

# KAIKŌURA DISTRICT COUNCIL MEETING

<b>Date:</b>	Wednesday 26 February 2025
<b>Time</b>	9.00am
<b>Location</b>	Totara, Council Chambers

## AGENDA

### 1. Open with a Karakia

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

### 2. Apologies

### 3. Declarations of Interest

### 4. Public Forum

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

9.05am – R Watson

### 5. Formal Deputations

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

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

**Reconvene to the Council Meeting**

### 7. Confirmation of Minutes:

7.1 Extraordinary Council meeting minutes dated 29 January 2025 page 4

### 8. Review of Action List

page 6

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

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

10.1 Report from the Chair of the Finance, Audit & Risk Committee:  
10.1.1 Finance Report to 31 January 2025 page 7  
10.1.2 Quarterly Reports to 31 December 2024 page 18  
10.1.3 Risk Management Report page 37

### 11. Matters for Decision:

11.1 Temporary Accommodation Decision Report (7 Units) page 47  
11.2 Innovative Waste Kaikōura Ltd - Letter of Expectation 2025/26-2027/28 page 63  
11.3 Road Change – Topline Road to Topline Road North page 67  
11.4 Road Naming – Whaleway Station Road page 72  
11.5 Request for Road Closure and Exchange at 1695 Puhi Puhi Road – NR McArthur (2007) Investment Trust page 76  
11.6 Local Government 2025 Triennium Elections and Order of Candidates page 83

## 12. Matters for Information:

12.1	Mayoral Verbal Update	
12.2	Elected Member Verbal Updates	
12.3	CEO Verbal Update	
12.4	Half-yearly Report to 31 December 2024	page 104
12.5	Community Services Team Update Report	page 123
12.6	Youth Council Quarterly Report	page 131 11.15am
12.7	Planning Update Report	page 133
12.8	Building and Regulatory Update Report	page 143
12.9	IWK Quarterly Report	page 153
12.10	Destination Kaikōura Quarterly Report	page 168
12.11	Wakatu Quay Quarterly Report	page 179
12.12	Discretionary Grant Quarterly Reports	page 183

## 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 Extraordinary Council meeting minutes dated 29 January 2025
- b) Local Waters Done Well
- c) Harbour Financial Matters
- d) Marlborough Regional Forestry Land Purchase
- e) Waiau Toa / Clarence Valley Access Project

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 January 2025	The minutes are being tabled for confirmation and include commercially sensitive information relating to harbour financial matters and the temporary accommodation units.	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.
Local Waters Done Well	To provide information about options for the future delivery of water services following ongoing negotiations that are commercially sensitive.	Section (7)(b)(ii) would be likely unreasonable to prejudice the commercial position of the person who supplied or who is subject of the information Section (7)(2)(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities Section (7)(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
Harbour Financial Matters	To provide information on the approach to be undertaken following ongoing negotiations that are commercially sensitive.	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)(e) maintain legal professional privilege
Marlborough Regional Forestry Land Purchase	Contains commercial information regarding the Marlborough Regional Forestry investment activities.	Section (7)(b)(ii) would be likely unreasonable to prejudice the commercial position of the person who supplied or who is subject of the information Section (7)(2)(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities

		Section (7)(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
Waiau Toa Clarence Valley Access Project	The report contains information relating to the land at the Waiau Toa Clarence Valley, this information is commercially sensitive.	Section (7)(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

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

Local Waters Done Well: The proposed model/arrangement for delivering water services will be consulted on with the community under section 62 of the Local Government (Water Services) Act 2024.

Marlborough Regional Forestry Land Purchase, and Waiau Toa / Clarence River Access: Publishing the information in the public would be detrimental to the negotiation ability of KDC.

#### 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 EXTRAORDINARY MEETING HELD ON  
WEDNESDAY 29 JANURAY 2025 AT 9.00 AM, TOTARA, COUNCIL CHAMBERS,  
96 WEST END, KAIKŌURA**

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

**IN ATTENDANCE:** W Doughty (Chief Executive Officer), P Kearney (Senior Manager Corporate Services), G McMillan (Minutes)

1. **KARAKIA**
2. **APOLOGIES** - None
3. **DECLARATIONS OF INTEREST** - None
4. **PUBLIC FORUM** - None
5. **FORMAL DEPUTATIONS** - None

**6. MINUTES TO BE CONFIRMED**

**6.1 Extraordinary Council meeting minutes dated 18 December 2024**

**RESOLUTION**

*That the Council confirms as a true and correct record, the circulated minutes of a Council meeting held on 18 December 2024.*

Moved: Councillor L Bond  
Seconded: Deputy Mayor J Howden

**CARRIED UNANIMOUSLY**

**7. REVIEW OF ACTION LIST**

The action list was reviewed and no further actions noted.

**8. 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) Temporary Accommodation Status Report
- b) Public Excluded Minutes Dated 18 December 2024
- c) Harbour Financial Matter – 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
Temporary Accommodation Status Report	This contains contractual information which may still change, 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 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)
Public excluded council meeting minutes dated 18 December 2024	The minutes are being tabled for confirmation and include commercially sensitive information relating to harbour financial matters and Waiau Toa Clarence Valley Access Project	Section (7)(b)(ii) would be likely unreasonable to prejudice the commercial position of the person who supplied or who is subject of the information Section (7)(2)(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities Section (7)(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) Section 7(2)(a) protect the privacy of natural persons.
Harbour Financial Matters – verbal update	Verbal update on subject previously brought to Council around ongoing negotiations which is commercially sensitive	Section (7)(b)(ii) would be likely unreasonable to prejudice the commercial position of the person who supplied or who is subject of the information Section (7)(2)(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities Section (7)(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

\*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:

Temporary Accommodation Status Report: The release of this information could impact KDC’s negotiation ability. Information will be made publicly available in due course.

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

Moved: Councillor L Bond  
Seconded: Councillor V Gulleford

**CARRIED UNANIMOUSLY**

The meeting moved into the Public Excluded Session at 9.04 am.  
The meeting moved out of the Public Excluded Session at 9.38am.

**9. CLOSED OF MEETING**

There being no further business, the meeting was declared closed at 9.38 am.

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

*THIS RECORD WILL BE HELD IN ELECTRONIC FORM ONLY*

**ACTIONS FROM COUNCIL MEETINGS  
AS AT 20 FEBRUARY 2025**

**OPEN ACTION ITEMS**

	<b>ACTION ITEMS</b>	<b>ASSIGNED TO</b>	<b>DUE</b>	<b>STATUS</b>
1	<b><i>Quarterly Progress Reports from 1-Jul FY 24-25</i></b> 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,	-	February 2025 April 2025 July 2025	Included on Agenda.
2	Response to Public Forum speakers – July meeting	W Doughty / P Kearney	Ongoing	Responses sent. Following up further to J Ward on Trotting Club. Met with J Ward and further update to follow.
3	Follow up with Councillor J Diver’s query around service requests.	S Haberstock	February 2025	Susi to follow up with John.
4	Amend typo’s in the report graphics	J York	February 2025	Completed

<b>Report to:</b>	<b>Council</b>
<b>Date:</b>	26 February 2025
<b>Subject:</b>	Finance Report to 31 January 2025
<b>Prepared by:</b>	C Kaa, Management Accountant
<b>Input sought from:</b>	V Kaur, Assistant Accountant
<b>Authorised by:</b>	P Kearney, Senior Manager Corporate Services S Poulsen, Finance Manager

## 1. SUMMARY

The purpose of this report is to provide a summary of the Council's financial performance and financial position to the end of January 2025.

The end of January shows an operating surplus of \$4.17M, tracking \$1.44M better than budget for the year to date. The variance continues to be predominantly in grants & subsidies, these variances are likely to exist for the remainder of the financial year.

This report is for information only.

### Attachments:

- i. Finance Agenda Statements to 31 December 2025

## 2. RECOMMENDATION

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

## 3. FINANCIAL INSIGHTS FOR THE YEAR AHEAD

A number of Capital projects are nearing completion or have been completed

- Toilet upgrades (West End, Top End and Churchill Park)
- Community Courts (Phase 1)
- Local roading reseals
- Link Pathway

Wakatu Quay construction is under way with LMC being the main contractor

Link Pathway is nearing completion and the final allocation of works will be finalised this week

## 4. STATEMENT OF COMPREHENSIVE REVENUE & EXPENSE ("PROFIT & LOSS")

### 4.1 Operating revenue

- Rates Revenue – \$112K above budget due to P3's applied.
- Water Meter Charges - \$42K above budget, however work is still needed to go through any credits and water leak issues, invoices were sent out in January for the previous 6 months.
- User fees & charges are down \$199K, however \$75K reflects a pass through of revenue. The major variances sit in cost recoveries, resource consent fees and building inspection fees. There is an action in place to work through the work in progress relating to resource consent and district planning fees.
- Grants and Subsidies – operating revenue over budget by \$1.4M, of this \$1M relates to Wakatu Quay, we have also received higher than budgeted funds for MTFJ, Local Water Done Well of which some funds received were unbudgeted. Capital grants and subsidies is below budget due to Waiau Toa Bridge work not being completed as anticipated.

- Development Contributions are above budget \$52K due to a number of subdivision developments underway.
- Interest Revenue \$57K above budget due to having more cash than expected in interest earning accounts.

#### **4.2 Direct operating expenses**

- Personnel expenses are under budget \$101K due to budget splits and timing of pays – this should correct in April. We also have some staff vacancies within the organisation.
- Contractor expenses are down, which has a direct correlation to the appointment of our Building Control Manager and upskilling of our building team, returning KDC to delivering building services inhouse.
- Professional services are overspent primarily due to public liability insurance premiums, and legal fees for a complex matter.
- IT & Telecommunications is under budget due to the timing of the Datascope implementation \$30K below budget, ADAPT management system lower than expected along with fuel costs operating under budget and general office expenses lower than budget (photocopying and stationery).
- MRF has a variance of \$17K due to the timing of the logging, we forecast this will exceed budget as logging is now expected to continue throughout the financial year.
- Utilities is showing \$45K under budget largely due to an unexpected electricity refund which may need to be paid back.
- Project management expenses for Wakatu Quay are \$157k over budget – this needs to be amended as the project management costs will be capitalised. Other project costs were unbudgeted and are offset against grants/revenue received.
- Repairs and Maintenance - Facilities are underspent largely due to parks & reserves maintenance being completed inhouse, however it is expected that this variance will reduce by year end.
- Unsubsidised work on the Jordan Stream crossing takes Repairs & Maintenance for Roothing over budget – the budget is in the capital expenses rather than operating.
- Water repairs and maintenance are under budget for both planned and unplanned work.
- Other expenses is under budget due to the timing of the district plan change costs – the district plan review is about to enter the procurement phase.

#### **4.3 Indirect operating expenses**

- Depreciation will continue to be much lower than budgeted because the budget forecast has been calculated on estimated completion times which haven't been achieved (such as the Clarence River bridge, Wakatu Quay, and other projects). The Council does not set its rates to cover the cost of depreciation, and so the variance has no cash impact.
- Overheads and internal charges are budgeted as negative expense because some staff time is now being allocated to capital projects, which transfers the cost from operating to capital. This is a new process for this year, triggered by an NZTA expectation that roading staff account for their time on the roading programme, and seems to be working well.

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

#### **5.1 Current assets**

- Cash on hand is \$5.4M of this we had \$4M is on term deposit, however with the Wakatu Quay project about to enter construction phase, we can expect cash balances to decrease over the coming 12-18 months.
- Trade & other receivables balance is \$1.1M which is largely relates to one large debtor.



## 5.2 Non-current assets

- Property, Plant and Equipment is \$13M from the year end budget due to a couple of large projects not being completed at the rate anticipated, this also applies to the Investment Property as well.
- Financial Assets of \$329,029 include carbon credits and LGFA borrower notes attached to LGFA Borrowing.

## 5.3 Current liabilities

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

## 5.4 Non-current liabilities

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

## 6. STATEMENT OF CASHFLOWS

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

## 7. CAPITAL PROJECTS

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

Project	Budget	YTD	FY Budget Spent
IAF	6,438,988	349,083	5%
Wakatu Quay	3,890,816	895,424	23%
Glen Alton (Clarence River) Bridge	2,000,000	383,161	19%
Sealed road resurfacing	561,542	-	0%
Landfill closure & transfer station reconfiguration	400,000	135,737	34%
Link Pathway	400,000	366,762	92%
West End, Churchill St Toilets	550,000	616,943	112%
Roading sublayer rehabilitation	330,000	267,904	81%
Jordan Stream bridge	300,000	21,488	7%
Footpaths	250,000	10,146	4%
Other capital projects	1,877,463	1,268,910	71%
<b>Total</b>	<b>16,898,809</b>	<b>4,315,558</b>	<b>26%</b>
<i>Big 3</i>	<i>12,329,804</i>	<i>589,274</i>	<i>13%</i>
<i>BAU</i>	<i>4,569,005</i>	<i>1,530,735</i>	<i>59%</i>

The amounts in this table are reflective of budget and actual spend during the 2024/2025 financial year, and don't include previous year(s).

## 8. WORKING CAPITAL

Working capital takes current assets less current liabilities, to show whether there is adequate cover for payments when they fall due (working capital should always be more than zero). Current assets are \$7.2M and current liabilities \$3.8M for a working capital of \$3.4M which is broadly in line with last year.

## 9. FINANCIAL IMPLICATIONS AND RISKS

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

## 10. SIGNIFICANCE OF DECISION

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

## 11. RELEVANT LEGISLATION

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

## 12. GLOSSARY OF TERMS USED IN THE FINANCIAL STATEMENTS

Statement of Comprehensive Revenue & Expense	
<b>Revenue</b>	
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 <sup>3</sup>
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
<b>Direct Operating Expenses</b>	

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.
<b>Statement of Financial Position</b>	
Cash & cash equivalents	Bank accounts and term deposits: note - includes long-term deposits
Trade & other receivables	Debtors. Includes rates, leases, and other invoices, and is the amount that ratepayers and customers still must pay to the Council.
Prepayments & inventory	Bills we have paid in advance (such as insurance and subscriptions), plus stock on hand.
Current financial assets	The loan from the Council to Innovative Waste – the amount that will be paid back within 12 months.
Other current assets	Assets held for sale (e.g. the Esplanade land – former Council office)
Intangible assets	Software systems that we own (rather than hold a licence to use)
Forestry assets	Standing trees, valued annually at the likely return if logged and sold
Investment property	Wakatu Quay – valued annually. The Council has classified this as an investment property because it expects the land to generate a return
Property, plant & equipment	All other assets – land, buildings, roads & bridges, wharves, water and wastewater infrastructure, vehicles, office equipment, library books.
Trade & other payables	Creditors. The balance of bills we haven't paid yet, and other amounts we must pay within 12 months (GST, refundable bonds, ECan's share of rates revenue, etc).
Employee liabilities	Annual leave owing to employees

Landfill provision – current	An estimate of the cost that will be incurred within the next 12 months to secure and cap the site.
Current portion of term debt	Loans (or portion of loans) that must be repaid within 12 months
Provisions	An estimate of the cost that will be incurred to secure and cap the site beyond the next 12 months, and to keep maintaining the site ongoing.
Borrowings – non-current	The balance of loans that don't need to be repaid within 12 months
Other term debt	Our share of Marlborough Regional Forestry debts, and any other long-term liabilities
Public equity	A type of equity that records accumulated surpluses and deficits, and other movements in equity not recorded below.
Asset revaluation reserve	A type of equity that records movements in property, plant and equipment values.
Special funds & reserves	A type of equity that records funds set aside for specific purposes (such as grants, targeted rates, development contribution funds, etc)

### 13. COMMUNITY OUTCOMES SUPPORTED

The work is in support of all community outcomes.



#### Community

We communicate, engage and inform our community



#### Development

We promote and support the development of our economy



#### Services

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



#### Environment

We value and protect our environment



#### Future

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

## KEY INDICATORS

AS AT 31 JANUARY 2025

<p><b>OPERATING RESULT</b> <i>operating surplus/(deficit)</i></p> <p style="text-align: center; font-size: 24pt;"><b>\$4.17m</b></p> <p style="text-align: center;">\$600k favourable v/s year to date budget of \$3,572k</p>	<p><b>OPERATING COSTS</b> <i>costs to deliver existing levels of service</i></p> <p style="text-align: center; font-size: 24pt;"><b>\$11.18m</b></p> <p style="text-align: center;">\$337k favourable v/s year to date budget of \$11.51m</p>
<p><b>TOTAL EXTERNAL BORROWING</b> <i>total borrowings from bank</i></p> <p style="text-align: center; font-size: 24pt;"><b>\$9.30m</b></p> <p style="text-align: center;">\$2,000k unfavourable v/s full year budget of \$7.3m</p>	<p><b>INTEREST ON DEBT</b> <i>cost to service debt</i></p> <p style="text-align: center; font-size: 24pt;"><b>\$257k</b></p> <p style="text-align: center;">\$20k unfavourable v/s year to date budget of \$237k</p>
<p><b>CAPITAL EXPENDITURE</b> <i>cost of new &amp;/or replacement of assets</i></p> <p style="text-align: center; font-size: 24pt;"><b>\$4.31m</b></p> <p style="text-align: center;">\$48.1K favourable v/s year to date budget of \$4354.6K</p>	<p><b>DEVELOPMENT CONTRIBUTIONS</b> <i>received for district growth</i></p> <p style="text-align: center; font-size: 24pt;"><b>\$106.8k</b></p> <p style="text-align: center;">\$51.6k favourable v/s year to date budget of \$55k</p>
<b>LONG TERM PLAN MEASURES</b>	
<p><b>DEBT AFFORDABILITY BENCHMARK</b> <i>financing expenses as a % of rates</i></p> <p style="text-align: center; font-size: 24pt;"><b>4.8%</b></p> <p style="text-align: center;">5.2% favourable v/s council approved limit of 10.0%</p>	<p><b>EBID</b> <i>earnings before interest and depreciation</i></p> <p style="text-align: center; font-size: 24pt;"><b>\$7.72m</b></p> <p style="text-align: center;">\$309K favourable v/s year to date budget of \$7.41m</p>
<p><b>BALANCED BUDGET BENCHMARK</b> <i>revenue equal or greater than expenses</i></p> <p style="text-align: center; font-size: 24pt;"><b>137%</b></p> <p style="text-align: center;">37% favourable v/s council benchmark of 100%</p>	<p><b>BORROWINGS TO EQUITY</b> <i>Term loans as a % of equity</i></p> <p style="text-align: center; font-size: 24pt;"><b>3.05%</b></p> <p style="text-align: center;">0.78% unfavourable v/s full year budget of 2.27%</p>

## STATEMENT OF COMPREHENSIVE REVENUE & EXPENSE

### FOR THE PERIOD ENDED 31 JANUARY 2025

	BUDGET	BUDGET YTD	ACTUAL	YTD VARIANCE
	2025	YTD	YTD	
		31/01/2025	31/01/2025	31/01/2025
	\$	\$	\$	\$
<b>REVENUE</b>				
Rates revenue	10,537,555	5,268,779	5,380,413	111,634
Water meter charges	229,600	114,800	157,206	42,406
User fees & charges	1,922,856	1,179,430	979,845	(199,585)
Grants & subsidies	991,880	648,593	1,985,774	1,337,181
Development contributions	61,559	55,200	106,813	51,613
Interest revenue	57,489	33,537	90,363	56,826
Gain	88,200	-	-	-
Other revenue <sup>[1]</sup>	685,001	161,602	172,016	10,414
<b>Total Operating Revenue</b>	<b>14,574,140</b>	<b>7,461,941</b>	<b>8,872,429</b>	<b>1,410,488</b>
Grants & Subsidies - Capital	14,046,867	6,681,838	6,476,188	(205,650)
<b>Total Revenue</b>	<b>28,621,007</b>	<b>14,143,779</b>	<b>15,348,618</b>	<b>1,204,839</b>
<b>DIRECT OPERATING EXPENSES</b>				
Personnel	4,126,431	2,399,156	2,298,540	(100,616)
Personnel Related Expenses	342,958	216,250	193,726	(22,524)
Admin & Office Expenses	452,374	250,797	245,183	(5,614)
Contractors	621,402	356,679	282,658	(74,021)
Professional Services	1,517,867	1,153,123	1,308,221	155,098
Grants/Donations	736,084	558,503	583,388	24,885
IT & Telecommunications	811,735	253,999	204,769	(49,230)
MRF	119,676	102,757	85,905	(16,852)
Utilities	716,573	420,109	374,750	(45,359)
Project Expenses	259,832	150,698	360,580	209,882
Repairs & Maintenance - Facilities	482,574	264,642	215,589	(49,053)
Repairs & Maintenance - Roading	1,368,522	737,136	797,742	60,606
Repairs & Maintenance - Waste	352,000	204,448	215,322	10,874
Repairs & Maintenance - Water	787,800	461,912	429,619	(32,293)
Other Expenses	574,096	164,838	119,009	(45,829)
<b>Total Direct Operating Expenses</b>	<b>13,269,924</b>	<b>7,695,047</b>	<b>7,715,001</b>	<b>19,954</b>
<b>INDIRECT OPERATING EXPENSES</b>				
Depreciation	6,238,922	3,598,856	3,287,696	(311,160)
Financing expenses	392,361	236,834	256,864	20,030
Overheads and Internal Charges	(196,378)	(117,354)	(83,323)	34,031
<b>Total Indirect Operating Expenses</b>	<b>6,434,905</b>	<b>3,718,336</b>	<b>3,461,238</b>	<b>(257,098)</b>
<b>Total Operating Expenses</b>	<b>19,704,829</b>	<b>11,413,383</b>	<b>11,176,239</b>	<b>(237,144)</b>
<b>Operating surplus/(deficit)</b>	<b>(5,130,689)</b>	<b>(3,951,442)</b>	<b>(2,303,810)</b>	<b>1,647,632</b>
<b>TOTAL COMPREHENSIVE REVENUE &amp; EXPENSE</b>	<b>8,916,178</b>	<b>2,730,396</b>	<b>4,172,379</b>	<b>1,441,983</b>

# STATEMENT OF FINANCIAL POSITION

AS AT 31 JANUARY 2025

	BUDGET to year end \$000s	ACTUAL 31/01/2025 \$000s	ACTUAL 31/01/2024 \$000s
<b>ASSETS</b>			
<i>Current assets</i>			
Cash & cash equivalents	1,682,415	5,431,390	3,999,756
Trade & other receivables	1,956,405	1,157,420	670,853
Prepayments & inventory	254,081	274,806	212,018
Current financial Assets	20,000	20,000	20,000
Other Current Assets	330,000	330,000	330,000
<b>Total current assets</b>	<b>4,242,902</b>	<b>7,213,616</b>	<b>5,232,626</b>
<i>Non-current assets</i>			
Intangible assets	-	15,239	47,024
Forestry assets	2,520,931	2,728,235	2,400,887
Investment property	7,477,534	3,774,455	2,940,000
Financial Assets	206,500	329,029	211,500
Property, plant & equipment	316,712,143	302,723,618	290,457,641
<b>Total non-current assets</b>	<b>326,917,108</b>	<b>309,570,575</b>	<b>296,057,051</b>
<b>TOTAL ASSETS</b>	<b>331,160,010</b>	<b>316,784,191</b>	<b>301,289,678</b>
<b>LIABILITIES</b>			
<i>Current liabilities</i>			
Trade & other payables	1,611,807	1,231,246	1,634,558
Employee liabilities	257,367	223,951	193,145
Landfill Provision - current	0	388,680	579,887
Current Portion of term debt	1,000,000	2,000,000	0
<b>Total current liabilities</b>	<b>2,869,174</b>	<b>3,843,877</b>	<b>2,407,591</b>
<i>Non-current liabilities</i>			
Provisions	224,575	382,133	224,575
Borrowings – non-current	6,300,000	7,300,000	7,300,000
Other term debt	482,928	545,169	482,928
<b>Total non-current liabilities</b>	<b>7,007,503</b>	<b>8,227,302</b>	<b>8,007,503</b>
<b>EQUITY</b>			
Public equity	143,790,195	119,125,102	118,257,638
Asset revaluation reserve	175,115,415	176,793,446	166,524,581
Special funds & reserves	2,377,723	8,794,463	6,092,364
<b>Total equity</b>	<b>321,283,333</b>	<b>304,713,011</b>	<b>290,874,584</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>331,160,010</b>	<b>316,784,191</b>	<b>301,289,678</b>

**STATEMENT OF CASH FLOWS**  
FOR THE PERIOD ENDED 31 JANUARY 2025

	<b>BUDGET to year end \$</b>	<b>ACTUAL 31/01/2025 \$</b>	<b>ACTUAL 31/01/2024 \$</b>
<b>OPERATING ACTIVITIES</b>			
Receipts from rates	10,767,157	(5,380,413)	4,745,494
Interest received	57,489	(90,362)	44,696
Receipts from other revenue	16,871,284	13,615,055	5,619,264
Payments to employees & suppliers	(13,937,592)	(9,499,234)	(9,975,476)
Interest paid	(392,362)	(256,864)	(165,537)
Goods & services tax (net)	-	351,951	(331,847)
<b>Net Cash from Operating Activities</b>	<b>13,365,976</b>	<b>(1,259,867)</b>	<b>(63,405)</b>
<b>INVESTING ACTIVITIES</b>			
Grants received for capital work	-	6,476,188	3,200,240
Purchase of investment property	(3,890,816)	-	-
Purchase of property, plant & equipment	(13,007,991)	(4,306,481)	(4,516,142)
Purchase of forestry assets	-	-	-
Purchase of intangible assets	-	0	0
Purchase/Sale of non-financial assets	-	(122,529)	(35,000)
Purchase of current-financial asset	-	-	-
Sale of property, Plant & equipment	-	-	-
Payment into term deposits	-	-	-
<b>Net Cash from Investing Activities</b>	<b>(16,898,807)</b>	<b>2,047,179</b>	<b>(1,350,902)</b>
<b>FINANCING ACTIVITIES</b>			
Movement in borrowings	-	2,000,000	2,000,000
<b>Net Cash from Finance Activities</b>	<b>-</b>	<b>2,000,000</b>	<b>2,000,000</b>
<b>NET INCREASE/(DECREASE) IN CASH &amp; CASH EQUIVALENTS</b>	<b>(3,532,831)</b>	<b>2,787,312</b>	<b>585,693</b>
<b>OPENING CASH</b>	<b>5,215,246</b>	<b>2,644,078</b>	<b>3,414,063</b>
<b>CLOSING CASH BALANCE</b>	<b>1,682,415</b>	<b>5,431,390</b>	<b>3,999,756</b>





<b>Report to:</b>	<b>Council</b>
<b>Date:</b>	25 February 2025
<b>Subject:</b>	Quarterly Reports to 31 December 2024
<b>Prepared by:</b>	C Kaa - Management Accountant
<b>Input sought from:</b>	V Kaur - Assistant Accountant
<b>Authorised by:</b>	P Kearney - Senior Manager Corporate Services S Poulsen - Finance Manager

## 1. PURPOSE

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

## 2. RECOMMENDATION

It is recommended 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 Treasury Management Policy Report

In summary, the Council has \$9.3 million in borrowings, with a term deposit in place meaning net debt is \$7.3 million. The Council is compliant with the new Treasury Management Policy in all respects.

### 3.2 Airport Quarterly Report

The number of airport landings are up compared to previous years, largely due to accurate readings now. Expenditure is currently below budget, however the airport continues to operate at a loss.

### 3.3 Harbour Quarterly Report

Slipway fees and boat parking revenue are tracking close to budget for the year. Expenditure is tracking slightly under budget. Overall, the harbour is operating with a loss of \$65K.

### 3.4 Rates & Sundry Debtors Report

Total rates owing is \$774K, there are 5 properties in the 3 year overdue with an overall balance of \$78K which are due to be cleared by the end of the financial year.

Total sundry debtors is at \$1.4M. Overdue debtors remain distorted by one large sundry debtor in the 3+ month overdue category. There are no major concerns with the remaining debtors.

### 3.5 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



### Development

We promote and support the development of our economy



### Services

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



### Environment

We value and protect our environment



### Future

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

## 6. SIGNIFICANCE OF DECISION

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

## 7. RELEVANT LEGISLATION

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

## 8. COMMUNITY VIEWS

No community views were sought in relation to this report.

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## TREASURY POLICY COMPLIANCE REPORT

### TO 31 DECEMBER 2024

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#### **Objective**

The objective of the Treasury Policy is to control and manage costs and investment returns that can influence operational budgets and Council-approved debt levels.

This Policy supports the Council’s wider objectives, specifically:

- Efficient and effective management of Council activities and assets,
- Prudent stewardship of Council and Community assets and resources,
- Transparency of decision-making processes undertaken by the Council,
- Accountability for the decisions taken, and
- Compliance with statutory obligations

The Treasury Policy (incorporating the Liability Management Policy and Investment Policy) was adopted in June 2024 by the Council as part of the Long-term Plan 2024-2034.

#### **Borrowing Limits**

The Council must comply with all relevant financial covenants and ratios. In managing debt, the Council will adhere to the following limits:

Limit	Council Limit	Actual	Compliant
Net external interest expense as a percentage of annual rates income	<15%	3.3%	Yes
Net interest expense as a percentage of total revenue	<10%	1.2%	Yes
Net external debt as a percentage of total revenue	<150%	51%	Yes
Total external debt	\$15m	\$9.3m	Yes
Liquidity ratio	>110%	157%	Yes

#### **Funding Risk**

Funding risk management is concerned with ensuring that debt funding can be secured or refinanced in the future at acceptable terms, and this is achieved by spreading the maturity dates of borrowings, so they don’t all fall due (and need to be refinanced) within a short period of time.

The debt maturity profile limits and actuals, in respect to all external debt and committed bank facilities, are as below.

Period	Minimum	Maximum	Actual	Compliant
0 to 3 years	15%	60%	55%	Yes
3 to 7 years	25%	85%	45%	Yes
7 years plus	0%	60%	0%	Yes

## Interest Rate Risk

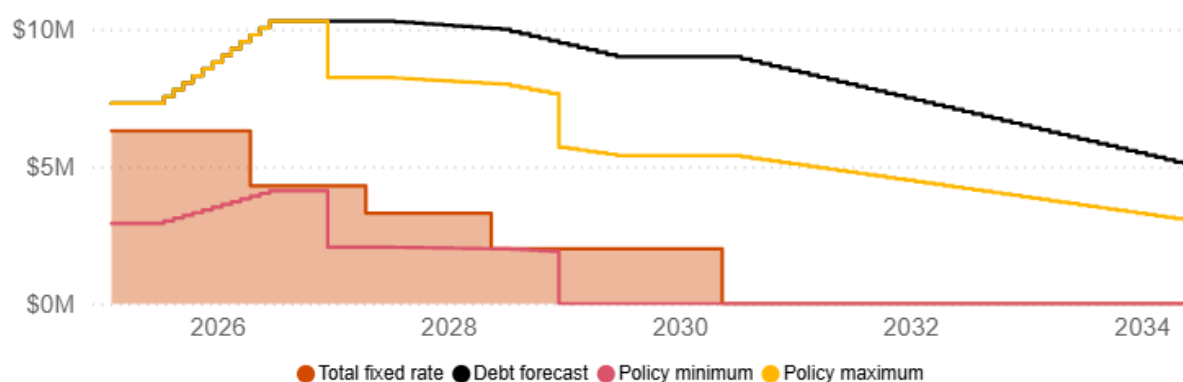
Like Funding Risk, interest rate risk refers to the impact that movements in wholesale interest rates have on the Council's financial performance (when compared to projections included in the LTP and Annual Plan). The Council's objective in managing interest rate risk is to minimise, and maintain stability of, debt servicing costs.

Exposure to interest rate risk is managed and mitigated through maintaining the percentage of gross forecast external debt that is subject to a 'fixed rate', rather than a 'floating rate', within the following limits (calculated on a rolling monthly basis):

Period	Minimum	Maximum	Actual	Compliant
0 to 2 years	40%	100%	67%	Yes
2 to 4 years	20%	80%	30%	Yes
4 to 15 years	0%	60%	6%	Yes

The Council is now compliant with the Interest Rate Risk profile, the loans are quite evenly distributed across the years.

### Interest rate risk profile



Our weighted average interest rate is 5.02%, with rates ranging from 3.29% fixed to 6.53 floating%.

Current % of Debt Fixed	68%
Current % of Debt Floating	32%
Value of Fixed Rate (M)	\$6.3 million
Value of Floating Rate (M)	\$3 million

## Management of Credit Risks

Policy	Compliant
All bank borrowing and interest rate hedging transactions must be undertaken with the NZ Government, the Local Government Funding Agency (LGFA), or a New Zealand Registered Bank with a minimum Standard and Poor's credit rating of at least AA-	☑

The Council raises all of its loans with the LGFA.

## 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).	☑

## Security

Under the Local Government Rating Act 2002, the Council has the powers to set, access and collect rates to fund local government activities. This allows the Council to provide its rating powers as security for borrowing and risk management purposes in the form of a Debenture Trust Deed.

The Council has the right to enter into a borrowing facility with the Bank of New Zealand (BNZ) and secured by a charge over the Council's rates revenue, or negative pledge if this is appropriate. The Council will not pledge assets as security except where it has received a suspensory loan (as has been given for the housing for the elderly units).

## Debt Repayment

The Council will ensure that loan principal budgeted amounts are set aside in a special fund established to repay specific borrowing, a tabled mortgage is used, or it will repay debt from special reserves or special funds associated with the activity for which the loan has been raised.

## Investments

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

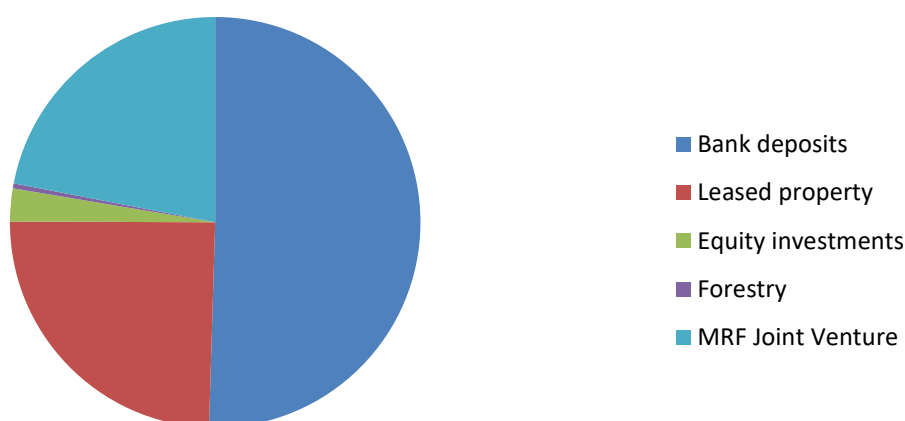
	This Quarter		Last Year	
Bank deposits	6,162,153	50%	4,714,778	39%
Investment property	3,000,000	24%	4,729,761	39%
Equity investments	316,500	3%	236,500	2%
Forestry	47,513	0%	96,393	1%
MRF Joint Venture	2,680,722	22%	2,304,494	19%
	<b>12,206,888</b>	<b>100%</b>	<b>12,081,926</b>	<b>100%</b>

Bank deposits have increased with the receipt of over \$4 million in grants for Wakatu Quay, and the drawing of a \$2 million loan in advance of a loan maturing in April 2025. A term deposit has been made for 180 days at 6.15% interest.

Investment property included the airport and hangar in previous reports, however the airport is only expected to be self-funding as an activity and so doesn't meet the definition of an investment property – hence the decrease in investment property value compared to the prior year.

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	2,158,899	4.75%	On call	80,052
Special funds on call account	3,254	4.75%	On call	58
Term deposit	4,000,000	6.15%	180 days	0
	<b>6,162,153</b>	<b>4.75%</b>		<b>80,110</b>

### Forestry Investments

The Long-Term Plan 2024-2034 confirms there is no annual targeted net return from forestry until 2029.

### Net Rental Yields of Property Investments

Investment properties are limited to Wakatu Quay, with that land yet to be developed therefore the annual target net return is currently NIL. The land has had a fair value gain over last year by \$60k to a total value of \$3 million.

	Asset value	EBIT	Interest	Net	Yield
Wakatu Quay	3,000,000	0	0	0	0

Note EBIT refers to Earnings before Interest and Tax.

