaces and on outdoor recreational activities, including recreational tracks in the countryside.”

Considerations of matters raised in suggestions: South Bay Domain/Racecourse

As noted in the July Council initial report reviewing the suggestions from the public regarding the South Bay Domain/Racecourse, many of the suggestions observed the significance of the reserve to the town, importance of the A&P show or the Marlborough Anniversary Trotting Club Races, Kaikoura Hop, and other large community events but also the presence of Little Oaks by the Sea (a Preschool). Suggestions made for the site include, enabling the extension of the existing Preschool, enabling the use of open space for education and also encouraging the active use of the reserve while making optimal use of all areas the reserve.

Feedback largely referred to the re-planting of the hillside above the racecourse, encouraging further use of the green area in the middle of the racecourse for events that will support the town, and enable a range of different activities to take place as well as supporting the existing activities.

For the purposes of the development of a Reserve Management Plan (RMP) however, virtually all of the suggestions are within the scope of how a recreation reserve might be used, and therefore could be accommodated. Whether they are accommodated and the extent to which they are accommodated is therefore, a matter that any future reserve management plan would be expected to provide guidance.

One of the suggestions briefly mentioned the significance of the site based on significance of the Kaikōura Raids, where a warrior fought off a number of enemies.

Options for Consideration: South Bay Domain/Racecourse

There are 3 options for how Council might proceed. Both options 1 and 2 must remain consistent with the purpose of a recreation reserve as set out in the Reserves Act 1977.

These are:

- a) Develop a Reserve Management Plan with policies that identifies the difference in the areas and the potential variety of uses in the different areas while seeking to enhance existing activities and provide for enhanced use of un-utilised areas.
- b) Develop a Reserve Management Plan with policies that observes the Reserve as it is currently used without ability for enhanced or further mixed use
- c) Do not develop a Reserve Management Plan

Description of options, advantages and disadvantages

Option 1: Enhanced use

In this option, Council would develop management objectives and policies that would result in the optimal use of the area to benefit the public as much as possible, whilst retaining the Significant natural landscape of the area. This may result in identification of key areas for use, development and management/administration.

Option 1 South Bay Domain/Racecourse – Enhanced use/activities	
Advantages	Disadvantages
This option considers both the wider current and possible future uses of the site. It supports the existing activities and enables future activities and events as well as encouraging the wider use of the recreation reserve. Enables potential for different leases.	This option may take longer to implement. Information may be too in-depth

Option 2: Support current uses

In this option, Council would develop management objectives and policies that observes the Reserve as it is currently being used and does not propose ability for further activities to be considered for the reserve.

Option 2 South Bay Domain/Racecourse – Current use	
Advantages	Disadvantages
Continues with status quo usage Simpler in approach	There would be restrictions on potential uses and activities on the site – does not utilise the full extent of the reserve. Does not provide for future activities on the site

Option 3: No Reserve Management Plan

In this option, the area would continue to be managed as it is now, which is largely ad hoc, with exception to the Trotting Club Lease, and no reserve management plan would be developed.

Option 3 South Bay Domain/Racecourse – No Reserve Management Plan	
Advantages	Disadvantages
Simple and no change to current state.	This option is not compliant with the Reserves Act and does not connect to any strategic approach for the waterfront or respond to visitor or community needs. Council is constrained from developing or redeveloping any uses or activities as it has no policy for the reserve.

Discussion: South Bay Domain/Racecourse

The analysis above sets both broad and more specific approaches to developing the Reserve Management Plans, for the South Bay Domain/Racecourse. Although it will be useful having a document that considers the range of potential activities, it is important to ensure that any future plan does not place unrealistic restrictions on the future of the reserve.

The overall consensus of the South Bay Domain was that there have been few concerns regarding the potential use of the reserve, rather, the suggestions showed an eagerness to optimise the use of the space for the benefit of the entire community, even those who may not directly use it. Due to the range of activities that take place, it is a significant feature for the Kaikōura District.

The challenge is to ensure that each part of the reserve is correctly utilised, which given the number of different 3rd parties involved in this area may propose challenges to ensure the public retain reasonable access without hinderance.

Option 1, for consideration could identify and separate the areas for potential use, e.g., the current pool, the motorhome camping site, Little Oaks Preschool, the Trotting Club racetrack, the inner field, and the empty grassed space. This would ensure each area is optimally utilised despite the uniqueness of the size of this reserve including exploration of enhanced use of current activities and seeking to appropriately maximise the potential of the un-used areas.

Option 2 would likely enable an ‘umbrella’ approach and can set up overall objectives and policies as a guideline of how the whole reserve would be managed as per the current activities. This would include requirements around leases, potential to build or expand existing buildings and optimise the natural landscape area that is recognised on the District Plan Maps. Additional recreational activities or use would not be explored for the reserve.

As the Reserve is now, there is a varying degree of use, which can be considered seasonal. In the summer there are three district significant events (the HOP, Marlborough Anniversary Races and the A&P Show), whilst there is the Cricket Club generally playing on the inner field October to April, and the community pool only open for the summer months, and the function buildings at the racecourse are the only buildings used year-round. It is not expected that this will change much as a result of the Reserve Management Plan but may be increased potential to make greater use of the disregarded areas. Regardless of these options, because of the activities provided by 3rd parties, it will need to be considered what the scope of engaging 3rd parties would be and how it may affect potential uses of the reserve.

It would be considered that option 3 would not be a viable option. Despite it being the most straight forward, it is likely to cause further issues in the future. The other options enable varying future foresight and consideration for the reserve. The Reserve Management Plan does not necessarily dictate what does and doesn't occur in the reserve, but provides guidance for the management, administration and maintenance of the reserve.

Possible themes for policy consideration are outlined in Appendix 1.

Consideration of matters raised in suggestions: Takahanga Domain

It is very clear from the suggestions made by the public that the preference is that the general use of the Takahanga Domain area continue to promote the existing uses for sport. A number of suggestions noted that the Tennis Court should be repaired and allow for the possibility of a multi-use sports facility. The community courts has been a project for many years and is nearly reaching its completion. The project will result in the courts not just being solely reserved for tennis but to also provide for other sports e.g. Netball.

There is also acknowledgement of the cultural significance of the area. There are a number of historical signs next to the Memorial Hall (which sits adjacent to the reserve) and the site has a historic use of being a sports venue. There is a pathway to Takahanga Marae that provides a direct link between the domain and the Marae. Some of the suggestions have requested maintenance to the area is increased.

One of the suggestions mentioned the turning over of ownership of the Reserve to Rūnanga, however, this suggestion does not fall under the scope of the Reserve Management Plan. Council is constrained by legislation as to what can occur on the reserve and any disposal is subject to Ngāi Tahu first right of refusal.

Options for Consideration: Takahanga Domain

There are 3 options for how Council might proceed. Both options 1 and 2 must remain consistent with the purpose of a recreation reserve as set out in the Reserves Act.

These are:

- a) Develop a Reserve Management Plan with policies that support the existing activities of the reserve
- b) Develop a Reserve Management Plan with policies that enhance the activities and uses of the reserve.
- c) Do not develop a Reserve Management Plan

Description of options, advantages and disadvantages

Option 1 – Support existing uses

This option caters for the existing activities on the reserve, reinforcing the importance of the active recreation opportunities at this reserve.

Option 1 Takahanga Domain – Support existing uses	
Advantages	Disadvantages
Continues to support active recreation	May be restrictive of future potential community opportunities

Option 2 – Enhanced use

This option would aim to enhance the existing uses of the site, including the rugby field, potentially opening it up to other sports, continue to maintain the new multi-sport court facility and ensure all other sporting codes are appropriately catered for this reserve. This would not restrict the potential for mixed-use of the reserve however the reality is likely to not be that different from how the reserve is used today

Option 2 Takahanga Domain – Enhanced Use	
Advantages	Disadvantages
Provides a greater opportunity for more uses open to the public – does not restrict the potential uses for the community Utilises the full extent of the reserve	May result in too broad of an approach

Option 3 Do not develop a Reserve Management Plan

In this option, the area would continue to be managed as it is now, which is largely ad hoc.

Option 3 Takahanga Domain – No Reserve Management Plan	
Advantages	Disadvantages
Simple and no change to status quo.	This option is not compliant with the Reserves Act and does not connect to any strategic approach for the waterfront or respond to visitor or community needs. Council is constrained from developing or redeveloping any uses or activities as it has no policy for the reserve.

Discussion: Takahanga Domain

The analysis of the options above are similar, with the exception of option 3. The implementation of both options 1 and 2, ensure that the existing sports activities are continued on the site, but supported in different methods.

Much like the South Bay Domain, the reserve has been used for other community events over time, Seafest for example and partial use of the Takahanga Domain can be considered seasonal due to the use of the main area being the rugby club which caters for both kids rugby and adult rugby. This seasonal use will be similar for the multi-use courts, although weather dependent would likely be used in the winter occasionally. The bowls club has an artificial surface meaning it can be used throughout the year, and the squash club is used considerably year round.

Option 2 focuses on the enhancement of the overall area and potential for activities on the reserve. This could range to include vendors for sporting fixtures/events at the site. The intention of option 2 would also be an opportunity to build on the connection of the domain to the marae, the surrounding

area and ultimately the endorsement of both active and passive recreation (connection to the link pathway)

Option 1 focuses on the ongoing support for active recreation in the site. This would open up other sporting opportunities, such as the new multi-use courts, but this would not support new opportunities to maximise use of the reserve. Option 1 will focus on the activities of the reserve as they are, to continue to improve and maintain the amenities that are already present on the reserve. Candidate themes for policy consideration are outlined in Appendix 2.

Consideration of matters raised in suggestions: Top 10 Holiday Park

Similar to the suggestions regarding Takahanga Domain, the general consensus for the Top 10 Holiday Park is that it should be left as it is as a valuable asset to both the Kaikōura Community and the District Council. This does not seek to constrain future improvements to the Top 10 Holiday Park but rather recognise that current is appropriate. Over the years the Top 10 Holiday Park has increased the number of cabins and facilities resulting in a better visitor experience, enhancing the reserve.

There was a suggestion that Council should be purchasing the neighbouring land to lease to the same leaseholder of the Reserve currently, however, the majority of comments requested leaving the camping ground as it is. Submitters stated that given the location in proximity to the town centre and surrounding businesses, along with lost campground accommodation along the coast would be the reasoning for leaving as is.

Many of the submitters regard the Reserve as an important campground in the history of Kaikōura and that the best use for it is to continue to have it maintained and potentially provide easier beach access for visitors. Future beach access although aspirational, sits outside of the reserve itself.

There were a few other suggestions that referred to converting the site into a commercial opportunity, enabling business and town growth opportunities along with affordable and sustainable housing. Although these suggestions provide potential business growth in the district it would be a costly process to change and likely result in a general loss of business in the immediate surrounding area as the campground provides both cabin/room accommodation or space for caravans/campervans.

A suggestion included that profits made from the leasing of this Reserve go toward the continued maintenance or upgrading of other Reserves, this is outside the scope of the Reserve Management plan and would be a funding consideration as part of Annual Plan or LTP discussions.

Options for Consideration: Top 10 Holiday Park

There are 3 options for how Council might proceed. Both options 1 and 2 must remain consistent with the purpose of a recreation reserve as set out in the Reserves Act.

These are:

- a) Develop a Reserve Management Plan with policies that support the enhanced use of the reserve as a camping ground
- b) Develop a Reserve Management Plan with policies that support the reserve as it is
- c) Do not develop a Reserve Management Plan

Description of options, advantages and disadvantages

Option 1 – Enhanced activities

This option allows for policies to be introduced that would enhance the existing campground to support the surrounding commercial environment and allow for access to neighbouring areas such as the beach.

Option 1 Top 10 Holiday Park – Enhanced Use	
Advantages	Disadvantages
Allows for future proofing of the reserve and activities as the surrounding environment changes Opens up for future activities that support the current activity	A vague and unclear guide for the future Could be very broad More built form may appear overtime which could detract from the reserves openness

Option 2 – Leave the reserve as it is

Option 2 would intend to encourage policies that support the existing activity as it is. This would support the activity without further Council interference.

Option 2 Top 10 Holiday Park – Support current use	
Advantages	Disadvantages
Encourages the existing activity to continue operating	Does not show support for potential change in the future when it may need to be encouraged

Option 3 Do not develop a Reserve Management Plan

In this option, the area would continue to be managed as it is now, which is largely ad hoc

Option 3 Top 10 Holiday Park – No Reserve Management Plan	
Advantages	Disadvantages
Simple and no change to current state.	This option is not compliant with the Reserves Act and does not connect to any strategic approach for the waterfront or respond to visitor or community needs. Council is constrained from developing or redeveloping any uses or activities as it has no policy for the reserve.