### ***Equity investments***

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

#### **Return on Investments**

	<b>Value</b>	<b>Return</b>	<b>Yield</b>
Bank deposits	6,162,153	80,110	1.3%
Leased property	3,000,000	0	0.00%
Non-Financial Assets	316,500	540	2.16%
South Bay Forestry	47,513	(13,588)	(28.6)%
Marlborough Forestry	2,680,722	(88,869)	(3.32)%

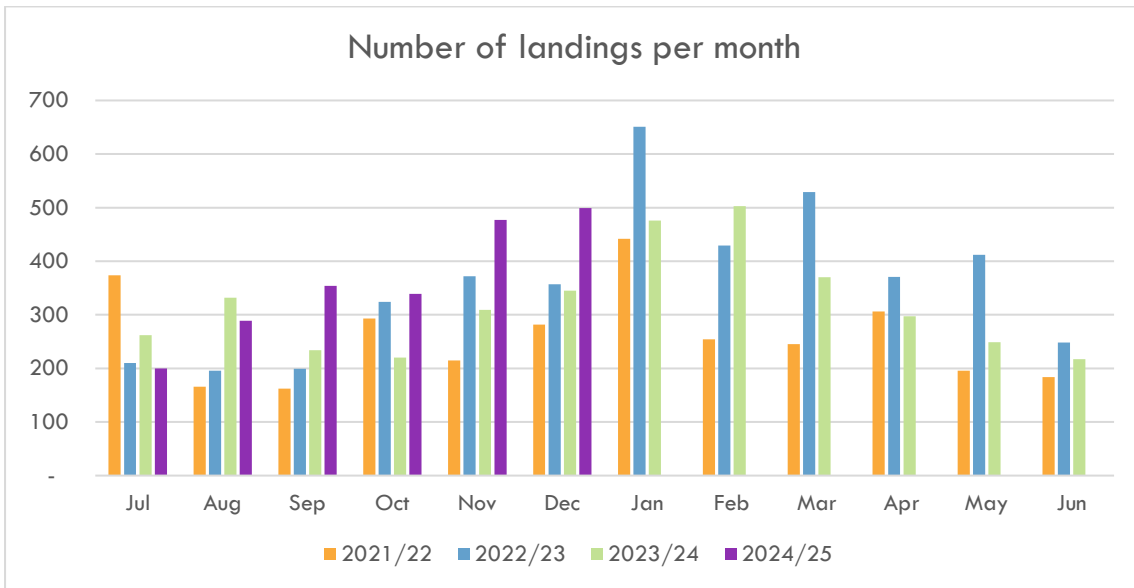
Bank deposits are currently earning at interest rates from 4.75% to 6.15%, interest is applied monthly to On Call accounts but only quarterly for the term deposit (with no interest applied so far), therefore the actual interest earned appears to be only 1.3%.

Forestry assets are not expected to generate a return in this financial year – however we are receiving logging revenue for South Bay Forest which is getting harvested, this will be offset against the associated logging expenses.

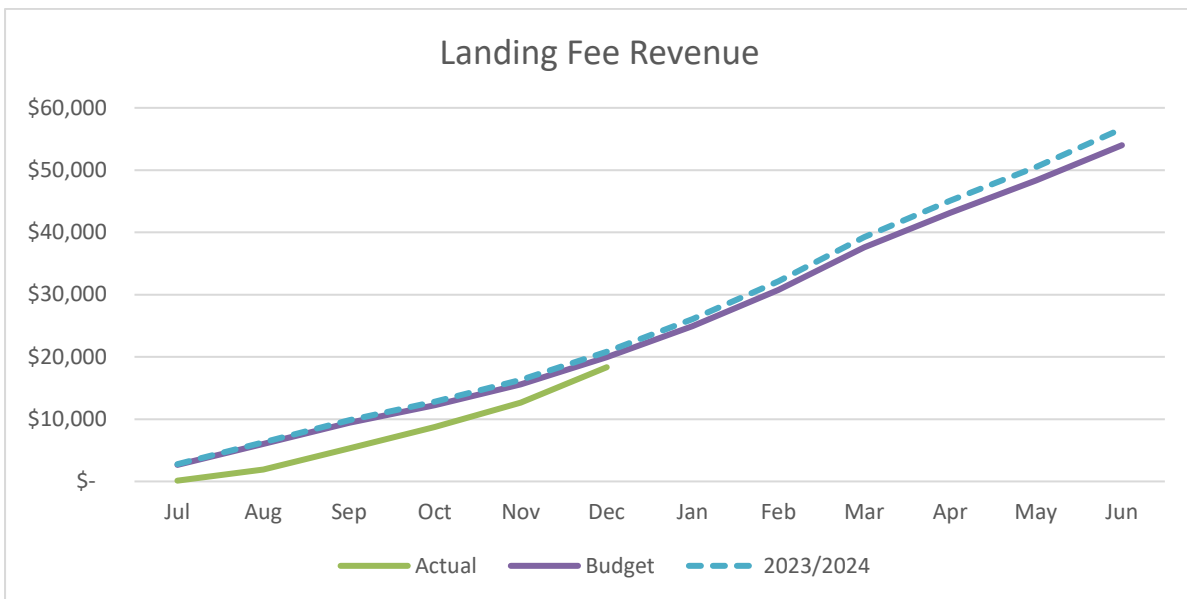


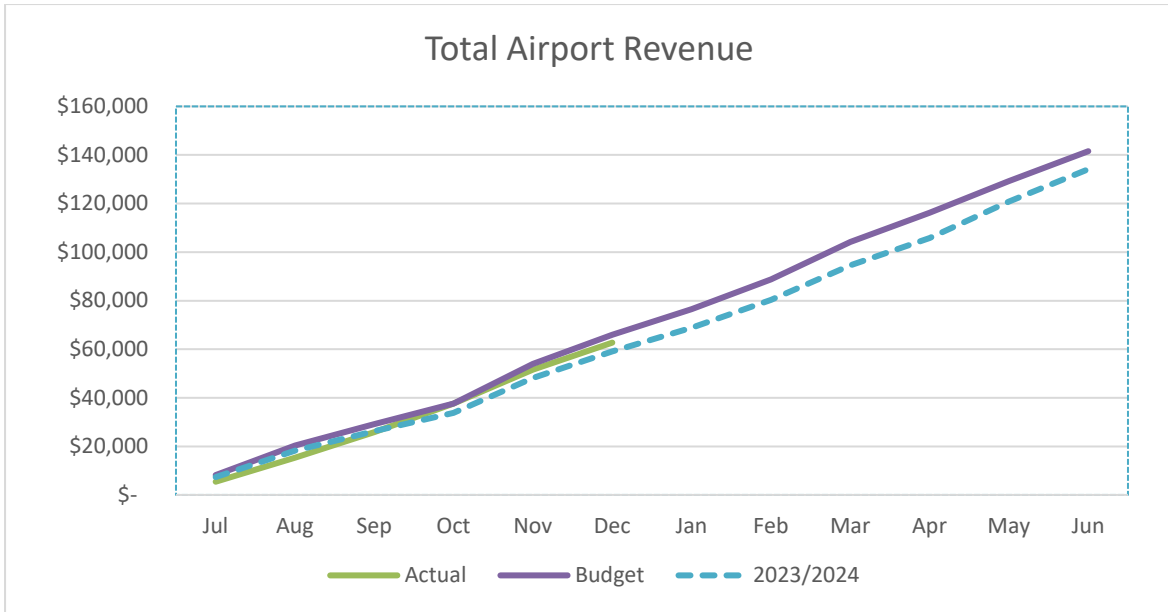
## AIRPORT QUARTERLY REPORT To 31 DECEMBER 2024

**Number of landings per month** - The number of landings in 2024/25 shows an upward trend compared to previous years. The busiest month is December with 499 landings. As noted in the last quarter report the number of landings did increase in August and September after the new AIMM recording system was installed, which records the automated transmission from aircraft rather than relying on pilot radio calls.

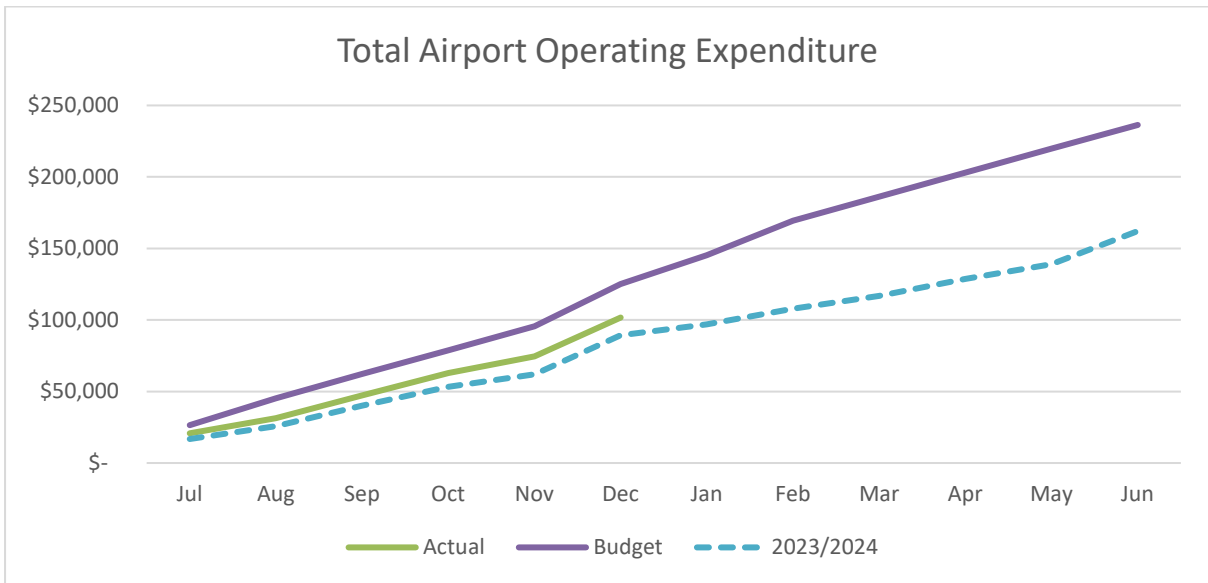


**Landing Fee Revenue** – is below budget for the six months and prior year performance. However, revenue for quarter two is now tracking above budget due to the accurate landings recorded.



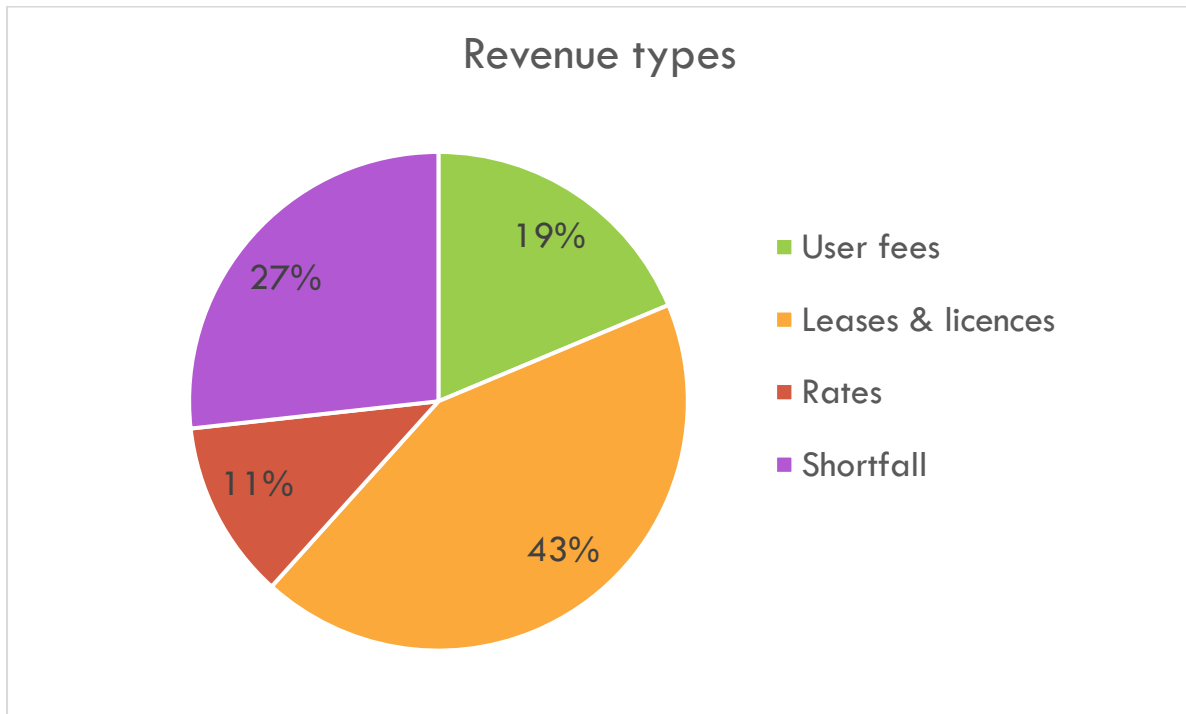


**Total Airport Revenue** - Overall airport revenue for the six months is on track with budget, with \$11,785 funded through rates. Lease revenue is \$2K below budget and landing fee revenue is \$1.5K below budget, however we expect the landing fees to exceed budget in the next six months.



**Total Airport Operating Expenditure** - Operating expenditure stands at \$101,702 for the six months, which is below the budgeted amount of \$125,131. The primary variance is due to depreciation, which is \$32K lower than budget. While depreciation is a non-cash expense, the AIMM Airport monitoring cost is \$2K under budget. However, fixed costs such as finance expenses are \$3.7K higher than anticipated, and overhead and internal charges are \$6K above budget. Additionally, variable expenses, including insurance and maintenance, are slightly above the budgeted figures.

**Revenue types** - The graph below shows that the airport is funded through user fees 19%, leases and licences 43% and 11% being rate funded – and currently there is a \$27,201 shortfall which is reflected as 27% in the graph. It is the intention in future years the airport will be self-funding or 90% funded through user fees.



In terms of annual net return of the airport terminal and hangar buildings, previously reported in the Investment Policy quarterly report, the net return of the commercial areas within the airport are as follows:

	Asset value	EBIT	Interest	Net	Yield
Airport commercial areas	1,511,914	(5,624)	(6,159)	(11,783)	(0.78%)

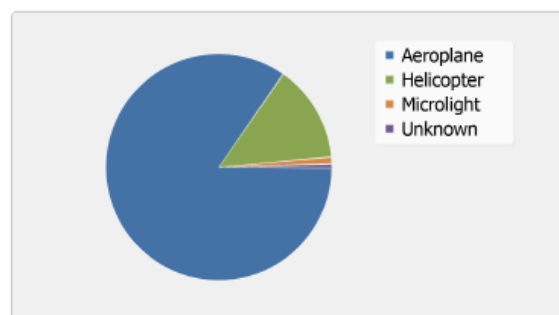
*EBIT refers to Earnings Before Interest & Tax*

In summary the airport commercial areas are running at a small loss, however insurance premiums are a reasonably significant cost and are in lumpy instalments which may distort net yield on a quarterly basis.

The following is an extract from the December 2024 monthly reports we receive from AIMM.

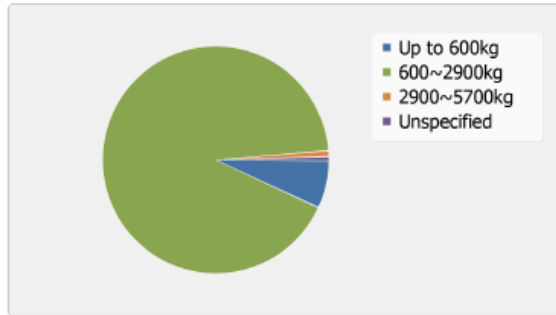
**Aircraft Type Summary**

Type	Movements
Aeroplane	970
Helicopter	159
Microlight	10
Unknown	7



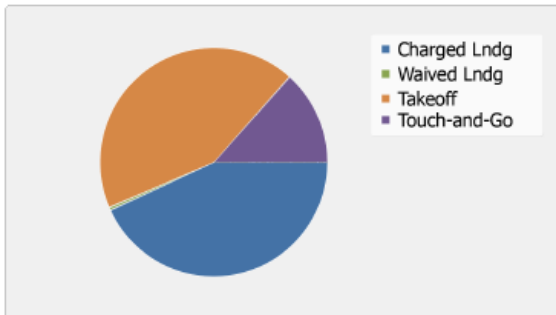
**Aircraft Weight Summary**

Weight	Movements
Up to 600kg	79
600~2900kg	1051
2900~5700kg	9
Unspecified	7



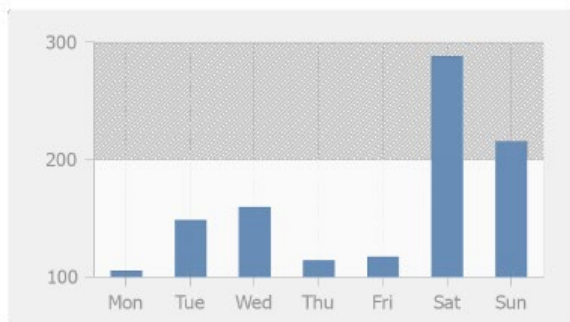
**Charge Summary**

Status	Movements
Charged Lndg	495
Waived Lndg	4
Takeoffs	493
Touch-and-Go	154



**Movements: Days of Week**

Weekday	Movements
Mon	105
Tue	148
Wed	159
Thu	114
Fri	117
Sat	288
Sun	215



**ACTIVITY LEVEL:** During December 2024, the airport had 1,146 movements, an increase of 80% from 638 for the same month last year. For the last 12 months, there were 8,844 movements, an increase of 6% from 8,319 for the same period in the previous year.

**MOVEMENTS Day/Night**

1144 during the Day, after MCT.  
2 during the Night, after ECT, (0%).

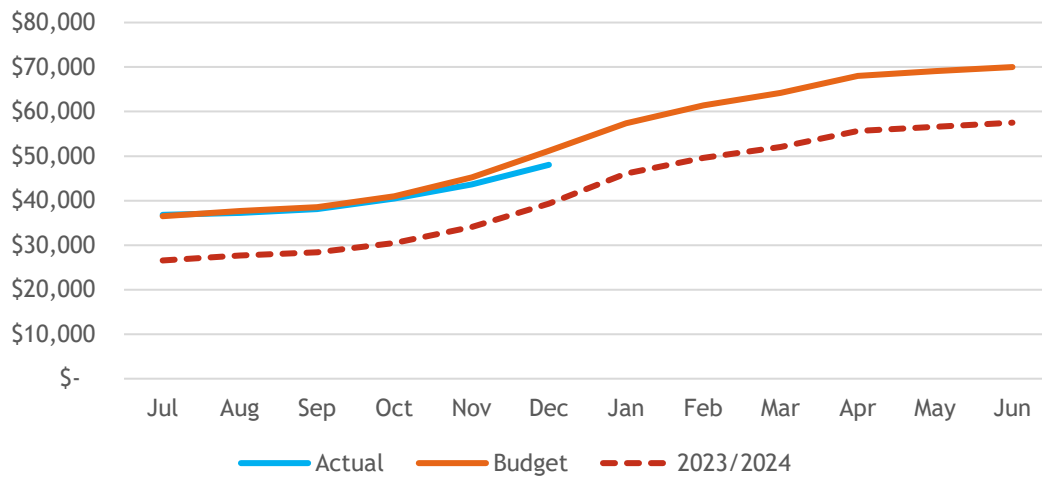
**COMPLIANCE REPORTING**

**Noise Footprint:** The Acoustic LDN counts at NZKI during December 2024 were:  
1141 during the 'Acoustic Day', which is set to start at 0700.  
5 during the 'Acoustic Night', set to start at 2200.  
t 2200.

## Harbour Quarterly Report To 31 DECEMBER 2024

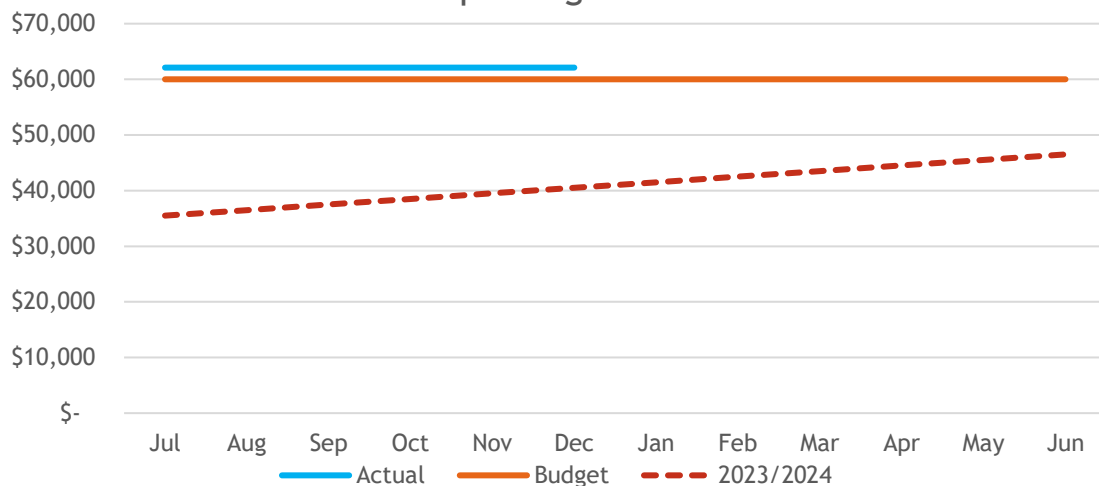
This report serves to highlight harbour operations over the past six months ending 31 December 2024.

### Slipway fee revenue



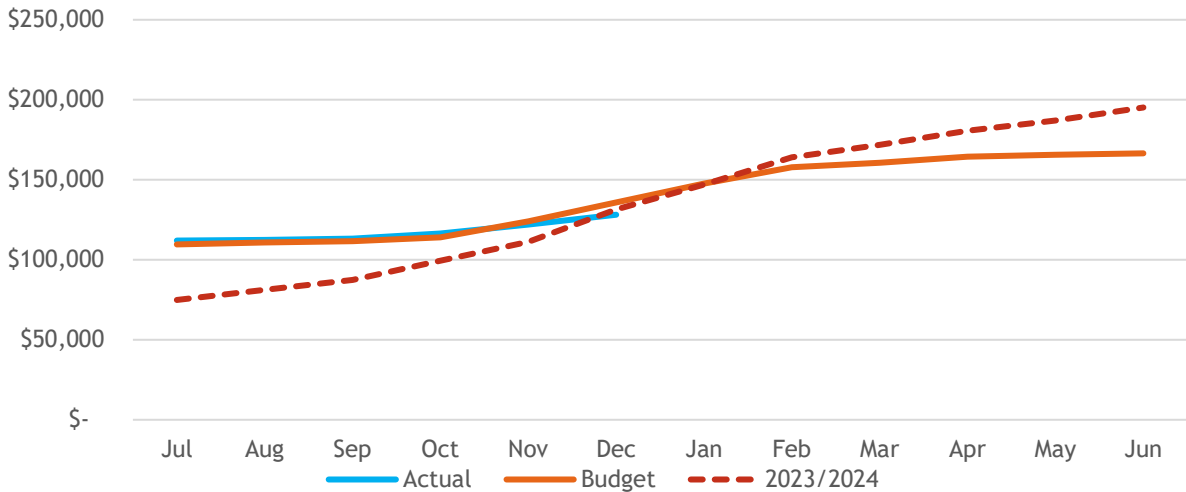
**Slipway fee revenue** - Slipway revenue is tracking under budget, and above last year – this drop in revenue received is partly due to the pay and display machine being out of order for periods at a time and weather conditions over the summer period.

### Boat parking revenue



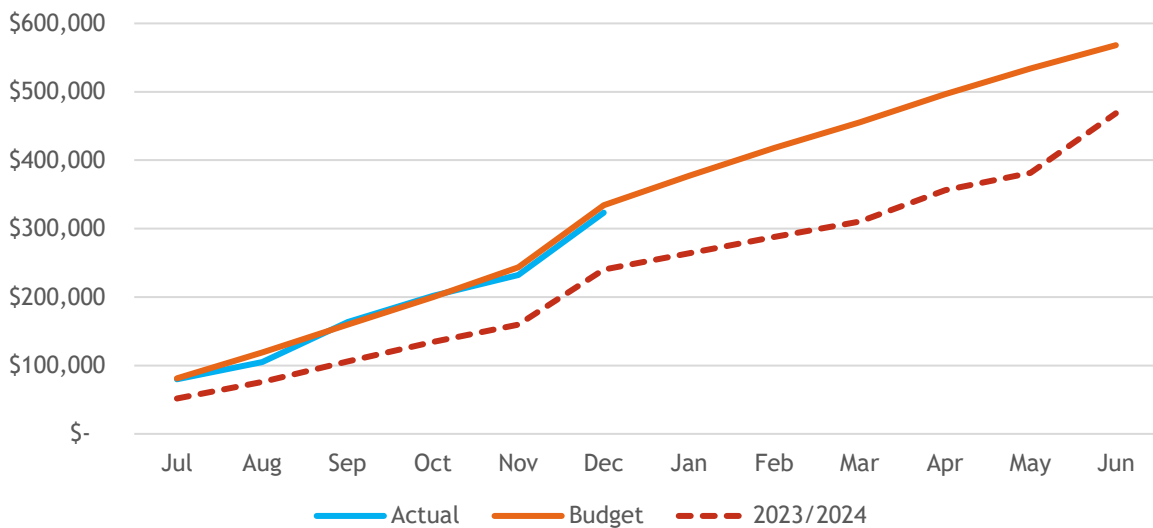
**Boat Parking Revenue** – We receive all revenue in July 2025, at the beginning of the financial year. This is slightly more than budget; however, we are not expecting any more revenue for the year so this will stay constant for the rest of the year. Similar to slipway revenue, boat parks are tracking on budget and higher than last year due to the change in how the harbour activities are funded (and without the former seawall licences).

### Total harbour operating revenue



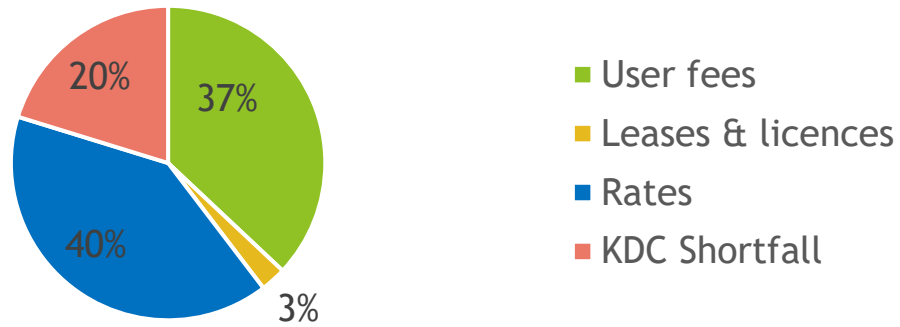
**Total Harbour Operating Revenue** - The total harbour operating revenue for the six months is \$128K, compared to the budgeted amount of \$136K. This shortfall is primarily due to lower-than-expected revenue from cruise ship fees and slipway fees. Additionally, the revenue is slightly below last year due to the change in how the harbour is being funded and the former seawall licence now obsolete.

### Total harbour operating expenditure



**Total harbour operating expenditure** - Operating expenditure is under budget by \$11K. Insurance costs were \$8K below budget and contract expenses were \$5K budget overall maintenance is on track.

## Revenue types



**Revenue Types** – As at the end of quarter two, the harbour is operating at a loss of \$65K. User fees and charges make up 37% of revenue, leases and licences 3%, rates 40% with a 20% shortfall in revenue representing the loss of \$65K.

# RATES & SUNDRY DEBTORS REPORT

## To 31 DECEMBER 2024

### 1 SUMMARY:

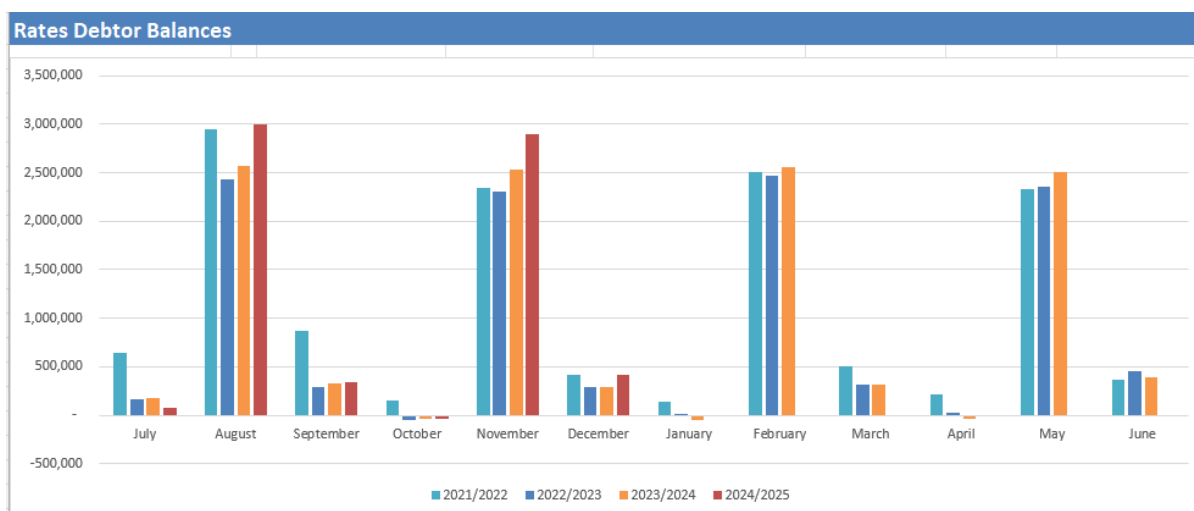
The purpose of this report is to provide an overview of the status of rates and sundry debtor receivables for the quarter ended 31 December 2024.

### 2 DISCUSSION:

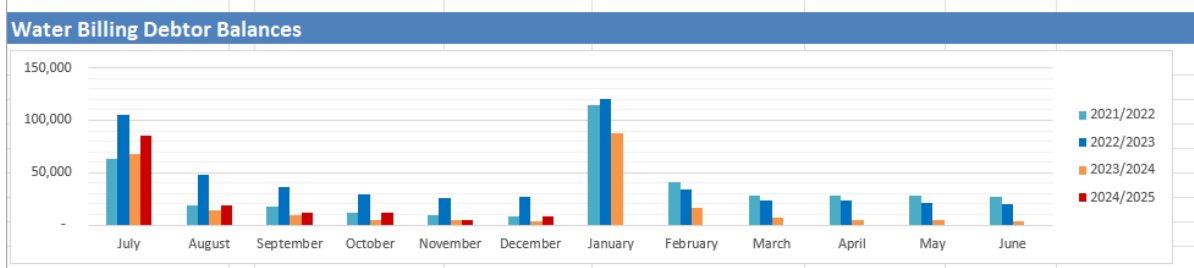
#### 2.1 Analysis of Rates Debtors

At the end of December 2024 there was \$774K owing to the Council from rates.

For water billing, 61 debtors have not paid their water meter bills these relate to the previous year as water billing is only completed twice a year in July and January. Most of the values are low (\$25 for the admin fee), but they are being followed up, with two debtors making up the bulk of the outstanding amount



Number of Debtors	Rates revenue by type (year to date)					
Rates Debtors 498	Rates revenue by type (year to date)	Penalties applied	Write offs & adjustments	Remissions	Water billing	Total
	\$ 5,366,344	\$ 72,928	(\$ 42,083)	(\$ 30,083)	3,484	\$5,370,589
Water billing 62	99.9%	1.4%	-0.8%	-0.6%	0.1%	100.0%





## 2.2 Rates debtors overdue

As at December 2024 there is \$774K of rates to follow up on and \$360K of rates paid in advance. Whilst we are actively following up with current year instalments outstanding, this report focusses on those prior year balances.

There are 5 properties which are more than 3 years overdue making up \$78K of overdue rates, all these amounts are due to be cleared by the end of the financial year if not already cleared as the properties sell. All overdue rates are being monitored and ratepayers contacted – there is a variety of actions undertaken from debt collection, direct debits and payment plans.

	3 years overdue	2 years overdue	Current	Total
<b>Rates debtors</b>				
Value	11,748	56,631	705,323	773,702
Property count	5	19	474	498
<b>Paid in advance</b>				
Value			(360,318)	(360,318)
Property count			570	570
<b>Total</b>				
Value	11,748	56,631	345,005	413,384
Property count	5	19	1,044	1,068

## 2.3 Analysis of Sundry Debtors

As of 31 December 2024, the total sundry debtors amounted to \$1.4M, this is \$575K lower than December 2023. As per the table below there are currently 229 debtors, and the average debtor days stands at 98 days. The overall debtor amount is distorted by a large outstanding debtor, with this removed it brings the outstanding debtors down to \$512K. and the average debtor days to 28 days.

Moving forward, we will be providing a monthly report to the Senior Corporate Services Manager that highlights the top 10 debtors, categorized by their 30, 60, and 90-day outstanding balances.

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	30	1,324	(630)	(1,721)	(1,604)	(2,631)
Cemetery	1	3,000	-	-	-	3,000
Compliance Schedul	11	1,082	240	-	240	1,562
LIMs	3	-	321	320	-	641
Liquor licensing	6	1,265	-	-	401	1,666
Premises licencing	6	1,705	-	-	2,086	3,791
Property leases	4	8,533	-	-	7,181	15,715
Resource consents	16	989	-	-	6,091	7,079
General debtors	152	8,151	246,067	2,010	1,134,089	1,390,318
	229	26,049	245,998	610	1,148,483	1,421,140

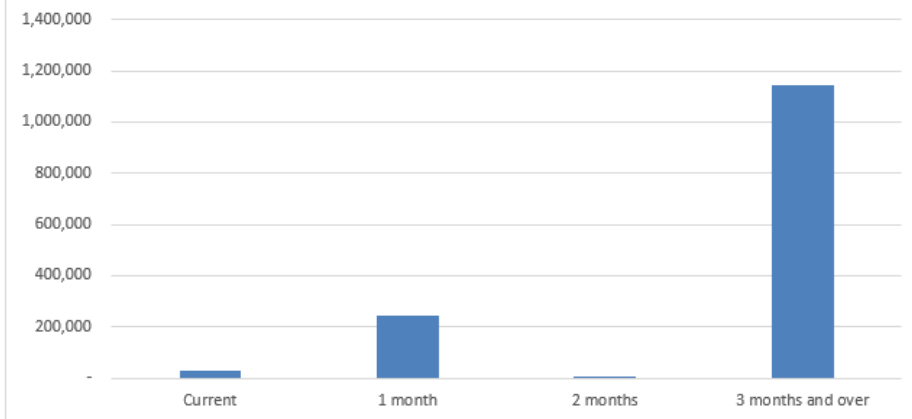
**Average Debtor Days**

98

**Total Debtors Due**

\$ 1,421,140

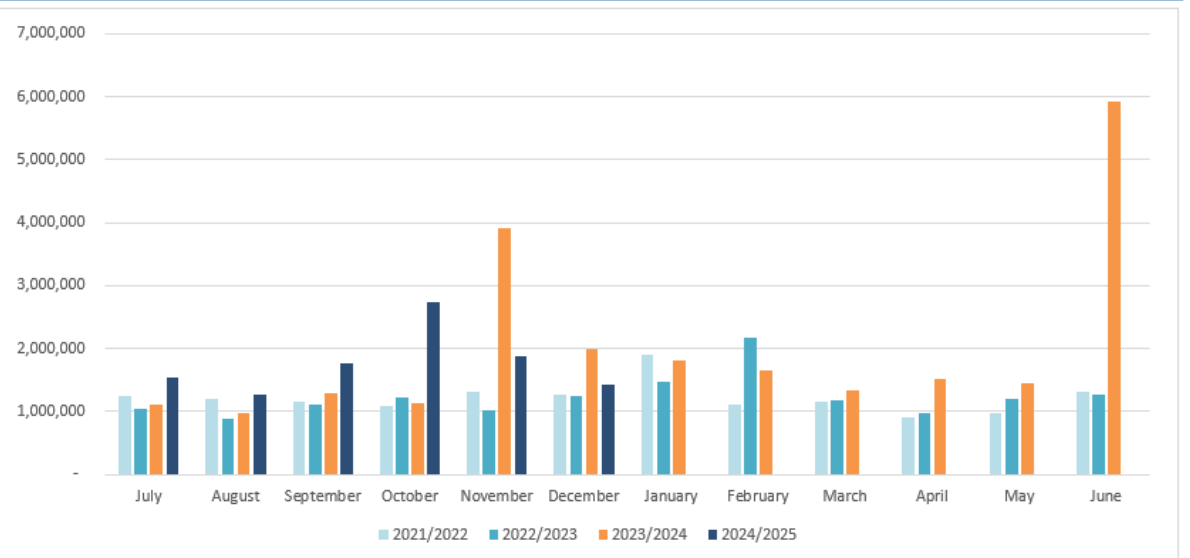
**Age Summary**



**Trade Debtors by Category**



**Debtor Balances**



**Bad Debts written off**

\$ -

**Number of Debtors by Category**

Building consents	Cemetery	LIMs	Licenses Food/Liquor	Property Leases	Resource consents	Sundry Debtors
41	1	3	12	4	16	152

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## **SPECIAL FUNDS AND RESERVES QUARTERLY REPORT**

### **To 31 DECEMBER 2024**

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#### **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 31 DECEMBER 2024:**

The report is an interim report for the six months to 31 December 2024, this gives us an indication of the inflows and outflows for each reserve.