Discussion: Top 10 Holiday Park

Based on the consideration of the suggestions, there is little public desire for the reserve to alter from its current use, except for the minor update of certain facilities. Much of the public was unaware that the area was registered as a Recreation Reserve. Based on the considerations of the suggestions, options 1 and 2 do not vary greatly and it is not expected that either of the options will greatly affect the existing activity.

As the largest campground in the Kaikōura Township, it is likely that there will always be a demand for this site, and many of the suggestions from the public claim the reserve to be an important part of the Kaikōura Community.

Option 1 enables a wider range of potential supporting changes in the future, enabling the reserve to change where necessary as the surrounding environment changes. Not only this, but option 1 enables an ability to plan and mitigate for future changes.

Option 2 would see the policies of the Reserve Management Plan support the existing activity and not actively supporting the upgrading or improvement of the site. Rather the lessee will adapt the site where necessary, provided it is approved by Council.

There were two (2), suggestions made by the public that suggested the activity here be changed to commercial, such as the surrounding area, and create a retail opportunity. Although this is a different line of consideration, it would not meet the definition of activities found within a recreation reserve.

Next Steps: Development of Reserve Management Plans for Takahanga Domain, South Bay Domain/Racecourse and Top 10 Holiday Park

Once Council provides which option would be the desired for the Reserve Management Plans for each of the reserves, the next step in the process is to commence the development of consultation drafts of the Reserve Management Plans for the South Bay Domain, Takahanga Domain and Top 10 Holiday Park Site. It would also be a matter of good faith and good practice to engage with Ngāti Kuri in the development of these plans.

Once these plans are prepared, they would be made available to the public and interested parties for a period of not less than 2 months, for formal submission. Council should note that the process outlined may not commence until the drafts for both the Esplanade Reserve and South Bay Forest are advertised for public consultation, however Council staff will aim to streamline the process to ensure momentum

4. COMMUNITY OUTCOMES SUPPORTED

Establishing these Reserve Management Plans 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

Appendices:

Appendix 1 – Outline of possible objective and policy themes: South Bay Domain/Racecourse

Appendix 2 – Outline of possible objective and policy themes: Takahanga Domain

Appendix 3 – Outline of possible objective and policy themes: Top 10 Holiday Park

Appendix 1

Outline of possible objective and policy themes: South Bay Domain/Racecourse

(thematic only, and not exhaustive)

General purpose

Recognition

Cultural importance to iwi

Appropriate recognition of the significance of the site and the context to tangata whenua will be made

Historic values

The context of the site will be recognised and significant artefacts or items conserved appropriately

Identification of sites

Use and development

Site 1

Activities

Access

Public access should be retained for as much of the site as is possible, and only constrained where controls are strictly necessary for health and safety and commercial protection purposes.

Environment

Amenity

Administration and management

Allocation of space

Space for different activities will be allocated to ensure that sufficient space is retained for general public usage for passive recreation, events...

Responsibility

Any 3rd party providing or managing particular activities is responsible for the development, maintenance, and removal of facilities and infrastructure and tracks, and making good the site if activities are discontinued

Site 2

Activities

Access

Public access should be retained for as much of the site as is possible, and only constrained where controls are strictly necessary for health and safety and commercial protection purposes.

Environment

Amenity

Administration and management

Allocation of space

Space for different activities will be allocated to ensure that sufficient space is retained for general public usage for passive recreation, events...

Responsibility

Any 3rd party providing or managing particular activities is responsible for the development, maintenance, and removal of facilities and infrastructure and tracks, and making good the site if activities are discontinued

Site 3

Activities

Access

Public access should be retained for as much of the site as is possible, and only constrained where controls are strictly necessary for health and safety and commercial protection purposes.

Environment

Amenity

Administration and management

Allocation of space

Space for different activities will be allocated to ensure that sufficient space is retained for general public usage for passive recreation, events...

Responsibility

Any 3rd party providing or managing particular activities is responsible for the development, maintenance, and removal of facilities and infrastructure and tracks, and making good the site if activities are discontinued

Site 4

Activities

Access

Public access should be retained for as much of the site as is possible, and only constrained where controls are strictly necessary for health and safety and commercial protection purposes.

Environment

Amenity

Administration and management

Allocation of space

Space for different activities will be allocated to ensure that sufficient space is retained for general public usage for passive recreation, events...

Responsibility

Any 3rd party providing or managing particular activities is responsible for the development, maintenance, and removal of facilities and infrastructure and tracks, and making good the site if activities are discontinued

Appendix 2

Outline of possible objective and policy themes: Takahanga Domain

(thematic only, and not exhaustive)

General purpose

Recognition

Cultural importance to iwi

Appropriate recognition of the significance of the site and the context to tangata whenua will be made

Historic values

The context of the site will be recognised and significant artefacts or items conserved appropriately

Use and development

Activities

Access

Public access should be retained for as much of the site as is possible, and only constrained where controls are strictly necessary for health and safety and commercial protection purposes.

Environment

Amenity

Administration and management

Allocation of space

Space for different activities will be allocated to ensure that sufficient space is retained for general public usage for passive recreation, events...

Responsibility

Any 3rd party providing or managing particular activities is responsible for the development, maintenance, and removal of facilities and infrastructure and tracks, and making good the site if activities are discontinued

Appendix 3

Outline of possible objective and policy themes: Top 10 Holiday Park Site (thematic only, and not exhaustive)

General purpose

Recognition

Cultural importance to iwi

Appropriate recognition of the significance of the site and the context to tangata whenua will be made

Historic values

The context of the site will be recognised and significant artefacts or items conserved appropriately

Use and development

Activities

Access

Public access should be retained for as much of the site as is possible, and only constrained where controls are strictly necessary for health and safety and commercial protection purposes.

Environment

Amenity

Administration and management

Allocation of space

Space for different activities will be allocated to ensure that sufficient space is retained for general public usage for passive recreation, events...

Responsibility

Any 3rd party providing or managing particular activities is responsible for the development, maintenance, and removal of facilities and infrastructure and tracks, and making good the site if activities are discontinued

Report to:	Council	
Date:	28 August 2024	
Subject:	Discretionary Grants Fund – Criteria and Application Form	
Prepared by:	W Doughty – Chief Executive Officer	
Input sought from:	B Makin – Executive Officer	
Authorised by:	W Doughty - Chief Executive Officer	

1. SUMMARY

The discretionary grants process has been run for three rounds and the next round is due in February 2025.

At a workshop on 10th July 2024 the current discretionary grants process was reviewed. The Council indicated changes to the criteria and application form ahead of the next round of funding in February 2025 such as setting a cap at the time of the decision, ensuring accountability of reports and including category selections in the application form. These changes have been tabled for the Council's approval, as per Attachments 1 and 2.

Direction was also given for Council Officers to update the Delegations Manual and for staff to investigate the potential for a targeted rate for Arts & Culture. A separate report will be brought back to the Council in the coming months on the options available for a targeted rate or other options that could achieve the same desired outcome. The Delegations Manual has been updated (under the Chief Executive's delegated authority) for a nominated person to screen the applications. This allows the Mayor to allocate the role at the start of each triennium. For this triennium the role was allocated to Councillor V Gulleford.

Attachments:

Attachment 1 - Discretionary Grants Fund Criteria

Attachment 2 - Application Form

2. RECOMMENDATION

It is recommended that the Council:

- a) Receives this report; and
- b) Approves the changes to the discretionary grants fund criteria and application form (as per Attachments 1 and 2), subject to any amendments desired by the Council.

3. BACKGROUND

The fund criteria were designed to be as unrestrictive as possible, to enable unforeseen groups to apply. There is an expectation, however, that the application provides a benefit to the Kaikōura district and promotes the four well-beings from the Local Government Act 2002 (social, economic, environmental and/or cultural well-being).

The discretionary grants process gives Council absolute discretion over who is eligible, who is funded, how much they receive, and any conditions they wish to place on the application (such as requiring grant payments be made either by lump sum or by instalment). No detailed review is undertaken by staff and no recommendations are made.

4. FINANCIAL IMPLICATIONS AND RISKS

No significant financial implications or risks are believed to be associated with the approval of the changes to the criteria and application form.

5. RELEVANT LEGISLATION & DELEGATED AUTHORITY

There is no legislation that would affect this decision.

The Council has total discretion over the process.

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

Kaikōura District Council Discretionary Grants

Purpose

The Council acknowledges the contribution of not-for-profit organisations in providing essential services which assist in developing the community at large. The Council's role is to respond to community needs by providing funding assistance where no other funding support is available.



How much is available?

The fund has an overall budget of \$100,000, to be allocated by the Council at the Council's absolute discretion, which may include the timing of payments and setting a cap on the requested amounts at the time of the decision.

The full budget amount does not need to be fully allocated. Unallocated funds shall not be carried over to subsequent years.

Sectors eligible for funding

The Council will consider requests for funding from community organisations providing services in the following categories (in no order of priority):

- Arts & Culture
- Community Facilities
- Community Welfare and Social Services
- Environment
- Heritage
- Sport and Recreation
- Other at the discretion of the Council

Each application is considered on its merits using the criteria set out below. The decisions made will be in the best interests of the local community and must provide Kaikōura specific benefits, including promoting the social, economic, environmental and/or cultural well-being of Kaikōura communities.

Who can apply?

Organisations wanting to apply for funding assistance must meet the following criteria:

- Be a not-for-profit organisation
- Provide services to the wider community or specific sectors in the Kaikoura community (any National or Regional organisation applying must refer specifically to Kaikoura costings and benefit)
- Be able to supply verified Annual Accounts
- Provide verification of charitable status (if applicable)
- Account for expenditure of funds specifically for grant received (this will affect eligibility for any future grants)

- There must be a contribution from the applicant towards the cost of the activity applied for. This can be from the applicant's own funds, grants from other sources, volunteer time or donated materials.

Application Process and Allocation of Funds

The Council Discretionary Grants scheme will open 1 March annually, and close in time for funding decisions to be made at a full Council meeting no later than 30 April annually, for payments to successful applicants after 1 July (the next financial year).

The Council's decision on all allocation of funds will be final.

Accountability

Organisations that have received funding from prior years must ensure that their reporting accountability is met. If reports are not returned, or are unsatisfactory, the organisation will not be eligible for future funding under this grant.

What can't be funded?



- Conventions, conferences, and reunions
- School based curriculum programmes
- Retrospective funding
- All travel or costs associated with events outside of Kaikoura including overseas travel
- Projects that have already received Council funding including through contracts and partnership agreements for the same activity within the same financial year.
- Food and catering
- Fundraising events
- Projects which better fit the criteria of other Council related funds available (such as the George Low Fund, Creative Communities, Sport NZ rural travel, Significant Natural Areas fund, Kaikōura Initiatives Fund, and others).

What can be funded?



- One application per organisation per year can be considered for funding
- Projects must be of direct benefit to people of the Kaikoura district
- Activity that can be considered for funding include (but are not limited to):
 - Operating costs
 - Funding for unforeseen circumstances
 - Equipment
 - Seeding funding for new projects/programmes
 - Volunteer expenses
 - Repairs and maintenance for community facilities
 - Training/workshops with a community development focus that are open to the public
 - Non-school-based educational programmes
 - Consultancy fees towards activities such as feasibility studies or engineers reports for community projects
- Community facilities including Council-owned and non-Council owned facilities.

Attachment 2 – Application Form



Discretionary Grants Fund

PROJECT APPLICATION FORM

A. Some information before you start

- Please complete one application form per project
- Applications need to be in by 5pm on ~~Thursday Monday 28th - 31st~~ March 202~~5~~⁴
- Decisions will be made by the Council on Wednesday ~~30th - 24th~~ April 202~~5~~⁴
- Your project will not be considered if it has started before this application has been assessed
- No late applications will be considered, unless granted prior approval
- Please check your application meets the criteria before submitting it – see section B
- Send your application:

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Please complete all questions, attach all supporting documents, and send to either of the following:

Email;
CEO@kaikoura.govt.nz

or deliver by hand to:
Level 1, 96 West End
Kaikoura

B. Criteria for your application

The criteria for the Discretionary Grants Fund is set out below. Please indicate **Yes** or **No** in the boxes below.

Please note that your application may not be eligible for funding if the criteria is not met. To be eligible for funding, you must be a not-for profit organisation (for example not a business which makes a profit).

Questions	Yes	No
Is this a not-for-profit organisation?		
Does it provide services to the wider community or specific sectors in the Kaikōura community?		
Are you able to supply verified Annual Accounts?		
Can you provide verification of charitable status (if applicable – if not applicable write N/A in the ‘no’ box)		
Have you accounted for expenditure of funds specifically for grants received?		
There must be a contribution from the applicant towards the cost of the activity applied for – is this documented in the application?		
Confirm you are applying as a group/organisation		
Has the project started?		
<u>Have you completed reporting on previous grants received? (If applicable – if not applicable write N/A in the ‘no’ box)</u>		

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C. Tell us about yourself

Full name of individual or group

Sector

Arts & Culture Sport Environmental

Community Welfare Heritage Other

Contact name

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Address

Post code

Telephone number(s)

Email

D. Description of your project


Briefly describe your project by answering the questions overleaf

The idea/kaupapa –
What is it you want to do?

The benefits –
How will your project
benefit Kaikōura?

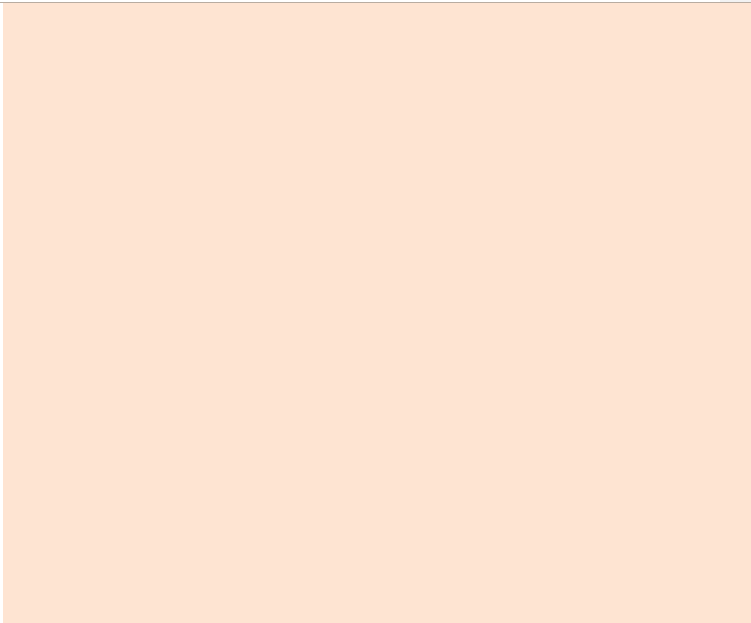
The process –

How will you carry out your project, and where and when?



The people –

Who is involved?
(include brief information about key individual or organisations)



E. The budget

Are you registered for GST?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	GST number			
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Applicants that are **not** GST-registered need to provide budget figures that **include** GST

Successful applicants who **are** GST-registered need to provide budget figures that **exclude** GST.
 Successful applicants who are GST-registered must submit a separate GST invoice if successful.

Include copies of written quotes provided by supplier, facilitator or vendor etc. Your budget must reconcile with the quotes provided.

Total Project Costs e.g. materials, venue hire, promotion, equipment hire, personnel costs	Amount
(a) Total cost	
Project Income e.g. ticket sales, etc	Amount
	\$
	\$
	\$
Other sources of income e.g. other grants, donations, own contribution, existing funds, expected fundraising	
(b) Total funds available	

Amount requested from Discretionary Fund	
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1. Financial background

Tell us about any other funding you have applied for or received for this project.

Date applied	Source of funding	Type of funding (eg, a loan, grant and what it will be used for)	Amount requested	Is funding confirmed? If yes how much. If you are still waiting for response, when will you know?

Individuals and groups must provide bank account details for the payment of the grant. If you are GST registered you will also be required to provide a GST Invoice if you are successful in your application.

Continue to Declaration on next page...

2. Declaration

I declare that the information supplied here is correct. If the application is successful, I/we agree to –

- complete the project within a year of the funding being approved
- complete and return a project accountability form (which will be sent with the grant) within two months after the project is completed
- participate in any funding audit of my organisation or project conducted if required
- inform the Council of any public event or presentation that is funded by the grant
- acknowledge the assistance of the grant verbally at event openings, presentations, performances and such like

I understand that the

KAIKOURA DISTRICT COUNCIL

Is bound by the Local Government Official Information and Meetings Act 1987. I also consent to it recording the personal contact details provided in this application, retaining and using these details, and disclosing them to KDC for the purpose of evaluating the Fund. I understand that my name and brief details about the project may be released to the media or appear in publicity material. I undertake that I have obtained the consent of all people involved to provide these details. We understand that I have the right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Please name two people for your project and sign below

First contact name

Signature

Second contact name

Signature

H. Final Check

Make sure you have

Date

- Completed all sections
- Checked that the budget balances
- Provided quotes, bank account details
- Meeting the criteria

Report to:	Council
Date:	28 August 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

My focus this month has mainly been internal with the completion of personal development and wellbeing reviews for everyone for the year and the roll of our internal strategy to help priorities and focus efforts over the next few years. Earlier this year Dave Clibbery signalled his intention to step back from the Senior Manager Operations role by Christmas. Having reviewed a number of structure options, we are starting a recruitment process to hopefully have a full-time replacement in place for the new year. We are also considering ways that Dave can remain connected to KDC and continue to bring his strategic expertise to key projects and activities. We will acknowledge Dave’s significant contributions to KDC for the last five years in due course.

The finance team have been busy preparing the interim year-end results and the papers for the Finance audit and Risk quarterly committee meeting. The full papers are included on the agenda. They are also turning their attention to preparing the annual report for 2023/24 and the subsequent audit that will commence in September 2024. The target is to have the final annual report for Council adoption in October. NZTA will be confirming the NLTP programme at the end of August. Early indications of funding allocations suggest that our LTP assumptions were on the mark for a number of categories. However, the active travel category, which includes footpath subsidy, is heavily over subscribed nationally and indications are that we will need to increase the amount of local share over the next three years in the order of \$250k to achieve the full scope of the programme. Final numbers will be confirmed in September.

Good progress is being made on the two remaining sections of the link pathway and these are still on track to be completed by November at the latest. Over the next couple of months, we will be turning our attention towards signage and other potential opportunities for the link pathway depending on any remaining funding. The roading, footpath and three waters programmes for the year ahead have been defined. The schedule of footpaths will be provided to the original footpath working group to reconfirm priority. Toilets at West End, Mill Rd and Churchill Park are still on track for installation before Christmas 2024.

The draft spatial plan is included on the agenda to seek approval for public consultation. This has involved a lot of work over the last year or so and we look forward to receiving further community feedback on the draft. Work is progressing on the reserve management plans with workshops being held this month. A paper for the second set of three reserve management plans is included on the agenda. The draft reserve management plan for the esplanade reserve is still targeted for the September Council meeting. The dark sky private plan change will be considered in September with the aim of providing the recommendation to Council for adoption in the November meeting.

This month further deep dives have been undertaken with the teams from both Hurunui and Kaikōura with the preferred supplier for the Enterprise Resource Planning (ERP) system replacement. We are on track for a 1st July 2025 go live date.

The Mayor, Councillor Gulleford and myself are attending the LGNZ annual conference on the 21st to the 23rd August. The quarterly Mayoral Forum is scheduled for the 29th and 30th August.

Local Water Done Well.

The Water Services Preliminary Arrangements Bill is expected to receive Royal Assent in the next week or so. This starts the twelve-month timeframe for all Councils across the country to develop water service delivery plans. As noted in the media, Kaikōura, Waimakariri and Hurunui councils are working together to explore a number of options that could be considered under the delivery plan. The North Canterbury Waters project is well resourced and underway. An information paper is included in the agenda which provides a summary of the requirements under the Act and a high-level summary of our joint project. Ultimately, Council will need to make a formal decision around service delivery arrangements before the delivery plan is submitted to government. There will be opportunities to seek community feedback and input before any decision is made.

South Bay Forestry

The harvest of the South Bay radiata pine forest is currently on hold pending the approval of an archaeological authority from Heritage NZPT. We have engaged a suitable archaeologist and a draft application is expected to be lodged by late August or early September. A revised date for the harvest to commence has not been confirmed at this point but will likely commence before Christmas.

NZ Play Advocates Field Trip

Over the last several months I have been coordinating with Sports Tasman and Sport NZ in regards to an exciting opportunity to bring a field trip to Kaikōura for Council Play Advocates from around the country. This has been confirmed for the 23rd to 25th September and will culminate with a presentation to elected members after the Council meeting on the 25th. The purpose of their assignment is to *Demonstrate how Kaikōura District Council can sustainably create more playful outcomes for local Tamariki*. A team from around the country will be coming together and bringing their collective experience to help come up with some ideas for us. They will be engaging far and wide in the community including mana whenua, key stakeholders and primary schools. This is a fantastic opportunity for us. Individual play advocate efforts are typically aimed at supporting big Councils around the country and this is not something that a small Council like us is resourced or funded to support. We have identified a small Council team to work alongside them. If any elected member would like to be involved in the initiative please let me know.

Council Team

Gayle McMillan has stepped into the fixed term maternity cover for the events coordinator role. We are taking the opportunity to recruit a replacement for the executive office who has a human resources background. This is aimed at a generalist with 3 years plus experience. Our executive search for the Senior Manager Operations role will go live at the end of August.

Currently four vacancies are open at Council:

- a) Building Control Officer (has been vacant for close to two years)
- b) Three waters technician
- c) Senior Manager Operations
- d) Human Resources Generalist

The personal objectives and plans for each team member for the year ahead will be finalised by the end of August and will incorporate some actions from our internal strategic focus.

Our annual staff development day is scheduled for the 17th October 2024.

Focus areas for the next three months

- a) Implementation of year one of the Long Term Plan.
- b) Continued internal strategy roll out and implementation.
- c) North Canterbury Waters

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:	28 August 2024	
Subject:	Three Waters Reform – “Local Water Done Well”	
Prepared by:	M Alexander – Project Manager	
Input sought from:		
Authorised by:	W Doughty - Chief Executive Officer	

1. INTRODUCTION

This paper is for noting. No substantive decisions are required.

This paper describes:

- The background to the present Government’s Three Waters reform programme;
- The key components of the reform programme; and
- The project jointly initiated by the Kaikoura, Hurunui and Waimakariri District Councils to respond to that reform programme.

2. RECOMMENDATION

It is recommended that this report is received for information.

3. BACKGROUND & CONTEXT

Local Water Done Well

“Local Water Done Well” is the descriptor attached to the Coalition Government’s Three Waters reform programme. It has three broad components:

- The repeal of the previous Government’s Three Waters legislation which set out the four/ten entity model. This is complete.
- The passage of legislation requiring water services providers to prepare for Government approval a plan that describes how they propose to deliver Three Waters services in a financially sustainable manner. At the time of writing, this legislation (Local Government (Water Services Preliminary Arrangements) Bill) is entering its final stages in Parliament. Councils will have one year (although there is a limited ability to seek an extension of time) from the date this Bill receives the Royal Assent to deliver, and have approved, a legally compliant Water Services Delivery Plan (“WSDP”); and
- Legislation that will set out a comprehensive regulatory scheme, including a full economic regulation regime, to govern the Three Waters sector into the future. This Bill is due to be introduced in late 2024 and pass into law by the middle of 2025. The broad thrust of this Bill was made known by the Government in policy documents released on 8 August 2024.

Hon. Simeon Brown, Minister of Local Government, is leading the Government’s legislative programme supported by Hon. Andrew Bayly, Minister of Commerce, who has responsibility for the economic regulation regime. This reform programme has close links with the Government’s broader infrastructure and housing policies. Both latter aspects are led by Hon. Chris Bishop.

The Coalition Government’s general approach mirrors that promoted by Communities 4 Local Government (“C4LD”), an advocacy group of like-minded councils established to oppose the previous Government’s reform proposals. All three North Canterbury councils were members of C4LD. The key components of C4LD’s approach were that councils and the communities they serve, should retain their property rights in their Three Waters assets, and that a governance approach better suited to local wants and needs should apply subject to meeting regulatory requirements. Both aspects are part of “Local Water Done Well.”

Water Services Delivery Plans

The soon to be Local Government (Water Services Preliminary Arrangements) Act will require each council to prepare a WSDP for Government approval within one year of the statute attaining Royal Assent. Councils may choose to do this individually or jointly with other councils. Before a WSDP is submitted, each council must resolve to adopt it, and each Chief Executive must certify that it is legally compliant.