Currently the Reserves are showing a balance of \$1,098,453 and Special funds of \$7,696,010, this is extremely high due to the grants received for Wakatu Quay which have not been spent.

Reserves & Special Funds					as at 31 Dec 2024	
Reserves	Opening balance 1 JULY 2024	Inflow	Interest applied	Outflow	Closing balance	
Kaikōura Water Cohort	808,119	678,288	-	753,513	732,894	
East Coast Rural Water	(88,274)	36,300	-	80,987	(132,961)	
Kincaid Rural Water	115,333	52,299	-	72,802	94,829	
Fernleigh Rural Water	(10,833)	88,635	-	93,168	(15,366)	
Roading BAU Reserve	125,991	1,472,765	-	1,156,907	441,848	
Roading Emergency Reserve	187,284	22,050	-	24,289	185,045	
Footpaths & Streetlights	78,611	136,005	-	123,015	91,601	
Recycling	203,528	103,397	-	110,158	196,767	
District Plan	5,949	133,102	-	180,559	(41,507)	
Stormwater	44,897	34,846	-	49,225	30,518	
Sewerage	(176,111)	643,959	-	836,874	(369,026)	
Tourism & Marketing Reserve	(36,715)	140,281	-	127,500	(23,935)	
Commercial Rate	(71,464)	43,347	-	138,017	(166,134)	
Harbour	(126,171)	257,907	-	219,579	(87,843)	
Registered Premises	-	75,741	-	108,425	(32,684)	
Town Centre	142,754	449,939	-	55,451	537,242	
Civic Centre	(293,593)	215,500	-	281,484	(359,576)	
Stock Control	17,983	-	-	1,242	16,741	
Earthquake Roothing	(0)	194,474	-	194,474	(0)	
Earthquake Rebuild Director	-	-	-	-	-	
Earthquake/Disaster Levy	-	-	-	-	-	
<b>Totals (01 99 99 GNRE)</b>	<b>927,287</b>	<b>4,778,834</b>	<b>-</b>	<b>4,607,669</b>	<b>1,098,453</b>	
Special Funds	Opening balance 1 JULY 2024	Inflow	Interest applied	Outflow	Closing balance	
Social Services Committee (Community Se	5,125	-	-	-	5,125	
Tourism Strategy Fund	34,623	-	-	-	34,623	
Creative NZ	8,015	17,529	-	8,238	17,306	
George Low Trust	60,610	-	-	-	60,610	
Economic Development Fund	11,384	32,745	-	62,535	(18,406)	
Three Waters Stimulus Package	(0)	-	-	-	(0)	
Forestry Fund	920,038	8,457	-	113,902	814,593	
Significant Natural Areas Fund	21,889	-	-	-	21,889	
Parks & Reserves Development	152,294	60,088	-	-	212,382	
Pensioner Flats	22,469	67,216	-	87,402	2,283	
Community Facilities Fund	983,315	-	-	-	983,315	
Vehicle & Plant Renewal	-	-	-	-	-	
Waste Minimisation Levy	184,639	38,958	-	-	223,598	
Landfill Site Aftercare	-	-	-	-	-	
Library Grants	2,447	25	-	-	2,471	
Family Violence Prevention	24,755	46,922	-	-	71,677	
Responsible Camping Fund	168,893	42,384	-	53,347	157,930	
Financial Sustainability Project Fund	52,006	-	-	105,721	(53,715)	
Mayoral Fund	25,133	-	-	-	25,133	
Airport	(2,026)	69,166	-	76,906	(9,765)	
Building Accreditation Fund	58,256	13,271	-	330	71,197	
Wakatu Quay Provisional Growth Fund	(23,486)	5,195,428	-	332,814	4,839,128	
South Bay Feasibility Provisional Growth F	26,414	69,718	-	-	96,132	
Legal challenges Fund	100,000	-	-	-	100,000	
Environmental Planning Fund	16,228	-	-	-	16,228	
Fords (Hapuku Puhī Kahutara)	22,274	-	-	-	22,274	
Kaikōura Enhancement Trust Fund	(0)	-	-	-	(0)	
<b>Totals (01 99 99 SPFU)</b>	<b>2,875,297</b>	<b>5,661,907</b>	<b>-</b>	<b>841,194</b>	<b>7,696,010</b>	
<b>*key surplus/(deficit)</b>	<b>TOTAL SPECIAL FUNDS &amp; RESERVES</b>				<b>\$ 8,794,463</b>	

<b>Report to:</b>	<b>Council</b>	
<b>Date:</b>	25 February 2025	
<b>Subject:</b>	Risk Management Report	
<b>Prepared by:</b>	P Kearney – Senior Manager Corporate Services	
<b>Input sought from:</b>	B Makin – Executive Officer	
<b>Authorised by:</b>	P Kearney – Senior Manager Corporate Services	

## 1. BACKGROUND

This report presents the updated Risk Management Report as at February 2025.

Attachments:

1. Risk Register as at February 2025 – see A3 version.

## 2. RECOMMENDATION

It is recommended that the Council:

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

## 3. SUMMARY

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

A summary one-page risk report has been added as previously outlined. 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.

There has been little change over the quarter. A risk workshop will be held in April with the Council, the Finance Team and Philip Jones to review the risk management approach, and the outcome of this would further refine the current risk register.

Of note:

- Risk ID #4: District Planning – we have reduced this risk as the District Plan review process is progressing. A brief update has been provided in the Planning Update Report on today's Agenda.
- Risk ID #28: Wakatu Quay Development – the construction started in October. Variation risk remains therefore the risk has been increased.
- Risk ID #39: 2025 Local Body Elections – this is a new risk where change around the council table could affect policy and direction of the current LTP. Under the Electoral Act, the Chief Executive must promote participation in elections and the team are working on a communications campaign to encourage people to stand. A robust induction/education for the new Council needs to be planned early and the team are starting to put this in place.

## 4. FINANCIAL IMPLICATIONS AND RISKS

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

## 5. COMMUNITY OUTCOMES

The work is in support of all community outcomes.



### **Community**

We communicate, engage and inform our community



### **Development**

We promote and support the development of our economy



### **Services**

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



### **Environment**

We value and protect our environment



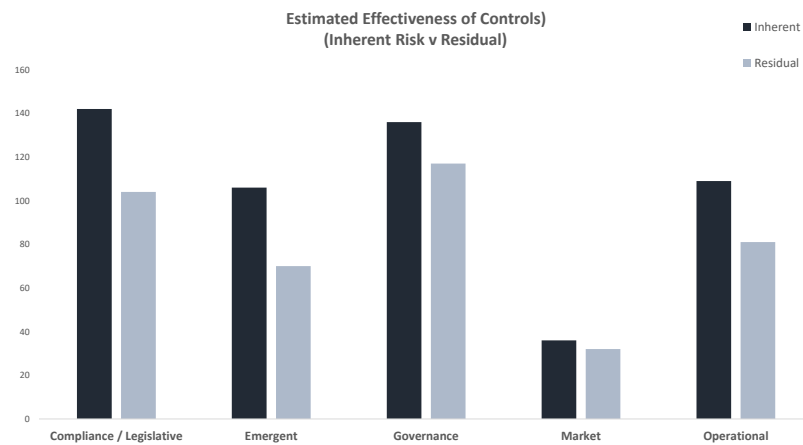
### **Future**

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

## KaiKoura District Council - Risk Register Summary

Risk Category	High	Med	Low	Total
Compliance / Legislative	2	7	1	10
Governance	3	6	1	10
Market	2	0	0	2
Operational	2	3	3	8
Emergent	0	5	4	9
<b>Total</b>	<b>9</b>	<b>21</b>	<b>9</b>	<b>39</b>

Residual Risks (High)	Risk Treatment	Risk Tolerance	Risk Category	Risk Outcome
Runanga Relationship (General)	Mitigate	Low	Governance	Operational
3 Waters & RMA Reform	Accept	High	Compliance / Legislative	Operational, Political
Runanga Opposition (Bridge)	Mitigate	Low	Operational	Operational
3 Waters Reform	Accept	High	Compliance / Legislative	Operational
Inflation	Mitigate	Medium	Market	Financial, Operational
Lack of Project Methodology (General)	Mitigate	High	Governance	Operational
Staff Attraction/Retention	Accept	High	Market	Operational
Staff Engagement	Mitigate	Medium	Operational	Operational
Lack of timely, relevant and accurate informatior	Mitigate	Low	Governance	Financial



Residual Risks (Med)	Risk Treatment	Risk Tolerance	Risk Category	Risk Outcome
Climate Change	Mitigate	High	Emergent	Environmental, Financial
Pace of Legislative Change	Accept	Medium	Compliance / Legislative	Operational
Demographic changes increase in +65 age group	Mitigate	High	Emergent	Environmental, Financial
Political Pressure	Accept	High	Governance	Political or Reputational
Poor Contract Establishment	Avoid	Low	Operational	Operational
Poor record keeping	Mitigate	Medium	Governance	Operational and reputational
Price escalation	Mitigate	Low	Emergent	Financial, Operational
2025 Local Body Elections	Mitigate	High	Governance	Political or Reputational
Lack of Financial and Staff Capacity for CDEM	Mitigate	High	Governance	Operational
Lack of timely, relevant and accurate information (General)	Avoid	Low	Governance	Financial
Lack of decisive decision making	Avoid	Medium	Governance	Political or Reputational
Failure to achieve Statutory Requirements	Avoid	Low	Compliance / Legislative	Operational
Supply Chain Disruption	Mitigate	Low	Emergent	Operational
Statutory Non-Compliance	Mitigate	Low	Compliance / Legislative	Operational
Ineffective District Plan	Mitigate	Medium	Operational	Environmental
Lack of Water Testing and Responsiveness	Avoid	Low	Compliance / Legislative	Health & safety
Lack of BCA Process and Procedures	Avoid	Low	Compliance / Legislative	Operational
ERP Replacement	Mitigate	Low	Operational	Operational, Financial, Reputational
Lack of Appropriate Prioritisation and Capacity	Mitigate	Low	Compliance / Legislative	Political or Reputational
Lack of Appropriate IT Access Controls	Avoid	Low	Emergent	Political or Reputational
Regulatory Judicial Process	Mitigate	Medium	Compliance / Legislative	Financial, Operational

### Commentary:

Material risk remains regarding political driven changes, LWDW implementation, staffing (key person) and key stakeholder relationships.

At the current time our IT system replacement is amber due to timing considerations but based on current knowledge we are still aiming for a July go live

The Risk tolerance classification is a starting position and is designed to indicate Councils position on dealing with the risk. Councils options regard risk is to:

- transfer the risk (i.e. insurance)
- mitigate the risk i.e. find ways to reduce exposure to the risk
- avoid the risk i.e. as much as possible should be done to reduce any exposure to this risk and,
- accept the risk i.e. council is willing to accept the risk of the risk event taking place

High, medium and low classifications are based on the risk register residual score where:

High = 13 - 20

Med = 8 - 12

Low= 0-7

Risk Id	Risk quadrant	Risk Category	Treatment of Risk	Department	Activity	Risk	Risk Description	Risk owner	Control owner	Risk Impact Outcome	Tolerance	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	What is this risk aligned to e.g. Operational, Strategic, Compliance, Legislative, Market or Emergent	How do we wish to treat this risk e.g. Accept, Mitigate, Transfer, Avoid	Department	Council activity (e.g. water supplies)	What is the cause of the Risk	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) Operations (3) Political (4) Resourcing (5) Financial (6) Environmental, or (7) Personnel	What is the Council's tolerance for this Risk (or what parts are avoided or treated: High = risk can be accepted or mitigated)	Based on Appendix 8 section 10.1 of the Risk Management Policy	Based on Appendix 8 section 10.2 of the Risk Management Policy	Total level of unmitigated risk	Description of existing controls	Based on Appendix 8 section 10.1 of the Risk Management Policy	Based on Appendix 8 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
16	Council Risk	Governance	Mitigate	Enterprise	All	Runanga Relationship (General)	Lack of progress following both senior management and operational interactions with Runanga result in delays in projects and BAU	Chief Executive	Executive team	Operational	Low	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.  Movement on several key projects but no change in overall approach  Taking the approach to keep them informed of issues.  Limited Governance engagement over the last few months.	
25	Council Risk	Operational	Mitigate	Works & Services	Upper Waiiau Toa Bridge - land access	Runanga Opposition (Bridge)	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	Low	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 budgetary 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 together with funding sunset clause. Land owner approval required for access arrangements.	
30	Council and District Risk	Compliance / Legislative	Accept	Enterprise	All	3 Waters & RMA Reform	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	High	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.  Proactive North Canterbury Waters project progressing. Recent new BCA potential changes announced. More information before Christmas.	
3	Council Risk	Market	Accept	Enterprise	HR	Staff Attraction/Retention	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	High	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.  Building control manager recruited 1 July start  Consideration of shared BCA arrangements for longer term.	4	4	16	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.  Recruitment of Senior Management Operations role, ideally for new candidate to start in January 2025.  Strategic Advisor to provide some support.  <b>Explore opportunities for growth in roles.</b>	



7	Council Risk	Compliance / Legislative	Accept	Works & Services	Three-waters	3 Waters Reform	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	High	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.  North Canterbury Waters project underway.  Baseline work to be completed by Christmas. Options to be presented in Q1 2025
28	Council Risk	Governance	Mitigate	Enterprise	Wakatu Quay Development	Lack of timely, relevant and accurate information (Wakatu Quay)	Project does not deliver desired outcomes including positive financial result - financial implications to Council and community	Chief Executive	Chief Executive	Financial	Low	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.  Council decision made to include \$800k financial commitment in LTP. Ongoing external investment conversations	4	4	16	Council decision to award construction contract in October. Tenancy search continues <b>but tenant not found</b> . Use of contingency could impact stage 2.  Construction starting <b>started</b> in October. <b>Variation risk remains</b>
32	Council Risk	Operational	Mitigate	Enterprise	HR	Staff Engagement	Team morale and impacts of workloads, Covid-19, reforms uncertainty staff shortages, and cost of living	Chief Executive	Management team	Operational	Medium	5	4	20	Workplace Support is in place for staff. Included in PDW process and focus from Management.  Wellbeing action plan in place. Flexible Working Policy implemented.  Report being prepared on financial implications of 3Waters Reforms for the organisation. Regular communication around reform agenda.	4	4	16	Management Team to provide support to their teams. Internal Strategy roll out.  Staff working group action plan.  Leadership training undertaken. Successful staff development day for team building.  <b>Actions to continue based on staff survey.</b>
34	Council Risk	Market	Mitigate	Enterprise	HR	Inflation	Cost of living crisis - inflation, loss of staff, communities ability to pay rates	Chief Executive	Executive team	Financial, Operational	Medium	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.  Job sizing exercise to be undertaken over the next two years. Remuneration process to be reviewed.
35	Council Risk	Governance	Mitigate	Enterprise	Capital Delivery	Lack of Project Methodology (General)	Lack of internal capacity and capability impacts on ability to deliver capital programme	Chief Executive	Executive team	Operational	High	4	4	16	Monthly reporting to management team on critical projects covering financials, status, risks and progress issues. Pace of change impacted by project reporting methodology, systems and capacity	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.
4	Council Risk	Compliance / Legislative	Accept	Strategy & policy	District planning	Pace of Legislative Change	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	Medium	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.  <b><u>We are understanding other Council's positions and waiting on the outcome of the new Government's 100 day plan.</u></b> <b><u>RMA reform agenda has seen repealed by new Government within their first 100 days in office - RMA 2.0 laws.</u></b> <b><u>Clarity on new approach required from Central Government.</u></b> <b><u>Fast Track consenting bill progressing.</u></b>	4	3	12	Clarity now provided on RMA reform timelines. Implications not understood at this stage.

21	Council Risk	Governance	Mitigate	Finance & IT	Information & Records Management	Poor record keeping	Records and documents can't be accessed reasonably or found, due to lack of information management processes across the organisation	SMC: Senior Manager Corporate Services	Community Services Manager	Operational and reputational	Medium	5	3	15	<p>Laserfiche procured and operational.</p> <p>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.</p> <p>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.</p> <p>Retention and disposal plan under development. R:Drive locked, readable only and being transferred into Laserfiche</p>	4	3	12	<p>Continued monitoring and training to ensure 100% uptake of staff using Laserfiche.</p> <p>Likely to require significant time and cost.</p> <p>Review of H:Drives and Desktops</p> <p>2nd phase of back scanning project commenced in July using transition funding. Additional budget included in LTP.</p> <p><b>Increased staff hours to focus on backlog of data quality.</b></p>
24	Council Risk	Operational	Avoid	Enterprise	Contractor performance risk	Poor Contract Establishment	Sub-optimal or poor contractor performance (including health & safety) and/or additional costs	SMO: Senior Manager Operations	Management team	Operational	Low	4	4	16	<p>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 &amp; safety documentation. Priorities for major contractor works being clarified in LTP.</p> <p>Contractor reports are received monthly from the Roading Contractor, contains H&amp;S reporting.</p>	3	4	12	<p>Ensuring the contractor understands the contract obligations. Continually improving procurement processes and contracts for quality outcomes and to include better health &amp; safety requirements</p> <p>Focus on KPI reporting with 3 Waters contractor Improve contract management focus. Included in LOE + SOI for IWK Contract checklist in place.</p> <p><b>Focus on quality checks remain work in progress.</b></p>
26	Council Risk	Governance	Accept	Enterprise	RMA consent compliance monitoring and enforcement	Political Pressure	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	High	4	3	12	<p>Historic approach and resource levels restrict the ability to proactively monitor compliance</p> <p>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</p> <p>Further proactive monitoring compliance will require additional resource.</p>	4	3	12	<p>Non compliances being identified. Additional regulatory resource would be required for pro-active compliance.</p> <p>Increased focus for Regulatory Team but may require additional resource and budget.</p> <p>Good progress being made on identification of issues.</p>
31	Council Risk	Emergent	Mitigate	Enterprise	All	Price escalation	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	Low	5	4	20	<p>Internal monthly reporting of capital projects and operational results within Management meetings</p> <p>Some inflationary effects factored into 2023/2024 Annual Plan. Watching brief with -PWC RE: effect on future borrowings</p>	3	4	12	<p><del>Cost escalation on materials experienced</del></p> <p>Ongoing effects monitored to assess effects on current LTP forecasts</p> <p>Review of capital programme procurement and delivery</p> <p>Increased cost of delivery factored into LTP.</p> <p>Easing of price indices <b>and interest rates</b>.</p>

36	Council Risk	Emergent	Mitigate	Enterprise	All	Climate Change	More frequent and severe weather events (rainfall, wind, fire) that increase risk of slips, road/bridge damage and increase risk of property damage Ocean Warming sees marine life change e.g. Whale migration and Whale/dolphin tourism decreases	Chief Executive	Executive team	Environmental, Financial	High	3	4	12	Data driven investment in stormwater drainage and increased roading resilience requirements.	4	3	12	Other controls required include facilitating/promoting marine research and diversifying tourism opportunity  Canterbury climate change action plan.
37	Council Risk	Emergent	Mitigate	Enterprise	Financial Management	Demographic changes increase in +65 age group	Higher proportion of +65 aged population will place more stress on ability to absorb rates increases. The types of services required will need to be more care based which we currently don't have. Being seen as a retirement town may be restrictive on ability to grow per aspirations	Chief Executive	Executive team	Environmental, Financial	High	3	4	12	Watching brief	3	4	12	Watching brief
39	Council Risk	Governance	Mitigate	Enterprise	Leadership	2025 Local Body Elections	Change of councillors, policy and direction	Chief Executive	Executive team	Political or Reputational	High	5	3	15	Staff capacity for councillor education ...	5	2	10	Campaign to community and plan for councillor education input early
9	District Risk	Operational	Mitigate	Strategy & policy	District planning	Ineffective District Plan	District Plan is sub-optimal, there is both permissive and restrictive land use, that may have undesirable effects.  In addition RMA reforms suggest regional plans going forward which would include Kaikoura's sub-optimal plan	SMC: Senior Manager Corporate Services	Strategy, Policy & Planning Manager	Environmental	Medium	4	3	12	Roadmap for revised District Plan produced. Presented to council. Included in LTP  Delivery plan developed. External advisors in place with Year 1 project plan in place November 2021 External resources contracted for 2021/2022 work. Natural Hazards Chapter complete. National planning standards re-housing complete. Looking to advance Year 2 planning including Runanga involvement and spatial planning. Spatial plan work underway. Successful community workshops. Discussions are occurring with the Runanga.	3	3	9	Expect to have Draft Spatial Plan by December 2024.  Rolling review needs to progress in 2024/2025
10	Council Risk	Compliance / Legislative	Avoid	Building & Regulatory	Building control and other regulatory	Failure to achieve Statutory Requirements	Statutory non-compliance (e.g. failure to conduct BWOs, enforcement activities)	Team Leader Community Facilities & Regulation	Senior Manager Operations	Operational	Low	4	3	12	Ongoing investment in staff, resources and training Some re-focussing of duties within operations team to enhance efficiency of monitoring and enforcement.  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.	3	3	9	External resources to assist with TA functions  Regulatory Team Leader in place focusing on TA functions  Good work being undertaken by Regulatory Team now in this area. IANZ accreditation audit completed in March 2024. Low risk status achieved.  Support being provided to Hurunui
11	Council Risk	Governance	Avoid	Enterprise	Financial management	Lack of timely, relevant and accurate information (General)	Unplanned costs, overspends, loss of revenue streams	Chief Executive	Management team	Financial	Low	3	3	9	Financial delegation limits, budget supervision, monthly reporting of variances  Robust LTP and Annual Plan processes  Budget variances closely monitored.  Monthly Management meetings reviewing capital and operational expenditure.  Deployed greater accountability for budget overruns, financial reporting brought to management teams, whole of team approach to budgets  Risks remain for any contracts or commitments that exceed budget provisions - the financial reporting only brings these to attention after the commitment has been made. Mitigated by involvement of Senior Managers and CEO and regular management meetings regarding operational and capital expenditure	3	3	9	No surprises reporting to elected members.  Increased costs of audit & insurance included in LTP.  Recruitment costs for Senior Management Operations role.  Increased legal costs for harbour.  Resource Management Plans are unbudgeted.

13	Council Risk	Governance	Avoid	Enterprise	Council	Lack of decisive decision making	Not robust decision-making from elected members	Chief Executive	Executive team	Political or Reputational	Medium	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>	3	3	9	<p>Elected members receive ongoing training, including on legislative matters, Chairs Training</p> <p>Akona Platform available for members.</p>
15	Council Risk	Compliance / Legislative	Mitigate	Strategy & policy	District planning	Statutory Non-Compliance	Statutory non-compliance (planning decision subject to challenge)	SMC: Senior Manager Corporate Services	Strategy, Policy & Planning Manager	Operational	Low	4	3	12	<p>Staff are adequately trained, adherence to current district plan, use of qualified consultants as required.</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>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>	3	3	9	<p>Weekly consent timeframes are being prepared to assist with tracking consents.</p> <p>Involve legal advisor if required at an early stage.</p>
22	Council Risk	Governance	Mitigate	Community Services	Emergency Management	Lack of Financial and Staff Capacity for CDEM	Other priorities resulting in failure to adequately train for emergency event	SMC: Senior Manager Corporate Services	Community Services Manager	Operational	High	3	3	9	<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 2024</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 and 2025 - AF 8 Training and Exercise Pandora in November 2024</p> <p>C10 EMO training.</p>
29	Council Risk	Emergent	Mitigate	Enterprise	Capital Delivery	Supply Chain Disruption	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	Low	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>
2	Council Risk	Compliance / Legislative	Avoid	Building & Regulatory	Building control	Lack of BCA Process and Procedures	Loss of BCA accreditation	SMO: Senior Manager Operations	Building Control Manager	Operational	Low	5	4	20	<p>Ongoing investment in staff, resources and training, monitoring BCA audit outcomes</p> <p>Accreditation achieved March/April. 2 Year low risk</p> <p>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.</p>	2	4	8	<p>IANZ accreditation completed in March 2024. Low risk until March 2026</p>
12	District Risk	Compliance / Legislative	Avoid	Works & Services	Water supplies	Lack of Water Testing and Responsiveness	Drinking water transgression, people get sick or die	SMO: Senior Manager Operations	Works & Services Manager	Health & safety	Low	3	5	15	<p>Water treatment facilities are in place, are well maintained, and data collection water testing regimes are followed. Drinking Water Safety Plans are in place</p> <p>Boiled water notice lifted for Fernleigh.</p> <p>Water safety plans in place.</p>	2	4	8	<p>Regular interface with regulator.</p> <p>Source water risks understood and managed</p> <p>UV disinfection in place- for all schemes.</p> <p>Chlorination in place for all but airport (as very small)</p> <p>Annual Review by independent assessor.</p>
18	Council Risk	Emergent	Avoid	Enterprise	IT services	Lack of Appropriate IT Access Controls	Data privacy breach - Individual information or contact database is accessed without authorisation	SMC: Senior Manager Corporate Services	Finance Manager	Political or Reputational	Low	3	4	12	<p>Firewalls are in place, laptops and devices are password protected.</p> <p>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.</p> <p>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</p>	2	4	8	<p>Have installed new firewalls with greatly improved security capabilities.</p> <p>Upgrade to Microsoft E3 also gives a larger suite of security products</p> <p><b>Prohibited access to external webmail platforms.</b></p>

19	Council Risk	Compliance / Legislative	Mitigate	Enterprise	Leadership	Lack of Appropriate Prioritisation and Capacity	Qualified annual report for 2023—2024 <b>2024 - 2025</b>	Chief Executive	Management team	Political or Reputational	Low	5	2	10	Suitably qualified and experienced staff complete the annual report. Currently inadequate systems in place for service performance reporting.  Improved capture of performance reporting in place - year end review will assess whether qualification can be avoided.	4	2	8	Potential for qualifications for 2023/2024.  On Council Agenda for October meeting.  <u>Successful audit in 2023/2024 but need to retain focus on measures - ERP change could affect risk.</u>
33	Council Risk	Compliance / Legislative	Mitigate	Enterprise	Financial management, HR	Regulatory Judicial Process	District Licensing Committee hearings impacts on resourcing and budget	Chief Executive	Chief Executive	Financial, Operational	Medium	4	3	12	Regulatory Team Leader on board  Consideration of fees and charges in the LTP and resourcing in the Regulatory Team. Consider further educational awareness initiatives. Section 17a sample review	4	2	8	Completed and updated contract in place. DLC Commissioner approved.
38	Council Risk	Operational	Mitigate	Enterprise	All	ERP Replacement	ERP fails to work as expected or certain modules do not provide the expected service causing service or financial implications	Senior Manager Corporate Services	Management team	Operational, Financial, Reputational	Low	3	4	12	Joint procurement with Hurunui IT team. Involvement in staff in module reviews Budget for training in LTP Implementation project plan to be developed in detail once preferred supplier chosen	2	4	8	Implementaiton and training will be in conjunction with Hurunui IT team. Staff kept informed to progress with feedback opportunity Testing and training to be incorporated
14	Council	Emergent	Mitigate	Enterprise	All	Pandemic Restrictions	Covid-19, or similar, related loss of business continuity	Chief Executive	Chief Executive	Operational	Low	4	4	16	Business continuity plans in place.  Consideration of trigger levels that Look to rotation of staff working from home vs in the office to reduce spread throughout the workforce at once. Identification of critical workers for essential services.  Ongoing management of staff and close contact cases and impact on service delivery.  The staff vaccination policy has been removed in line with national policy. Impacts continue to be monitored and business continuity measures implemented as required.  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.	2	3	6	Maintain an watching brief
17	Council Risk	Operational	Avoid	Enterprise	IT services	Failure to maintain/replace IT Hardware	IT hardware failure	SMC: Senior Manager Corporate Services	Finance Manager	Operational	Low	2	4	8	Backups are undertaken 3 times daily, stored offsite. Backups kept for daily, monthly and yearly iterations.  Document management system now up and running, the document management system does not have cloud-based storage (its on one of our new onsite servers). This risk is mitigated by the backups described as above.  Core servers - all now replaced, new laptops arrived or ordered to replace PC's (Covid delivery delays)  Secure elected members devices issued  Ongoing awareness of potential threats through Mimecast security awareness training arranged by IT. Monthly updates. Hardware replacement policies required.	2	3	6	No hardware issues to report.
20	Council Risk	Compliance / Legislative	Avoid	Enterprise	Financial management	Lack of Appropriate Fraud Controls	Fraud - whether misappropriation of cash, theft of assets or cash, or some other fraud/corruption	Executive team	Management team	Financial	Low	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

27	Council Risk	Operational	Mitigate	Communications	Council website software not supported	Lack of Website replacement planning	Potential failure of the Council website may not be able to be rectified and potential for full website to be inoperative	Senior Manager Corporate Services	Chief Executive	Operational	High	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	2	3	6	Continuous improvement plan being drafted with new pages being added. Eg. Have your say, LGOIMA, Councillor Bios
23	Council Risk	Emergent	Accept	Enterprise	Leadership	Natural Disaster	Natural disaster - effect on community: earthquake, tsunami, major flood event	Chief Executive	Executive team	Operational	High	1	5	5	Emergency Management Officer and Function Managers are up to date with CIMS training, whole of KDC participation in regional exercises, liaison with regional civil defence agencies, regular catchups with local responders (police, fire, hospital, Red Cross etc)  EMO now on a permanent contract due to CDEM	1	5	5	Will always need external resource for significant local event  EMO linkages with North Canterbury EMOs. Review of Canterbury group undertaken and implementation plan being developed
5	Council Risk	Governance	Mitigate	Works & Services	Asset management	Lack of Process and Systems	Lack of knowledge about KDC assets, especially critical infrastructure	SMO: Senior Manager Operations	Works & Services Manager	Operational	High	3	4	12	Significant progress made on improving asset knowledge and preparing Infrastructure Strategy and AMP's to support LTP. ADAPT asset management system in place and being used for waters assets.  Continuing focus for Works & Services Team.	2	2	4	Further work required with ADAPT Working alongside Hurunui District Council and Waimak Council on ADAPT
6	Council Risk	Operational	Avoid	Works & Services	Roading	Lack of Project Methodology (Roothing)	Poor network resilience and a backlog of work resulting in poor roads and financial burden, and community impact	SMO: Senior Manager Operations	Works & Services Manager	Operational	Low	3	4	12	Adoption of the LTP with the investments included will enable reseal backlog to be dealt with over the programmed six years. Final Waka Kotahi funding has increased and is being applied to additional capital works in order to accelerate the programme to eliminate the backlog. RAMM (Road Asset Maintenance Management) validation completed and improvement plan being developed. NCTIR Haul Roads 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.  Area wide treatments completed. Detailed delivery programme developed for 2024/2025 financial year  Sealing works scheduled for Q2 of financial year (within sealing season).  Focus for next 3 years 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	2	2	4	Clear work programme defined. Roothing and footpaths remain a priority investment in LTP.  Committee directions on whether to close out this risk.
1	Council Risk	Emergent	Mitigate	Enterprise	Financial management	Lack of Financial Buffer	Long-term financial position: Major unforeseen projects or disaster events raise our debt levels too high	Chief Executive	Executive team	Financial	High	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
8	Council Risk	Emergent	Accept	Enterprise	HR	Catastrophic Event / Black Swan	Major disaster - business continuity severely impacted	Executive team	Team leaders	Operational	High	1	5	5	Regular EOC function manager training, documented processes, EOC cupboards stocked, participate in Exercise Pandora, IT backups and disaster recovery plans in place  Policy and procedures review and update commenced. BCP plans in place for Covid.	1	3	3	Develop clear operating procedures for all function managers with a clear understanding of who does what in the event of a disaster

<b>Report to:</b>	<b>Council</b>
<b>Date:</b>	26 February 2025
<b>Subject:</b>	Temporary Accommodation Decision Report (7 Units)
<b>Prepared by:</b>	S Haberstock – Community Services Manager
<b>Authorised by:</b>	P Kearney – Senior Manager Corporate Services

## 1. SUMMARY

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

At the Council meeting on the 26 June 2024, Council agreed to:

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

At the Council meeting on the 29 January 2025, Council was provided the opportunity to review and confirm that the terms and conditions of the new lease arrangement and sale contract were satisfactory before the current lease expires at the end of February. No changes were requested and no changes have been made.

The initial licence term will run until 28 February 2027. Te Whare Putea (at its discretion) can renew the license for a further two years, provided it has obtained Community Housing Provider status and is compliant with the licence terms which will be subject to Council approval. If Council decides to allow a renewal/extension before Community Housing Provider status is attained (because Council is satisfied that is in progress), then that would be a Council prerogative.

This report is for final decision.

### Attachment 1 – Report to Council dated 26 June 2024

### Attachment 2 – Licence to Occupy

## 2. RECOMMENDATION

It is recommended that Council:

- a) Receives this report
- b) Accepts the Sales and Purchase Agreement without changes for decision and approves the Senior Manager Corporate Services to sign the agreement.

## 3. RELEVANT LEGISLATION

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

## 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



<b>Date:</b>	26 June 2024	
<b>Subject:</b>	Temporary Accommodation Report (7 Units)	
<b>Prepared by:</b>	Susie Habershtock – Community Services Manager Ronnie Gibson – Social Development Manager MSD	
<b>Input sought from:</b>	Te Whare Putea; Housing Forum and partners	
<b>Authorised by:</b>	Peter Kearney – Senior Manager Corporate Services	

## 1. SUMMARY

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

Te Whare Putea has asked Council to consider:

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

## 2. RECOMMENDATION

It is recommended that Council:

1. Receives this report
2. Approve **Option (a) (Recommended)** or Option (b) Status Quo.

### **Option (a) (Recommended):**

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

### **Option (b) (Status Quo)**

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

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

### **3. BACKGROUND**

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

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

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

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

#### **Te Whare Putea's proposal**

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

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

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

#### **Community Housing Provider status**

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

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

Community Housing Providers (CHPs) are also able to make applications for project-specific funding to deliver new public housing supply<sup>1</sup>.

### **Status of the Temporary Units**

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

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

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

### **Kaikōura Housing Forum**

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

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

Some of these pressures are:

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

There are currently 12 households on the public housing register<sup>2</sup>. There are others that are living in insecure or inappropriate accommodation that are not visible. There are some people in the community that will continue to struggle to find secure accommodation because they are perceived as high risk, or simply do not show the same return on investment so are the least attractive option to a landlord.

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

- Increased Emergency Housing cost where currently there are very few grants

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

<sup>2</sup> As at 12 July 2023

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

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

#### 4. FINANCIAL IMPLICATIONS AND RISKS

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

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

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

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

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

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

#### 5. RELEVANT LEGISLATION

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

#### 6. COMMUNITY OUTCOMES SUPPORTED



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



**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

**Attachments:**

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

**Attachments for information:**

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

Attachment 2

## **Licence to Occupy**

between  
Kaikōura District Council  
and  
Te Whare Putea



## Licence to Occupy

Date: 26 February 2025

### Parties

**Kaikōura District Council (Council)**

**Te Whare Putea (Licensee)**

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### Background

- A. The Land described in Schedule A and identified on the plan attached is vested in the Council.
- B. The Council is authorised to grant a licence to the Licensee on the terms set out in this Licence.

### Agreement

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- 1. The Council grants to the Licensee a non-exclusive licence to occupy the Land commencing on the Commencement Date defined in Schedule A.
- 2. The Licensee will not use the Land for any purposes other than the Permitted Use defined in Schedule A.
- 3. The Licensee will pay to the Council the Licence Payment defined in Schedule A, payable yearly in advance on demand by the Council.
- 4. If the Licence Payment or any other money payable by the Licensee under this Licence remains unpaid for seven calendar days after the due date for payment, the Licensee shall pay interest on the unpaid amount at the Default Interest Rate defined in Schedule A, until payment is made in full, including payment of interest under this clause. This clause is without prejudice to any other rights or remedies available to Council.
- 5. The Licensee will:
  - (a) Not assign, sublet, mortgage, charge, grant any lien or otherwise dispose or part with the possession of the whole or any part of the Land.
  - (b) Use and manage the Land in a good and proper manner and will keep the Land neat and tidy.
  - (c) Not do or permit to be done anything that would impede, obstruct or restrict the access of members of the public to the Land.
  - (d) Not do or permit to be done on the Land anything which in the opinion of the Council is or may become a nuisance or disturbance to, or cause damage to the Land, or the property of the Council, the Councils or occupiers of any properties in the vicinity of the Land, or the users of any adjoining footpath, road, or reserve.
  - (e) Not erect any buildings on the Land.