A WSDP in broad terms must contain the following information:

- A description of the current state, condition, and value of a council's Three Waters network including the levels of service provided and the networks geographic scope;
- The asset management approach used;
- A description of any issues, constraints, and the risks that may impact on the delivery of water services;
- Whether the Three Waters services comply with current and anticipated regulatory requirements and if, not the capex and opex required to bring them into compliance;
- Detailed financial modelling that demonstrates how the Three Waters services will achieve financial sustainability (a defined term in the statute);
- The nature of the governance model that will apply to the Three Waters services in future years. The Government is not dictating any governance mode. It has said that it is open to any governance design provided the regulatory requirements are met on a continuing basis;
- A description of how the revenue from, and delivery of, water services will be separated from a territorial authority's other functions and services;
- If a territorial authority proposes to deliver water services itself, then it must describe the action it will take to ensure its water services will be financially sustainable by 30 June 2028;
- A description of any public consultation on a council's draft WSDP; and
- A description of the implementation plan for delivering the proposed model or arrangement set out in the WSDP.

As the last matter suggests, the Government's expectation (likely to be backed by regulatory force) is that the approved WSDP will be implemented in the manner described in the WSDP.

FUTURE REGULATORY ENVIRONMENT

As noted above, any future delivery model for Three Waters services in a district must meet prescribed regulatory standards.

There are three broad sets of regulatory requirements:

- Drinking water standards. These are in place and the regulatory body is Taumata Arowai. The Government has foreshadowed that some aspects of the underlying standards governing drinking water may be subject to change to address regulatory compliance costs, but the main thrust of the regime will be that which now is in place.
- Environmental standards. These are presently governed by regional and unitary councils under a framework for water quality set by the Central Government. Again, the Government has signalled that aspects of the environmental regime are subject to change, but the essential thrust of that regime will remain in place; and
- Economic regulation. This aspect of the regulatory regime will be new to local government and Three Waters services delivery. Economic regulation is a form of competition law designed to ensure that the interests of consumers are protected in cases when the service being provided has natural monopoly characteristics. Water infrastructure services have these characteristics. Economic regulation has been in place for many years in other utility sectors e.g. electricity and gas networks. The regulatory body will be the Commerce Commission. The Commerce Commission is an independent regulatory body with significant experience of administering and enforcing such legislation. The costs of regulation will be met by a sector levy established and enforced by the

Commission. As a first step, information disclosure is likely to be applied immediately across the sector. In time this may extend to price-quality regulation. The Government has signalled it has a particular concern presently with under-investment. As a result, the Commission is likely to be given powers to direct that investment occurs if it feels a particular Three Waters service provider is not providing the level of service required by the regulatory environment.

NORTH CANTERBURY COUNCILS JOINT PROJECT

On 8th August 2024, Kaikōura, Hurunui, and Waimakariri District Councils announced a joint project to investigate whether to submit a joint WSDP. If a joint WSDP is agreed, each individual council would nonetheless have to pass a resolution to endorse it before submitting it for approval. If a joint approach cannot be agreed, each council would need to submit individual WSDP's.

The project is funded by using unspent Crown money made available by the previous Government in relation to its now repealed, reform programme. The Coalition Government has directed councils that any unspent money should be applied to the present exercise. As a result, each contributing council to the project does not expect to have to contribute ratepayer funding to this project.

The project has four workstreams:

- Asset and network description.
- Financial modelling.
- Governance design and implementation; and
- Communications and consultation.

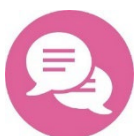
The financial modelling work has commenced and is being carried out by Castalia on behalf of the three councils. The asset and service level workstream will commence once the Bill is finalised and passes into law. The governance design and implementation workstream is about to commence. A communications plan has been approved by the project's governance and preliminary work on a public consultation programme is underway. Public consultation is expected to occur in early 2025.

Malcolm Alexander of Yule Alexander Limited is the Project Manager.

The project is governed by an Oversight Committee made up of the three mayors and the three chief executives of each council. The Oversight Committee is accountable to the elected members of each council.

As the project unfolds, papers will be brought at regular occasions to each participating council to determine design and content matters for inclusion in the WSDP. This is the first of these papers.

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

Report to:	Council
Date:	28 August 2024
Subject:	Finance Report to 31 July 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 the report is to provide a summary of the Council’s financial performance and financial position to the end of July 2024.

This first month of the financial year has produced an operating surplus of \$3.27 million, which is \$745k better than the budget. Grants & subsidies account for \$579k worth of this variance, with unexpected funding towards Local Water Done Well (to cover transition expenses), and revenue in advance for the Community Courts and the Wakatu Quay development.

This report is for information only.

Attachments:

- i. Key Indicators
- ii. Statement of Comprehensive Revenue & Expense (“Profit & Loss”)
- iii. Statement of Financial Position (“Balance Sheet”)
- iv. Statement of Cashflows

2. RECOMMENDATION

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

3. FINANCIAL INSIGHTS FOR THE YEAR AHEAD

While the significant grants received for Wakatu Quay put us ahead on revenue in month one, the project is about to kick into the construction phase, with the project team predicting visible works at the site in October.

There is a very high risk that delays will continue to plague the replacement of the Glen Alton Bridge over the Clarence River, and the IAF project will continue to distort overall financial performance due to the scale of the project. Both projects are, however, almost entirely externally funded and so should not pose a threat to the Council’s financial position.

NZTA indicative funding shows that there may be further shortfalls from the budgeted subsidies for roading and footpaths. This means that the Council may need to find another \$45k for roading work, plus another \$251k for footpaths. NZTA is yet to give their final decision on these subsidies, and our funding application for low cost/low risk projects is yet to be advised.

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

4.1 Operating revenue

- Penalties on rates from the previous year have been applied, and some minor credit adjustments have been made to water meter readings (to be accrued to the 2024 year).
- Dog registration revenue is down on budget, with approximately 80% of known dogs registered at the end of July, the dog control team have a plan in place to follow up with unregistered dog owners.

- A Local Water Done Well support package of \$113k from DIA has been received; this is aimed at assisting the Council to develop our Water Services Delivery Plan and other transitional costs, and was not budgeted.
- The intended revenue from IWK to cover transfer station costs has yet to be invoiced, with a monthly process to be agreed between both parties.

4.2 Grants & subsidies – capital

- The Wakatu Quay project received \$2.0 million in November and \$2.5 million in June, so still has \$4.2 million in unspent revenue carried into the 2024/2025 year as revenue in advance. The project team are projecting construction to commence late September pending the building consent application being approved.
- Mainpower NZ has committed \$60k to the Takahanga Mainpower Multisport Courts, plus the \$142k already received from NZ Lottery Grants in 2022, gives us \$202k revenue in advance towards this project.

4.3 Direct operating expenses

- Personnel expenses (salaries, wages, and honoraria) are well under budget at this stage, however this is a timing issue, mainly due to there being only two pay fortnights within the month of July, and part of the first fortnight has been accrued back to June. This should self-adjust for the August report.
- Professional services includes insurance premiums, and although we budgeted for significant premium increases across material damage and LAPP, we still underestimated the premiums for public liability cover, which were more than double the cost from last year.
- All other direct operating expenses are very close to budget.

4.4 Indirect operating expenses

- Depreciation is currently estimated based on depreciation from last year, and won't be finalised until the Annual Report for 2024 audit is completed. Notwithstanding this, it is very likely that depreciation will continue to be much lower than budgeted because the budget forecast has been calculated based on capital work that hasn't yet been completed (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.

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

5.1 Loans and cash

- The Council's financial advisors PriceWaterhouseCoopers (PWC) contacted the Council mid-July recommending a funding strategy to take advantage of falling interest rates, which they believe will be short-lived and will start to go back up again. Following their recommendation, the Council has raised a \$2 million loan at a fixed rate of 5.13% out to 2030, to refinance (in advance) the \$2 million loan that will mature in April 2025. This means our borrowings are now \$9.3 million until we repay the \$2 million loan in 2025.
- The surplus cash has been invested in a term deposit at 6.0% for 180 days.
- The real advantage of this funding strategy is that we have locked in a fixed term interest rate on our borrowing of 5.13% out to 2030, and PWC predicts this will be a lower rate than would have been available had we waited until April 2025 to refinance.

5.2 Trade & other receivables

- The significant balances at the end of June, such as the \$2.875 million for Wakatu Quay, \$1.0 million from Ozone, and \$500k for the IAF and BOF, have been paid to the Council and are now part of the reason we hold so much cash in the bank.

5.3 Trade & other payables

- Similarly, the significant revenue in advance balances discussed in the End of Finance Report are an end-of-year adjustment, which has been reversed in July and the unspent grants show as revenue.

6. STATEMENT OF CASHFLOWS

Cash from normal operating activities is negative. Usually, this would be a major concern, however the Council's first rates instalment isn't invoiced until August, and so revenue is low. During July, over \$4.6 million was received in grants for capital work, some of which is held for Wakatu Quay.

7. CAPITAL PROJECTS

Of the total \$291k spent on capital projects, five projects make the lion's share, the IAF project \$127k, Wastewater treatment plant and abatement notice work \$48k, sealing the transfer station site \$36k, Wakatu Quay \$23k, and the Link Pathway \$16k. There were ten other projects underway, with comparatively minor amounts spent, for the month of July.

8. 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.

9. 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).

10. 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.

11. 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)

12. 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 JULY 2024

<p>OPERATING RESULT <i>operating surplus/(deficit)</i></p> <p>\$3.27m</p> <p>\$745k favourable v/s year to date budget of \$2,529k</p>	<p>OPERATING COSTS <i>costs to deliver existing levels of service</i></p> <p>\$1.91m</p> <p>\$166k favourable v/s year to date budget of \$2.08m</p>
<p>TOTAL EXTERNAL BORROWING <i>total borrowings from bank</i></p> <p>\$9.30m</p> <p>\$2,000k unfavourable v/s full year budget of \$7.3m</p>	<p>INTEREST ON DEBT <i>cost to service debt</i></p> <p>\$49k</p> <p>\$08k unfavourable v/s year to date budget of \$41k</p>
<p>CAPITAL EXPENDITURE <i>cost of new &/or replacement of assets</i></p> <p>\$0.29m</p> <p>\$113.6K unfavourable v/s year to date budget of \$178.5K</p>	<p>DEVELOPMENT CONTRIBUTIONS <i>received for district growth</i></p> <p>\$30.2k</p> <p>\$5.6k favourable v/s year to date budget of \$25k</p>
LONG TERM PLAN MEASURES	
<p>DEBT AFFORDABILITY BENCHMARK <i>financing expenses as a % of rates</i></p> <p>268.1%</p> <p>258.1% unfavourable v/s council approved limit of 10.0%</p>	<p>EBID <i>earnings before interest and depreciation</i></p> <p>\$3.73m</p> <p>\$643K favourable v/s year to date budget of \$3.08m</p>
<p>BALANCED BUDGET BENCHMARK <i>revenue equal or greater than expenses</i></p> <p>271%</p> <p>171% favourable v/s council benchmark of 100%</p>	<p>BORROWINGS TO EQUITY <i>Term loans as a % of equity</i></p> <p>3.17%</p> <p>0.90% unfavourable v/s full year budget of 2.27%</p>

STATEMENT OF COMPREHENSIVE REVENUE & EXPENSE

FOR THE PERIOD ENDED 31 JULY 2024

	BUDGET	BUDGET	ACTUAL	VARIANCE
	FULL YEAR TO	YTD	YTD	YTD
	30/06/2025	31/07/2024	31/07/2024	31/07/2024
	\$	\$	\$	\$
REVENUE				
Rates revenue	10,537,555	-	18,322	18,322
Water meter charges	229,600		(324)	(324)
User fees & charges	1,922,856	305,437	271,941	(33,496)
Grants & subsidies	991,880	30,605	187,355	156,750
Development contributions	61,559	24,600	30,225	5,625
Interest revenue	57,489	4,791	16,804	12,013
Gain	88,200	-	-	-
Other revenue	685,001	24,605	25,213	608
Total Operating Revenue	14,574,140	390,038	549,536	159,498
Grants & Subsidies - Capital	14,046,867	4,213,816	4,633,073	419,257
Total Revenue	28,621,007	4,603,854	5,182,609	578,755
DIRECT OPERATING EXPENSES				
Personnel	4,126,431	389,281	245,638	(143,643)
Personnel Related Expenses	342,958	36,876	30,175	(6,701)
Admin & Office Expenses	452,374	39,192	37,353	(1,839)
Contractors	621,402	20,570	26,250	5,680
Professional Services	1,517,867	358,098	392,024	33,926
Grants/Donations	736,084	304,084	304,250	166
IT & Telecommunications	811,735	77,535	77,931	396
MRF	119,676	-	-	-
Utilities	716,573	46,037	45,346	(691)
Project Expenses	259,832	32,020	35,746	3,726
Repairs & Maintenance - Facilities	482,574	27,804	26,295	(1,509)
Repairs & Maintenance - Roading	1,368,522	117,015	119,544	2,529
Repairs & Maintenance - Waste	352,000	29,064	37,124	8,060
Repairs & Maintenance - Water	787,800	56,127	67,117	10,990
Other Expenses	574,096	6,919	11,174	4,255
Total Direct Operating Expenses	13,269,924	1,540,622	1,455,967	(84,655)
INDIRECT OPERATING EXPENSES				
Depreciation	6,238,922	514,123	404,032	(110,091)
Financing expenses	392,361	40,652	49,115	8,463
Overheads and Internal Charges	(196,378)	(20,392)	-	20,392
Total Indirect Operating Expenses	6,434,905	534,383	453,147	(81,236)
Total Operating Expenses	19,704,829	2,075,005	1,909,114	(165,891)
Operating surplus/(deficit)	(5,130,689)	(1,684,967)	(1,359,577)	325,390
TOTAL COMPREHENSIVE REVENUE & EXPENSE	8,916,178	2,528,849	3,273,496	744,647