- (f) Not make any alterations or additions to the Land or any improvements on the Land, without first obtaining the prior written consent of the Council.
  - (g) Keep all improvements now or in the future on the Land in good order, condition and repair.
  - (h) Immediately make good any damage to the Land, or the surrounding area, or to any improvements, caused by the use of the Land by the Licensee or persons under the Licensee's control.
  - (i) Obtain and keep current all necessary consents, approvals and permits for the Licensee's use of the Land.
  - (j) Comply with all statutes, ordinances, regulations, rules, codes of practice, and bylaws, and with all requirements or notices or orders which may be given by the Council or by any other competent authority in respect of the Land, anything located on the Land, or the use of the Land.
  - (k) Permit the Council, and its employees, contractors and agents to inspect the Land at any time for the purpose of examining the Land or to ensure compliance with the terms of this Licence.
  - (l) Not do, or permit to be done, anything that causes any insurance effected by the Council or by the Licensee to be rendered void or voidable or causes the premiums payable on such insurance to be liable to increase.
  - (m) Comply with all additional terms, conditions and requirements (if any) detailed in Schedule B.
6. The Council may terminate this Licence for non-payment or for breach by the Licensee of any other term of this Licence.
  7. Upon the expiration or earlier termination of this Licence either as to the whole or any part of the Land, the Licensee will not be entitled to compensation for any improvements but will remove any improvements and/or will reinstate the Land to its condition at the Commencement Date, if required to by the Council.
  8. No warranty or representation expressed or implied has been made or is made by the Council that the Land is now suitable or will remain suitable or adequate for use by the Licensee for any purpose.
  9. The Licensee occupies the Land at the Licensee's sole risk and releases the Council to the fullest extent permitted by law from all claims and demands of any kind and from all liability which may arise in respect of any damage to any property or injury to any person as a result of the Licensee's use and occupation of the Land.
  10. The Licensee shall keep the Council indemnified to the fullest extent permitted by law against all liabilities, fines, penalties, damages, losses and costs of any nature which the Council may suffer or incur or for which the Council may become liable in respect of, or arising out of:
    - (a) the use by the Licensee, or persons under the Licensee's control, of the Land;
    - (b) any damage to property or injury to any person on, or in the vicinity of, the Land caused directly or indirectly by any act or omission by the Licensee or persons under the Licensee's control.



11. The Licensee will effect, and keep current, public liability insurance cover for an amount not less than the Minimum Public Liability Insurance defined in Schedule A. The Licensee will provide evidence of cover to the Council prior to the Commencement Date.
12. The Licensee will pay the Council's legal costs relating to this Licence, and any costs (including, but not limited to, the Council's legal costs) incurred by the Council relating to the remedy of any breach or default by the Licensee or relating to the enforcement of the Council's rights under this Licence.
13. Any dispute arising under this Licence will first be dealt with by negotiation and, if that does not produce a resolution, will be referred to arbitration pursuant to the Arbitration Act 1996. This is without prejudice to the rights of termination contained within this Licence.
14. Any notice or other communication (**notices**) given under this licence must be in writing and in accordance with the following:
  - (a) It may be served personally or sent to any of the relevant party's communication points listed in the Schedule.
  - (b) Each party will notify the other in writing of any changes to their address for service.
  - (c) Notices are deemed served at the following times:
    - (i) when given personally, on delivery;
    - (ii) when sent by post (other than airmail) or document exchange, on the second working day following the date of posting;
    - (iii) when sent by airmail outside New Zealand, on the fourth working day following the date of posting;
    - (iv) when sent by fax, when sent to the addressee's fax number and a successful transmission receipt received;
    - (v) when sent by email, when acknowledged by the addressee by return email or otherwise in writing.
  - (d) Any notice which has been served on a Saturday, Sunday or public holiday is deemed to be served on the first working day after that day.
  - (e) A notice may be given by an authorised officer, employee or agent.
  - (f) Notice may be given personally to a director, employee or agent of the party at that party's address or to a person who appears to be in charge at the time of delivery or according to sections 387 to section 390 (inclusive) of the Companies Act 1993.
  - (g) If the party is a natural person, partnership or association, the notice may be given to that person or any partner or responsible person. If they refuse to accept the notice, it may be brought to their attention and left in a place accessible to them.
  - (h) Time is of the essence.

**Signed by**

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Signed by **Kaikōura District Council** by its duly authorised signatory in the presence of:

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Authorised Signatory

---

Signature of witness

---

Name of witness

---

Occupation

---

Address

Signed by **Te Whare Putea** as Licensee in the presence of:

---

Authorised Signatory

---

Signature of witness

---

Name of witness

---

Occupation

---

Address

## Schedule A

<b>Land</b>	That part of the property at 34 Beach Road, Kaikoura (comprised in Record of Title 234557 and described as Lot 3 DP 10081 & Lot 2 DP 357657) as shown on the plan annexed as Schedule C
<b>Commencement Date</b>	1 March 2025
<b>Permitted Use</b>	Emergency, community and transitional housing
<b>Licence Fee</b>	\$1.00 including GST (if any) per annum
<b>Default Interest Rate</b>	14% per annum
<b>Minimum Public Liability Insurance</b>	\$2,000,000.00
<b>Council's Address for Service</b>	96 Esplanade, Kaikoura
<b>Licensee's Address for Service</b>	105 Beach Road, Kaikoura

## Schedule B – Additional Terms, Conditions and/or Restrictions

### 15. Sale and Purchase of Temporary Accommodation Units

- 15.1 The Council agrees to sell and the Licensee agrees to purchase the seven temporary accommodation units located on the Land (**Units**) on the terms in this clause 15.
- 15.2 The purchase price for the Units is \$1.00 including GST (if any).
- 15.3 Settlement of the sale and purchase of the Units will be completed on the Commencement Date.
- 15.4 Risk in the Units will pass to the Licensee from the Commencement Date. From the Commencement Date, the Licensee will have sole responsibility for maintenance and insurance of the Units.
- 15.5 The Units are sold on an as-is, where-is basis. No warranties, whether express or implied, are given by the Council in relation to the Units. For the avoidance of doubt, the Council does not warrant that the Units are suitable for any particular purpose.
- 15.6 The Licensee acknowledges that it has inspected the Units and has full and comprehensive knowledge of the Units and their condition from the Licensee's use of the Land and the Units over the past six years.
- 15.7 The Licensee purchases the Units relying solely upon the Licensee's own judgement and not in reliance on any representation by the Council.

### 16. Right of First Refusal

16.1 If the Licensee intends to sell the Units (whether during the term of this Licence or following expiry or termination), the Licensee must first offer to sell the Units to the Council by delivering written notice to the Council of the Licensee's intention to sell.

16.2 If the Council wishes to accept the Licensee's offer under clause 16.1, then the Council must provide written notice of acceptance to the Licensee by no later than 5pm on the date that is one calendar month following receipt of the Licensee's notice.

16.3 If the Council accepts the Licensee's offer, then the parties will be lawfully bound to the sale and purchase of the Units on the following terms:

- (a) The purchase price for the Units will be \$1.00 including GST (if any).
- (b) Settlement of the sale and purchase of the Units will be completed no later than one month after the Council accepts the Licensee's offer.
- (c) If the Units have been removed from the Land, then the Council will be responsible for any costs involved with relocating the Units and reinstating the land on which the Units are located.
- (d) The Units will be sold to the Council on an as-is, where-is basis, and risk will pass to the Council on settlement.

16.4 If the Council does not accept the Licensee's offer under clause 16.1 within the required timeframe, the Licensee may sell the Units to any other party on any terms and conditions that the Licensee decides.

16.5 This clause 16 will no longer apply if the Licensee sells the Units to a third party, provided the Licensee has complied with its obligations under this clause.

## **17. Outgoings**

17.1 The Licensee will be responsible for payment of all property rates and other outgoings relating to the Units and the Land.

17.2 The Licensee acknowledges that, as at the date of this Licence, the Land is separately rated under valuation number 21080 053 07 B, with total annual rates of \$18,242.69 including GST.

## **18. Term**

18.1 The term of this Licence will commence on the Commencement Date and expire on 28 February 2027 (being two years from the Commencement Date).

18.2 The Council will grant the Licensee the right to renew the term of this Licence for a further term of two years from 1 March 2027 until 28 February 2029 if all of the following conditions are satisfied:

- (a) The Licensee gives written notice to the Council of the Licensee's wish to renew the lease no later than 1 December 2026.
- (b) At the date of the notice of renewal, the Licensee is not in breach of its obligations under this Licence.

- (c) On or before 1 December 2026, the Licensee provides evidence to the Council that the Licensee has obtained Community Housing Provider status with the Community Housing Regulatory Authority.

### **19. Relocation of Units**

- 19.1 At any time during the term of this Licence, the Licensee may elect to relocate the Units from the Land to another location.
- 19.2 The Council may require the Licensee to remove the Units from the Land in accordance with clause 7.
- 19.3 If the units are to be removed from the Land in accordance with clauses 19.1 or 19.2, then the following clauses 19.4 to 19.10 will apply.
- 19.4 The Licensee will be solely responsible for the removal of the Units from the Land and all associated costs, including (but not limited to):
- (a) obtaining all necessary consents and approvals;
  - (b) complying with the Building Act 2004 and any other legal and/or regulatory requirements; and
  - (c) disconnecting any services to the Units.
- 19.5 The Licensee will remove the Units with the least possible disturbance and interference to the Council and the owners and occupiers of the properties adjacent to and in the vicinity of the Land.
- 19.6 Following removal of the Units, the Licensee will be responsible for all reinstatement works required by the Council, and will leave the Land in a neat and tidy condition.
- 19.7 Any damage to the Land, to improvements on the Land, or to neighbouring properties (including, but not limited to, damage to water, stormwater or sewer facilities; power or telephone cables; driveways; paths or fences) will be repaired and/or replaced by the Licensee in a proper tradesman-like manner.
- 19.8 The Licensee will carry sufficient insurance to cover any damage or injury as a result of the removal of the Units.
- 19.9 Following the removal of the Units from the Land, the reinstatement of the Land and the repair of any damage (all to the satisfaction of the Council, acting reasonably), the Council will make payment of the sum of \$21,000 (\$3,000 per Unit) to the Licensee as a contribution towards the costs of removal.
- 19.10 On payment by the Council in accordance with clause 19.9, the Licensee's rights to occupy the Land under this Licence will immediately terminate.

### **20. General**

- 20.1 If there is any conflict between the additional terms and conditions in this Schedule B and the main agreement terms, then the provisions of this Schedule B will prevail.

20.2 The Parties agree that this Licence contains the entire agreement between the Council and the Licensee in relation to the sale and purchase of the Units and the license of the Land, and cannot be varied except in writing signed by both parties.

<b>Report to:</b>	<b>Council</b>
<b>Date:</b>	26 February 2025
<b>Subject:</b>	Innovative Waste Kaikōura Ltd - Letter of Expectation 2025/26-2027/28
<b>Prepared by:</b>	P Kearney – Senior Manager Corporate Services
<b>Input sought from:</b>	KDC/IWK
<b>Authorised by:</b>	W Doughty - Chief Executive Officer

## 1. PURPOSE

The purpose of this report is to present the Letter of Expectation (LOE) from Kaikōura District Council (KDC) to Innovative Waste Kaikōura for 2025/2028 which will be used to prepare the Innovative Waste Kaikōura (IWK) Ltd’s draft Statement of Intent for the year 1 July 2026 to 30 June 2028.

The Letter of Expectation sets out high level shared priorities and specific areas of focus for IWK from a Council perspective. This has been developed collaboratively across both entities.

### **Attachments 1 - Letter of Expectation from Kaikōura District Council to Innovative Waste Kaikōura Ltd**

## 2. RECOMMENDATION

That the Council:

- a) Approves Kaikōura District Council Letter of Expectation to Innovative Waste Kaikōura Ltd. for 2025/2028.
- b) Notes that Innovative Waste Kaikōura Ltd. Will use this LOE for their statement of intent which will subsequently be presented to Council for feedback.

## 3. SUMMARY

### **3.1 KDC Letter of Expectation to Innovative Waste Kaikōura Ltd.**

The letter of expectation was discussed by Council and IWK at a workshop on the 19 February 2025. The letter of Expectations outlines some general messages and shared priorities between the two organisations. It also outlines some specific areas of focus for IWK from a Council perspective around ensuring financial sustainability, value for the community and protecting our environment. These are outlined below:

- Demonstrate a commitment towards measuring, developing and improving organisational culture and staff wellbeing including Health & Safety.
- Demonstrates a commitment towards measuring and improving client satisfaction & service performance including providing information that demonstrates long term improvement in diversion activities or other efficiency related metrics.
- Demonstrate a commitment to being financially sustainable by developing and providing a strategy that provides confidence in the sustainability of any future direction of IWK. This may include exploring alternative funding or work streams to increase the level of income generated from IWK outside of waste fee charges, or cost efficiencies that demonstrates realistic and achievable financial improvements over the long term.
- Investigate and bring to KDC for meaningful consideration, innovative and alternative ways to minimise waste, add value to our Waste Management and Minimisation Plan and keep costs to the community as low as reasonably practical.

- Commitment to collaborate with KDC and other stakeholders to own and develop actions that support delivery of the KDC Waste Management and Minimisation Plan objectives. This should include developing information content that clearly assists the community in managing their waste and offers cost reduction opportunities while ensuring the long-term impact on the environment is minimised as much as reasonably practical

#### 4. FINANCIAL IMPLICATIONS AND RISKS

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

#### 5. SIGNIFICANCE OF DECISION

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

#### 6. RELEVANT LEGISLATION

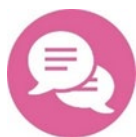
The Local Government Act 2002 states that a local authority should ensure prudent stewardship and the efficient and effective use of its resources in the interests of its district or region.

#### 7. COMMUNITY VIEWS

No community views were sought in relation to this report.

#### 8. COMMUNITY OUTCOMES SUPPORTED

The work is in support of all community outcomes.



##### Community

We communicate, engage and inform our community



##### Development

We promote and support the development of our economy



##### Services

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



##### Environment

We value and protect our environment



##### Future

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



Dear Glen

**Letter of Expectation from Kaikōura District Council (KDC) to Innovative Waste Kaikōura (IWK) for 2025/26-2027/28**

This letter of expectation is intended to provide strategic direction and key areas of focus to inform IWK's Statement of Intent (SOI) for 2025/26-2027/28. This letter has been informed by discussions with councillors and staff and sets out general and key strategic expectations from KDC.

KDC's partnership with IWK will help us successfully deliver our community outcomes and be a district that protects and enhances its environment through efficient and sustainable practices.

**General message and shared priorities**

We are committed to making a difference to our community and environment through what and how we do things as a council.

We have identified several key focus areas that capture our shared priorities over the next few years:

*Doing the basics well:*

We plan for the future and apply sound management principles and decisions based on informed data to manage our assets and services to ensure value to the community.

*Safety and Regulation:*

Community safety and wellbeing is a core component of our work. Health and Safety strategies and responsibilities are clearly defined and implemented.

*Sound Financial Practices:*

Decisions are made that ensure best value for money for the community and finances are managed appropriately. Financial management is supported by appropriate systems and controls.

*People and Performance:*

People are valued and supported to operate at their best with collaboration being central to delivering successful outcomes. This includes accessibility considerations for the community and responsiveness to community needs.

*Future Proof:*

Creativity and innovation are required in order to continuously explore opportunities that maximise environmental, economic and social benefit from the services, facilities and experience that we provide for the community.

## **Specific areas of Focus**

The specific areas of focus that IWK should reflect in its SOI are outlined below:

1. Demonstrate a commitment towards measuring, developing and improving organisational culture and staff wellbeing including Health & Safety.
2. Demonstrates a commitment towards measuring and improving client satisfaction & service performance including providing information that demonstrates long term improvement in diversion activities or other efficiency related metrics.
3. Demonstrate a commitment to being financially sustainable by developing and providing a strategy that provides confidence in the sustainability of any future direction of IWK. This may include exploring alternative funding or work streams to increase the level of income generated from IWK outside of waste fee charges, or cost efficiencies that demonstrates realistic and achievable financial improvements over the long term.
4. Investigate and bring to KDC for meaningful consideration, innovative and alternative ways to minimise waste, add value to our Waste Management and Minimisation Plan and keep costs to the community as low as reasonably practical.
5. Commitment to collaborate with KDC and other stakeholders to own and develop actions that support delivery of the KDC Waste Management and Minimisation Plan objectives. This should include developing information content that clearly assists the community in managing their waste and offers cost reduction opportunities while ensuring the long-term impact on the environment is minimised as much as reasonably practical.

## **Statement of Intent**

KDC expects that the strategic priorities contained in this LOE will be reflected in IWKs SOI and supported by key performance indicators as appropriate. Council looks forward to receiving your final SOI by 1 May 2025.

We look forward to a stronger partnership between IWK and KDC built on collaboration that delivers innovative, sustainable and cost-effective solutions for our community and environment especially in the current climate of rising costs and political reform and uncertainty.

Yours sincerely

Craig Mackle

**Mayor of Kaikōura District Council**

<b>Report to:</b>	<b>Council</b>
<b>Date:</b>	26 February 2025
<b>Subject:</b>	Road Change – Topline Road to Topline Road North
<b>Prepared by:</b>	J Thornton – Planning Admin Officer
<b>Authorised by:</b>	M Hoggard – Strategy, Policy and District Plan Manager

## 1 SUMMARY

With some historic issues arising, there have been a few double-ups with numbers alongside “Top Line Road.” To provide less confusion, the proposal is to make changes to the road name. The intention is for “Topline Road” to become “Top Line Road North.”

## 2 RECOMMENDATION

It is recommended that the Council

- a) Receives BACKGROUND to the change from Topline Road to Topline Road North.
- b) Makes a decision on the following road name changes:
  - I. **Topline Road to become Topline Road North**

## 3 BACKGROUND

### 3.1 Location

Topline Road is a formed and unformed road that exists from the Kowhai River to opposite Kanuka Lane see Annex 1 figure 3. Sections of this road have been formed which do not join creating confusion for street numbering.

Topline Road North is proposed to be the northern section of Topline Road, a 280m portion of road branching off Parsons Road.

This road naming change is to help with Emergency response, as there is the potential for similar numbers in a more southern section of Topline Road, branching off Mt Fyffe road (Fig 2). There already is a 28 Topline Road with no dwelling on it as of yet but this could change with a future subdivision.



Figure 1 Northern section of Topline Road, branching off Parsons Road.  
Source: KDC Property Map



Figure 2 Southern/Middle Section of Topline Road, branching off Mt Fyffe Road  
Source: KDC Property Map

### 3.2 Potential road names

Topline Road North has been put forward as an option for this section of road as it makes geographical sense without altering the whole road name and is easy to locate for emergency services.

A letter was sent to the impacted land owners, two of them with dwellings on site, in July 2024.

A reminder e-mail was sent in January 2025, following which one of the landowners opposed the road name change. The second resident owner of Topline Road was contacted by phone and has no objection to the name change.

Runanga was approached about this and has no objections to the name change.

### 3.3 Road naming process

Once a name has been selected by Council, the name will be sent to Land Information New Zealand and the New Zealand Geographic Board.

The NZGB has naming jurisdiction over:

- natural features such as mountains, peaks, valleys, glens, forests, lagoons, swamps, creeks, streams, rivers, fords, lakes, glaciers or ice features, bays, islands or harbours (including man-made features of the same type)
- railways or railway stations, but not railway features such as marshalling yards, transfer sites, or track point locations
- places, i.e. cities, towns, villages, sites, areas, or similar places, including suburbs and localities
- undersea features
- Crown protected areas
- Districts and regions (altering only if requested by the local authority) <sup>1</sup>

<sup>1</sup> <https://data.linz.govt.nz/layer/51681-nz-place-names-nzgb/>

### 3.4 Road naming standards

The table below sets out appropriate road types for the newly created roads.

Table 1.

Road type	Abbreviation	Description	Open ended	Cul-de-sac
Road	Rd	Open roadway primarily for vehicles	Yes (GIS allowance)	Yes (for now)

According to the New Zealand roading standards,

#### 4.4.5 Ease of Use of Road Name

*A road name should be easily pronounced and spelt and be easily understood when written or in conversation; however, in the case of indigenous languages it is accepted that a traditional name which may appear at first to be complex will, over time, become familiar and easy to use within the community.*

#### 4.4.8 Indigenous Road name

*A road name derived from indigenous sources should be local to the area and endorsed by the recognised local indigenous community. where a road name is derived from an indigenous language it shall comply with the written for, should one exist.*

## 4. RELEVANT LEGISLATION

### 4.1 Policy and legislation

- The New Zealand Addressing Standard (AS/NZS 4819:2011)
- Local Government Act 2002

## 5. COMMUNITY OUTCOMES SUPPORTED

The work is in support of all community outcomes.

### Annex 1:

This is a potential overview of the whole length of Topline Road if it would to ever be cerated.

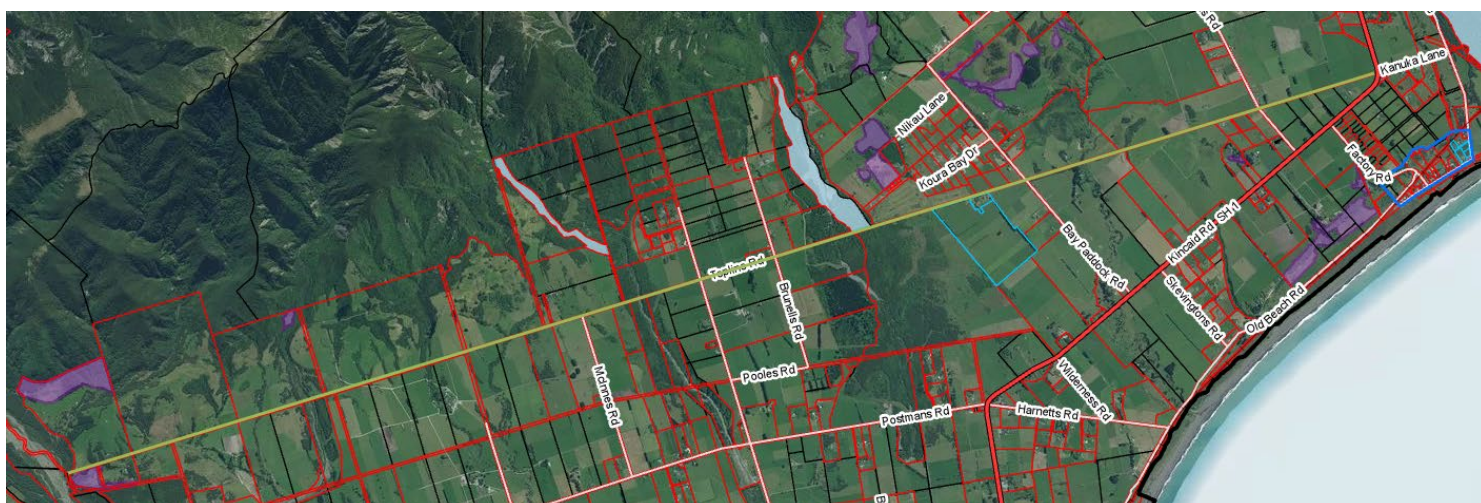


Figure 3. Potential Topline Road, whole length. Source: Kaikōura District Plan, Local Maps 2022



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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

<b>Report to:</b>	<b>Council</b>
<b>Date:</b>	26 February 2025
<b>Subject:</b>	Road Naming – Whaleway Station Road
<b>Prepared by:</b>	J Thornton – Planning Admin Officer
<b>Input sought from:</b>	S Lange – Museum Manager
<b>Authorised by:</b>	M Hoggard – Strategy, Policy and District Plan Manager

**1. SUMMARY**

Whaleway Station Road, although commonly used in our District, does not exist in LINZ records.

**2. RECOMMENDATION**

It is recommended that the Council:

- a) Receives BACKGROUND to the naming of Whaleway Station Road.
- b) Officially names the section of road as Whaleway Station Road.

**3. BACKGROUND**

**3.1 Location**

Whaleway Station Road is the name given to the portion of road branching off SH1 and heading to the Railway and Whalewatch stations.

Previously known as the Railway Station Road, it has evolved into Whaleway Station Road with the addition of the Whalewatch station. Although previously known as Railway Station Road and now commonly referred to as Whaleway Station Road, it has never had an official name.

An archive search has found mention of the Railway station Road in an old document but none of the historical maps show a name associated to the road.

This road name change is to help with postal service, after a direct request from NZPost.

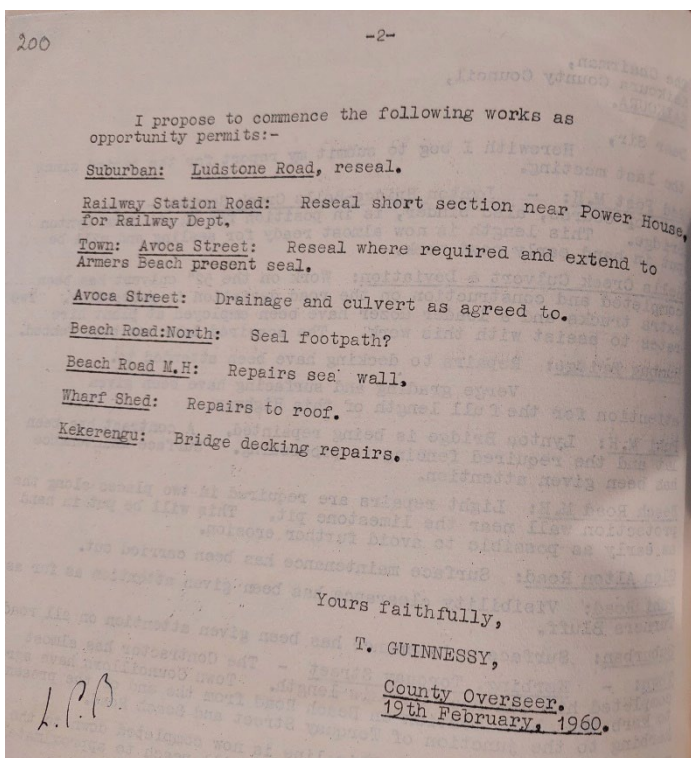


Figure1 – Historical reference to Railway Station Road





Figure 2: Location of Whaleway Station Road. Source: KDC Property Map  
Note: The Whale Watch carpark is not part of the legal road



Figure 3 – Legal portion of the unnamed road, from the Beach Road junction to the entrance of the ocean side car park. Source: Landonline (LINZ)

### 3.2 Potential road names

Whaleway Station Road has been put forward as an option for this section of road as it intertwines historical and present use and is easy to locate for emergency services.

### 3.3 Road naming process

We have received approval for this road naming from a Whalewatch representative. Runanga was approached and has no objection to the name change.

Once a name has been selected by Council, the name will be sent to the Land Information New Zealand and New Zealand Geographic Board.

The NZGB has naming jurisdiction over:

- natural features such as mountains, peaks, valleys, glens, forests, lagoons, swamps, creeks, streams, rivers, fords, lakes, glaciers or ice features, bays, islands or harbours (including man-made features of the same type)
- railways or railway stations, but not railway features such as marshalling yards, transfer sites, or track point locations
- places, i.e. cities, towns, villages, sites, areas, or similar places, including suburbs and localities
- undersea features
- Crown protected areas
- Districts and regions (altering only if requested by the local authority) <sup>1</sup>

<sup>1</sup> <https://data.linz.govt.nz/layer/51681-nz-place-names-nzgb/>

### 3.4 Road naming standards

The table below sets out appropriate road types for the newly created roads.

Table 1.

Road type	Abbreviation	Description	Open ended	Cul-de-sac
Road	Rd	Open roadway primarily for vehicles	No	Yes

According to the New Zealand roading standards,

#### 4.4.5 Ease of Use of Road Name

*A road name should be easily pronounced and spelt and be easily understood when written or in conversation; however, in the case of indigenous languages it is accepted that a traditional name which may appear at first to be complex will, over time, become familiar and easy to use within the community.*

#### 4.4.8 Indigenous Road name

*A road name derived from indigenous sources should be local to the area and endorsed by the recognised local indigenous community. Where a road name is derived from an indigenous language it shall comply with the written form, should one exist.*

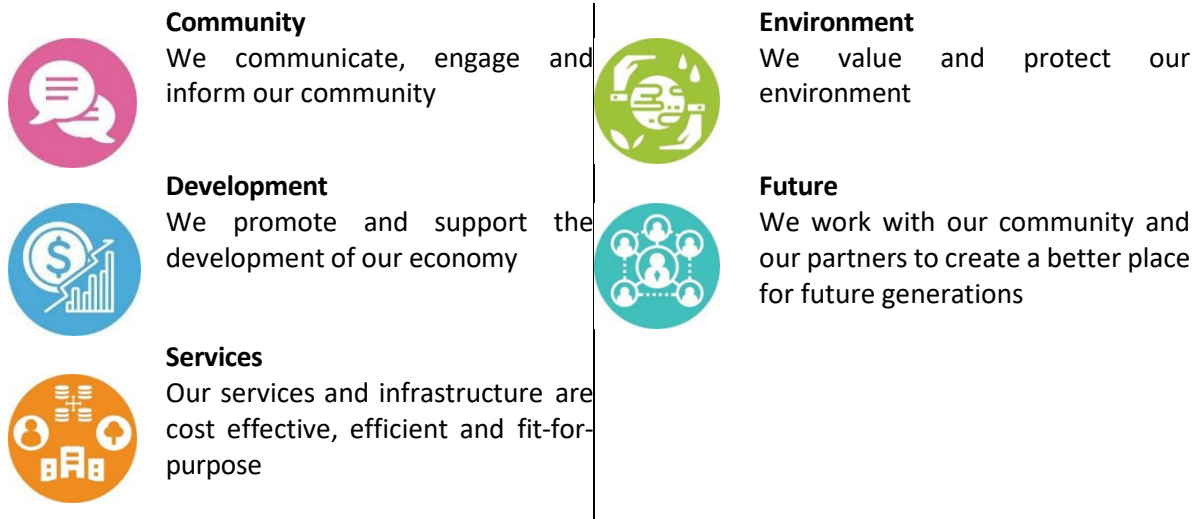
## 4. RELEVANT LEGISLATION

### 4.1 Policy and legislation

- The New Zealand Addressing Standard (AS/NZS 4819:2011)
- Local Government Act 2002

## 5. COMMUNITY OUTCOMES SUPPORTED

The work is in support of all community outcomes.



<b>Report to:</b>	<b>Council</b>
<b>Date:</b>	26 February 2025
<b>Subject:</b>	Request for Road Closure and Exchange at 1695 Puhi Puhi Road - NR McArthur (2007) Investment Trust
<b>Prepared by:</b>	M Hoggard – Strategy Policy and District Plan Manager
<b>Input sought from:</b>	J Prentice – Roading Engineer
<b>Authorised by:</b>	W Doughty – Chief Executive Officer

### 1. PURPOSE AND ORIGIN

A request has been made by NR McArthur (2007) Investment Trust to have an area of paper road stopped and to exchange some land to allow for the road corridor to continue.

### 2. RECOMMENDATION

It is recommended that the Council:

- a) Receives the report.
- b) That the application is modified to retain additional areas of a legal road and the council approve the application for notification
- c) That a road stopping and exchange agreement is drawn up and signed
- d) Subject to the outcome of notification that any road stopped be amalgamated with the title of the adjoining property.
- e) That the Council instruct officers to proceed with the road stopping and legalisation process and any subsequent sale of the land.
- f) That the Council instruct Council Officers to sell the land at valuation taking into account the exchange within a price range that the chief executive officer determines to be appropriate.

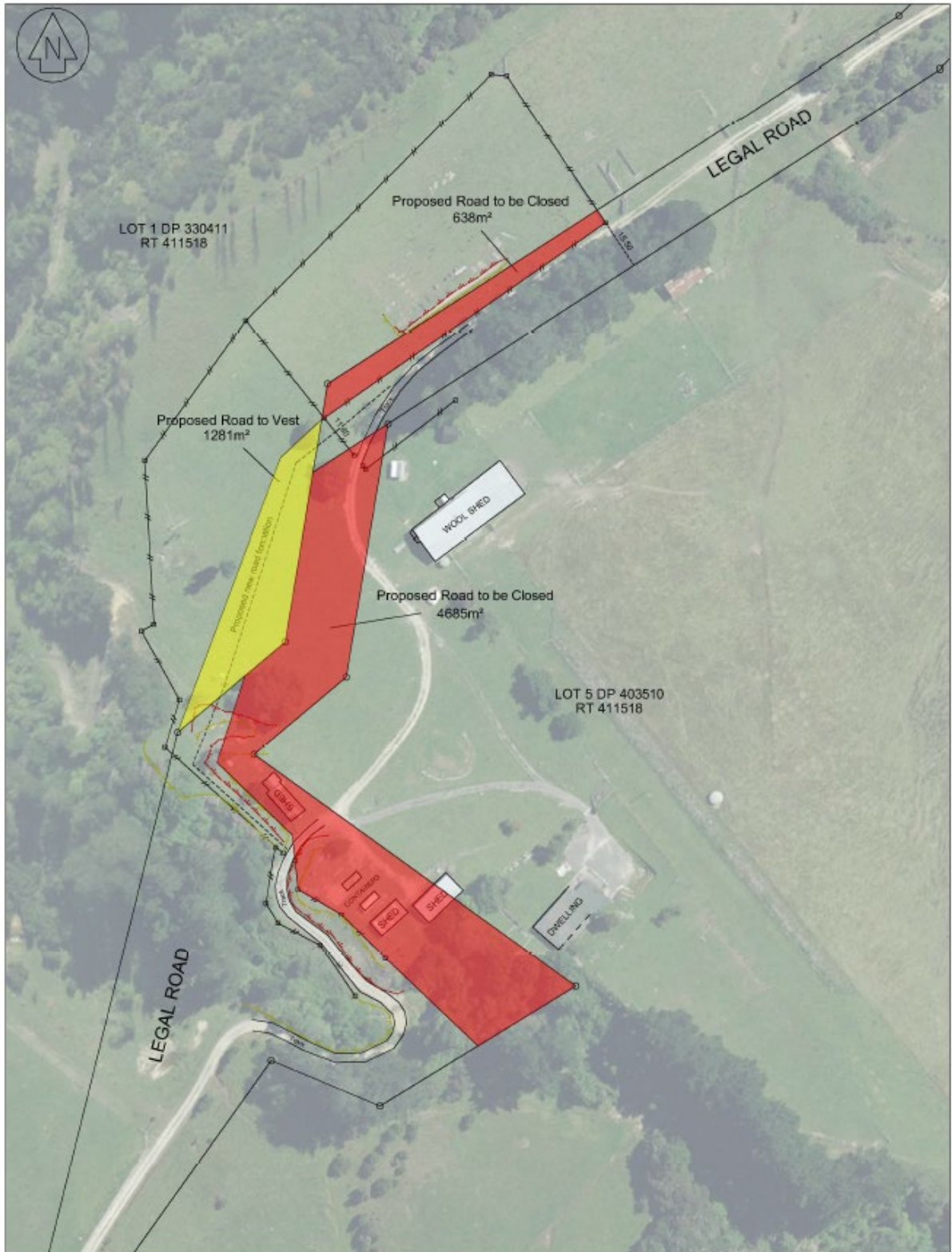
### 3. BACKGROUND

An application for road exchange was received on 15<sup>th</sup> January 2025

Initial discussion occurred with Te Runanga o Kaikōura and Herenga a Nuku (Walking Access Commission and the feedback at the staff level included:

- Ensuring that esplanade provisions still apply once the road is closed
- Ensuring the road stopping will not limit access to conservation land

In order to progress any road stopping Council must pass a resolution to instigate the road-closing procedure and Council must follow the statutory process as set out in Schedule 10 of the Local Government Act. Refer Figure 1. The area in red is requested to be purchased and the areas in yellow is proposed to be vested in road.



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Proposed Land Exchange  
 1695 Puhi Puhi Road, Kaikoura

SCALE 1:1000	- A3
DATE 16/10/2024	
DRAWN PM	
JOB REF Puhi Puhi Peaks	
CAD FILE	

Figure 1 – Proposal as submitted

A workshop was held at Council on 12<sup>th</sup> February 2025 to discuss the roading options the workshop was attended by Council staff and Tim Blake, CEO Puhi Peaks Station. Key aspects discussed at the workshop were:

- If any other properties are accessed by this section of legal road – it was noted that no individuals other than the applicant own property past the road
- Buildings on road reserve were discussed and noted the current roading policy prevents new buildings on road reserve and allows buildings on road reserve to remain
- It was noted some uncertainty still exists on the final location of the Whale Trail Cycle Trail and Council would want to ensure that the topography of the areas is not such that slips are likely to erode the remaining areas of road and prevent future access.

A site visit was undertaken on 14<sup>th</sup> February 2025 by the Roading Engineer and the Strategy Policy and District Plan Manager which noted:

- An ephemeral stream has resulted in a steep embankment that is overlaid by the legal road
- Removal of the legal road from the east of the formed track is unlikely to result in any future access issues
- Removal of the road to the west of the formed track may make it difficult to form the road due to the proximity of the embankment
- If the road was moved to abut the old shed sufficient room would exist for a future single-lane road to be formed if ever required, this should allow sufficient width away from the embankment
- The proposed new road to vest passed the shed results in no observed impediments to prevent formation
- The additional 638m<sup>2</sup> to be closed appeared logical and still offer sufficient width

Given the site visit it is recommended an additional area be excluded from the road stopping application refer figure 2 – Areas including the blue line and south to be excluded from the proposed road stopping application.