STATEMENT OF FINANCIAL POSITION

AS AT 31 JULY 2024

	BUDGET to year end \$	ACTUAL 31/07/2024 \$	ACTUAL 31/07/2023 \$
ASSETS			
<i>Current assets</i>			
Cash & cash equivalents	1,682,415	6,430,905	2,383,105
Trade & other receivables	1,956,405	518,375	383,205
Prepayments & inventory	254,081	2,793	(110,768)
Current financial Assets	20,000	20,000	20,000
Other Current Assets	330,000	330,000	330,000
Total current assets	4,242,902	7,302,073	3,005,542
<i>Non-current assets</i>			
Intangible assets	-	33,731	62,976
Forestry assets	2,520,931	2,375,823	2,400,887
Investment property	7,477,534	2,940,000	2,940,000
Financial Assets	206,500	301,500	171,500
Property, plant & equipment	316,712,143	292,661,232	288,201,392
Total non-current assets	326,917,108	298,312,286	293,776,754
TOTAL ASSETS	331,160,010	305,614,359	296,782,297
LIABILITIES			
<i>Current liabilities</i>			
Trade & other payables	1,611,807	1,564,968	869,375
Employee liabilities	257,367	223,951	193,265
Landfill Provision - current	-	579,887	579,887
Current Portion of term debt	1,000,000	-	-
Total current liabilities	2,869,174	2,368,806	1,642,527
<i>Non-current liabilities</i>			
Provisions	224,575	224,575	224,575
Borrowings – non-current	6,300,000	9,300,000	5,300,000
Other term debt	482,928	482,928	482,928
Total non-current liabilities	7,007,503	10,007,503	6,007,503
EQUITY			
Public equity	143,790,195	120,621,105	118,802,434
Asset revaluation reserve	175,115,415	166,524,581	166,524,581
Special funds & reserves	2,377,723	6,092,364	3,805,251
Total equity	321,283,333	293,238,050	289,132,266
TOTAL LIABILITIES & EQUITY	331,160,010	305,614,359	296,782,297

STATEMENT OF CASH FLOWS

FOR THE PERIOD ENDED 31 JULY 2024

	BUDGET to year end \$	ACTUAL 30/07/2024 \$	ACTUAL 30/04/2023 \$
OPERATING ACTIVITIES			
Receipts from rates	10,767,157	18,322	29,887
Interest received	57,489	16,804	6,963
Receipts from other revenue	16,871,284	514,410	1,455,798
Payments to employees & suppliers	(13,937,592)	(2,728,019)	(3,724,649)
Interest paid	(392,362)	(49,115)	(32,511)
Goods & services tax (net)	-	(232,058)	(393,969)
Net Cash from Operating Activities	13,365,976	(2,459,656)	(2,658,482)
INVESTING ACTIVITIES			
Grants received for capital work	-	4,633,073	1,474,443
Purchase of investment property	(3,890,816)	-	-
Sale of property, plant & equipment	-	-	148,082
Purchase of property, plant & equipment	(13,007,991)	(292,066)	-
Purchase of forestry assets	-	-	-
Purchase of intangible assets	-	-	-
Purchase/Sale of non-financial assets	-	(95,000)	5,000
Purchase of current-financial asset	-	-	-
Payment into term deposits	-	-	-
Net Cash from Investing Activities	(16,898,807)	4,246,007	1,627,525
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)	3,786,351	(1,030,957)
OPENING CASH	5,215,246	2,644,554	3,414,063
CLOSING CASH BALANCE	1,682,415	6,430,905	2,383,105

KDC - CAPITAL PROJECTS 2025
Summary July 2024

	Total Project Budget	Life to Date Costs	Carried Forward	Budget 2025	Actual Cost for Month	Actual YTD Costs	Actual/Budget	Cost to Complete	Previous Forecast Cost	Revised Forecast Cost	Remaining Budget	Variance from Budget	FFC Movement for Month	TOTAL
Description	a	b		a	b	b		(d-b)	c	d	(a-b)	(a-d)	(c-d)	
Harbour - Sundry Renewals	5,000	-	-	5,000	0	0	0%	19,228	5,000	19,228	5,000	(14,228)	(14,228)	19,228
Office Furniture & Equipment	15,000	2,240		15,000	2,240	2,240	15%	12,760	15,000	15,000	12,760	0	0	12,760
Footpaths	750,000	-		250,000	0	0	0%	250,000	250,000	250,000	250,000	0	0	250,000
Computers & Software	46,000	0		46,000	0	0	0%	46,000	46,000	46,000	46,000	0	0	46,000
Book Purchases	32,000	367		32,000	367	367	1%	31,633	32,000	32,000	31,633	0	0	31,633
Toby Box & Meter Renewals	25,000	-		25,000	0	0	0%	25,000	25,000	25,000	25,000	0	0	25,000
Urban Water - Control and Sata System Upgrades	20,000	-		20,000	0	0	0%	20,000	20,000	20,000	20,000	0	0	20,000
Water Points & Structure Renewals	140,976	-		140,976	0	0	0%	140,976	140,976	140,976	140,976	0	0	140,976
Ocean Ridge Facilities	-	-		0	0	0		0			0			0
East Coast Village - Scheduled Renewals	5,000	-		5,000	0	0	0%	5,000	5,000	5,000	5,000	0	0	5,000
Kincaid Treatment Upgrade	100,000	-		100,000	0	0	0%	100,000	100,000	100,000	100,000	0	0	100,000
Kincaid - Misc Scheduled Renewals	13,119	-		13,119	0	0	0%	13,119	13,119	13,119	13,119	0	0	13,119
Kincaid Misc Toby & Meter Renewals	8,675	-		8,675	0	0	0%	8,675	8,675	8,675	8,675	0	0	8,675
Fernleigh Water - Reticulation	-	266		0	266	266		(0)		266	(266)	(266)		0
Fernleigh Water - Structure Renewals	12,500	-		12,500	0	0	0%	12,500	12,500	12,500	12,500	0	0	12,500
Peketa - Scheduled Renewals	2,998	-		2,998	0	0	0%	2,998	2,998	2,998	2,998	0	0	2,998
Oaro - SCADA and sampling improvements	3,000	-		3,000	0	0	0%	3,000	3,000	3,000	3,000	0	0	3,000
Oaro - Misc Scheduled Renewals	6,922	-		6,922	0	0	0%	6,922	6,922	6,922	6,922	0	0	6,922
Urban Water - Reticulation		1,651		0	1,651	1,651		1		1,651				0
East Coast - Reticulation		11,009		0	11,009	11,009		0		11,009				0
Sewerage - Reticulation		1,751		0	1,751	1,751		0		1,751	(1,751)			0
Sewer pump renewals	100,000	1,969		100,000	1,969	1,969	2%	98,031	100,000	100,000	98,031	0	0	98,031
Hawthorne Rd Pump Station	120,000	-		120,000	0	0	0%	120,000	120,000	120,000	120,000	0	0	120,000
Odour Control Renewals	5,000	-		5,000	0	0	0%	5,000	5,000	5,000	5,000	0	0	5,000
Wastewater Treatment Plant	120,000	32,028		120,000	32,028	32,028	27%	87,972	120,000	120,000	87,972	0	0	87,972
Stormwater - Reticulation	34,425	-		34,425	0	0	0%	34,425	34,425	34,425	34,425	0	0	34,425
Treatment Plant - Abatement Notice		13,356		100,000	13,356	13,356	13%	86,644	100,000	100,000	86,644	0	0	86,644
Stromwater - Pipe Upgrades		-		5,000	0	0	0%	5,000	5,000	5,000	5,000	0	0	5,000
Stormwater Renewals		-		5,000	0	0	0%	5,000	5,000	5,000	5,000	0	0	5,000
Landfill Site - Capping/Closure	1,357,828	452,123		400,000	36,165	36,165	9%	363,835	400,000	400,000	363,835	0	0	363,835
Wakatu Quay PGF Development	10,950,000	4,185,415		3,890,816	12,555	12,555	0%	3,878,261	3,890,816	3,890,816	3,878,261	0	0	3,878,261
Top End Toilets - Mill Rd	135,000	31,005		0	0	0		135,000	0	135,000	0		(135,000)	135,000
Blue Duck/Puhi Puhi Valley	800,000	661,448		0	13,850	13,850		(0)	0	13,850	(13,850)			0
Pine Tree Replacement	25,000	-		25,000	0	0	0%	25,000	25,000	25,000	25,000	0	0	25,000
Old Wharf Sheds - Refurbishment	20,000	-		20,000	0	0	0%	20,000	20,000	20,000	20,000	0	0	20,000
Jordan Stream Bridge	300,000	17,033		300,000	323	323	0%	299,677	300,000	300,000	299,677	0	0	299,677
Unsealed Pavement Renewals 211	551,258	-		186,648	0	0	0%	186,648	186,648	186,648	186,648	0	0	186,648
Sealed Pavement Renewals 212	1,731,095	1,760		561,542	1,760	1,760	0%	559,782	561,542	561,542	559,782	0	0	559,782

	Total Project Budget	Life to Date Costs	Carried Forward	Budget 2025	Actual Cost for Month	Actual YTD Costs	Actual/Budget	Cost to Complete	Previous Forecast Cost	Revised Forecast Cost	Remaining Budget	Variance from Budget	FFC Movement for Month	TOTAL
Description				a		b		(d-b)	c	d	(a-b)	(a-d)	(c-d)	
Kerb & Channel Renewals 213	465,000	1,515		155,000	1,515	1,515	1%	153,485	155,000	155,000	153,485	0	0	153,485
Pavement Rehabilitation 214	990,000	-		330,000	0	0	0%	330,000	330,000	330,000	330,000	0	0	330,000
Traffic Service Renewals 222	210,600	6,015		70,200	6,015	6,015	9%	64,185	70,200	70,200	64,185	0	0	64,185
Minor Improvements 341	450,000	1,209		150,000	1,209	1,209	1%	148,791	150,000	150,000	148,791	0	0	148,791
Road Safety	30,000	-		10,000	0	0	0%	10,000	10,000	10,000	10,000	0	0	10,000
Airport		-	-		0	0		31,003	0	31,003	0		(31,003)	31,003
Link Pathway	2,329,739	1,278,167		400,000	16,039	16,039	4%	383,961	400,000	400,000	383,961	0	0	383,961
IAF Project - Transport	12,371,740	2,149,265		6,438,988	126,893	126,893	2%	6,761,706	6,438,988	6,888,599	6,312,095	(449,611)	(449,611)	6,761,706
Waiiau Toa/Clarence Valley Bridge	13,650,000	2,311,085		2,000,000	0	0	0%	2,000,000	2,000,000	2,000,000	2,000,000	0	0	2,000,000
Civic Centre		-	-		0	0		14,500	0	14,500			(14,500)	14,500
Community Courts	168,000	-		168,000	0	0	0%	168,000	168,000	168,000	168,000	0	0	168,000
CF Amphitheatre & Bridge	35,000	-	-	35,000	0	0	0%	75,000	35,000	75,000	35,000	(40,000)	(40,000)	75,000
Public Toilet Upgrade - West End, Churchill St	550,000	197,265		550,000	0	0	0%	550,000	550,000	550,000	550,000	0	0	550,000
CF Pensioner Flats	20,000	-		20,000	0	0	0%	20,000	20,000	20,000	20,000	0	0	20,000
I-Site Carpark Reseal	12,000	-		12,000	0	0	0%	12,000	12,000	12,000	12,000	0	0	12,000
TOTAL BAU Programme	48,717,875	11,357,943	-	16,898,809	280,962	280,962	1	17,330,716	16,898,809	17,611,678	16,630,506	-504,105	-684,342	17,330,717

Report to:	Council	File #
Date:	28 August 2024	
Subject:	Community Services Team Update	
Prepared by:	S Haberstock – Community Services Manager	
Input sought from:	Community Services Team and partners	
Authorised by:	P Kearney – Senior Manager Corporate Services	

1. SUMMARY

The purpose of this report is to keep the Mayor and Councillors informed of the activities delivered by the Community Services Team and showcasing the strong partnerships we have with the Kaikōura community. The report this month includes the following activity updates for July/August:

- a) Community Development
 - i. *Community Development and Community Groups*
 - o Te Hā o Mātauranga
 - o Other community group updates
 - o Community Events
- b) Library Dashboard
- c) Kaikōura Emergency Management

2. RECOMMENDATION

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

3. ACTIVITY UPDATES

1. Community Development

- a) *Community Development and Community Groups*
 - i. *Te Hā o Mātauranga (THOM)*

Youth development activities held and upcoming

- THOM ran a graffiti workshop with two spray painters from CHCH. The two artworks produced will be installed at Te Puna Reo o Te Ahi Kaikōura a Tama ki te Rangi - Hapuku Puna.
- THOM ran a drama workshop with 3 young actors early this week. It was a really inspiring and great learning experience for those who took part.
- THOM has a couple of ski trips planned over the next few weeks.
- Youth Council is running a Talent Show on the 16th of August.