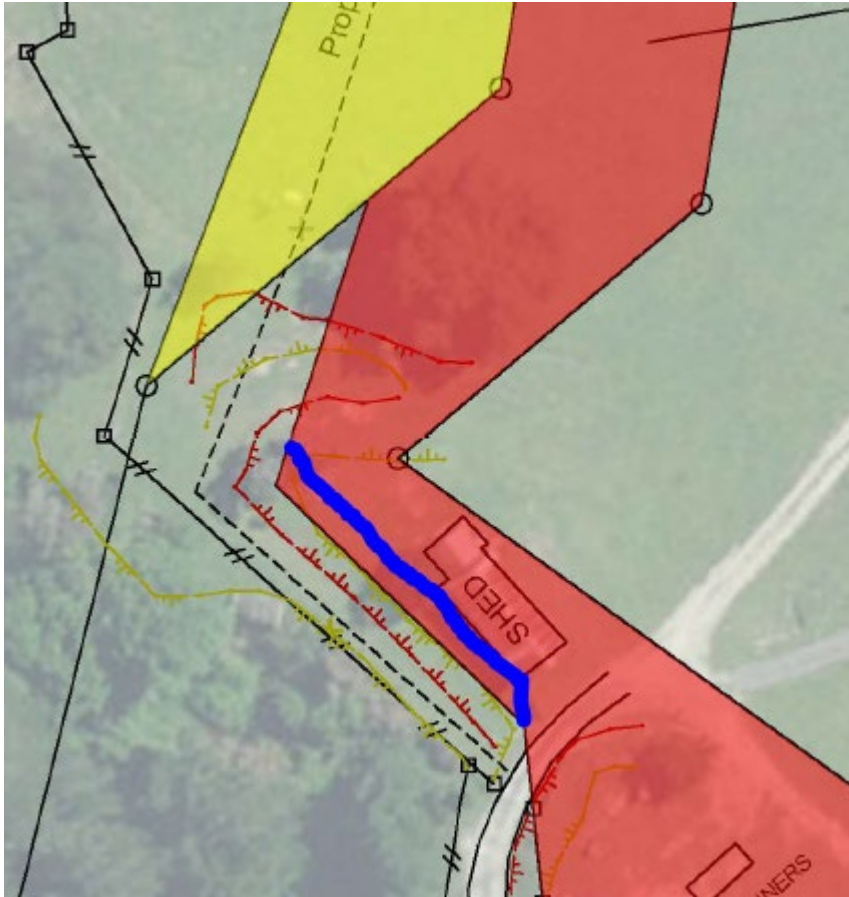


Figure 2 – Blue line shows suggested amended boundary.

In addition to reducing the location of the road to be stopped, the roading engineering has noted that a number of structures currently exist on the road which would make it difficult to access the paper road. For example, the current location of the deer fencing gate makes physical access to the legal road challenging. It has been suggested a redesign of this area should occur to provide for better access if required in the future. This most likely will result moving the deer gate and smaller fences in the area as shown in Image 1 below



Image 1 – Location of gates and fences currently on legal intended to remain as legal road

In terms of the process forward a roading stopping cost agreement needs to be prepared and signed. If Council was supportive the road stopping agreement could also require the realignment and removal of fences that preclude future access.

The next step after the agreement requires the area to be legally surveyed and a survey plan has to be lodged and approved by Land Information New Zealand (LINZ). Plans must be prepared, advertised and be available for public inspection and allow persons to object to the proposal. Notices must also be served on any occupiers of land adjoining the land proposed to be stopped. If no objections are received Council may, by public notice, declare the road to be stopped. The declaration takes effect once two copies of the public notice and the survey plan are received by the Chief Surveyor at Land Information New Zealand. A new certificate of title for the land comprising the stopped road would be issued. The Act provides that Council may sell that part of the closed road to the owners of any adjoining land, for a price to be fixed by a competent valuer, or grant a lease of that part to the owners of any adjoining land.

If the closure proceeds it is understood that NR McArthur (2007) Investment Trust would purchase the land off KDC at the price fixed by the valuer taking into account the area of land proposed to be vested.

**Issues and Options:**

Options	Advantages	Disadvantages
Do not agree to instigate the stopping of the road	Council would retain ownership of the land and a future use of the land may be able to be found.	The location of the road makes the existing operations difficult to continue as hazardous good are currently stored on the legal road



Agree to instigate the stopping of the road	Council would receive income from the sale of land which is not currently used for any purpose. Council would no longer have any responsibility for this area of legal road.	Council would no longer have ownership of the land so would not have control over its use except through the consenting process.
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#### 4. DISCUSSION

Closing the amended areas of legal road (Figure 2) and vesting of new road will still provide for access if ever required in the future. The existing operation that has occurred on legal road appear to have established over a number of years and have been located to make the most of the existing operation of the property. Such historical use of road reserve is not uncommon in the rural zone. Councils' records show no complaints in regard to the use of this land.

The legal road links the Puhī Puhī Vally with the Wharekiri Stream which flows into the Clarence /Waiatoa River. It is noted that legal access is provided to one other title which is also owned by NR McArthur. The legal road does not provide access to Conservation land to the west, for example, the legal roads along Happy Valley Stream and the Wharekiri Stream do not extend into conservation land. It is noted that recently parts of Middle Hill were vested with the Department of Conservation as part of the tenure review process. Legal access to this conservation land is possible however it is noted the formed farm tracks do not follow the legal road to the Wharekiri Stream. The proposed road close will not place additional impediments for public access.

#### 5. FINANCIAL IMPLICATIONS AND RISKS

All costs associated with the road stopping process will be part of the formal agreement for road stopping regardless of whether or not the stopping is successful. Subject to valuation the Council would also receive the proceeds from the sale of the land.

#### 6. SIGNIFICANCE OF DECISION

Not significant.

#### 7. RELEVANT LEGISLATION

Section 342 and Schedule 10 of the Local Government Act 1974

#### 8. COMMUNITY VIEWS

The public will be advised by public notice and will have an opportunity to object to the proposal if they do not agree with it. There are no adjoining owners to notify in this case.

#### 9. COMMUNITY OUTCOMES SUPPORTED

The work is in support of the majority of community outcomes.



##### Community

We communicate, engage and inform our community



##### Development

We promote and support the development of our economy



##### Environment

We value and protect our environment



##### Future

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



### **Services**

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

<b>Report to:</b>	<b>Council</b>
<b>Date:</b>	26 February 2025
<b>Subject:</b>	Local Government 2025 Triennial Elections and Order of Candidates
<b>Prepared by:</b>	B Makin – Executive Officer / Deputy Electoral Officer
<b>Input sought from:</b>	A Morton, W Lampp at Electionz.com
<b>Authorised by:</b>	W Doughty - Chief Executive

## 1. PURPOSE

The purpose of this report is to provide Council with information regarding the election process and for Council to make the resolutions which are required for the 2025 local body elections.

### **Attachment 1 - Guidance from Taituarā re Communications in the Pre-Election Period**

### **Attachment 2 – Election Protocols for Council Staff**

## 2. RECOMMENDATION

It is recommended that:

- a) This report be received
- b) Council resolves that candidate names on the voting paper for the Kaikōura District Council be listed in random order, for the Local Government 2025 and 2028 Triennial Elections and any subsequent By-Elections
- c) That Council-funded newsletters to constituents and Mayoral or Members' columns in Council publications be suspended during a pre-election period beginning on 11 July 2025
- d) Notes that the CEO has already advised staff regarding communications in a pre-election period (see Attachments 1 & 2)
- e) Council notes that the final Mayor's column in the newsletter and in the Kaikōura Star would be listed in the June edition
- f) Council notes that the Chief Executive will complete and publish a pre-election report no later than the 18 July 2025
- g) Council notes the election timeline and key dates
- h) This matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

## 3. BACKGROUND AND REQUIREMENTS

### **3.1 Appointment of Electoral Officer and Deputy Electoral Officer**

Section 12 of the Local Electoral Act requires all local authorities to have an appointed Electoral Officer in place at all times. The Act provides that, unless the Electoral Officer dies, resigns or is dismissed from office, or becomes incapable of acting, he or she remains in office until his or her successor comes into office.

The Electoral Officer and other electoral officials, with specified exceptions, are not subject to the direction of the local authority in the exercise of powers or the carrying out of duties under the Local Electoral Act or the Local Electoral Regulations.

At its meeting of 19 September 2012, and in accordance with the Electoral Act 2001, Council appointed Mr Anthony Morton of electionz.com as Electoral Officer for the Kaikōura District Council.

Rebecca (Becky) Makin has been appointed as the local contact liaison for electionz.com and has signed a declaration as Deputy Electoral Officer. Gina McHerron and Casey Morris-Oswald will be providing support as Electoral Officials.

### 3.2 Order of Candidate Names

Council may make a resolution determining which order candidate names are to be presented on the voting paper. There are three options:

1. Alphabetical order by surname – candidates are ordered by surname, in ascending alphabetical order
2. Pseudo-random order – the order of candidates is randomised, and then each voting paper is printed with the same order of candidates
3. Random order – the order of candidates is determined randomly at the time each voting paper is printed. Each voting paper will then list the candidates in a different order.

If Council does not make a resolution, then alphabetical order is used by default. In 2022 and 2019 Council resolved to have candidates' names in random order, in 2010 pseudo-random order and 2013 random order.

In terms of cost, there is no difference between any of the three methods. All the other Canterbury Local Authorities and ECan adopted the random order in 2022, and we're not expecting any of them to change for 2025. Having said that, we won't know for sure until the resolutions are actually passed over the next couple of months

### 3.3 Communications in the Pre-Election Period and Pre-Election Protocols

The Council also needs to consider communications in the pre-election period. Taituarā have published their updated guidance on communications in the pre-election period.

The guidance contains several principles relevant to communications in the pre-election period. They note that it is neither possible nor practicable to stop all communications during the pre-election period, and that routine council business must continue. It can require careful judgement to draw the line between ordinary and appropriate communication, and communication that could be seen as creating an electoral advantage.

The principles discussed in the guidance as relevant in a pre-election period are that:

- The operation of local authorities continues during the pre-election period. Elected members continue to have the right to govern and make decisions during the pre-election period.
- During the pre-election period, communities have the same legitimate need for information about their local authority's decisions and activities as at any other time.
- Local authorities must not promote, or be perceived to promote, the prospects of any candidate, especially a sitting member. Using council resources for re-election of sitting members is unacceptable and potentially unlawful.

Photographs or information that may raise the profile of a member in the electorate should not be used by the Council during the pre-election period. The **pre-election period begins on 11 July 2025**, this is deemed to be the three months before the close of polling day (as it is for the purposes of calculating electoral expenses).

It is recommended that the final Mayor's Column in the newsletter and in the Kaikōura Star would be listed in the June edition and that all other non-urgent Council communications involving elected members would cease from **11 July 2025**.

The Chief Executive and Electoral Officer are looking at holding a short workshop with the Elected Members on the pre-election protocols on 16<sup>th</sup> April 2025. Election protocols for staff have been circulated, which are intended to assist and give guidance to staff during the election year and particularly in the pre-election period (see Attachment 2).

### 3.4 Pre-election Report

The Pre-election Report is prepared by the local authority's Chief Executive, and must be politically independent. The report is a requirement for all Councils under the Local Government Act.

The purpose of a Pre-election report under the Act is to provide information about the issues the Council faces. This will promote public discussion ahead of the Council elections, to help voters make more informed choices. The Pre-election Report will include financial results for the three financial years immediately preceding the date of election, and forecasts for the three years immediately after.

The Pre-election Report must be completed and published no later than the day that is 2 weeks before the nomination day for a triennial general election of members of a local authority under the Local Electoral Act 2001. **For the 2025 election that date is 18 July 2025.**

### 3.5 Key Dates for Local Authority Elections 2025

<b>03 July 2025</b>	Public notice of election, calling for nominations, rolls open for inspection
<b>04 July 2025</b>	Nominations open for candidates/ roll open for inspection
<b>01 August 2025</b>	Nominations close at 12 noon/ rolls close.
<b>By 06 August 2025</b>	Public notice of candidate details, order of names, special voting places – on council websites
<b>5 September 2025</b>	Electoral officer certifies final electoral roll
<b>09 - 22 September 2025</b>	Voting documents delivered to households
<b>09 September – 11 October 2025</b>	Voting Period – roll scrutiny, vote processing, special voting period
<b>11 October 2025</b>	Election Day – voting closes at noon
<b>11 October 2025</b>	Progress and preliminary results available as soon as practicable after close of voting
<b>11 - 16 October 2025</b>	Official results declaration / public notice of official declaration of election results
<b>Mid December 2025</b>	Return of electoral donations and expenses form

### 3.6 Responsibility of Chief Executive – Elector Participation – Vote 2025 and Candidate Briefing

Under Section 42(2)(da) of the Local Government Act the Chief Executive has a responsible with “facilitating and fostering representative and substantial elector participation in elections and polls held under the Local Electoral Act 2001”.

Taituarā have developed a range of resources for Vote 2025 to assist and guide electoral officers in local authorities as they manage the local elections process. In 2022 the Chief Executive joined the Vote 2022 national campaign and has a suite of resources and templates that can be utilized, such as:

- Ad mock-ups
- Billboard and poster designs
- Media release templates
- Social media posts, graphics, banners for tiles, video graphics
- Benefit from the PR and marketing campaign that will be running across national media and digital channels.

In addition to this, the Chief Executive and Electoral Officer will be hosting a Candidate Briefing on 10 July 2025 after work hours. The time will be included in the candidate handbook and public notice. A Candidate briefing typically consist of an address from the Chief Executive about the council structure, workload and

current commitments etc, followed by an address from the Electoral Officer on the process to get nominated and some do's and don'ts about the electoral process.

#### 4. COMMUNITY OUTCOMES SUPPORTED



##### **Community**

We communicate, engage and inform our community



##### **Development**

We promote and support the development of our economy



##### **Services**

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



##### **Environment**

We value and protect our environment



##### **Future**

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

**Attachment 1 - Guidance from Taituarā re Communications in the Pre-Election Period.**

**Attachment 2 – Election Protocols for Council Staff**

# Communications in the pre-election period







## FOREWORD

This guidance sets out principles and guidelines for local authorities and their members to apply when developing and delivering communications during the pre-election period. It may also assist elected members seeking to distinguish between their campaigning and council responsibilities.

It is important that local authorities be able to continue to operate effectively during the pre-election period, but additional care should be taken during this time. Public interest in, and scrutiny of, communications by councils and their elected members is likely to be greater during this period.

With the development of tools such as social media, guidance can not possibly contemplate every potential situation that may arise. As a result, this guidance is principle based – though there are a number of worked examples (based on real life issues that have arisen). These serve as a ‘common sense’ basis for the application of good judgement backed by appropriate advice.

There are cases or circumstances that are relatively clear cut. For example, elected members inserting personal statements or photos in the pre-election report is both a legislative breach and a breach of the principles set out in this guidance. For cases that are not as clear cut, the guidance provides some bottom lines to keep in mind when navigating the situation

.

## WHAT STATUS DOES THIS GUIDANCE HAVE?

The guidance represents good practice advice prepared by Taituarā. It has been reviewed by legal advisors and by staff at the Office of the Auditor-General.

Taituarā has no authority to receive or investigate allegations around local authority communications made during the pre-election period.

However, the Auditor-General remains interested in the appropriate use of council resources at all times. Use of council resources for personal or political purposes is not appropriate.

The Office of the Auditor-General is not the agency to take complaints about the veracity (or otherwise) of claims made in communications material, but it could choose to investigate where, for example, there are questions as to whether a council-funded communication was made for a proper purpose. In the latter case the Auditor-General may report their conclusions and make recommendations – they cannot direct local authorities to take (or not take) a particular action.

Local authorities and their members should also be aware that, in some cases, communications that breach the principles of the *Local Electoral Act 2001* could give rise to an irregularity in the election process. Such an irregularity may be used as grounds to challenge an election outcome under the *Local Electoral Act*.

## WHAT IS THE PRE-ELECTION PERIOD?

For the purposes of this guidance, we've aligned the pre-election period to the definition of the 'applicable period' in *section 104* of the *Local Electoral Act 2001*. That is, the pre-election period starts three months from polling day. An election could be a triennial general election, by-election or less frequently, a poll.

## WHAT IS A COMMUNICATION?

For the purposes of this guidance, a communication is any presentation of information by the council to its local community, regardless of the form in which the information is presented (e.g. documents, internet, spoken word etc).

Some common examples of a communication include but are not limited to:

- statutory documents such as an annual report (or its summary), long-term or annual plans (or their associated consultation documents)
- information contained on a council website about council plans, policies, bylaws, services, or information about council meetings (such as meeting agendas and minutes)
- newsletters and information releases providing council news and information about council activities
- educational material about issues affecting the community
- promotional material about a particular event, proposal or policy
- council administered social media channels (such as Facebook, YouTube, Twitter and the like)
- representing council in media interviews.

## PRINCIPLES

### **1. *The operation of local authorities continues during the pre-election period. Elected members continue to have the right to govern and make decisions during the pre-election period.***

There is no legal requirement that local authorities avoid making decisions in the pre-election period. Equally, there is no convention such as the so-called “period of restraint” that applies in central government or the so-called “purdah” that applies in local government in some jurisdictions in the United Kingdom.

In any case, routine business must continue. Some examples of routine business include the following:

- giving effect to decisions that have already been made. For example, implementing decisions in an already adopted long-term plan or annual plan (the necessary actions and funding have already been committed)
- meeting statutory requirements e.g. reviewing a bylaw that is due to expire or adopting some policy or bylaw where a deadline falls during the pre-election period (though this should be rare)
- preparing, adopting and publicly releasing reports or other documents that are statutory requirements (for example the pre-election report and annual report)
- releasing other factual information – especially where release regularly occurs during the pre-election period in other years (for example, where information of a monitoring or statistical nature is regularly released in August, September and October).<sup>1</sup>

Councils can minimise the risks of undue and adverse public scrutiny of decision-making in the pre-election period by ensuring that, where practicable, significant decisions are made before the pre-election period commences or that officers have sufficient direction to continue to work on major projects during the pre-election period. Mechanisms such as providing a rolling programme of policy and bylaw reviews early in the triennium can help manage this and ensure the work gets done.

Sitting members with roles such as a mayor, council chair or council spokesperson on an issue may continue to make public statements on council business as they would outside the pre-election period.

During the pre-election period councils should take particular care to actively identify and manage risks associated with communications that might be used for political purposes (or be seen to be). For example, media interviews often contain elements of the unscripted where its easy for politicians to slip into campaign mode unintentionally. If the risks can’t be managed it may be less risky for the chief executive or communications manager to act as a spokesperson.

<sup>1</sup> Decisions to defer or alter releases of information in the pre-election period can give rise to the same claims of undue politicisation as decisions to communicate such information.

**2. *During the pre-election period, communities have the same legitimate need for information about their local authority's decisions and activities as at any other time.***

A legitimate provision of information consists of five key elements: timeliness, accuracy, completeness, fairness of expression and neutrality. Information is timely if it is provided either before an event or decision, or as soon as reasonably practicable thereafter. Accuracy means that information should be based on a verifiable fact, and recorded in a manner consistent with those facts. Completeness requires that all of the information necessary for readers to reasonably form a view on a matter is included. Information is fairly expressed if its presented in an objective, unbiased and equitable way. Neutrality in expression means that the council's collective position is expressed.

The council's 'usual' processes and timeframes for the preparation and release of information should continue to operate 'as normal' in the pre-election period. For example, staff who prepare responses to requests for official information should continue to follow the same timeframes they normally would. Decisions to defer or to expedite a request for information during the pre-election period can leave officers open to claims of bias that are mostly avoidable.

The *Local Government Act 2002* allows councils until 31 October to adopt an annual report. However it is not good practice for an incoming council to adopt a report on the performance of its predecessor. It is good practice to adopt an annual report before the elections – indeed around two-thirds of local authorities did so in the lead-up to the 2019 elections. (In 2022 all local authorities were given a two-month deferral on the adoption of an annual report – most adopted after the 2022 local elections.) Local authorities wanting to adopt pre-election should exercise caution in the use of comment from elected members, photos of elected members etc.

**3. *Local authorities must not promote, or be perceived to promote, the prospects of any candidate, especially a sitting member. Using council resources for re-election of sitting members is unacceptable and potentially unlawful.***

The Office of the Auditor-General has previously noted that promoting the re-election prospects of a sitting member, whether directly or indirectly, wittingly or unwittingly, is not part of the proper role of a local authority. We can only agree with what should be a statement of the obvious. This includes allowing sitting members to use council resources for election purposes.

While much less likely to arise, it would also be entirely inappropriate for a local authority to, in any way, promote any other candidates for an election. Again, council resources cannot be used for such electioneering purposes.

Council resources include assets and services such as stationery, post, internet, council provided email/social media accounts or telephones. If in doubt as to whether something is a council provided resource, a good question to ask is whether the council purchases or funds it. For example, a council funded radio slot would be regarded as a council resource.

Election activities carried out at council facilities are similarly unacceptable, except where these facilities are open to hire by the general public (for example, community halls) and the candidate is meeting the standard terms for using the facility.

If in doubt, it's usually a good idea to take a precautionary approach. It doesn't mean that elected members can not use a council's resources for normal activities but care is needed as the boundaries between answering a ratepayer query and campaigning can be difficult to navigate. For example, it's legitimate for an elected member to use a council email to defend a council decision or action, or even to explain their own position on a decision where different from other elected members. But doing the latter without slipping into campaign mode can sometimes be difficult during the pre-election period.

## CASE STUDIES: THE PRINCIPLES IN ACTION

### Example One: Appearances in a council-funded radio slot

Manu is the Mayor of the Kiwi District Council. Kiwi District Council pays for a fortnightly radio spot on Eastland FM. The mayor and the Eastland FM director of news talk about issues facing Kiwi District and other issues in the Eastland Region.

A month out from the election, Manu appears on the radio show 'as usual'. His interview covers a range of topics – including a change to the council's recycling policy, the first instalment of rates for the year, and the council's joining in the Eastland economic development CCO. Manu answers these questions drawing on a series of talking points prepared by council staff that reflect the existing council policy.

A fortnight from the election Manu appears again. This time the interview occurs the night after a candidates' debate in which the mayor's opponent (local business leader IB Sharp) described the council's financial management as an "uninterrupted retreat from reality". Among regular questions such as the Prime Minister's visit to Kiwi District and answering ratepayer questions on recycling, the interviewer asks if Manu wants to respond to Ms Sharp's comments.

Manu replies with a comment that, "rates have gone up an average 10 percent across the district in this term, debt's increased but we've funded the recycling transfer station, and the new Kiwi bypass. We haven't had to lay anyone off, unlike Ms Sharp recently did. If I'm re-elected, I'll reduce the council debt by a third in the next term".

Ms Sharp releases a statement deploring Manu's regular misuse of a council resource for political purposes.

Is she right?

In the first interview, Manu did nothing more than state and explain the council policy. On the facts presented, Manu has not made any statements that could be seen as anything beyond a spokesperson's role.

Manu's statements during the second interview have elements of campaigning. Manu's statements about the average rates increase, the increase in debt and what the debt was applied to are factual (assuming they were correct). A council spokesperson would normally be required to provide factual information about council performance.

The statement about the council not having to lay off any staff may well be factual, as indeed may the layoffs in Ms Sharp's business. But the latter has little or nothing to do with any council activity. By linking or comparing the two, Manu has, however inadvertently, used a council resource for campaign purposes.

In a similar vein, in using the personal pronoun "I" and referencing his own re-election in his statement about future council debt ("*If I'm re-elected, I'll. . .*"), Manu would almost certainly be seen as making a campaign pledge. Had Manu said something like "*the council's current financial strategy has debt forecast to reduce by a third over the next term*", he would have been providing a factual statement about the forecast impacts of present policy.

This example, while having fictional elements, provides a good example of challenges that sitting elected members may face when in a role as a council spokesperson during the pre-election period. It illustrates how easily the line between legitimate council communications and campaigning can be crossed, sometimes unintentionally.

These situations usually occur spontaneously and cannot be easily predicted. While normal council business continues during the pre-election period, risks must be actively managed. There may be less risk in Kiwi District's Chief Executive filling the slot, or perhaps getting an elected member who is not standing again, or has been re-elected unopposed to do the interview.

### **Example Two: Use of a council vehicle**

Lucy is the chair of the Eastland Regional Council. Her remuneration package includes the use of a council-provided motor vehicle (assume this is all in accordance with Remuneration Authority guidelines). The car has the Eastland Regional Council logo painted on the front door on each side.

Campaigning has started. One night Lucy's teenage son returns from a stint handing out campaign collateral and places a 'Re-elect Lucy' sticker on the car's rear bumper. Lucy does not notice the sticker and drives around Eastland Region for the next week before a local journalist sees the car at the council office, takes a cellphone photo of it, and runs it in the newspaper the following day.

On seeing the story the council's electoral officer asks Lucy to remove the sticker.

What should Lucy do?

Lucy should remove the sticker to avoid any appearance of using council resources for her campaign advertising. While there is some element of de minimis (the law does not bother with trifles), in the pre-election period it is probably 'better to be safe than sorry'.

It would be up to Lucy to decide whether she might seek to respond to the newspaper story about the sticker. If she were to do so, it would be in the context of her campaign, not in her role as chair.

### **Example Three: Use of council-owned facilities**

Ted is a councillor at the Weka District Council and the council's local economy spokesperson. His campaign manager has booked two campaign meetings in two council-owned halls. Both halls are open for any member of the public to book – subject to payment of the applicable fee. The campaign manager booked the venue and paid the fee on 31 August i.e. during the pre-election period.

Ted's opponent, I M Wright, claims Ted is using council resources for campaign purposes. The council's chief executive responds pointing out that Ted's campaign paid the same fee as any other user, and that Wright (and any other candidate) could book the halls. She declines to take further action.

Who is correct?

In this instance the chief executive is correct. While the halls are council-owned, they are open to booking by any person who pays the fee and meets the Council's standard terms and conditions. As long as Ted and his campaign have paid the fee and met any relevant conditions in the same way that any other person hiring the venue would need to, this is not considered a council resource for the purpose of this guidance.

Had the council extended use of the halls for free or not made the halls available to other candidates on the same terms as they did for Ted, that would be a potentially serious issue.

Of course, Ted should ensure the payment of the booking fee is properly documented and recorded as a campaign expense for *Local Electoral Act* purposes.

#### **Example Four: Candidate use of social media**

Councillor Playne is a member of Kiwi District Council and chair of the Finance Committee. She runs a personal Facebook page 'Playne Speaking' in which she comments on issues of the day. The council has recently adopted a service delivery plan in which it proposes to join Eastland Water, a regional water services CCO being established by the three Eastland Region TAs. The Anti-Privatisation League of Aotearoa (APLA) has endorsed a mayoral candidate and a slate of five anti-water CCO council candidates.

A week before election day, Cr Playne posts two comments on Facebook. In the first she posts on her own Facebook page to comment on a press release put out by the APLA comparing the council's recent decision to "privatisation by stealth". Her post includes a link to APLA's Facebook page with a 'thumbs down' emoji and states: "Speaking for myself, I have better things to do than debate the policy equivalent of the flat earth society when they're so obviously wrong. Get a life APLA!" We'll call this the APLA Post.

In the second instance, she comments on a post by the council on the council's Facebook page celebrating the first anniversary of the Upper Creek branch library opening. She 'likes' the post on the council's page and comments: "Happy anniversary! It was a real battle to convince the other members that Upper Creek needed a library. Re-elect me and I'll get the town a pool." We'll call this the Library Post.

Do these posts contravene these guidelines?

Councillor Playne's post about APLA, while somewhat aggressively worded, is not contrary to these guidelines. She has used a personal social media account and clearly identified that she is not speaking on behalf of the Council in response to material on a social media site not associated with council. The rest of the comment is a matter for democratic debate and henceforth for the voters to judge.

The Upper Creek Library post is a little different. Here Councillor Playne has commented on a council post on a council social media site (which is a council resource). The last sentence is obviously a campaign pledge and therefore puts this post into the campaigning category. The second sentence also has elements of campaigning in that it suggests a particular service choice might not have been made without Councillor Playne's intervention. Council would then be justified in deleting Councillor Playne's comment on the post. Council is entitled to edit its own Facebook page to ensure this council resource remains 'neutral', i.e. not supporting/promoting or criticising any election candidate.

But suppose Cr Playne had just 'liked' the post, or 'liked' and said "*Happy anniversary*". In and of itself, that isn't necessarily campaigning. In other words, an assessment of these cases turns on what the candidate has **actually communicated** in such a post.

What about members (or others) using their personal social media accounts to link to the council's account? Suppose, for the sake of clarity, that Councillor Playne had used a personal social media tool such as Twitter to 're-tweet' a Twitter communication from the Council regarding the anniversary of the Upper Creek Library, and that Councillor Playne made the same campaigning comment described in the above example.

While Councillor Playne has linked to a Council social media site she's done so using her own account. The information she has accessed is a general communication about council services available to anyone with a social media account, and therefore can be used by any candidate (and indeed any other member of the public). It does not necessarily amount to the council promoting Councillor Playne (or anyone else).

While council resource (such as staff time) has been used to produce the communication, this expenditure has already occurred regardless of whether Councillor Playne had posted or not. In this instance, the information is quite obviously a communication to inform the public of a significant date in the Upper Creek community, and even in the pre-election period, it would be pretty difficult to suggest that it amounts to a promotion of a candidate.

At this point readers may ask what the council might do in this circumstance? If feasible, it may delete any post **on its own social media account** (note it can delete other people's comments on its Facebook page, although cannot typically delete other people's re-Tweets). It could potentially ask Councillor Playne to delete a communication on or from her own personal social media account, but it cannot enforce such a request (and indeed if she's circulating publicly available information there is probably a larger reputational risk from making such a request).

#### **Example Five: Release of statistical information**

The Upper Creek District Council releases the 'Upper Creek 2030 – Community Outcomes report on or around September 20 each year. The release date is driven by the release of data from Stats NZ (mid-late August) which is not within council's control.

(For the purposes of this example assume the release date each year is within a week either side – it is council's practice to release information like this on a Wednesday.)

The report effectively provides the results of the monitoring the council has done of progress its community outcomes for the year ended 30 June prior.

The report is a compilation of statistical information drawn from sources at Stats NZ, NIWA, Waka Kotahi etc. This is accompanied by analysis and commentary from the staff under the CE's signature. Elected members are provided a copy 'for information' only.

The data is keenly sought after by ratepayer groups, local media and the council's partners in achieving community outcomes.

In February 2025, a new manager asks your advice as to whether release of the 2025 report should be delayed?

What would you advise?



This is a good example of the community having rights to information to hold councils accountable at all times. Release when ready is consistent with the above guidelines. The release is regularly undertaken on the same (or similar) dates – delaying or deferring may risk claims of politicisation – especially where the report might contain matters that are ‘good’ or ‘bad news’.

Further adding to this stance is that the report is statistical and monitoring in nature. The elected members have little or no role in the preparation – it’s an officer document signed by the chief executive. The release date is largely driven by the release of data from an independent third party.



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# Election protocols for Council staff

These election protocols are intended to assist and give guidance to staff during the year of an election and particularly the pre-election period for the 2025 local authority election.

Election Protocols for Council Staff

## Summary



Kaikōura District Council officers are expected to be politically neutral when performing their role at the Council. It is important that they should not let their personal views or interests influence their advice or behaviour at work.

Officers have the same political rights and freedoms as other New Zealanders. They may stand for office, research and support candidates, and vote as private individuals. However they must remain **politically neutral** while working with the current Council as well as any future Council. Officers must talk to their manager if they are considering standing for office. They may be required to take leave. If successful, they will need to resign.

The use of the Council resources for election purposes is not acceptable. In particular, the Council must not promote, nor be perceived to promote, the election prospects of any candidate.

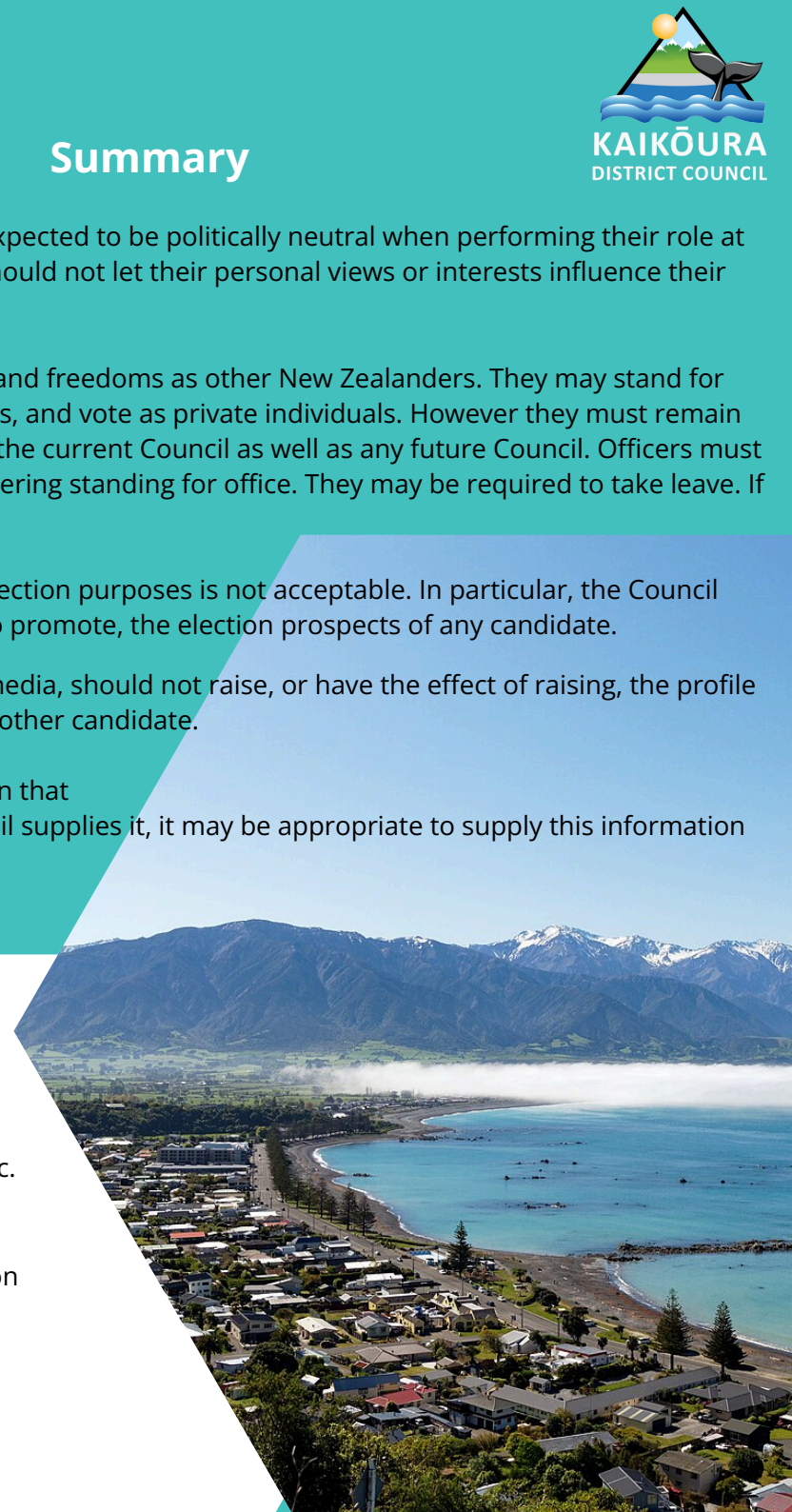
Council publications, including social media, should not raise, or have the effect of raising, the profile of any current elected member or any other candidate.

When a candidate requests information that is not publicly available, and the Council supplies it, it may be appropriate to supply this information to all other candidates.

## Background

Local government elections are held every three years. In 2025, the elections will be held on Saturday 11 October. The period leading up to an election is a time of increased interest and attention on Kaikōura District Council officers, particularly in their dealings with current elected members, candidates, and the general public. These protocols provide guidance for Council officers, including contractors and consultants, in relation to:

- Interacting and communicating with current elected members, candidates and the public in the pre-election period;
- Participating in political activity (including standing for office) during a local government election;
- Balancing personal and professional interests in a politically neutral way.



# Key Dates

11th July

Pre-election period starts (Staff must observe the election protocols during the pre-election period)

4th July

Nominations Open

1st August

Nominations Close

12:00 Noon

9th September

Voting Starts

11th October

Voting Ends

12:00 Noon

## (1) Remaining Politically Neutral

Kaikōura District Council officers are expected to be politically neutral when performing their role at the Council. They should not let their personal views or interests influence their advice or behaviour.

In order to perform their roles as trusted advisors to the Council's elected members, officers need to provide advice and/or implement Council decisions without bias.

### At all times, officers must:

- Be aware that the Council is a political environment;
- Exercise judgement about how they behave when involved in political processes, party or lobby groups;
- Remain politically neutral at work and not let their personal interests or views influence their advice or behaviour.