Driving

THOM is entering a busy period of practical tests - they have 21 clients sitting either a restricted or full test within the next 60 days. They will be supporting a few of them to get to the test and to use either their vehicle or the mentoring vehicle from Blenheim and this will be a logistical challenge. Booking times are at least 2 ½ months out; however, they check for cancellations regularly and are sometimes able to move people into an earlier slot.

Joey is booked to attend Driving Instructor training and Rob has successfully completed delivery of his first defensive driving course.

Youth Council

KYC AGM is planned for 29th August. They will need to adopt a new constitution and reregister due to the changes to the Incorporated Societies Act.

MTFJ

Aysia has had 5 placements so far, this financial year which is amazing considering how few jobs are actually out there! THOM has installed a coffee machine and will be training staff and their students how to use this. They are excited as their vision for students moving on from THOM is leaving with practical barista skills, ready to head into the hospitality market. MTFJ upcoming training - STMS (traffic management), lifeguard, class 2 (truck licence).

Youth Mentoring

THOM is currently consulting with community about the need for youth mentoring and how this could work. The NZ Youth Mentoring Network has a great framework that Sarah and Mark are working through to set up their own system. Vicki is working on several funding requests to support this mahi.

ii. Other community group updates

Takahanga Sports Courts

A funding grant of \$75,000 has been confirmed from the Kaikōura Community Op Shop Trust. We are extremely grateful for this contribution that means we can go ahead with Phase One works. Plans are currently being made with a preferred local contractor to begin works and provide a timeline for the redevelopment.

Pensioner Housing

A new tenant has moved into unit 2 and is settled and well. Inspections are completed with minimal maintenance required. The waiting list is currently sitting at 10.

Aging Well Kaikōura

Research is continuing around Abbeyfield development. Some focus groups are set to be held at the end of the month for different age groups. Information gained from these will form part of the Age Friendly strategy currently being worked on by Alison Moore.

b. Community Events

Christmas Festival

Planning is underway for the Christmas Festival, building on last year's success in the West End. This is set to be held on Saturday 7th December and to be held in the Memorial Hall and surrounding outdoor spaces. It is great to have the same passionate group of volunteers from last year on board again.

Memorial Hall

We have had a busy month of hire of the Memorial Hall for a wide range of events. Improvements have been made to the bar area with old and damaged shelving removed and new shelving installed. This sits alongside a new double door fridge that was donated by Seaward Lions. The sound gear that was purchased last year is proving a valuable resource, providing significant savings for community organisations without having to hire gear from out of town. A huge thanks to Charlie Lister for his assistance in the research and purchase of the equipment. There is a longer-term plan in place to review some more extensive lighting options – this will require input and funding from community groups. The stage curtain was repaired along with purchase of some new floor mats in each entrance and a new lock box for ease of use by hire groups.

Kaikōura District Library

The library is delighted to be partnering with our Regulatory Team, who bring ‘George’ the dog into the library for the children to read to. George has the perfect calm and friendly temperament and helps alleviate any fears or self-consciousness when children read out aloud to him. Many other libraries over the country provide Reading to Dogs programmes. The growth in these programmes in schools and libraries is a testament to the programme’s effectiveness in aiding children’s literacy and Kaikoura District Library can now count themselves as part of this progressive literacy movement!

KAIKOURA DISTRICT LIBRARY

DASHBOARD
JULY 2024

JULY 2024

3,675

PEOPLE VISITED THE LIBRARY THIS MONTH

READING ALOUD WITH GEORGE

Every fortnight we have George visit the library, for kids to read to. He has been a big hit!

Reading aloud is critical for helping children learn to read. Many children have difficulties reading in front of others. When children read to a calm and friendly dog, their fear of being judged or laughed at for their mistakes disappears, and their reading ability and self-confidence improve over time. They begin to associate reading with a pleasant experience.

THIS MONTH THE LIBRARY STAFF DID FACE PAINTING FOR THE MATARIKI NIGHT MARKET!

BOOK STATISTICS JULY

	21/22	22/23	23/24
▲ ISSUES	2,015	2,246	3,308
▲ RENEWALS	197	190	218
▲ RETURNS	1,913	2,417	2,585

THE LIBRARY HAS HAD AN 18% INCREASE IN VISITORS FOR 2024!

- Increase in issues for 2024

18%
- Increase in adult fiction issues for 2024

31%
- Increase in non-fiction issues for 2024

19%

LEGO

To coincide with this year's inspiration corner, we created a lego town for kids and adults to add to.

A WORLD CLASS LIBRARY SERVICE WHICH RETAINS ITS COMMUNITY VALUES

Kaikōura Emergency Management

Emergency Management Officer update:

- Attended a regional planning session looking at Tsunami events. Out of this will come local planning and visits to high-risk areas to review their plans and evacuation routes.
- Planning ahead for Exercise Pandora scheduled for early November where all of the South Island will participate in the full-day drill.
- Primary focus for the remainder of this year will be opportunities for Public Education, starting with the schools.
- Has provisioned hardware for the new Dashboard system created by Canterbury GIS where we can look at all regional events that could impact Kaikoura and surrounds including, fire, road closures, Geonet events, flooding and waters, and weather overlaid with population, terrain, and other maps. This is on a rolling platform that we can move to the secondary EOC if required. Training will be provided for all staff when it becomes operational.

Recovery Manager update:

Richard Ball (CDEM Group Recovery Manager) and James Thompson (NEMA Group controller) visited Kaikoura on Monday the 12 August. They are having meetings with many Mayors and CEs around the South Island. Their key messages were:

- We are unprepared for recovery
 - Systemic issues need to be addressed
- Engage widely: locally and nationally
 - Trusted relationships are critical
- Leadership culture: collaborate, coordinate & empower
- Start on day 1 and look far ahead

Please see Appendix 1 for the entire report.

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

Recovery

A Group Recovery Manager's Perspective

7 August 2024

Richard Ball
Canterbury Group Recovery Manager
richard.ball@cdemcanterbury.govt.nz



Key messages

- We are unprepared for recovery
 - Systemic issues need to be addressed
- Engage widely: locally and nationally
 - Trusted relationships are critical
- Leadership culture: collaborate, coordinate & empower
- Start on day 1 and look far ahead



The nature of Recovery

It's different from response



Late, ad hoc, and overwhelmed

Statutory context rarely known or followed

- Definition of recovery. Recovery roles and responsibilities under Act and National Plan
- Applies to both Govt & Local Govt
- Confused relationship with BAU structures, roles and responsibilities

Unready

- Very limited pre-event plans, training, resources, or systems
- Low levels of organisational understanding or commitment
- Unclear roles and responsibilities
- Bespoke arrangements = unplanned & unready



Made even harder by...



Lessons not learnt

- Recovery slowed by absence of readiness or understanding
- Reinvented each time
- Knowledge and skills dissipate after each event

Culture clashes

- CDEM response focus
- Govt vs Local Govt: low mutual understanding
- Control and competition vs collaboration and coordination