In the lead up to an election, officers may receive a higher volume of queries (especially queries of a political nature) and should remember that there may be increased interest or attention around:

- Relationships, expectations and interactions between Kaikōura District Council officers, elected members and electoral candidates; and
- How officers behave and carry out their roles.

It is more important than usual that all officers act, and are seen to act, in a politically neutral way

## (2) Standing for Office or Undertaking Other Political Activities

**Council officers have the same political rights and freedoms as other New Zealanders. They may stand for office, research and support candidates, and vote as private individuals. However they must remain politically neutral while working with the current Council as well as any future Council.**

Officers should make sure that their behaviour as a private citizen (for example, comments on social media or attendance at political meetings) does not compromise their ability to perform their duties, or the reputation of the Council.

Judgement should be used when taking part in, or assisting with, any activity in connection with the campaign of any electoral candidate (including any current elected members seeking re-election).

These activities include organising meetings on behalf of any candidate, assisting with the development of campaign materials, signing election documents such as a nomination form, attending political meetings when not on leave, canvassing, or any other activity that could be seen as supporting a particular candidate.

Political activities, including researching candidates, commenting on issues and attending candidate meetings, should take place in personal time and should not use the Council resources (including computers and mobile phones).

**It is important that officers talk to their manager if they put in a nomination to standing for office. They may be required to take leave, and if successful, they will need to resign.**

Standing for office while working at the Council may create a conflict of interests. Officers standing for office must talk to their manager when they place their nomination. If officers feel comfortable to do this earlier, it would be appreciated. The manager will assess each case on its merits and will seek agreement with the officer as to how any issues will be managed.

**This will include an agreement that, either:**

- No serious conflict of interest exists.
- A conflict of interests exists, but can be managed by a change in work duties beginning when the officer submits a nomination until the declaration of the preliminary result. Any change of this nature would be considered in relation to the organisation's needs, the nature of the officer's role, and the nature of the conflict of interest.
- A serious conflict of interest exists which is incompatible with campaigning. A serious conflict of interest would be rare for most officers. In these instances the officer will take leave (annual leave or leave without pay) from the day they put in their nomination until the preliminary result is declared. During this period the officer will not be permitted to carry out any of their official duties. <sup>101</sup>

Managers will consider who else in the Council needs to be informed of any agreements that are in place.

If agreement cannot be reached between the officer and their manager, the chief executive will consult with the officer and a decision will be made quickly. Decisions will be justified as per s103A of the Employment Relations Act 2002 and will be consistent with what a fair and reasonable employer would do in the circumstances. Officers who are considering standing for elections should be aware of these possibilities.

There are no restrictions on officers standing for elections that are not Kaikōura District Council elections so long as there is no use of Council time or resources of any kind for campaigning purposes. If an officer is considering standing for another election, they should discuss this with their manager.

If elected to Council, the officer must resign their position (in accordance with s41(5) of the Local Government Act 2002). This does not apply if the officer is elected to another local authority, or a district health board. However, if this is the case the officer should discuss this with their manager.

### (3) Use of Kaikōura District Council resources

**The use of the Council resources for election purposes is not acceptable. In particular, the Council must not promote, nor be perceived to promote, the election prospects of any candidate.**

During the pre-election period, the Council has an obligation to:

- Support public engagement with the election process;
- Support current elected members in their roles as the current elected members.

In the execution of these roles, the Council resources may only be used in ways which do not give an advantage to any candidate's electoral campaign.

An officer standing for election may not use Council time or resources of any kind for campaigning purposes.



### (4) Publications and communications during an election

**Kaikōura District Council publications, including social media, should not raise, or have the effect of raising, the profile of any current elected member or any other candidate.**

Judging what is reasonable includes taking into account ongoing business as usual roles of Council, spokesperson roles of elected members, and options for minimizing the personal profiles of elected members.

Kaikōura District Council officers will manage Council social media accounts to ensure current elected members are not advantaged.

Council officers should take care not to make public any information about Council policies, activities or processes that are not already in the public domain, including to any current elected members. Information that is shared with one candidate may be made publicly available to all candidates. All elected members should have access to the same communication avenues and publicity opportunities. These should relate to the Council's regular pattern of activities.

### (5) Providing information to candidates

**When a candidate requests information that is not publicly available, and the Council supplies it, it may be appropriate to supply this information to all other candidates.**

Like any other individual or organisation, candidates may request information from the Council under the Local Government Official Information and Meetings Act 1987. Candidates should request this information through the official information team

If a request for information is received by another business unit (including the Front of House), and the requester is a candidate (including a current elected member seeking re-election), officers in that business unit should:

- Respond directly if the information is already publicly available;
- Follow the usual Kaikōura District Council process for information requests when a response requires collation or analysis. They should then advise official information team of the request ([officialinformation@kaikoura.govt.nz](mailto:officialinformation@kaikoura.govt.nz));
- Forward information requests about the running of the election to the executive officer.

# Appendix 1: Definitions

**Kaikōura District Council officers** are all employees of the chief executive of the Council, including:

- Any employees who may be on leave;
- Employees who are consultants, contractors or temporary staff;
- Any employees who are on secondment to (or from) the Council from (or to) another organisation.

**Council resources** include, but are not limited to

- Council's officers;
- Budgets;
- Council-owned or – controlled property and other resources including the Council logo and branding, all Council marketing and communication channels (including social media), Council-supplied business cards, stationery, computers, email, mobile phones, photocopiers, cars, Council venues (other than those available for hire to the general public), and Councils human resources

**Political activity** refers to both:

- The activities that elected members undertake, including their right to make policy decisions;
- The activities that individuals undertake during election year, including their right to stand for office and research electoral candidates.

**Politically neutral** means respecting the right of elected members to make political decisions by acting impartially when providing advice or implementing Council decisions.

## How to apply these protocols

As a Council officer, it is your responsibility to make sure that any political or personal activity fits within these guidelines. You should communicate your active involvement in Standing for office or undertaking other political activities with the appropriate managers. Managers should make sure they consider the provisions of the New Zealand Bill of Rights Act 1990 when providing this advice.

It is important to remember that a breach of these guidelines may constitute grounds for disciplinary action.

If you are unsure whether a particular action or request is in breach of these guidelines, you should seek advice from your manager or the chief executive.



For more information contact,

Becky Makin: 03 319 5026 Ext 204

Or Email:

Becky.makin@kaikoura.govt.nz



<b>Report to:</b>	<b>Council</b>
<b>Date:</b>	26 February 2024
<b>Subject:</b>	Half-yearly Report to 31 December 2024
<b>Prepared by:</b>	P Kearney – Senior Manager Corporate Services
<b>Input sought from:</b>	Management Team
<b>Authorised by:</b>	W Doughty - Chief Executive Officer

## 1. PURPOSE

The purpose of this report is to provide the Council with an update on our Activity Service Performance Measures in the Long-Term Plan, for the six months to 31 December 2024.

These reports have been recommended by Audit New Zealand, and it is proposed that activity performance be reported quarterly. Quarterly reporting remains the target however a work plan is in place that should address this in the coming months.

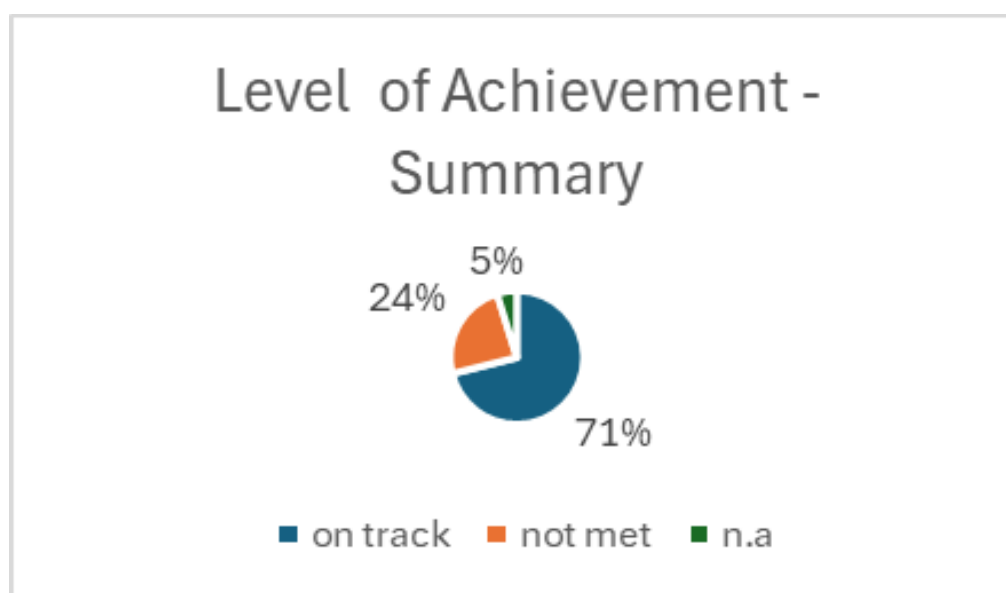
## 2. RECOMMENDATION

It is recommended that this report is received for information.

## 3. SUMMARY

### 3.1 Overall Achievement

Overall, Council activities are achieving 71% of performance targets. This reflects an improvement since these measures were presented as part of the December 2022 update but is slightly down on the December 2023 results which showed 75% adherence. Community & Customer Services is slightly shy of 100% achievement simply due to timing of the resident survey results.



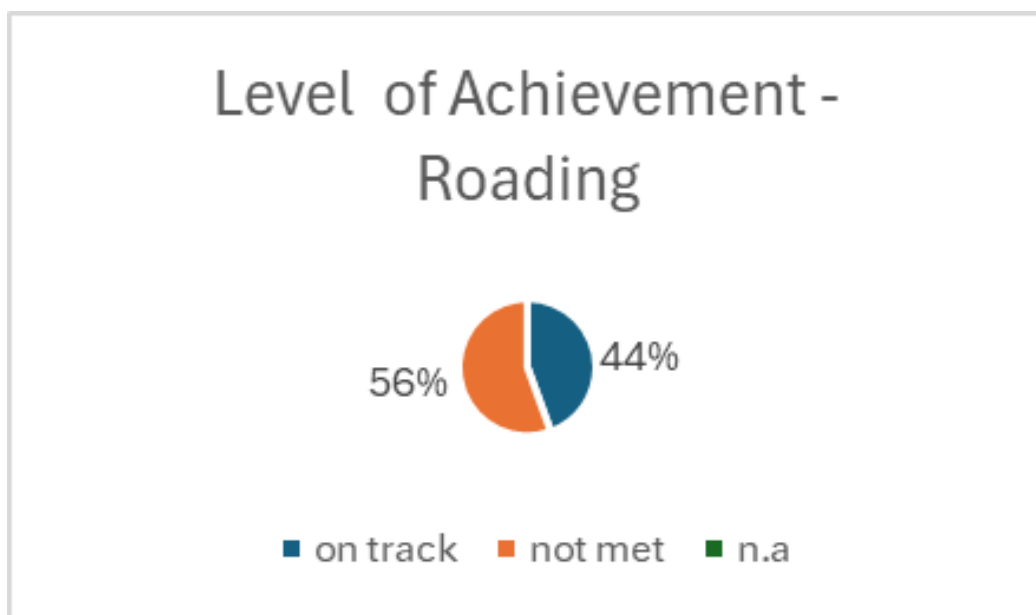
With the improvements made in being able to track and record waters performance we are now able to present this data more confidently especially noting the successful audit result of these measures for the year ending 2024.

The targets for roading that have not been achieved relate to the condition of our footpaths, the resident survey results and the response times for customer service requests. The footpaths in particular were a focus item and formed part of the consultation for the Long-Term Plan.



A total of 60 performance targets were met and 20 performance targets were not met; these are shown within this report.

### 3.2 Roothing



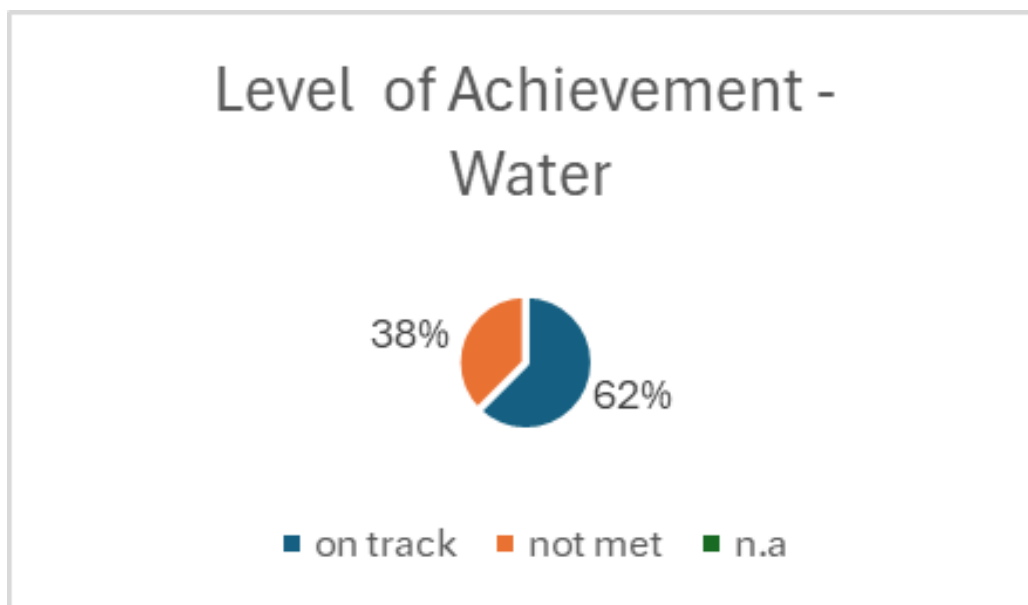
	Actual 2024	Annual Target 2025	Half-year Target 2025	Actual 2025	On track
The number of fatalities and serious injury crashes on the local road network expressed as a number (change from previous year).	3	0	0	1 Note 1	No
The average quality of ride on the sealed road network measured by Smooth Travel Exposure.	Not applicable	92% better	or 92% better	or 92% Note 2	Yes
	Actual 2024	Annual Target 2025	Half-year Target 2025	Actual 2025	On track
The average quality of ride on the sealed road network measured by NAASRA roughness	Not applicable	97 or less	97 or less	101 Note 2	No
The percentage of customer service requests relating to roading, footpath and associated infrastructure faults responded to within timeframe: Urgent 1 day Other 1 week	Not available	Greater than 90%	Greater than 90%	75%	No

The percentage of regulatory road signs incorrect or missing during an audit of the road network.	0	Less than 0.5%	Less than 0.5%	0	Yes
The percentage of the sealed network that is resealed per year	20%	Greater than 7%	Greater than 7%	7.14% Note 3	Yes
The percentage of footpaths that are condition grade 4 or 5	Not available	Less than 5%	Less than 5%	14.56 %	No
Resident satisfaction with footpaths	41%	Greater than 43%	Greater than 43%	41%	No
The percentage of streetlights not functioning during an audit of any part of the network (whether full or partial audit)	<1%	Less than 1%	Less than 1%	0%	Yes

**Notes:**

<b>Note 1</b>	The one crash resulting in a serious injury was on Beach Road (SH01) Gillings Lane intersection. It is unclear if this is the result of KDC or SH01 road condition.
<b>Note 2</b>	This may change with the planned Roughness survey. The planned reseals effect will positively affect the STE score.
<b>Note 3</b>	Based off the total area programmed for reseal exact percentage will be determined post resealing.

### 3.3 Water Services



	Actual 2024	Annual Target 2025	Half-year Target 2025	Actual 2025	On track
The extent to which the water supply complies with part 4 of the NZ Drinking Water Standards (bacteria compliance criteria)	100%	100%	100%	100% Note 4	Yes
The extent to which the water supply complies with part 5 of the NZ Drinking Water Standards (protozoal compliance criteria)	0%	100%	100%	100% Note 5	Yes
The percentage of real water loss from networked reticulation systems (where such measurement is realistically achievable - on some rural supplies the lack of meters, and trickle-feed supplies, prevent measurement).	23%	Less than 40%	Less than 40%	25% Note 6	Yes
The average consumption of drinking water per day per resident (Kaikōura Urban supply only)	430	Less than 375 litres	Less than 187.5 litres	Less than 429 Note 7	No
The median response time to urgent callouts, being service failure, supply fault or contamination, from the time of	Not available	Less than 2 hours	Less than 2 hours	0.25	Yes

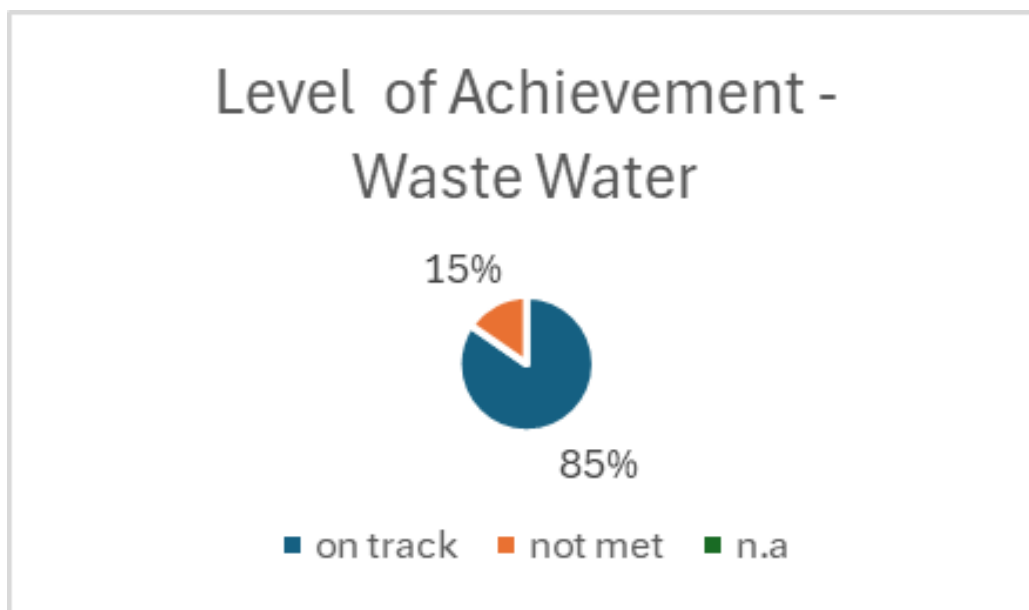
notification to the time that service personnel attend the site					
	Actual 2024	Annual Target 2025	Half-year Target 2025	Actual 2025	On track
The median resolution time to urgent callouts, being service failure, supply fault or contamination, from the time of notification to the time that the fault is resolved	Not available	Less than 12 hours	Less than 12 hours	1.5	Yes
The percentage of urgent callouts, being service failure, supply fault or contamination, responded to within one hour from the time of notification to the time that service personnel attend the site	Not available	98%	98%	100%	No
Median response times to non-urgent callouts (minor leaks and equipment maintenance)	Not available	Less than 48 hours	Less than 48 hours	0.5	Yes
Percentage of non-urgent callouts responded to within 48 hours from the time of notification to the time that service personnel attend site	Not available	98%	98%	100%	No
The number of customer service requests received about Council water supply schemes per year	75	Less than 365	Less than 183	200	No
The number of complaints received per year (due to a service request not being actioned appropriately).	Not available			0	Yes
The number of complaints received about drinking water clarity, per year per 1,000 connections	Not available	No more than 18 complaints about these issues in total (per 1,000 connections)	No more than 9 complaints about these issues in total (per 1,000 connections)	4 Note 8	Yes
The number of complaints received about drinking water taste, per year per 1,000 connections	Not available			0	Yes
The number of complaints received about drinking water odour per year per 1,000 connections	Not available			0	Yes

The number of complaints received about drinking water pressure or flow, per year per 1,000 connections	Not available			1.5 Note 9	No
The number of complaints received about drinking water continuity of supply, per year per 1,000 connections	Not available			8.5 Note 9	No

**Notes:**

<b>Note 4</b>	Operational compliance is now based on Taumata Arowai rules. It is no longer pass or fail on any 3-minute data point, but rather % of time compliant. All independent sampling 100%. Measure updated to Taumata Arowai for long term plan.
<b>Note 5</b>	Operational compliance is now based on Taumata Arowai rules. It is no longer pass or fail on any 3-minute data point, but rather % of time compliant. All independent sampling 100%. Measure updated to Taumata Arowai for long term plan.
<b>Note 6</b>	Estimate based on known network condition and unaccounted for usage. Usage on public areas, e.g. sports fields and the racecourse, is under review. Metering and charging is an option.
<b>Note 7</b>	Estimated consumption rate including summer period. Note this measure is a rate (l/h/d), not a quantity, and will be lower in the shoulder seasons and winter. Measure updated for long term plan
<b>Note 8</b>	East Coast scheme Clarence village line had episodes of poor clarity as the biofilm layer in the existing pipe was removed by chlorination. Weekly flushing has continued.
<b>Note 9</b>	Some difficulties communicating scheme offline periods with rural scheme users (e.g. East Coast, Kincaid and Fernleigh scheme users without email). Group text messages are being investigated. Cell tower area alerts for emergencies are also being investigated.

### 3.4 Wastewater Services



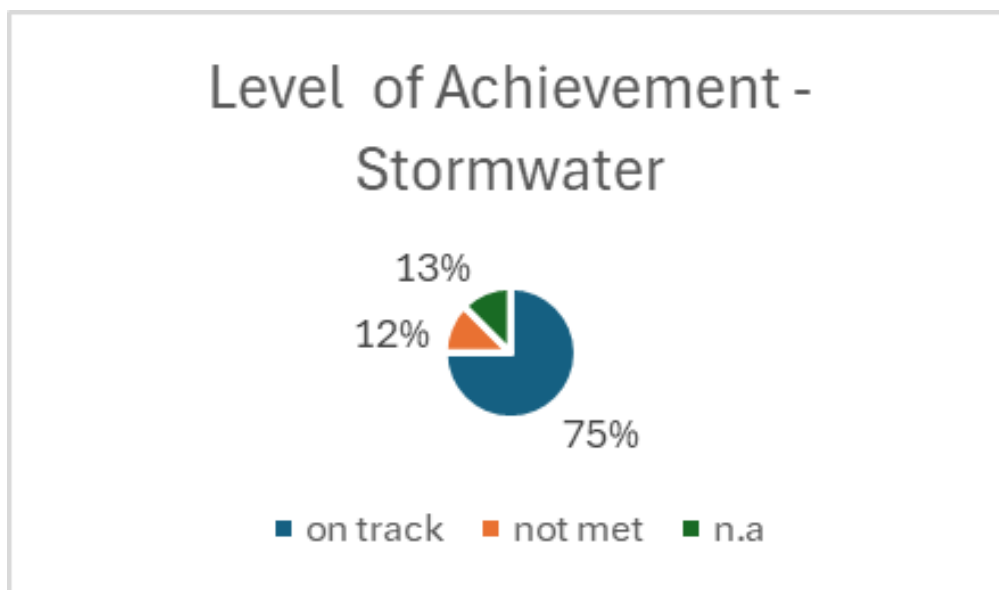
	Actual 2024	Annual Target 2025	Half-year Target 2025	Actual 2025	On track
The number of dry weather sewage overflows, expressed per 1,000 sewer connections	0.6	0	0	0	Yes
The number of abatement notices issued to the Council for non-compliance with resource consent conditions	3	0	0	3 Note 10	No
The number of infringement notices issued to the Council for non-compliance with resource consent conditions	0	0	0	0	Yes
The number of enforcement orders issued to the Council for non-compliance of consent conditions	0	0	0	0	Yes
The number of convictions against the Council in relation to its resource consents	0	0	0	0	Yes
The median response time to sewage overflows from the time of notification to the time that service personnel reach the site	1.5 hours	Less than 1 hour	Less than 1 hour	0.25	Yes

The median resolution time to sewage overflows from the time of notification to the time of resolution of the blockage or other fault	2.38 hours	Less than 24 hours	Less than 24 hours	1.5	Yes
	Actual 2024	Annual Target 2025	Half-year Target 2025	Actual 2025	On track
The percentage of urgent callouts, being service failure, supply fault or overflow, responded to within one hour from the time of notification to the time that service personnel depart to the site.	Not available	90%	90%	93%	No
The percentage of blockages or other faults (excluding odour) resolved within 24 hours	Not available	80%	80%	94.7%	Yes
The number of complaints received about sewage odour, expressed per 1,000 connections	Not available	Less than 19 complaints about these issues in total (per 1,000 connections)	Less than 10 complaints about these issues in total (per 1,000 connections)	3	Yes
The number of complaints received about sewage system faults, expressed per 1,000 connections	Not available			0	Yes
The number of complaints received about sewage system blockages, per 1,000 connections	Not available			6	Yes
The number of complaints received about the Councils (or the Councils service providers) response to the above issues, per 1,000 connections	Not available			0	Yes

**Notes:**

<b>Note 10</b>	General abatement notices from Ecan being worked through
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### 3.5 Stormwater Services

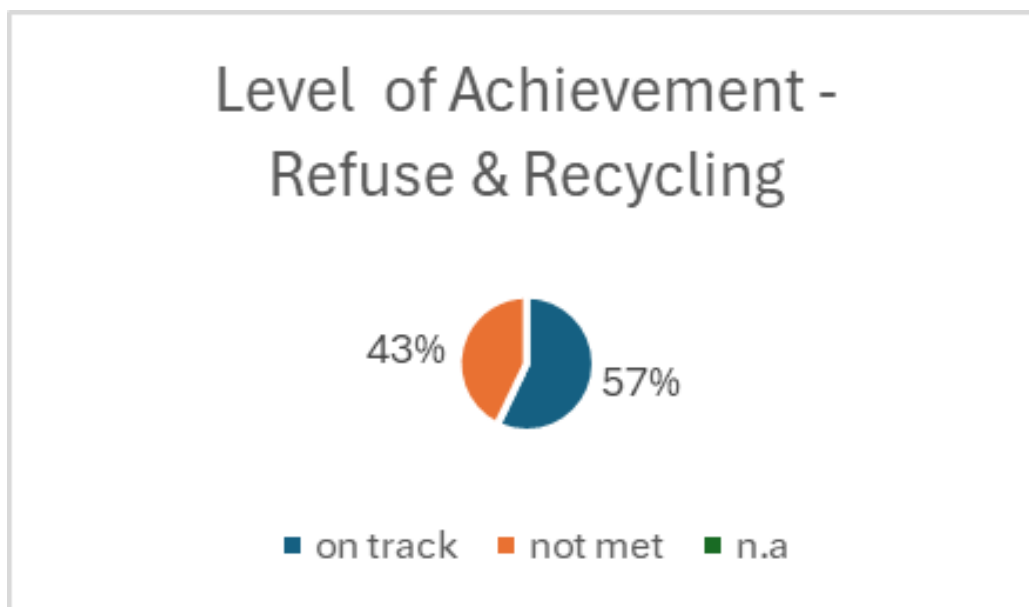


	Actual 2024	Annual Target 2025	Half-year Target 2025	Actual 2025	On track
The number of flooding events where water enters habitable property per year	0	0	0	0	Yes
For each flooding event, the number of habitable floors affected, expressed per 1,000 properties connected to the stormwater system	0	Less than 3	Less than 2	0	Yes
The number of abatement notices issued to the Council for non-compliance with resource consent conditions	1	0	0	1	No
The number of infringement notices issued to the Council for non-compliance with resource consent conditions	0	0	0	0	Yes
The number of enforcement orders issued to the Council for non-compliance of consent conditions	0	0	0	0	Yes
	Actual 2024	Annual Target 2025	Half-year Target 2025	Actual 2025	On track



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

### 3.6 Refuse & Recycling



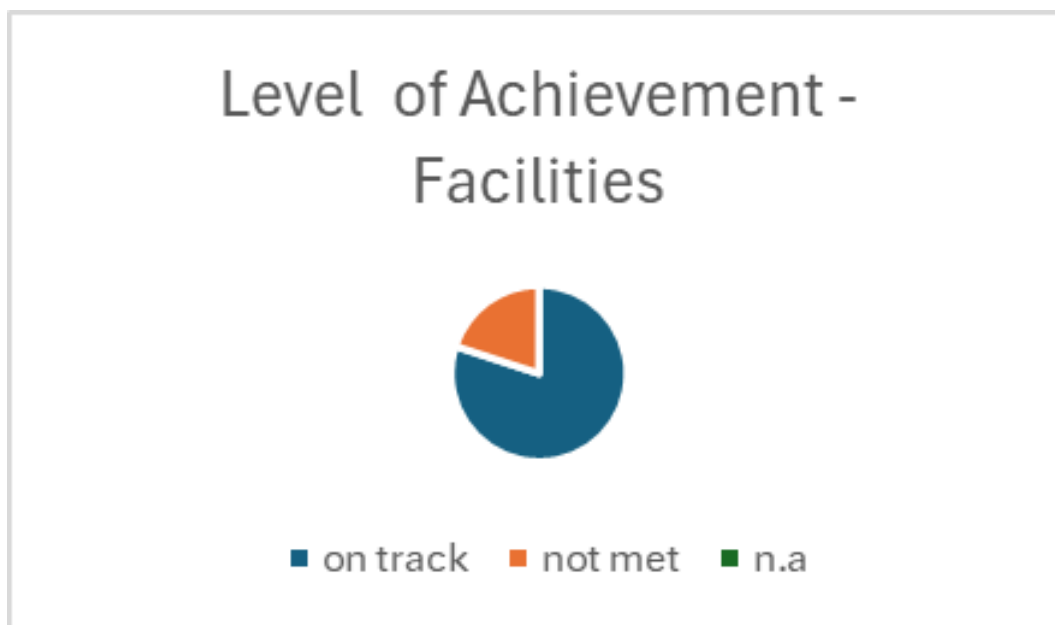
	Actual 2024	Annual Target 2025	Half-year Target 2025	Actual 2025	On track
The number of incidents of street litter bins being used for grossly inappropriate purposes such as deposit of household refuse	56	Less than 75	Less than 38	56	No. Note 11

Percentage of refuse collection and disposal costs (excluding those for street litter bins and clean-up of illegal dumping) that are recovered on a user-pays basis.	100%	100%	100%	100%	Yes
Level of compliance with Environment Canterbury consents	Non-compliance action required	KDC Consents are assessed as "compliant"	KDC Consents are assessed as "compliant"	Non-compliance Action Required	No. Note 12
The number of complaints about the landfill environmental effects	0	No more than 5	No more than 5	0	Yes
Percentage of recyclable material that is contaminated and treated as refuse	3%	No more than 5%	No more than 5%	7%	No, Note 13
Kilograms of waste sent to landfill per capita	385	No more than 380kg	No more than 190kg	178kg	Yes Note 14
The estimated annualised average net cost per tonne of all materials delivered to beneficial markets through recycling or resource recovery services less the current per tonne charge for disposal of general refuse, inclusive of landfill levy and carbon credit charges.	\$(242.54)	Less than \$100	Less than \$100	\$(300.42) Note 15	yes

**Notes:**

<b>Note 11</b>	Problem areas are end Beach Road (household refuse) and South Bay Marina (fish frames)
<b>Note 12</b>	A number of issues to be addressed with the final closure of the landfill, now unlikely to be completed in current financial year
<b>Note 13</b>	Higher levels of contamination in commercial recycling provided to IWK, plus ongoing very high levels of contamination of recycling from street bins
<b>Note 14</b>	Full year figure may possibly be proportionately slightly higher than mid year due to summer population increase
<b>Note 15</b>	\$115,341 charged to Council, 557.93 tonnes recycled -> \$199.58 per tonne, \$300.42 less than the \$500/t (GST exclusive bulk refuse charge rate. Green waste excluded as user-pays.