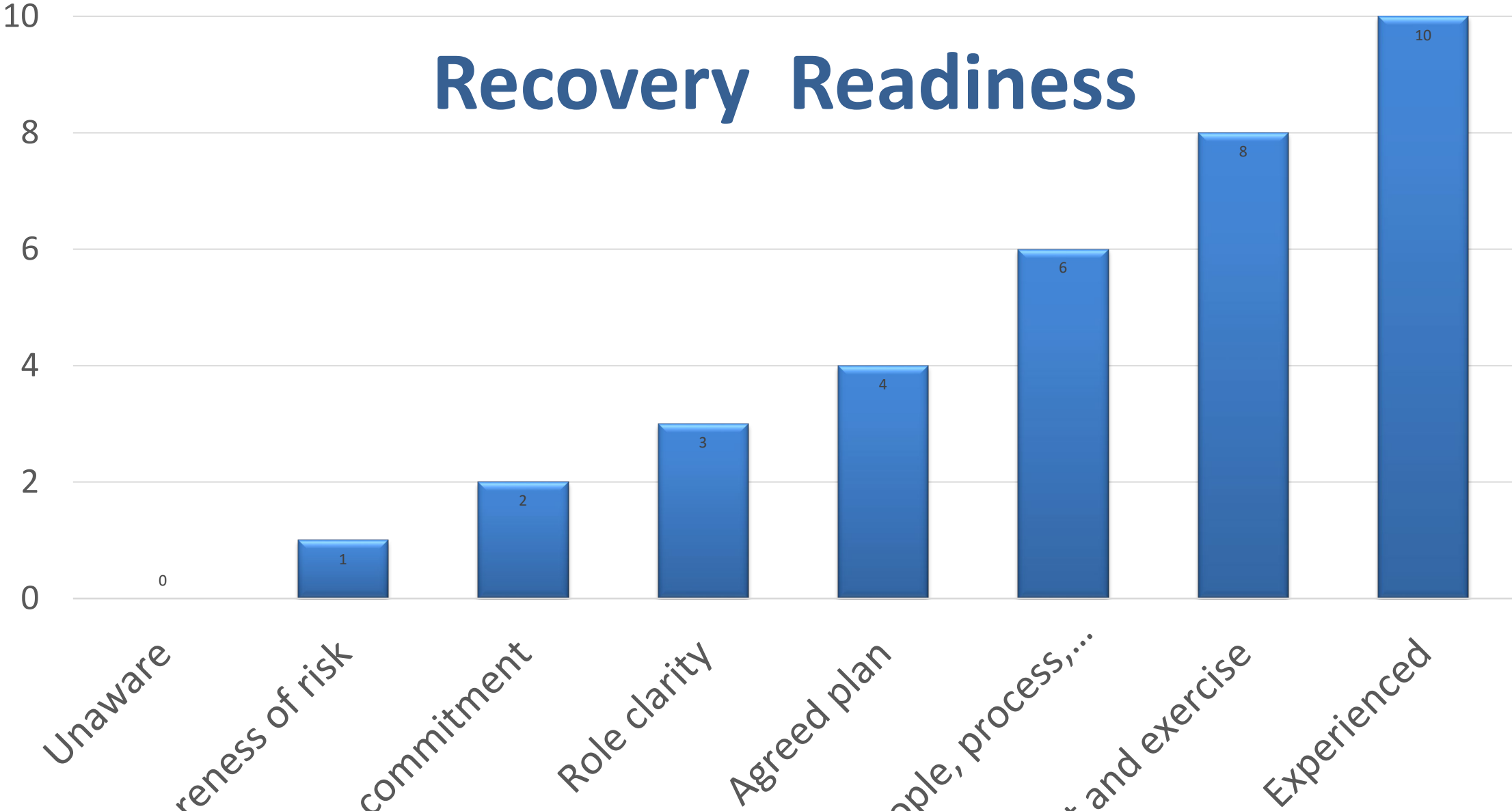


Local Government CDEM Recovery Role

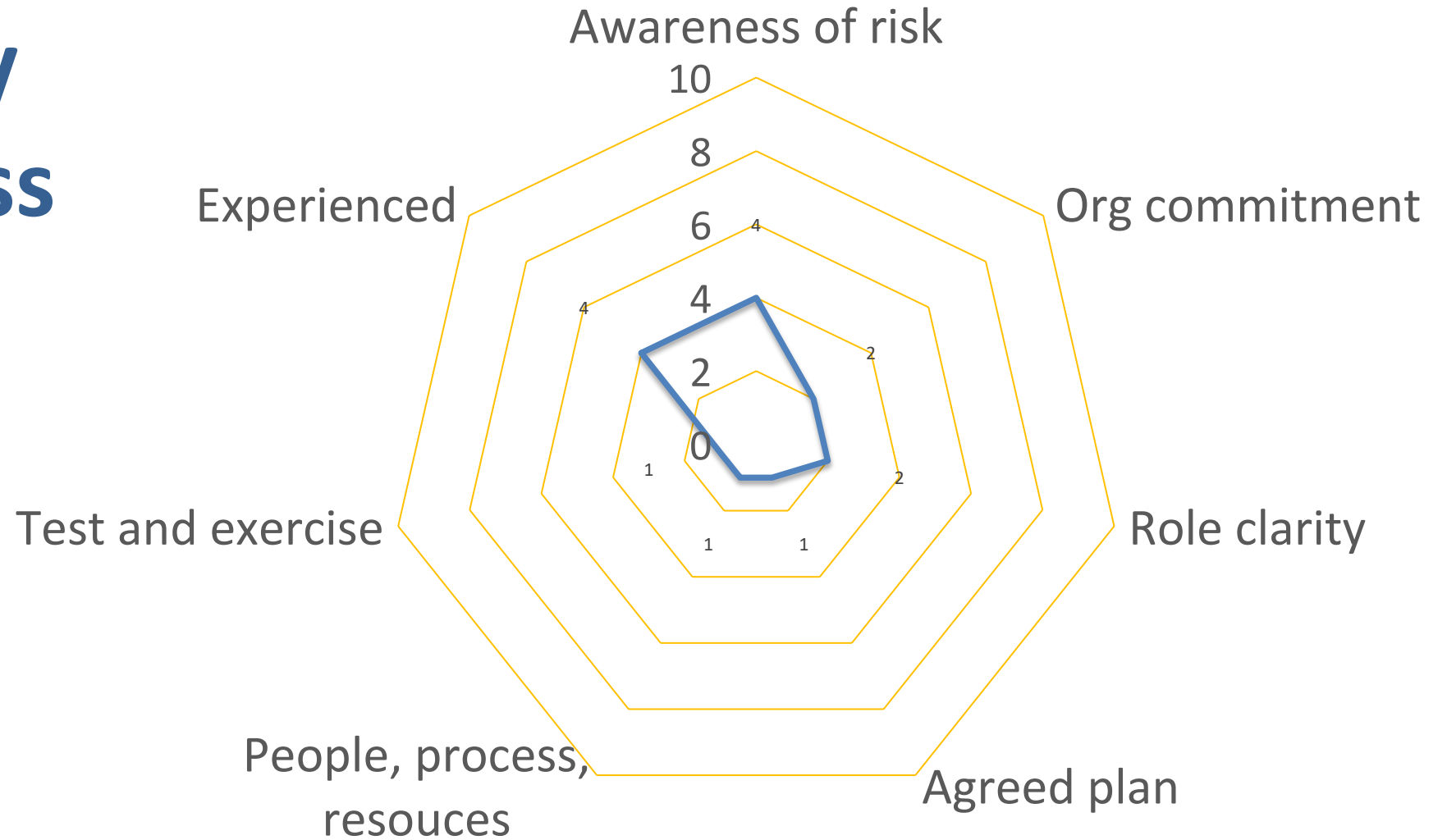
- **Coordination** of multiple agencies – not just local authority functions.
- Advocacy for recovery needs and funding, including Govt.
- Leadership, organising and problem solving.
- Limited direct authority or resources.
- Influence through relationship building and community engagement.
- Interim: will evolve to more permanent recovery arrangements.



Recovery Readiness



Recovery Readiness



Elements for success: Be Prepared



An agreed and exercised plan

- Personnel trained, processes and funding in place to get started
- If you haven't exercised the plan, you're not ready

Be ready for early recovery

- Starting well is critical for credibility and success
- A good plan frees up time and brainpower to think about the things that weren't anticipated



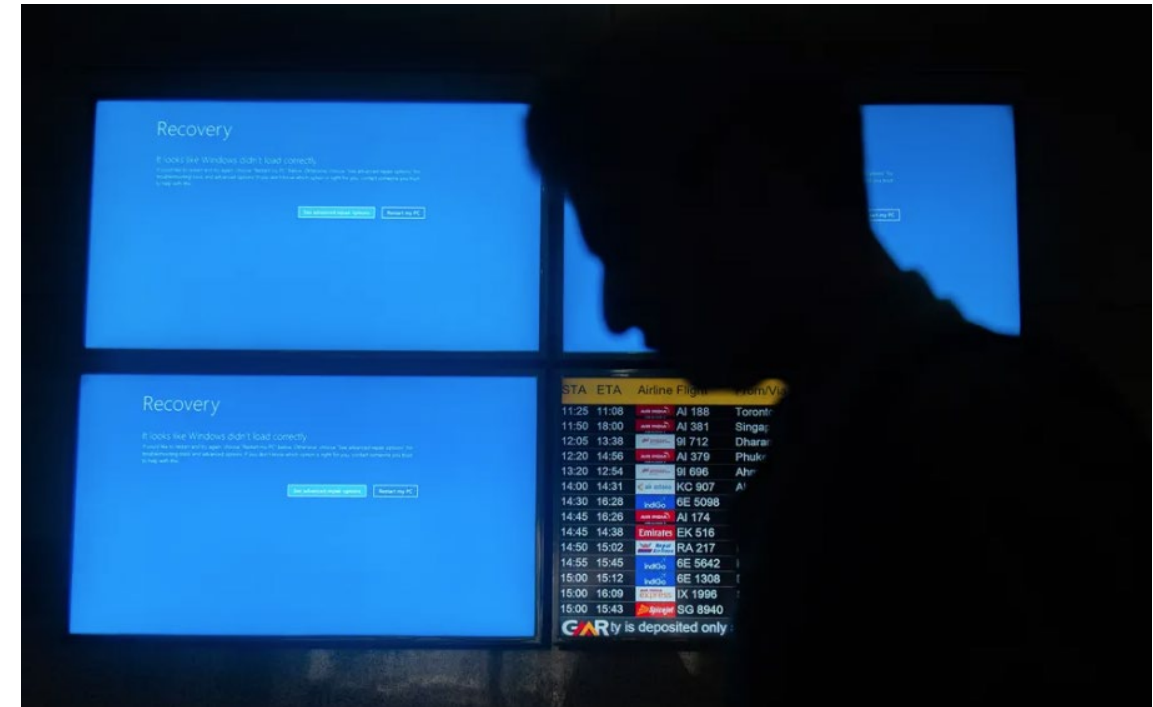
Elements for success: Engage and anticipate

Engage as recovery partners

- Trust and mutual understanding
- Seek early input to decisions

Hazard and consequences assessment

- 80% (or more) of recovery issues can be anticipated before an event
- Analyse and plan accordingly
- What will happen, what recovery needs, who involved?
- Share knowledge and insights



Elements for success: During Recovery

Start immediately.

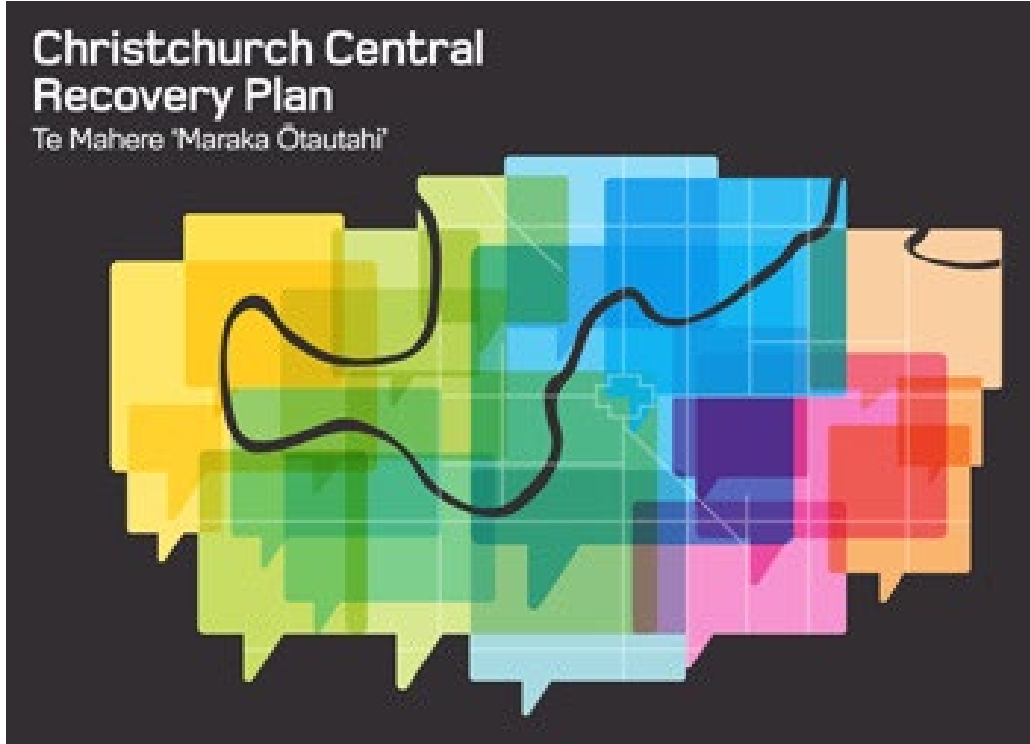
- The sooner you think about recovery, the quicker you can exit the state of emergency.

Leadership style

- Engage and collaborate from outset
- Visit: see and be seen
- Provide direction and hope
- Problem solve
- Simplify complexity
- Manage expectations



Elements for success: The long haul



Expect change

- Adapt your plan as circumstances change
- Recovery needs and personnel will change

Plan your exit

- Build capacity and commitment in others

Personal resilience

- Long, hard, and thankless
- Little praise, LOTS of criticism
- Whatever you do will be wrong (for some)
- KIA KAHA



Take away messages

- Get prepared – plan and exercise
 - Clear roles and responsibilities are paramount
- Lead, coordinate, empower
- Engage widely: locally and nationally
- Start on day 1 and look far ahead



Report to:	Council	File #
Date:	28 August 2024	
Subject:	Kaikōura Youth Council	
Prepared by:	Kaikōura Youth Council and Staff	
Input sought from:		
Authorised by:	W Doughty - Chief Executive Officer	

1. SUMMARY

Kaikōura Youth Council has been planning some events for the upcoming months as well as making a plan to incorporate the MYD Youth Plan into the workings of Kaikōura.

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

1. KYC is working on creating a Kaikōura Youth plan based on the MYD Youth Plan that has been created. We are then going to run workshops with different groups on how to use the Kaikōura Youth Plan and how to integrate it into workplaces. We are going to be putting out a survey for the students to ask their thoughts on the new Kaikōura Youth Plan
2. KYC ran a talent show for the Lateral Youth Group on 16th August. We had 6 performances from the youth. It was a great night and great to see the young people of Kaikōura get to show off their musical abilities.
3. KYC is going to a Public Speaking workshop on Saturday 24th August in Christchurch.
4. KYC is beginning to plan their events for Te Wiki o Te Reo Māori and Mental Health Awareness week.

5. COMMUNITY OUTCOMES SUPPORTED



Community

We communicate, engage and inform our community



Development

We promote and support the development of our economy



Environment

We value and protect our environment



Future

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



Services

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

Report to:	Council
Date:	28 August 2024
Subject:	Planning Update Report
Prepared by:	Z Burns – Planning Officer
Input sought from:	P Egan – LIMs & Administration Officer F Jackson – Policy Planner M Hoggard – Strategy, Policy and District Plan Manager
Authorised by:	P Kearney – Senior Manager Corporate Services

1. SUMMARY

This report provides a high-level update of what is occurring in the planning department.

The key aspects to note are:

- LIM numbers continue to improve since the beginning of the year
- Most Resource consents remain processed in-house (see attachment 1 for details)
- Plan Changes 5 & 6 continue to progress
- Central Government reforms remain a work in progress
- Canterbury Regional Policy Statement review continues

Attachments:

- i. Resource consents in progress

2. RECOMMENDATIONS

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

3. BACKGROUND

3.1. Resource Consent Status

Resource consent applications continue to come in. So far in this financial year we have issued 8 consents, two of which were over timeframes.

The Kainga Ora resource consent has undergone and completed limited notification. None of the affected/notified parties wished to make a submission on the proposal and were happy for the application to proceed.

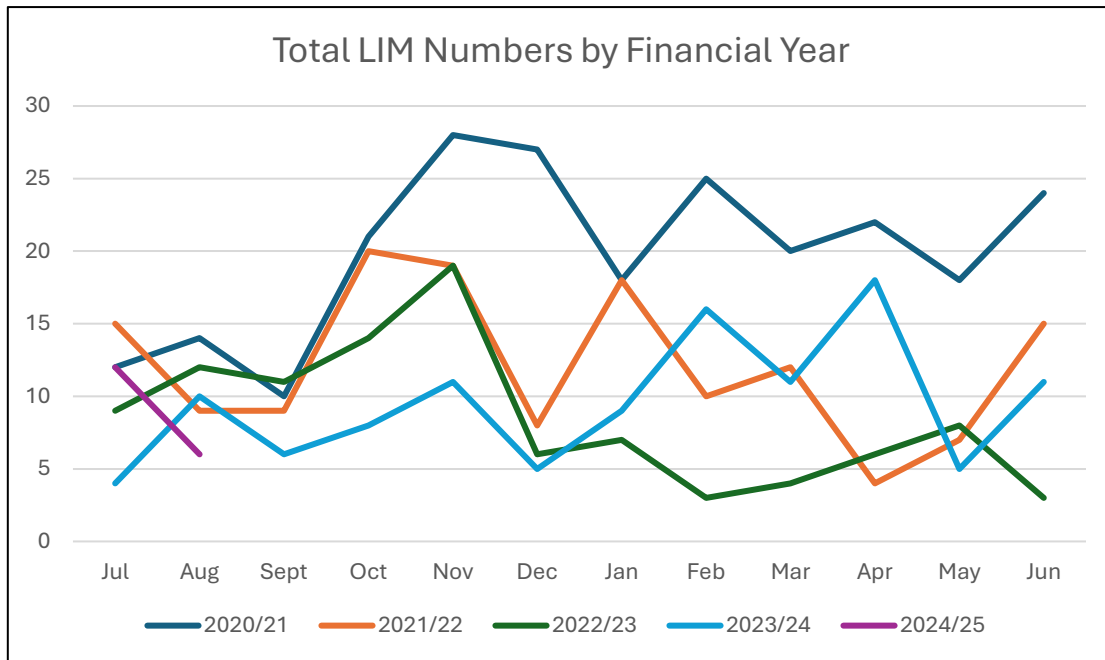
Resource consents have been applied for regarding the Whale Trail. A resource consent is also expected to be lodged with the Council for the extension of Ingles Drive, this will be the next significant consent for the development of Ocean Ridge.

Due to the focus on the drafting of the Reserve Management Plans, new resource consent applications are being outsourced to consultants, mainly Resource Management Group (RMG) and PLANZ, although most applications that have had pre-application discussions continue to be processed internally.

3.2. Land Information Memorandums

LIM numbers remain somewhat consistent with previous months. So far, for August, there have been 6 LIM applications, whilst the rest of July had 5 LIMs following the previous report.

Fast-track LIMs remain unavailable due to the back-scanning process. Information heard by the planning department is that property purchasers are attempting to bypass purchasing a LIM by requesting property files instead; we continue to advise to purchase a LIM.



3.3. District Plan Review

3.3.1. Plan Change 4 – Light Industrial Plan Change

Staff are expecting a subdivision application to be submitted to Council this month.

3.3.2. Plan Change 5 – Dark Sky Plan Change

The hearing scheduled for 24th September, the 42A report is currently being prepared.

3.3.3. Spatial Plan

A separate report is attached to this month's Council agenda the intention is to make the latest draft available to the general public for submission.

3.4. Reserve Management Plan

A report has been prepared for the options of the remaining priority Reserve Management Plans, whilst workshops have started for the Esplanade (old pool and playground) and South Bay (forestry) in terms of community input for site plans. The first workshop (Thursday 15th lunchtime) had two members of the public and Councillor Diver attend. The evening workshop had 3 attendees. These have been good initial starts. There are 4 (four) more workshops across August which will help with the direction for the draft management plans.

3.5. Draft Canterbury Regional Policy Statement

Feedback has been provided to the Canterbury Regional Council on the Draft Canterbury Regional Policy Statement notification is still anticipated later this year.

4. Relevant Legislation

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

4.1. Legislative Reforms Update

There have been no Resource Management form updates for the month of August.

4.2. Other MfE updates

Consultation on New Zealand's second emissions reduction plan is now open. The proposal outlines the following:

- Second emissions reduction plan is a key tool to bring the Government’s climate strategy to life. These proposals sit across the Governments five priority areas and focus on key sections – energy, transport, agriculture, forestry and waste.
- The consultation document outlines seven key policies:
 - o Increasing renewable energy by reducing consenting through Electrify NZ
 - o Targeting 10,000 public EV chargers by 2030
 - o Lowering agricultural emissions by giving farmers tools to reduce emissions and through fair and sustainable pricing of on-farm agricultural emissions by 2030
 - o Investing in resource recovery through the waste minimisation fund
 - o Improving organic waste and landfill gas capture
 - o Improving public transport
 - o Investigating carbon capture, utilisation and storage

Consultation is extended and open until August 25.

5. COMMUNITY OUTCOMES SUPPORTED



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ATTACHMENT 1

1. Active and deferred Resource Consent, Flood Hazard Certificates and Other Consent Applications to 15 August 2024

2.

“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 Dinning Area – Temporary Activity	21 West End	On hold by the applicant - Limited notification has closed, a submission has been received from the neighbour, plans are to be amended and neighbour has said they will give approval provided fence built 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	195*
6.	1892	Anthony Lund	Build a three bedroom dwelling with attached garage that intrudes the recession planes on north, East and West boundary of the property	148 South Bay Parade	Deferred Being processed by LMC	15
7.	1895	Viatcheslav Meyn	To create 13 fee simple allotments including one access allotment and one balance allotment	427-671 Inland Road Kaikoura	Granted Conditions discussed with the applicant's agent, copy of officer's report requested by the agent	226
8.	1908	Moanna Farms Ltd	Earthworks within landscape area	20 Moana Road	Deferred – awaiting payment Follow-up email sent 19 th March 2024	-
9.	1925	Fisher and Farr	Visitor accommodation and construction of a residential unit in the Fault Avoidance/awareness overlay	12B Louis Edgar Pl	Deferred Being processed in house Awaiting structural engineer information, flood hazard assessment and further neighbour approvals. Illegal plumbing works are also being investigated, enforcement may be required.	16
10.	1930	David Hamilton	4 lot subdivision and amalgamation locating a building platform in the fault avoidance area	759 Mt Fyffe Road	Deferred Processed in house Draft officers report prepared for review, draft conditions provided to the applicant Delay due to complexity Condition under discussion with the applicant	102
11.	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
12.	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
13.	1948	Mainpower NZ Limited	Land use – To undertake earthworks, replacement pole installation and	Along State Highway One, between Oaro	Granted Processed in house	19

			installation of new transformers associated with reinforcement work to an existing electricity distribution line.	and Kaikōura Township		
14.	1949	Kainga Ora	Land Use – non-compliance with medium-density residential area	5 Kiwi St	Active Being processed in house Limited Notification closed on 15/08/24 – no submissions made	23
15.	1950	Kainga Ora	Subdivision – non-compliance with minimum lot sizes	5 Kiwi St	Active Being processed in house Limited Notification closed on 15/08/24 – no submissions made	23
16.	1952	Maram Community Trust	2-lot subdivision	8 Margate St	Deferred Being processed in house Neighbour approvals required	17
17.	1953	Stewart McConchie	2-Lot subdivision	39A Waitane Rd	Granted Processed externally (PLANZ)	17
18.	1954	Margetts	2-lot subdivision & amalgamation	21 Mt Fyffe Rd	Deferred Processing in house Awaiting approval from mainpower	17
19.	1956	Benjamin Jurgensen	2-lot subdivision	290 Red Swamp Rd	Active Being processed externally (PLANZ)	18
20.	1958	Kenneth Swift	Staged subdivision, resulting in 7 new titles	73-75 South Bay Pde	Granted Processed internally	20
21.	1959	Collins	3 lot subdivision	222-228 Ludstone Rd & Lot 1 DP 48 Red Swamp Rd	Deferred Processing externally (RMG)	6
22.	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)	6
23.	1961	Burrows	Establishing a new hazard sensitive building in the debris inundation area	16 Makura Road	Granted Processed internally	20
24.	1962	Nenkova	Visitor accommodation for 8 guests	13 Austin St	Active Processing externally (PLANZ)	17
25.	1963	Virgo Fisheries Ltd	3-lot subdivision	167 Torquay St	Deferred Processing externally (RMG)	3
26.	1964	Chapman-Lindsay Developments Ltd	Construction of 9 apartment units	162-164 Esplanade	Active Processing internally	15
27.	1965	Marlborough Kaikoura Trail Trust	Earthworks and structures associated with the construction of a cycle trail between tirohanga and	Section 1 SO 7346, Lot 1 DP 946, SO 5281, Lot 1 DP	Deferred Awaiting Payment Processing externally (RMG)	-

			kekerengu which forms part of the Whale Trail	10979, Lot 1 DP 418536		
28.	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 Awaiting payment Processing externally (RMG)	-
29.	1967	Mainpower NZ Ltd	Raramai Electricity sub-transmission line upgrade to upgrade the current 33kV electricity sub-transmission line to a 66kV line. The upgrade involves replacing 9 existing poles, the removal of one pole, the upgrade of existing access tracks and the construction of new access tracks. The proposed works are located along State Highway 1 within the corridor and within privately owned land located at 1200 State Highway 1	State Highway 1	Active Processing externally (PLANZ)	5

*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 16th August 2024 Resource Consent Compliance issued within Timeframes

Percentage within timeframes	Percentage outside of timeframes
75%	25%*

*A number of these consents have been historic, and this reflects resolving these consents.

7 resource consents have been issued since 1st July.

2. Notified consents

There remains to be only one notified consent:

- i. Mark Baxter has partly constructed the wall between the existing ROW [Right of Way] in an effort to obtain neighbours approval. The application still remains on hold at applicants request.

3. Monitoring

Regular meetings are now occurring with Jo York (Regulator Team Leader) regarding visitors accommodation and non-compliance with planning issues.

4. Road Stopping

No applications in process

5. General

- Project Information Memorandum processing is ongoing
- Land Information Memorandum processing is ongoing
- National Monitoring System (NMS) Data reporting is underway.

Report to:	Council	File #
Date:	28 August 2024	
Subject:	Building and Regulatory Update	
Prepared by:	J York – Regulatory Services, Team Leader	
Input sought from:	R Harding - Senior Building & Regulatory Administration Officer, F Buchanan – Regulatory Administration Officer	
Authorised by:	W Doughty – Chief Executive Officer	

1. SUMMARY

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

2. RECOMMENDATION

It is Recommended that this report is received for information.

3. SUMMARY STATISTICS

BUILDING AND REGULATORY STATS

Building Reports	
Consent applications	8
Consents issued	12
CCC received	15
CCC granted	25
Inspections conducted	98
Inspection failed %	36%



CSR's Received

Seagulls	0
Horses	0
Abandoned Vehicles	0
General animal enquiries	0
Resource Consents monitored	73 accommodation
Parking	1
Freedom camping	1
B.W.O.F processed	6
Dogs Impounded	0
Dog adopted	1
Dogs	14
Noise complaints	1
Notice to Fix	0
Roaming stock	1
Seals	0



Fees

Total parking fees received including
slipway
\$1,708.56





2024/2025 Dog registrations have been sent out. Positive reaction to lifetime tags and Doggone reunite service

Fees paid so far \$27,160
Registrations so far 1038
Unregistered dogs 200

4. BUILDING CONTROL

The following apply for the period July 2024

- Building Consent applications received **8**
- Building Consents issued **12**
- Code Compliance Certificate applications received **15**
- Code Compliance Certificates granted **25**
- Building Inspections conducted **98**
- Inspection failed percentage **36%**

5. REGULATORY SERVICES AND PARKING AND FREEDOM CAMPING

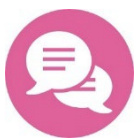
The focus for the regulatory team for the next month.

- Dog registrations have rolled out and the new lifetime tags along with the reunite doggone service are being well received by the community.
- Visitor Accommodation information has gone out to homeowners that have been identified in the Regulatory Audit.
- We have received replies from many owners and regulatory and rates team are working with homeowners to ensure up to date compliance is achieved.
- Our live monitoring schedule spread sheets for Illegal Building and Resource Consents which are updated, and run-on two-week monitoring schedule are being used and we are currently up to date on most monitoring requirements.

Our approach is education, information and then enforcement.

6. COMMUNITY OUTCOMES SUPPORTED

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



Community

We communicate, engage and inform our community



Development

We promote and support the development of our economy



Services

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