### 3.7 Facilities

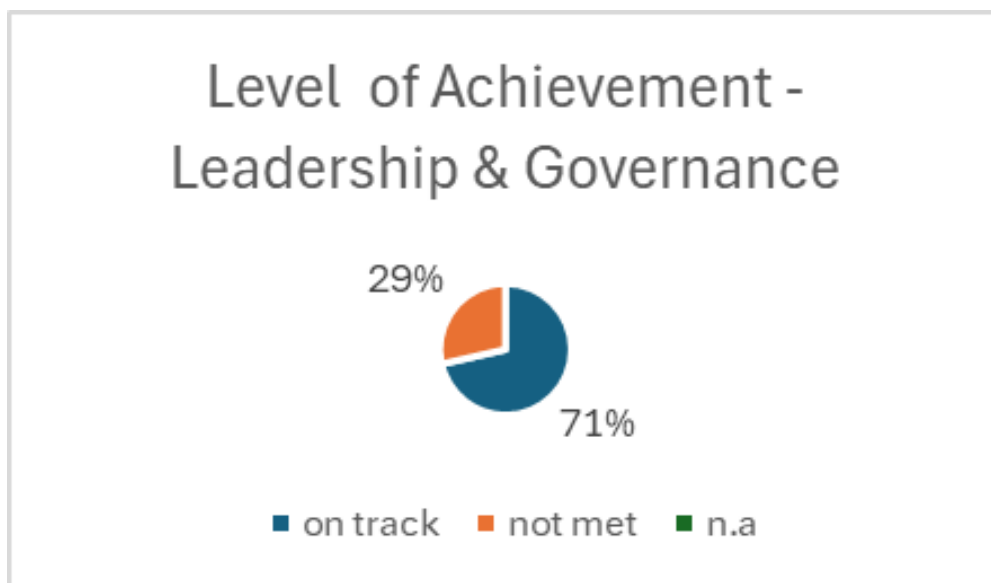


	Actual 2024	Annual Target 2025	Half-year Target 2025	Actual 2025	On track
The number of Memorial Hall bookings (excluding KDC use) per annum	53	40	20	57	Yes
Resident satisfaction with cemetery, public toilets and playgrounds (combined)	75%	75% better or	75% better or	75%	Yes
Percentage of public buildings have a BWOF	100%	100%	100%	100%	Yes
The number of Civil Aviation Authority (CAA) surveillance findings	0	0	0	0	Yes
The number of complaints received about the condition of harbour assets (slipway, wharves, washdown area, etc)	3	3 or less	2 or less	3 Note 16	No

**Notes:**

<b>Note 16</b>	Delay in Jetty decking replacement
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### 3.8 Leadership & Governance



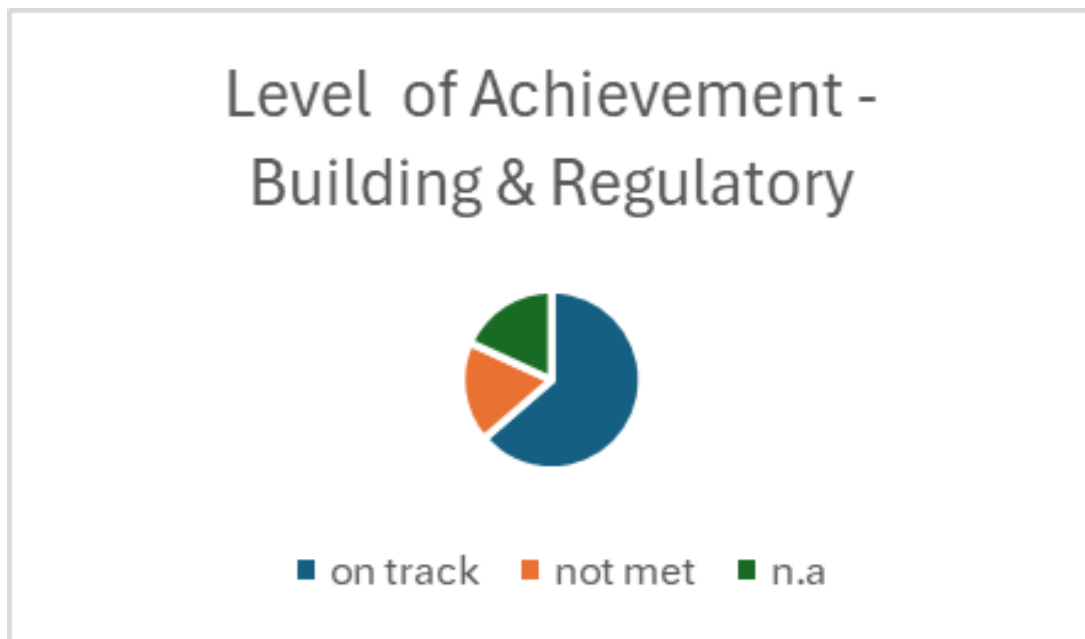
	Actual 2024	Annual Target 2025	Half-year Target 2025	Actual 2025	On track
The percentage satisfaction with the Mayor Councillors and staff	67%	60%	60%	67%	Yes
Ensure at least 90% of residents are satisfied that Council consults with them on important issues	59%	50%	50%	56%	Yes
Percentage of operating costs versus budget (excludes loan interest and depreciation)	101.6%	100%	100%	101%	Yes
Percentage of capital programme delivered	50.9%	At least 75%	At least 37.5%	25% Note 17	No
Level of engagement with Council communications (Facebook followers)	6,065	> 5,420	> 5,420	6,065 Note 18	Yes
	Actual 2023	Annual Target 2024	Half-year Target 2024	Actual 2024	On track

Level of engagement with Council communications (E-Newsletters opened)	42%	> 45%	> 45%	42% Note 19	No
Resident satisfaction with KDC communications	78%	70% better	or 70%	75%	Yes

**Notes:**

<b>Note 17</b>	As at December YTD. Main delays are the Clarence River bridge, Wakatu Quay development & IAF. Excluding these 3 projects the spend rate versus budget is 57%.
<b>Note 18</b>	at February 2025
<b>Note 19</b>	This is the average over 6 months

**3.9 Building & Regulatory**



	Actual 2024	Annual Target 2025	Half-year Target 2025	Actual 2025	On track
The number of complaints about dogs (wandering, barking nuisance, dogs rushing, etc)	134	135	67	29	Yes
Percentage of building consents processed within statutory timeframes	92.65%	97%	97%	100% Note 20	Yes

BCA Accreditation status is confirmed (every second year)	Accreditation confirmed	Not due in 2023	Not due until 2026	Not due in 2023	Not available
Percentage of resource consents processed within statutory timeframes	72%	97%	97%	73%	No
Percentage of food premises inspected within statutory timeframes	100%	100%	100%	100%	Yes
Percentage of liquor licensed premises inspected within statutory timeframes	100%	100%	100%	100%	Yes
Percentage of dog or stock complaints responded to within timeframe Urgent - 1 hour Serious nuisance - 6 hours General nuisance - 1 day All other issues - 5 days	80%	80%	80%	100%	Yes
Percentage of known dogs that are registered	97%	97%	97%	97%	Yes
The number of infringements issued for inappropriate/illegal parking	52	< 130	< 65	62	Yes
Percentage of BWOFS audited or inspected	0%	97%	97%	5% Note 21	No
Number of complaints about freedom camping	18	Less than 50	Less than 25	10	Yes

**Notes:**

<b>Note 20</b>	Improved due to resourcing
<b>Note 21</b>	Due to staffing issues (lack of resource) 3 – 5 BWOFS Audits are planned every month. We have a 3 year window to achieve an Audit of all Commercial Buildings with BWOFS

### 3.10 Community & Customer Services



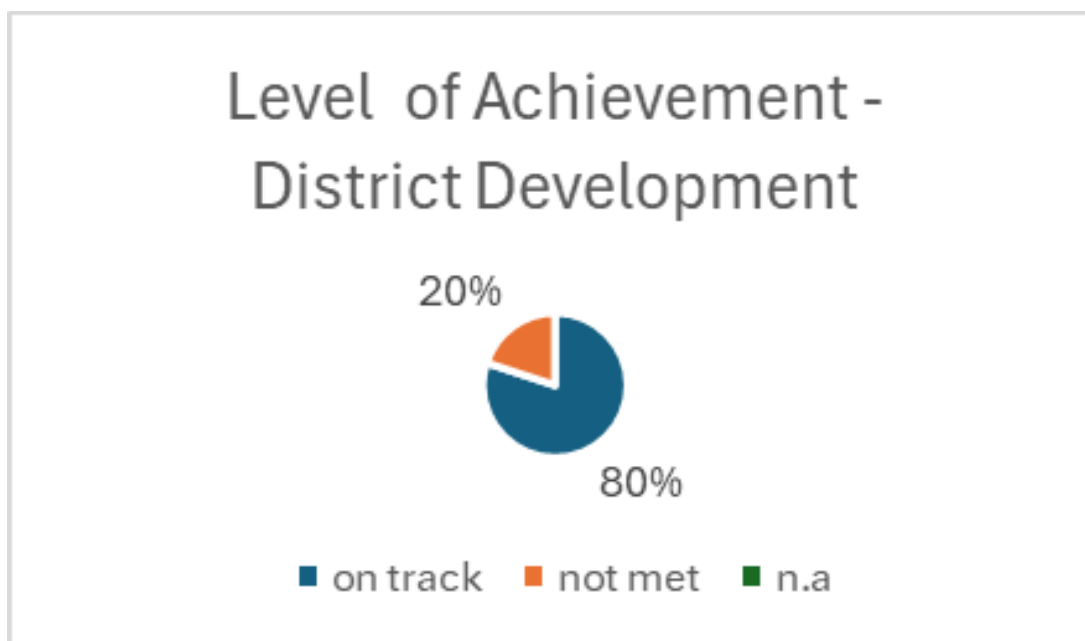
	Actual 2024	Annual Target 2025	Half-year Target 2025	Actual 2025	On track
<b>Customer services</b>					
Increased customer satisfaction with Customer Services Team	79%	67% or better	67% or better	Not available	Not Available
<b>Community Development</b>					
Number of community networking reports	112	No less than 6	No less than 3	6	Yes
<b>Grants &amp; events</b>					
Number of community groups funded	CCS 13, GL 2, RST 7, CIF 6	No less than 10	No less than 5	<b>Note 22</b>	Yes
Number of community events held	3	Not less than 4	Not less than 2		Yes
<b>Civil defence</b>					
Number of scenario's held with cross-agency attendance	1	2	1	<b>Note 23</b>	Yes
<b>Youth development</b>					
Facilitate monthly youth Council meetings	4	6	3	<b>Note 24</b>	Yes

	Actual 2024	Annual Target 2025	Half-year Target 2025	Actual 2025	On track
Support with youth Council events (number of events supported)	6	10	5		Yes
Number of training opportunities	3	4	2		Yes
<b>Library</b>					
The number of lending items per capita	10.83	7.7	7.7	<b>Note 25</b>	Yes

**Notes:**

<b>Note 22</b>	CCS - Creative Communities Scheme: 13, GLF - George Low Fund: 2, RST - Rural Sport Travel: 7, CIF - Community Initiatives Fund: 6, = total 28
<b>Note 23</b>	We are now incorporating our scenarios into our First Responders regular catch-up
<b>Note 24</b>	These are internal meetings
<b>Note 25</b>	Significant increase as lending items include e-books

**3.11 District Development**





	Actual 2024	Annual Target 2025	Half-year Target 2025	Actual 2025	On track
<b>District Planning</b>					
Progress on the District Plan review	Spatial plan adopted in December 2024 Light Industrial Park approved November 2024	Start Phase 1A: Review and revise the following chapters: Strategic Direction, subdivision, residential and commercial zone by June 2027	Requests for proposal to assist with the District plan review are intended to be live before the end of February 2025 Contractors to be in place and review underway by June.	Spatial plan adopted in December 2024 Light Industrial Park approved November 2024	Yes
<b>Environmental Planning</b>					
Number of environmental projects supported	4	Not less than 3	Not less than 2	2 <b>Note 26</b>	Yes
<b>Tourism</b>					
Domestic and international spend indicators (Market view) show year on year increases (baseline spend \$50.4M in 2021)	\$72m	Market view indicators show increases post Covid-19 relative to other comparable RTO regions	Market view indicators show increases post Covid-19 relative to other comparable RTO regions	\$85m for the calendar year to December <b>Note 27</b>	Yes
Six-monthly reports from Destination Kaikōura demonstrate activities and achievements	Reports have been received, activities and achievements are documented	Reports are received	Reports are received	Reports have been received quarterly with high levels of activities and achievements <b>Note 28</b>	Yes

<b>Economic development</b>					
Number of ED-related projects or events supported	2	5	Not less than 2	2 <b>Note 29</b>	Yes

**Notes:**

<b>Note 26</b>	One organisation funded (KORI). Other environmental projects supported in-kind, e.g Dark Sky Trust and Te Korowai. Council staff have supported funding of invasive vegetation control at Station Road and are currently working to improve penguin habitat alongside Kaikōura Wildlife Center.
<b>Note 27</b>	Visitor spending for a full year period is on track to be well above 2021 baseline
<b>Note 28</b>	Reports received which provides a comprehensive update of spend and tourism activity for the district
<b>Note 29</b>	Involvement in Canterbury Ambition and Economic Development Reset underway including ED roadmap

**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. SIGNIFICANCE OF DECISION**

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

**6. RELEVANT LEGISLATION**

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

**7. COMMUNITY VIEWS**

No community views were sought in relation to this report.

**8. COMMUNITY OUTCOMES SUPPORTED**

The work is in support of all community outcomes.



**Community**

We communicate, engage and inform our community



**Development**

We promote and support the development of our economy



**Services**

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



**Environment**

We value and protect our environment



**Future**

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

<b>Report to:</b>	<b>Council</b>	<b>File #</b>
<b>Date:</b>	26 February 2025	
<b>Subject:</b>	Community Services Team Update	
<b>Prepared by:</b>	S Haberstock – Community Services Manager	
<b>Input sought from:</b>	Community Services Team and partners	
<b>Authorised by:</b>	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 January & February:

### 1. Community Development

#### a) *Community Development and Community Groups*

- i. Te Whare Putea Report
- ii. Other community groups

#### b) *Community Events*

#### c) *Community Grants*

### 2. Customer Service Requests at Front of House

### 3. Kaikōura Emergency Management

### 4. Library Dashboard

## 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 Whare Putea Report – Manager, Lyn Kirton](#)



### **Building Financial Capability (BFC)**

The demand of financial mentoring is in high demand. Although we were successful with the BFC contract through MSD this has been reduced to half, but the service still shows high demand from people suffering from hardship.

We have employed a new financial mentor, Ruth Bradley who has taken over from Lyn Kirton.

Lyn Kirton has attained a Mana in Mahi agreement through MSD to support Ruth well for 1 year. This has provided Te Whare Putea with funding for 1 year to support Ruth's income and any training.

Many clients in 2024 were supported and granted access to their Kiwi Saver due to hardship.

#### **01 July 2024 – 31 January 2025**

- There are **89** open cases
- Total debt - **\$530,845.30**
- Urgent arrears - **\$195,543.23.**
- Total Debt and Arrears resolved - **\$1,723,614.30**
- Debt by age:
  - 18-25yrs - 8
  - 26-45yrs - 32
  - 46-65 - 41
  - Over 65yrs - 8

#### **Temporary Housing**

We have 7 units all currently occupied. We are excited about the ownership and development moving forward for the units and want to have good structure and processes in place. We are working on all renewals for tenancy contracts and future funding for upgrading to keep units well maintained and to rental standards. We appreciate all the support from S Haberstock from KDC and R Gibson, MSD so we can continue to provide for the needs of our community.

#### **Housing Navigator**

The Housing Navigator places and supports families who are in Emergency Housing. 4 families have been prevented from going into Emergency Housing and we are unsure if this contract will continue and are looking at other funding options.

#### **Foodbank**

There is continuing demand for food parcels:

#### **January 2025**

97 food parcels provided Nov, Dec 2024 & January 2025. This does not count food support provided through Financial Mentoring from one-on-one assistance.

Kaikōura New World made a donation for New World Vouchers. This is being monitored via spreadsheet through Lyn and is available to all those in need for a top up with a voucher added for special diet needs and perishable.

Our funding from the Kaikōura Community Op Shop to run a School Lunch programme for 12 months finished in January – at \$1000 per month for this project, as well as general food support of \$1000 per month.

We are attending another meeting with the Op Shop Trust Board on 03 March 25 to put in for further funding. After evaluating last year, we have come up with a new idea with our Foodbank Coordinator to deliver to all schools, including Te Ha. We feel this will better capture those children really needing it and have teachers and head staff monitor and report back to us.

#### **May – December 2024**

891 Children and 2,085 Packs were provided for school lunches.

#### **Heartland Services**

In January 2025, we promoted the Heartland space as a place where people can come together for groups, Hui/meetings/talks etc. and see Government Departments face to face. This is proving to be

very busy and many new faces coming in to access all services within Heartlands and Te Whare Putea Staff.

In March this year we are actively preparing Seniors Expo and have put an invite out to many who attend from Nelson, West Coast, Marlborough and Canterbury. The support and help from the KDC Community Development Team, A Brown and G McMillan, has been invaluable.

#### ii. Other community group updates

##### **Kaikōura Red Cross “Crafty Place” progress report – Marlene Ingram**

The Crafty Place has continued to fulfil a need in the community. Groups have met on the regular basis from October the 1<sup>st</sup> 2024 to the 19<sup>th</sup> of December 2024. On Mondays and Thursdays from 10:00am to 1:00pm Embroiderers, Knitters, and Card Makers gathered and appreciated having the comfortable chairs and large tables to work hard, as well as the good lighting.

The Patchworkers have continued to gather on Wednesday mornings and Thursday evenings. As many of them take their sewing machine, they appreciate the fact that they can park their vehicle close to the entrance and go up the ramp. The embroidery group has met on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the month. The Kaikōura Red Cross has held their meetings on a Monday evening.

The focus for the next three months:

- The Monday group resumed in early January when the Advert Media office opened after their holiday break
- The other groups have resumed and will continue to meet regularly as it is an ideal venue for the different groups the off-street parking at the rear of the building and the ramp for easy access is ideal for the older, less mobile people
- We are planning to attend the Seniors Exponent on the 27<sup>th</sup> of March to promote their crafty things is a great place for people to share ideas new skills and create great things.

##### **Pensioner Housing**

The spouting at the flats was cleaned out and the single vacant flat is being refurbished ready for a new tenant in approx. 1 month. The other flat is clean and ready for a new tenant. The flats have been offered to persons on the waiting list but have both have been turned down so currently reassessing the waiting list.

##### **Takahanga MainPower Multisport Courts**

The Multisport Courts project is progressing well, and the official opening is Friday, the 21<sup>st</sup> February. Phase 2 of the project is almost completed:



**b. Community Events**

**Empowering Seniors Expo**

Empowering Seniors Expo, in conjunction with Te Whare Putea, will be held on 27 March 2025 at the Memorial Hall. This will follow the same lines as the Health & Wellbeing Expo. The aim is to give our Seniors information that they may not be able to access themselves.

**Memorial Hall**

The hall was utilised for a family reunion over the Christmas/New Year break. They were a family from out of town and came together to enjoy our beautiful place. They had a great time and left the hall in great shape. Next event is the Sioux Line Dance NZ over the weekend of 28 February to 2 March 2025.



## c. Community Grants



Usage Report 2025  
givME and givUS - Basic

Kaikōura District Council

Year: 2023-2025 | Total Logins: 67  
Searches Made: 243 | Fund Viewed: 196

64

Registered Users  
as of Feb 2025

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

We created 615 customer service quick complete requests in January 2025 (up from 599 in Oct 2024). A quick complete is an inquiry that is received at reception in person or over the phone and can be dealt with immediately, not requiring any further action (CSRs requiring additional action are reported through Works and Services). Of the 615 CSRs completed, the four busiest areas were:

- Building: 171 (up from 142) calls supported the booking of consents
- Finance: 100 (down from 120) calls were rates inquiries
- Planning: 80 (119) calls dealt with planning inquiries
- Roaming dogs: 55 calls were about roaming dogs

### 3. Kaikōura Emergency Management

We received some very positive feedback from the CDEM Group about Kaikōura 's performance in Exercise Pandora last November 2024. In short, our communications, early recognition of the need for resources, cooperation with our First Responders, and our ability to problem solve were all called out as mature and working very well.

Areas where we require more work is with additional training for the roles and use of the D4H software as well as working within the physical space of the Totara room. A plan is being developed for approval to use an alternative space for future EOC needs.

We have also been heavily involved with GNS looking at the new Tsunami Evacuation modelling and maps. These will be briefed to Council during February prior to any public information being available via the ECan or GNS sites. Our Communications Officer, Donya Nee, has also been working with Hurunui and Christchurch to evolve consistent messaging across the region. The plan is to hold a limited number of in-person information sessions on this topic as well.

Over the next few months, we have several more public education events planned as well as an opportunity to be involved in another Exercise Pandora focussed on Recovery.

### 4. Kaikōura District Library

Please see our Library dashboard below.

We have included the two news stories here as they may be hard to read in the dashboard:

1. The library hosted Rihoko Koshitoge, a Japanese high school student visiting from Kyoto on the 19 Dec. Rihoko was interested in interacting with like-minded students to share more about Japanese culture and customs. Rihoko and her tutor Yukari Sakata from Nagano thoroughly enjoyed the library space. Many thanks to Rihoko and Yukuri for sharing some of their cultural experiences with us and donating some Japanese books to our library.

2. This month, our Community Librarian gave Dr Lisa Ottenhaus a tour of our library. Dr Lisa Ottenhaus is a Senior Lecturer at the school of Civil Engineering at the University of Queensland who was involved in the design of the Kaikōura Civic Building's timber structure. She was interested in how we use the building and any issues we may have had before, during and after construction and any related issues that may have arisen after the 2016 earthquake.

Also, check out our 2024 statistics – very impressive with 39,339 visitors to our library over the year. That is 10 times our population!





DEC 24 - JAN 25

# KAIKŌURA DISTRICT LIBRARY COUNCIL REPORT



CHRISTMAS CARD COMPETITION WINNER

The library hosted Rihoko Koshitoge a Japanese high school student visiting from Kyoto on the 19 Dec. Rihoko was interested in interacting with like minded students and to share more about Japanese culture and customs.

Rihoko and her tutor Yukari Sakata from Nagano, thoroughly enjoyed the library space. Many thanks to Rihoko and Yukari for sharing some of their cultural experiences with us and donating some Japanese books to our library.

This month after a request, our Community Librarian, gave Dr Lisa Ottenhaus a tour of our library. Dr Lisa Ottenhaus is a Senior Lecturer at the school of Civil Engineering at the University of Queensland who was involved in the design of the Kaitiaki Civic Buildings timber structure.

She was interested in how we use the building and any issues we may have had before, during and after construction and any related issues that may have arisen after the 2016 earthquake.

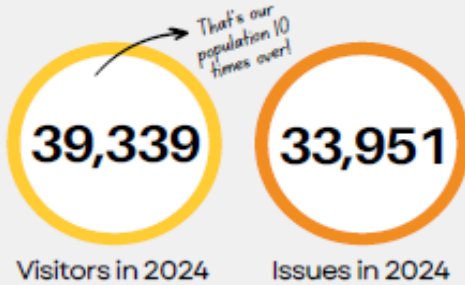
**NEWS  
NEWS  
NEWS  
NEWS  
NEWS**

LIBRARY VISITORS IN JANUARY

**3,205**

## JANUARY STATISTICS

	22/23	23/24	24/25
▲ ISSUES	2,295	2,911	3,099
▲ RENEWALS	164	254	257
▼ RETURNS	2,352	2,669	2,500

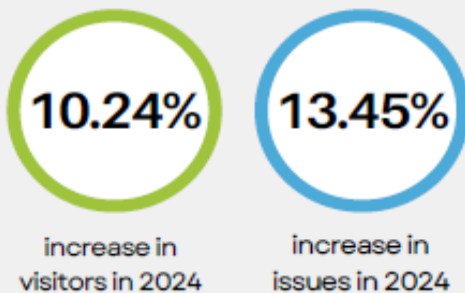


## 2024 WRAPPED



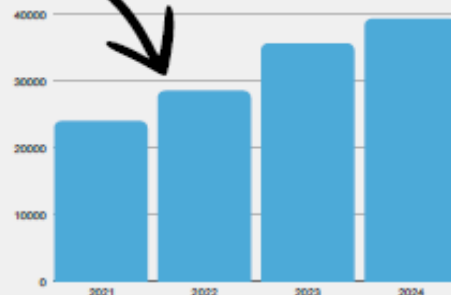
**6 OUT OF 10**

People you walk past in the street are active library members!



**62.88%** increase in visitors since 2021

**42.3%** increase in fiction issues in 2024



*"a world class library service which retains its community values"*

#### 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

<b>Report to:</b>	<b>Council</b>	
<b>Date:</b>	26 February 2025	
<b>Subject:</b>	Kaikōura Youth Council	
<b>Prepared by:</b>	KYC Coordinator	
<b>Input sought from:</b>		
<b>Authorised by:</b>	W Doughty – Chief Executive Officer	

### 1. SUMMARY

At the time of writing, KYC has had one meeting so far this year. We have two new Coordinators joining us for the year who will be presenting this report.

### 2. RECOMMENDATION

It is recommended that this report is received 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. DISCUSSION

#### Coordination and Group Structure

Mark Paterson and Petra Jellyman have taken over the Coordinator role within KYC.

Last year the Youth Council operated in two separate groups; Youth Voice and Youth Events. At our first meeting we decided to amalgamate back into one group. The Chairperson from each group (Anna and Kaitlyn) will retain their roles as Co-Chairs of Kaikōura Youth Council.

#### DEVELOPMENT

As it is the beginning of the year we are taking a focus on group development.

Current plans include:

- Organising with Becky to go for a tour through Council, meet the Council staff and learn a little more about what they do.
- A trip to Christchurch on the 8th and 9th of March. Attending training at the new Youth Hub, taking the opportunity to explore the city, do some year planning, and get to know each other/team bonding.

#### EVENTS

We will be running the biennial Kaikōura Youth Awards once again this year.

Further year planning will take place within the next month.

## 5. COMMUNITY OUTCOMES SUPPORTED



### Community

We communicate, engage and inform our community



### Development

We promote and support the development of our economy



### Services

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



### Environment

We value and protect our environment



### Future

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

<b>Report to:</b>	<b>Council</b>
<b>Date:</b>	26 February 2025
<b>Subject:</b>	Planning Update Report
<b>Prepared by:</b>	Z Burns – Planning Officer
<b>Input sought from:</b>	M Hoggard – Strategy, Policy and District Plan Manager
<b>Authorised by:</b>	P Kearney – Senior Manager Corporate Services

## 1. SUMMARY

This report provides a high-level update of what is occurring in the planning department. The key aspects to note are:

- Some Resource Consents are being processed by external consultants
- LIM numbers remain volatile
- Reserve Management Plans open for consultation
- Legislative reform update

*Attachments:*

- i. Resource consents in progress

## 2. RECOMMENDATIONS

It is recommended that this report is received for information.

## 3. BACKGROUND

### 3.1. Resource Consent Status

Resource consent applications continue to be submitted to Council, and consultants continue to be used to process consents on our behalf. With the Reserve Management Plans now out for consultation, internal capacity has increased.

The Land use application for 9 residential units on a total site of 2000m<sup>2</sup> and additional non-compliances with building height, setbacks, parking etc, was publicly notified at the end of November 2024. This public notification closed on the 7<sup>th</sup> February. There was a total of 16 submissions on the proposal, 14 in full opposition to the application and the remaining 2 being in full support of the application. Nine of the submissions stated they wish to be heard, and the applicants have requested that Council defer decision making authority to an independent commissioner. A hearing is proposed for April 2025. Staff are currently looking at commissioners to undertake this work.

Notable consents that have been granted/issued are SU1970, the extension of the Ocean Ridge subdivision, named Highgate in the application, creating 22 residential allotments. LU1984 was granted for the disturbance of soil under the National Environment Standard for Contaminated Soil at the former sawmill site on Beach Road. The owner/applicant is seeking to complete remediation works to potentially enable some future development of the site. LU1975 was issued for Kaikōura Business Park Ltd for the purpose of undertaking earthworks within 10m or in the riverbed of the Kowhai river. It is noted the applicant is still resolving outstanding land ownership issues and necessary consents and approvals from Rūnanga and Environment Canterbury.

An outstanding resource consent still being processed is LU1999, which is for a global consent for the Highgate Subdivision extending the Ocean Ridge Subdivision, and this land use consent is aiming to remove the floating building height and introduce a rolling height based on ground levels post subdivision. Council staff have raised concerns about the effects on the immediate neighbours and

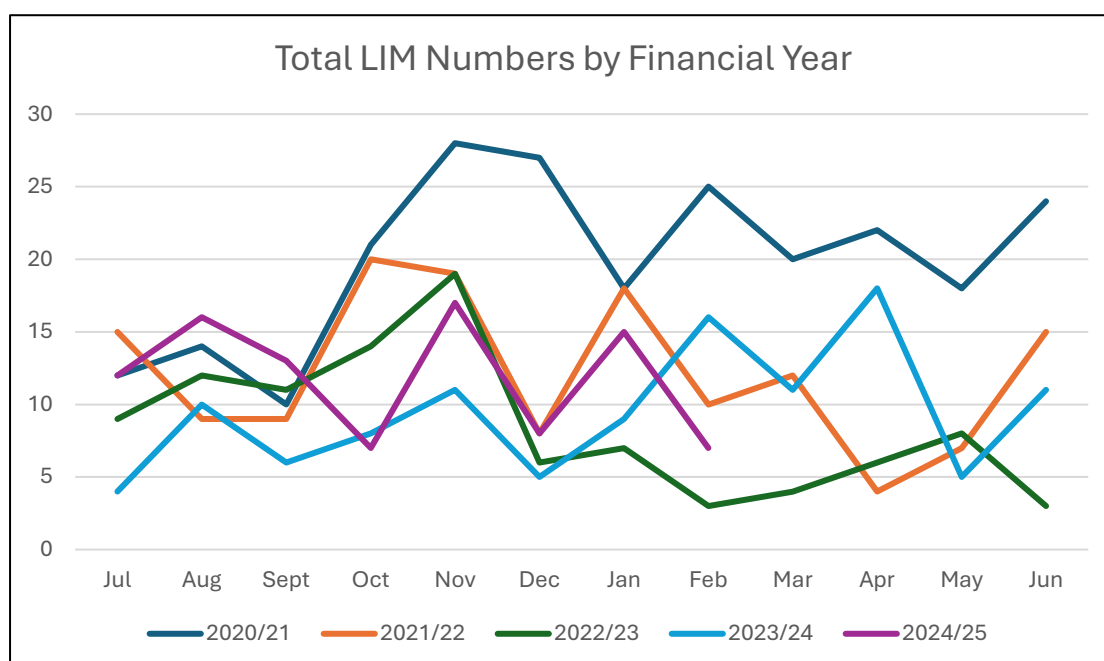
have requested that a landscape assessment be updated, no decision has been made as to if a peer review is required.

### 3.2. Land Information Memorandums

LIM numbers continue to fluctuate. Following the November 2024 update, LIM numbers increased, however, the December numbers do not reflect the LIM status as the close down period saw remaining LIMs be entered at the beginning of January when Council re-opened. January LIMs showed the highest numbers in 3 years, although February numbers have so far dropped below 2023/24 numbers. Overall LIM numbers tracking below years 2021 and 2022 to date but show an increase from the 2023 and 2024 years,

### 3.3. District Plan Review

The District Plan review process has been progressing with a request for proposals being developed for GETS (Government Electronic Tender Service).



### 3.4. Spatial Plan

The Kaikōura Spatial Plan was adopted by Council on the 18<sup>th</sup> December 2024 and can be found on the Council website: <https://www.kaikoura.govt.nz/council/plans-policies-reports/kaikoura-spatial-plan> Interest has been expressed by developers as to when the District Plan will be updated to reflect the intent of the District Plan.

### 3.5. Reserve Management Plans

In mid-January, following the adoption of the Esplanade Reserve Management Plan prior to the Christmas close-down, Council has advertised/requested input on the drafts of Reserve Management Plan for the Top 10 Holiday Park Reserve, South Bay Racecourse/Domain, South Bay Forest Reserve. Following advertisement of these draft plans, Council sent letters to those that provided input in the original consultation period in 2024, requesting feedback on the Draft plans. As of the 14<sup>th</sup> February, there were 2 submissions made. Consultation closes on the 25<sup>th</sup> March.

## 4. Canterbury Regional Policy Statement (RPS)

Government introduced legislation that states Councils must not notify freshwater planning instruments for public consultation before 31 December 2025 or until a new National Policy Statement for Freshwater Management is gazetted (whichever is earlier). Given the review of the Regional Policy

Statement (RPS) will include matters which relate to freshwater the review of the RPS has been paused.

## 5. RELEVANT LEGISLATION

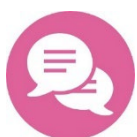
Resource Management Act 1991 (RMA) remains the relevant legislation.

### 5.1. Legislative Reforms Update

The Ministry for the Environment have not provided a Resource Management update since the November 2024 Council update. Key points noted by staff include:

- Fast-track Approvals Act 2024
  - Operative from 23 December 2023
  - Allows for projects in schedule 2 of the Act to be fast tracked
  - To date, only one project is listed for the Kaikoura:  
Sanford Limited - Greenshell Mussel Spat Hatchery  
Construct and operate a land-based Greenshell mussel spat hatchery, comprising—
- primary buildings and plant, including structures on land and in the coastal marine area
- a water intake structure within the coastal marine area near Waipapa Bay, State Highway 1, Clarence, Kaikoura District.
- Summary of submissions on Granny Flat consultation released:
  - Over 2000 submissions received
  - Most submitters agreed housing affordability is a key issue in New Zealand and there is an increasing demand for and a lack of supply of small houses. Submitters also advised regulatory barriers impact the number of small houses being built and it needs to be easier to build more affordable housing.
  - Submitters wanted all changes to be thoroughly considered, particularly around lowering the risk of building failure, improving consumer protections and avoiding significant environmental impacts and risks such as natural hazards.
- Strategic Intentions 2025-2029
  - Informs about the Ministry's strategic objectives and 5 priorities over the next four years
- Improve the resource management system to be more efficient and effective
- Strengthen the resilience of communities, businesses and places to climate change and natural hazards
- Support the transition to a competitive low-emission, resource-efficient economy
- Improve the quality and accessibility of evidence for all decision-makers
- Ensure our investments, partnerships and relationships enable others to achieve impactful solutions.

## 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**

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### **Future**

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## **ATTACHMENT 1**

### **1. Active and deferred Resource Consent, Flood Hazard Certificates and Other Consent Applications to 17th February 2025**

“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 <sup>th</sup> 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 <sup>st</sup> March 2024 requiring an update by 31 <sup>st</sup> 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 <sup>st</sup> June 2023, 7 <sup>th</sup> July 2023, 18 <sup>th</sup> September 2023 and again on 9 <sup>th</sup> February 2024.	11
4.	1870	Mark Baxter	Outdoor Dining Area – Temporary Activity	21 West End	On hold by the applicant - Limited notification has closed, a submission has been received from the neighbour, plans are to be amended and neighbour has said they will give approval provided fence built. This application was limited notified, therefore, it remained active until the applicant requested the application to be placed on hold due to discussions with the affected party. The adjoining neighbour	65

					has agreed by email to provide written approval final documents are awaited. Processed in house	
5.	1889	Kaikoura District Council	Earthworks in flood hazard area for Clarence/Waiatoa Bridge	Road reserve	Placed on Hold by Applicant Being processed by Resource Management Group S37 Issued for March 2024	277*
6.	1892	Anthony Lund	Build a three-bedroom dwelling with attached garage that intrudes the recession planes on north, East and West boundary of the property	148 South Bay Parade	Deferred Being processed by LMC	15
7.	1908	Moanna Farms Ltd	Earthworks within landscape area	20 Moana Road	Deferred – awaiting payment Follow-up email sent 19 <sup>th</sup> March 2024	-
8.	1925	Fisher and Farr	Visitor accommodation and construction of a residential unit in the Fault Avoidance/awareness overlay	12B Louis Edgar Pl	Withdrawn The applicant is opting to move the tiny home and will be reapplying for a resource consent.	16
9.	1941	Brent Proctor	2-lot subdivision of land locating in the non-urban flood assessment area within mapped highly productive land	30 Old Beach Road	Deferred at applicant's request Processed in house Limited Notified Legal advice received regarding NPS-HPL, awaiting information about rural amenity of the site	61
10.	1942	Brent Proctor	Land Use – non-compliance with district plan standards in the general rural zone and transport standards	30 Old Beach Road	Deferred at applicant's request Processing in house Limited Notified Pre-decision meetings taking place Legal advice received regarding NPS-HPL, awaiting information about rural amenity of the site	61
11.	1952	Maram Community Trust	2-lot subdivision	8 Margate St	Granted Processed in house Internal delays and RFI requests	61
12.	1954	Margetts	2-lot subdivision & amalgamation	21 Mt Fyffe Rd	Granted Processed in house Internal delay	62
13.	1956	Benjamin Jurgensen	2-lot subdivision	290 Red Swamp Rd	Active Being processed externally (PLANZ) Regional Consent required for onsite wastewater discharge	28
14.	1959	Collins	3 lot subdivision	222-228 Ludstone Rd & Lot 1 DP 48 Red Swamp Rd	Granted Processing externally (RMG) Regional Consent required for onsite wastewater discharge	10

15.	1960	Collins	Residential activity on a site less than 2ha	222-228 Ludstone Rd & Lot 1 DP 48 Red Swamp Rd	Granted Processing externally (RMG) Regional Consent required for onsite wastewater discharge	10
16.	1964	Chapman-Lindsay Developments Ltd	Construction of 9 apartment units	162-164 Esplanade	Active Processing internally Public notification closed on the 7 <sup>th</sup> February 16 Submissions – 2 in support the remainder in opposition	58
17.	1965	Marlborough Kaikoura Trail Trust	Earthworks and structures associated with the construction of a cycle trail between tirohanga and kekerengu which forms part of the Whale Trail	Section 1 SO 7346, Lot 1 DP 946, SO 5281, Lot 1 DP 10979, Lot 1 DP 418536	Deferred other consents from Ecan Processing externally (RMG)	-
18.	1966	Marlborough Kaikoura Trail Trust	To build, operate & maintain a cycle trail bridge over the Kekerengu River which forms part of the Whale Trail	State Highway 1	Deferred other consents from Ecan Processing externally (RMG)	-
19.	1970	Cargill Station Ltd	Create 22 new lots along Ingles Drive	Ingles Drive, Ocean Ridge	Granted Processed externally (PLANZ)	18
20.	1972	Aitken	4 Guest Visitor Accommodation	178 Brunells Road	Deferred Processing externally (PLANZ)	16
21.	1975	Kaikoura Business Park Limited	Land use 52 Lot Industrial subdivision stormwater system	69 Inland Road	Granted Processed internally	36
22.	1976	Trevor Smith	Earthworks in Archaeological Area	15 Avoca Street	Granted Processed externally (PLANZ)	19
23.	1978	Planning North Canterbury	2 lot subdivision with heritage building	1 Torquay St	Granted Processed internally	69
24.	1979	Robyn Murray	Visitor accommodation – up to 6 guests	43 Clarence Valley Road	Deferred Processing externally (PLANZ) Being reviewed	30
25.	1980	Cohesive Construction	Flood hazard assessment	87-89 beach road	Granted Processed internally	67
26.	1982	Avodah Spiritual Respite/Vineyard Church	Erect several buildings to support the proposed facility at the site – area is approx. 5.8ha	23 Bay Paddock Road	Deferred Processing externally (PLANZ) Application assessed against the District Plan and National Environmental Standards and found that some additional information is needed	14
27.	1983	Rockwood Kaikoura Limited	Create 4 allotments held in three fee simple titles	Red Swamp Road (Section 10 Kaikoura Suburban Dist & Section 60	Deferred Processing externally (PLANZ) RFI for water supply	13

				Kincaid Run, Kaikoura Dist)		
28.	1984	Prime Pin Kaikoura Ltd	Disturbance of Soil under NES-CS and effects of earthworks	218-222 Beach Road	Granted Processing externally (PLANZ)	36
29.	1985	Annabelle Hasselman	Commercial holiday home – 5 guests	174 Torquay St	Granted Processing externally (PLANZ)	17
30.	1986	Hayden Clavis	Host up to 25 exclusive events per year	427 Inland Kaikoura Road	Deferred Processing externally (PLANZ)	18
31.	1987	Melody Barlow	10 guests per night	54 Kotare Place	Deferred Processing externally (RMG) Awaiting for further information	-
32.	1989	Nigel & Marieke Ross	2-lot subdivision & cancellation of consent notice	8 Chance Haven	Active Processing externally (RMG) Finalising conditions	30
33.	1990	160 Beach Road Limited	4 lot subdivision and change of use/disturbance of contaminated soil	31 Beach Road	Deferred Processing externally (PLANZ) Further information regarding contaminated land and Site management plan required	2
34.	1991	Craig Hutchison	Non-compliance with height recession plane, building height and earthworks in an archaeological area	99 South Bay Parade	Granted Processed externally (PLANZ)	4
35.	1992	Stephen Young	Boundary Adjustment	117 & 117A Grange Road	Granted Processed internally	31
36.	1993	Daniel Farr and Louise Fisher	Flood hazard certificate	12B Louis Edgar Pl	Granted Processed internally	18
37.	1994	Nadia Smith	Breaching sky-lining standards	25 Ward Street	Granted Processed externally (PLANZ)	18
38.	1995	Amy Balmer	Flood hazard certificate	277 Mt Fyffe Road/188 Mill Road	Granted Processed internally	9
39.	1996	Ash Reader & Liese Belgrave	Land use consent to operate Karaka Lobster Cafe	Okiwa Bay	Granted Processed externally (PLANZ)	21
40.	1997	Department of Conservation	Replacement of existing Mt Fyffe Hut	Mt Fyffe	Active Processing internally	9
41.	1998	Marlborough Kaikoura Trail Trust	LU consent for earthworks and structures associated with the construction of earthworks and structures associated with the construction of a cycle trail between Middle Creek and the Hapuku Beach Carpark which forms part of The Whale Trail.	Between Middle Creek & Hapuku	Active Processing externally (RMG)	20

42.	1999	Cargill Station Ltd	Global consent for the Highgate subdivision to increase the floating building height	Ingles Drive	Active Processing externally (PLANZ) RFI for further landscape assessment determining the effects on the immediate neighbours	24
43.	2000	N R McArthur 2007 Investment Trust	To increase visitor accommodation capacity and to further develop walking and dual purpose (walking and biking) trails.	1695 Puhī Puhī Road	Deferred Processing externally (RMG) A range of further information requested: - Record of title - Activity description - Site plan - Servicing - Transport - Visual and amenity - Site visit	7
44.	2001	Haldon Downs Ltd	4 lot subdivision and amalgamation	163 Inland Kaikoura Road	Deferred Processing externally (PLANZ)	4
45.	2002	Charles Buttle	4-bedroom dwelling breaching the sky-lining standard	25A Ward Street	Granted Processed externally (PLANZ)	20
46.	2003	Connexa Ltd	New telecommunications facility	7 Hastings Street	Active Processing internally RFI to be sent regarding neighbour approvals	12
47.	2004	Shaun Ford	2 Lot subdivision	12 Gillings Lane	Withdrawn Applicant has withdrawn the application due to the site being within the high flood hazard area	0
48.	2005	Grant Kerwin	Building a hazard sensitive building in the fault awareness area	LOT 2 DP 308790	Deferred Processing internally Awaiting payment Geotechnical assessment to be peer-reviewed	-
49.	2006	Kiwood Ltd	Operate a sawmill (industrial activity) in the rural zone	1252 Waiua- Toa Road	Active Processing internally	1

\*Section 37 Used – allowing doubling of timeframes

#### Resource Management (Discount on Administrative Charges) Regulations 2010

Was the application notified?	Was a hearing held?	Number of working days
Yes—public notification	Yes	130
	No	60
Yes—limited notification	Yes	100
	No	60
No	Yes	50
	No	20

#### July 2024 to 19<sup>th</sup> February 2025 Resource Consent Compliance issued within Timeframes

Percentage within timeframes	Percentage outside of timeframes
66%	34%

## **2. Notified consents**

There remains to be only one notified consent:

- i. LU1964 Chapman-Lindsay Developments is publicly notified

## **3. Monitoring**

Regular meetings are now occurring with Jo York (Regulator Team Leader) regarding visitors accommodation and non-compliance with planning issues.

## **4. Road Stopping**

Discussions regarding roading stopping up Puhi Puhi Road are underway see separate Council report

## **5. General**

- Project Information Memorandum processing is ongoing
- Land Information Memorandum processing is ongoing
- Zach is moving on from Council but will be working remotely for 1-3 months to assist with processing consents, PIMs and help train replacement.
- New Policy Planner starts on the 20<sup>th</sup> February
- Juliet is fitting into the Administrator role well

<b>Report to:</b>	<b>Council</b>	<b>File #</b>
<b>Date:</b>	26 February 2025	
<b>Subject:</b>	Building and Regulatory Update	
<b>Prepared by:</b>	J York – Regulatory Services Manager	
<b>Input sought from:</b>	R Harding – Senior Building & Regulatory Administration Officer, F Buchanan – Regulatory Administration Officer G Vaughan – Building Control Manager	
<b>Authorised by:</b>	W Doughty – Chief Executive Officer	

### 1. SUMMARY

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

### 2. RECOMMENDATION

It is recommended that this report is received for information

### 3. SUMMARY STATISTICS

Building Reports	
Building consent applications	21
Building consents issued	25
Building exemption issued	3
Code Compliance Certificates received	20
Code Compliance Certificates granted	24
Inspections conducted	225
Inspection failed percentage%	40%
Hurunui District Council 8 Consents issued, 4 days of inspections	

### BUILDING AND REGULATORY STATS

Dec 24/Jan 25



#### CSR's Received

Seagulls	0
Horses	0
Abandoned Vehicles	0
General animal enquiries	3
Parking	5
Freedom camping	1
B.W.O.F processed	14
Dogs Impounded	1
Dog adopted	0
Dogs	29
Noise complaints	2
Un-consented buildings	2
Roaming stock	0
Seals	0



Total parking fees received including slipway

**\$10,480.48**



#### Dog Registrations

Registrations so far **1,732**  
Unregistered dogs **82**

Managers Certificate - 7 x renewal 1 x new  
On-Licence - 1 x renewal  
Special Licence - 1 x On-Licence  
Temporary Authority - 1 x On-Licence  
New Managers applications received - 4  
Renew Managers applications received - 5  
Special Licence applications - 1  
Premises applications - 4  
Managers Certificate issued - 1  
Special Licence issued - 1  
Premises Licence issued On/Off/Club - 3

New Food Act registrations - 0  
Total Food Act registrations end of year - 67  
Completed verifications - 0  
Food template control plan registrations for year end - 58  
National programme registrations year end 9



1 November 2024 to 10 February 2025

## Resource savings opportunity for Kaikōura District Council using Doggone's solution

1 November 2024 - 10 February 2025

Demonstrating community support of reunite service

**13 SMS 4133 requests**

KDC's typical number of reunites per year (s10A)

**30 reunites**



### THIS PERIOD:

Tag activated  
9 reunites achieved  
KDC resource savings

**\$1,125**

Tag not activated  
4 reunites attempted  
Missed resource savings

**\$500**

Resource savings to date (Animal Control, sustainable hardware and postage)  
Based on 3,000 dogs

**\$13,625**

Based on Callaghan Innovation research project determining \$125.00 average resource cost per event (2023 s10A data)

### Feedback

#### REUNITED DOGS:

"We found a Kaikōura lost dog in Christchurch over Christmas. Wish we had this service with the CCC".  
"Pleased to get instant connection with the owner so we could get their dog back to them straight away".  
"Thank you for all of your help getting my dog back to me".  
"This is really great".

#### ATTEMPTED REUNITES:

"We were passing through but the tag didn't give us the owner's phone number, so we phoned the 0800 number on the tag. The team at Doggone were really helpful."

Newly consented  
% of previously unconsented owners giving consent to access Doggone's service after a lost-dog incident  
**90%**

Doggone's exclusive SMS 4133 average response time - 1 to 2 seconds

### Repeat dog reunites

Tag 22111  
Dog "Snow" x 2 (+ 2 @ Christchurch)  
Owner - Charmaine Hanbury-Webber



### Business-hours and after-hours usage

DURING BUSINESS HOURS (8am-5pm)

**3**

AFTER-HOURS (5pm-8am)

**6**

### Weekend usage

**4**

81% of events occur at times when council resources would be on-call



#### **4. BUILDING CONTROL**

The following apply for the period October 2024

- Building Consent applications received **21**
- Building Consents issued **25**
- Building Exemption issued **3**
- Code Compliance Certificate applications received **20**
- Code Compliance Certificates granted **24**
- Building Inspections conducted **225**
- Inspection failed percentage **40%**
- B.W.O.F Audits **2**
- Hurunui Council Consents issued **8**, plus **4** days inspections

The building team are conducting a Builders Breakfast annually to pass over any industry/Council information that is relevant to Builders/designers/tradies etc. Our first one will be on Friday 14<sup>th</sup> February.

#### **5. SALE AND SUPPLY OF ALCOHOL ACT 2012**

##### **Notable events:**

For the year ending 31 December 2024, the Kaikōura Licensing Inspectorate issued a total of 95 Licences and Certificates made up of.

- 29 New Managers Certificates
- 20 Renewed Managers Certificates
- 4 New On-licences
- 5 Renewed On-licences
- 1 Renewal Off-licence
- 3 Club licence Renewals
- 4 Temporary Authority's
- 29 Special Licences

#### **6. FOOD ACT 2014**

For the year ending 31 December 2024, there is a total of **67** Food Act registrations, **58** Food Control Plan registrations and **9** National Programme Registrations.

- Continued liaison with key MPI senior staff has been maintained. This included updates on technical matters for verifiers to focus on
- MPI's oversight programme also continues. One unacceptable outcome due to temperature records
- Food and Health Standards verifiers have continued to maintain their MPI required Continuous Professional Development Programme (CPD)
- No verifications were conducted in the month of December due to the nature of the tourist industry and allowing for food business operators to focus on the busy time of year. Verifications to begin in January 2025

## **Food Truck/ Mobile Shops**

### **MPI requirements for Mobile Shops selling food**

Food carts in New Zealand must meet the requirements of the Food Act 2014, including registration, verification and following food safety practices.

#### **Registration**

- Register the business with local Council
- Get a current food registration certificate

#### **Verification**

- Business to be checked by a qualified verifier (usually within 6 weeks of opening)
- Verifier checks that business is following good food safety practices and keeping records
- The frequency of verifications depends on the business risk level and how well they manage food safety. If the verifier isn't happy the visits become more frequent with potential for enforcement and shut down

#### **Food Safety Practices**

- Follow the food plan for the business type
- Use the My Food Rules tool and booklet to find correct plan
- Ensure everyone working at the business follows the plan and fills out the daily/weekly/monthly checks as required, these records must be available and on site at all times for verifiers to view

#### **Other potential requirements**

- Resource/Building Consent
- Alcohol Licence if intending to sell alcohol
- Permit if trading in a public place on Local Authority Land, see local Council rules (we have our trading in public places by law)
- Comply with the District Plan

Mobile food businesses are subject to the same rules as food businesses operating from commercial premises. Once registered with their local Council and providing a home base address, mobile food operators can travel in any other district in New Zealand provided they meet local public trading rules and get approval for each trading site.

#### **Definition of a Mobile Shop**

Mobile or travelling shop means a conveyance, whether self-propelled or not, from which any class of goods or services are offered or exposed for sale on a road or public place or from which these goods or services may be ordered.

A conveyance includes motor vehicles and non-motorised modes of transport such as a horse and cart or a bicycle, towing a cart.

Mobile shops selling food and or drinks must meet the requirements of any relevant food laws and be registered under the Food Act 2014.

In general, mobile shops are able to trade:

- As part of a market or event (with organiser's permission)
- On private land – the landowner's permission is needed. In some cases, resource consent may also be required

Additional approval will be required if operating on:

- State Highways – approval is required from NZTA
- Council reserve land
- Council owned public place

Food carts are increasing across New Zealand, similar to the “Tiny Home” influx in the building arena. It is a topic of conversation amongst the regulatory teams across NZ.

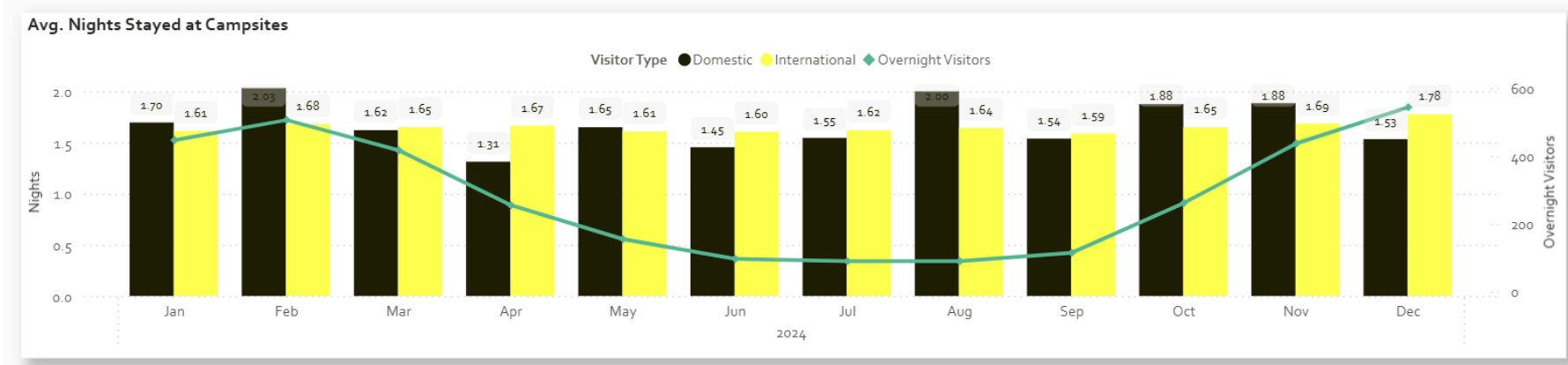
#### **7. HEALTH ACT 1956**

- Registered Premises: Annual inspections of premises registered under the Health Act are almost complete with one business remaining. No issues have been identified under the Health Act. Two camping-grounds that have swimming pools require the swimming pool facilities to be checked against NZS 5826:2010. These will be booked later in January to avoid undue hardship for the operators during the peak season.
- Swimming Pools: Compliance with the New Zealand Standards for Pool Water Quality (NZS 5826:2010) is required for public pools under the Health Act 1956. These will be conducted in February after school goes back.

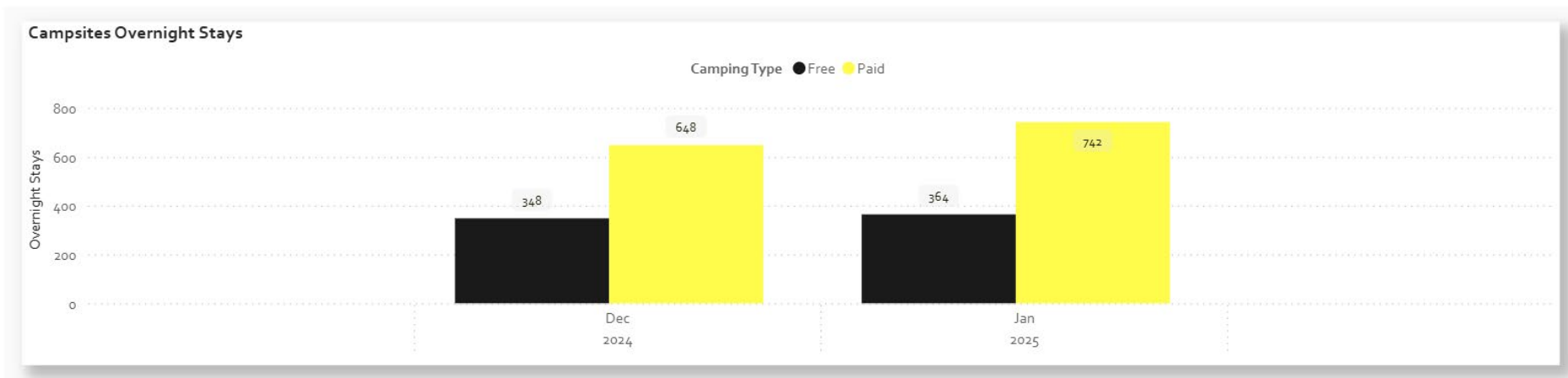
## 8. REGULATORY SERVICES AND PARKING AND FREEDOM CAMPING

### Freedom Camping

Year end numbers for Freedom Camping 1 January 2024 – December 31, 2024, data collected from Camper mate.



Overnight Freedom Camping Stays 1 Dec 2024 – 31 Jan 2025



**Freedom Camping Ambassador count for the year 1 January 2024 – 31 December 2024**

- Top End Carpark – 2,057
- West End – 3,145
- Jimmy Armers – 2,124
- Scarborough Street – 3,447
- Pohowera – 1,802

**Total – 12,575**

## Parking Solutions South Bay Harbour

Currently the regulatory team do not have the resources to monitor and enforce the South Bay Harbour launch payments. The machine at South Bay is solar powered and often goes into a sleep mode on cloudy days, it appears to be out of order. This has led to a down turn in income.

Penny parking solutions have put together a licence plate recognition system that will allow the monitoring and enforcement of this area to be maintained and income to increase please see below for additional information on this solution.



### Executive summary

The main current issue is non-payment. A penny system will build and present more data for Council around launching habits from locals and non-locals, alongside reducing slippage and giving KDC more tools for management. The proposed system is a fair system for all users. This ensures that all using the asset contribute fairly to the maintenance and development of the ramp, while targeting and addressing potential revenue leakage from non-compliance. Enhanced infrastructure can also attract more visitors, enhancing Kaikōura's reputation as a marine commercial and recreation destination.

### Solution

The installation of 2 x Penny Protects either side of the ramp (photo below). This would allow the ramp to be monitored 24/7 with a capture of all launches. The daily report means an easy crosscheck to the previous day's payments. The Penny platform can also take payments – casual or long-term vouchers. The system can also be connected to the internet, supplying real time data to KDC staff on what's happening onsite.



## **Benefits**

### **Efficient Revenue Collection**

- Automated payments: LPR cameras can automatically identify vehicles entering the ramp, enabling seamless payment through the Penny system. This eliminates the need for manual payment methods, such as cash or ticket machines.
- Reduced Enforcement Costs: By automating fee collection, the need for staff to monitor or enforce compliance is minimised, reducing operational costs.

### **Improved User Convenience**

- Hassle free access: Boaters can pre-register their vehicles for quick access, avoiding the need to manually pay or display permits.
- Flexible payment options: Users can pay on the spot via mobile apps, credit cards, or other digital methods, improving accessibility.
- Real time notifications: Users can receive messages through the Penny app if registered, allowing KDC staff a chance to send a reminder/warning.

### **Enhanced Monitoring and Security**

- Vehicle tracking: LPR cameras can log vehicle entry and exit times, providing accurate usage data and assisting in resolving disputes or enforcing ramp regulations
- Deterrence of illegal use: The presence of cameras can discourage authorised or non-compliant use of the boat ramp facilities.
- Improved safety: Continuous monitoring can enhance overall security for users and their equipment.
- Usage analytics: LPR systems provide valuable data on peak usage times, seasonal trends, and repeat visitors, helping optimise facility/asset management.

### **Sustainability and Environmental Benefits**



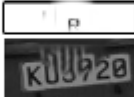





- Reduction in paper waste: Eliminating physical tickets or permits reduces waste and support environmentally friendly operations.
- Minimized Traffic Congestion: Efficient entry and exit reduce waiting times, minimising emissions from idling vehicles.

### **Implementation Considerations**

- Public Education: Users should be informed about the system and payment processes to ensure smooth adoption
- Privacy and data security: Measures must be in place to protect users' personal information collected through LPR systems.
- Maintenance: Regular checks are necessary to ensure the cameras and software function correctly.
- Commercial venture communication: A clear strategy for communication with the commercial users showing the benefits and ease of use.

### **Reporting**

Reporting will be sent daily. All movements will be sent through (example below). Penny registered payments will be shown, and non-payments will be flagged. This will allow Council to cross check and decide how to act – education or enforcement. These reports can be tweaked to KDC's preference. KDC staff have access to a dashboard showing payments and users. Penny will send a monthly report breaking down payments and daily usages.

Date	Plate	Type	Direction	Camera	Image
10/28/2024, 12:09:24 AM		Regular	Approach	PTZ2	
10/28/2024, 6:16:43 AM		Regular	Away	PTZ2	
10/28/2024, 6:38:59 AM		Regular	Away	PTZ2	
10/28/2024, 7:38:46 AM		Regular	Away	PTZ2	

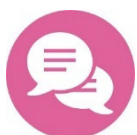
### Conclusion

In conclusion, implementing LPR cameras with Penny payment software at The Kaikōura boat ramp presents a transformative opportunity to enhance efficiency, convenience and sustainability. By automating fee collection and monitoring, the system ensures fair and reliable revenue generation while reducing administrative burdens. With flexible payment options and improved security for users, combined with ability for KDC to gain valuable data to optimise facility management and increase data collections.

There is an estimated income increase of between 50-60% from the current income generated by the parking machine.

### 9. COMMUNITY OUTCOMES SUPPORTED

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



#### Community

We communicate, engage and inform our community



#### Development

We promote and support the development of our economy



#### Services

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



#### Environment

We value and protect our environment



#### Future

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



<b>Report to:</b>	<b>Council</b>
<b>Date:</b>	26 February 2025
<b>Subject:</b>	IWK Quarterly Report
<b>Prepared by:</b>	P Kearney – Senior Manager Corporate Services
<b>Input sought from:</b>	J Remihana – IWK General Manager
<b>Authorised by:</b>	W Doughty – Chief Executive Officer

## 1. SUMMARY

This report is to keep the Shareholders of IWK informed of progress for the year against the Statement of Intent.

### *Attachments:*

1. Financial Statements to 31 December 2024
2. Dashboard report

## 2. RECOMMENDATIONS

It is recommended that the Council:

- a) Receives this report for information.
- b) Gives feedback on the report and any future requirements/amendments.

## 3. BACKGROUND

Council provided a Letter of Expectation (LoE) to IWK in April 2024 which set out the basis for the development of IWKs Statement of Intent for 2024/25. As part of the LoE, the company is to report to Council quarterly.

The Dashboard report has been developed to show a snapshot of where the Company is at in regards to the Statement of Intents non-financial and financial reporting targets. Diversion, Health & Safety, Staffing and the recent Audit recommendations have also been added to this for Councils information.

IWK is looking for feedback on the Dashboard to ensure that Council is receiving required key information.

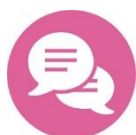
## 4. OVERVIEW

Costs in relation to general maintenance of machinery & vehicles, timing of subcontractor costs and the general waste rebate to KDC (against budgeted) have resulted in a small deficit vs profit for the 6 months.

Diversion is currently tracking lower than targeted due to a low level of recyclables leaving the yard, we are working with Canterbury recyclers to see how we can turnover our recycling in a more efficient way.

H & S Incidents for the 6 months have been minor in nature with the exception of a lost time incident (2 days of lost time).

## 5. 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

**ATTACHMENT**

**IWK Financial Statement to 31 December 2024**

**Dashboard Report to 31 December 2024**

# IWK REPORTING DASHBOARD - Q2 2024/25

Operational Performance			
	Qtr 1	Qtr 2	Target
<b>Client Satisfaction</b>			
- 98% of all urgent callouts are responded to within timeframes	100%	92%	98%
- 98% of all non-urgent call outs are responded to within timeframes	100%	97%	98%
- Compliance with KDC contractual requirements	Fully	Fully	Fully
- Service requests received about recycling	0	0	< 20
<b>Service Performance</b>			
- Abatement notices or infringements in relation to IWK	0	0	0
- Number of complaints due to a service request no being actioned	0	0	< 10
<b>Education</b>			
- Social Media posts	2	11	24
- Hard media ads	0	1	6
- Primary School education	0	0	4
<b>Diversion</b>	36.87%	51.92%	55% +

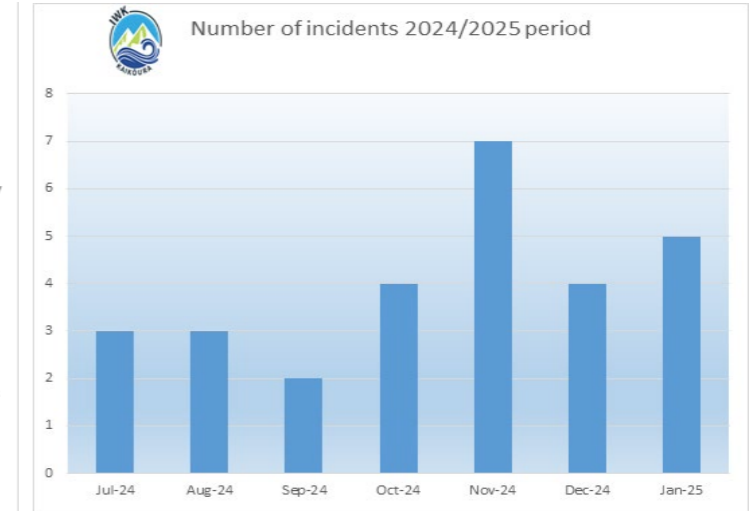
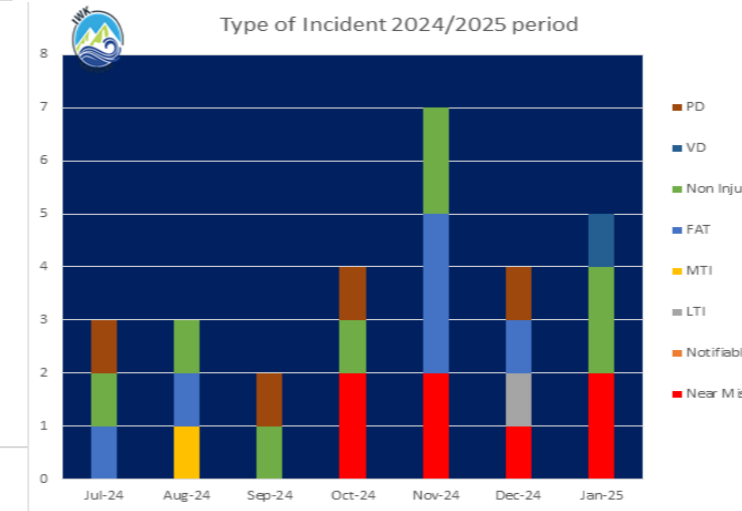
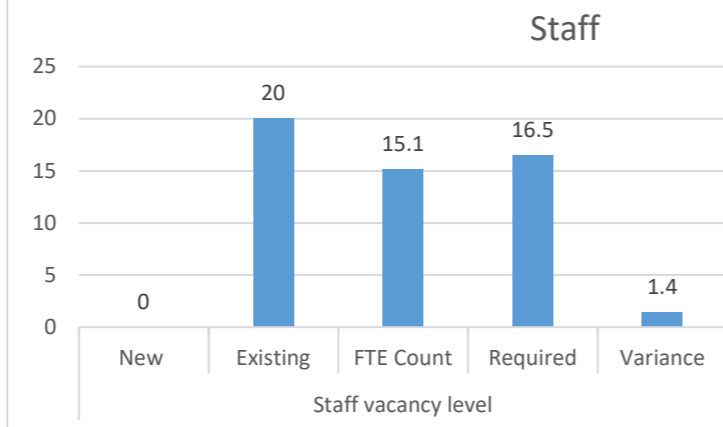
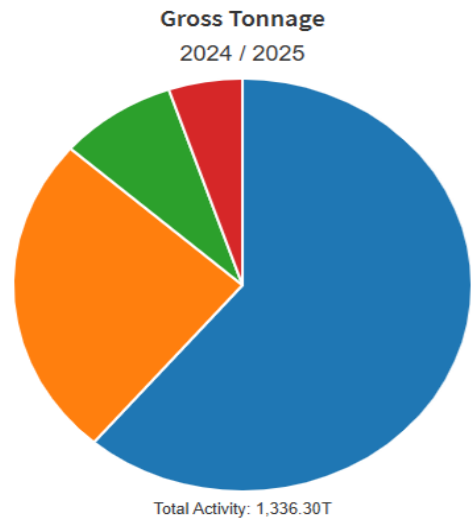
\*Only performance measures that can be measured quarterly are included above

Financial Performance	Actual YTD Dec-24	Projected Jun-25
Revenue	1,403,173	2,736,320
Revenue (excluding Grants)	1,403,173	2,736,320
NPBT	-2,691	61,059
Return on Equity	0%	8%
Shareholder Funds/Total Assets	62%	66%
Equity	682,746	729,299
Ratios	YTD - Dec-24	Projected
Fixed Asset Turnover	1.43	1.39
Current Ratio	0.9	N/A
Current Ratio excluding Holiday Pay	1.13	N/A
Wages as a percentage of Revenue	42.85%	46.92%
Repairs and Maintenance as percentage of Revenue	2.57%	1.34%

**Community Support**

- Kaikōura Rugby - Kaikōura Aquatic Centre Fundraiser
- Cold Water Classic - Beach Clean ups (various) - Kaikōura Community Op Shop

24J Audit Recommendations	Priority	Update - 1st Quarter 2024
<b>Financial statements and statement of service performance supporting documentation</b> Management review supporting workpapers and documentation to confirm it is complete, correct and clearly reconciles to the financial statements and the statement of service performance.	Necessary	<b>COMPLETED</b> Meeting to be held with IWK management and Accountants to ensure all issues are understood and appropriate checklists developed prior to next Audit to ensure all information is complete, correct and reconciles
<b>Sensitive expenditure policy compliance and probity awareness</b> The Company review its current practices, expectations of its own policy and the principles contained within the Office of the Auditor-General Guidance on Controlling Sensitive Expenditure.	Urgent	<b>COMPLETED</b> The Directors and Management will undertake a review of the Guide (as outlined above) and will update the Sensitive Expenditure policy accordingly, this will include pre-approval process requirements and justifications, if
<b>Property, plant and equipment reconciliations</b> The general ledger be reconciled to the fixed asset register on a regular basis during the financial period and at balance date.	Necessary	<b>CLOSED</b> The fixed asset register will be reconciled to the general ledger on a quarterly basis and at year end.
<b>Shareholder resolution on remuneration over \$100,000 disclosure</b> The Company request the Council pass a resolution, as the shareholder of Company, to exclude the remuneration above \$100,000 disclosures from the annual report.	Necessary	<b>OPEN</b> The company will request a resolution to exclude the remuneration above \$100,000 disclosures from the annual report.
<b>Off-setting revenue and expenditure</b> Costs on-charged to KDC should be recorded as revenue and not off-set against expenditure in the general ledger.	Necessary	<b>CLOSED</b> This was a one-off error and was rectified.
<b>Related party interests</b> Controls be implemented to confirm the completeness of related party interests by key management personnel.	Necessary	<b>OPEN</b> The Directors and Key Management personnel complete a related parties/conflict of interest disclosure each year – this is checked against the companies register; however this has not been documented and will be undertaken going forward
<b>Statement of service performance comparative information</b> The Company include prior year comparative information for their statement of service performance measures.	Beneficial	<b>OPEN</b> To be considered



Construction and demolition    Mixed industrial, commercial, and institutional    Residential drop-off    Residential kerbside collections

IWK REPORTING DASHBOARD - Q1 2024/25

# IWK REPORTING DASHBOARD - Q1 2024/25

**IWK REPORTING DASHBOARD - Q1 2024/25**

# Management Report - Jul-Dec

Innovative Waste Kaikoura Ltd  
For the 6 months to 31 December 2024

Prepared by WK Strawbridge Limited

# Contents

3	Directory
5	Statement of Profit or Loss
6	Statement of Profit or Loss by Division
7	Statement of Movement in Equity
8	Balance Sheet
9	Statement of Cash Flows



## Directory

### **Innovative Waste Kaikoura Ltd For the 6 months ended 31 December 2024**

#### **Date of Incorporation**

30 June 2000

#### **Company Number**

1045695

#### **Registered Office**

82 Scarborough Street, Kaikoura 7300

#### **Company Status**

Registered Company

#### **Issued Capital**

100 Shares

#### **Shareholders**

Kaikoura Enhancement Trust - 100 shares

#### **Directors**

GC Harmon - Appointed on 06 May 2018 - resigned 19 December 2024

GR Hughes - Appointed on 20 July 2018

DL Brandish - Appointed on 30 November 2022

CJ Mackle - Appointed on 30 November 2022

J Boer - Appointed 28 August 2024

D Yallop - Appointed 28 August 2024

#### **Business Location**

82 Scarborough Street, Kaikoura 7300

#### **Nature of Business**

Operation of Kaikoura Recovery Centre & Landfill.  
Contracted maintenance services for Council's Three waters assets.

#### **IRD Number**

076-884-188

#### **GST Status**

Payments Basis, Two Monthly Returns, Coinciding with Balance Date

### **Chartered Accountants**

WK Strawbridge Limited  
Level 1, 47 Bridge Street  
Nelson

### **Auditor**

Audit New Zealand on behalf of Auditor-General

### **Barrister and Solicitors**

Gascoigne Wicks 79 High Street, PO Box 2, Blenheim 7240

### **Bankers**

Bank of New Zealand  
Kaikoura

# Statement of Profit or Loss

## Innovative Waste Kaikoura Ltd For the 6 months ended 31 December 2024

	YTD	YTD BUDGET	VARIANCE	LYTD
<b>Revenue</b>				
Revenue	1,403,086	1,368,156	34,930 ↑	1,403,086
Other Revenue	275	180	95 ↑	275
<b>Total Revenue</b>	<b>1,403,361</b>	<b>1,368,336</b>	<b>35,025</b>	<b>1,403,361</b>
<b>Expenses</b>				
Direct Costs	521,291	475,158	46,133 ↑	521,291
Operating Expenses	226,009	150,242	75,767 ↑	226,009
Finance Costs	2,781	6,816	(4,035) ↓	2,781
Depreciation	54,671	66,835	(12,164) ↓	54,671
Wages & Salaries	601,294	642,000	(40,706) ↓	601,294
<b>Total Expenses</b>	<b>1,406,045</b>	<b>1,341,051</b>	<b>64,994</b>	<b>1,406,045</b>
<b>Operating surplus/ (deficit) before tax</b>	<b>(2,685)</b>	<b>27,285</b>	<b>(29,970)</b>	<b>(2,685)</b>
<b>Net surplus/ (deficit) after tax</b>	<b>(2,685)</b>	<b>27,285</b>	<b>(29,970)</b>	<b>(2,685)</b>

*For management purposes only. No notes are included in these reports.*

# Statement of Profit or Loss by Division

## Innovative Waste Kaikoura Ltd For the 6 months ended 31 December 2024

	3 WATERS	RESOURCE RECOVERY CENTRE	PUBLIC AMENITIES	RUBBISH BAGS	ADMINISTRATION	TOTAL
<b>Revenue</b>						
Operational Sales	625,447	675,880	88,589	13,171	-	1,403,086
Other Revenue	-	-	-	-	275	275
<b>Total Revenue</b>	<b>625,447</b>	<b>675,880</b>	<b>88,589</b>	<b>13,171</b>	<b>275</b>	<b>1,403,361</b>
<b>Expenses</b>						
Direct Costs	227,045	249,144	16,563	-	-	492,752
Operating Expenses	31,162	129,133	2,856	-	91,396	254,548
Finance Costs	-	540	-	-	2,241	2,781
Depreciation	20,119	32,375	457	-	1,721	54,671
Wages	167,707	237,493	52,747	-	143,347	601,294
<b>Total Expenses</b>	<b>446,033</b>	<b>648,685</b>	<b>72,622</b>	<b>-</b>	<b>238,705</b>	<b>1,406,045</b>
<b>Net Profit (Loss) Before Taxation</b>	<b>179,414</b>	<b>27,194</b>	<b>15,967</b>	<b>13,171</b>	<b>(238,431)</b>	<b>(2,685)</b>
<b>Net Profit (Loss) for the Year</b>	<b>179,414</b>	<b>27,194</b>	<b>15,967</b>	<b>13,171</b>	<b>(238,431)</b>	<b>(2,685)</b>

*For management purposes only. No notes are included in these reports.*

# Statement of Movement in Equity

## Innovative Waste Kaikoura Ltd For the 6 months ended 31 December 2024

	JUL-DEC 2024	JUL-DEC 2023
<b>Equity</b>		
Opening Balance	685,437	896,933
<b>Decreases</b>		
Loss for the Period	2,685	101,057
<b>Total Decreases</b>	<b>2,685</b>	<b>101,057</b>
<b>Total Equity</b>	<b>682,753</b>	<b>795,876</b>

*For management purposes only. No notes are included in these reports.*

# Balance Sheet

## Innovative Waste Kaikoura Ltd As at 31 December 2024

	31 DEC 2024	30 JUN 2024	30 JUN 2023
<b>Assets</b>			
<b>Current Assets</b>			
Cash & Cash Equivalents	110,327	70,947	86,922
Debtors & Other Receivables	223,464	189,131	348,015
Stock on Hand	13,327	10,144	-
<b>Total Current Assets</b>	<b>347,117</b>	<b>270,222</b>	<b>434,937</b>
<b>Non-Current Assets</b>			
Property, Plant & Equipment	749,752	771,796	850,426
Deferred Tax	-	-	36,347
<b>Total Non-Current Assets</b>	<b>749,752</b>	<b>771,796</b>	<b>886,773</b>
<b>Total Assets</b>	<b>1,096,869</b>	<b>1,042,018</b>	<b>1,321,710</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Trade and Other Payables	193,153	116,406	212,417
Employee Benefit Liabilities	144,285	125,536	123,490
GST	38,251	38,172	23,359
Deferred Tax	5,642	5,642	1
Current Portion of Loans	5,128	55,734	30,510
<b>Total Current Liabilities</b>	<b>386,459</b>	<b>341,490</b>	<b>389,777</b>
<b>Non-Current Liabilities</b>			
Term Loans	27,657	15,092	35,000
<b>Total Non-Current Liabilities</b>	<b>27,657</b>	<b>15,092</b>	<b>35,000</b>
<b>Total Liabilities</b>	<b>414,117</b>	<b>356,581</b>	<b>424,777</b>
<b>Net Assets</b>	<b>682,753</b>	<b>685,437</b>	<b>896,933</b>
<b>Equity</b>			
Share Capital	100	100	100
Retained Earnings	682,653	685,337	896,833
<b>Total Equity</b>	<b>682,753</b>	<b>685,437</b>	<b>896,933</b>

*For management purposes only. No notes are included in these reports.*

# Statement of Cash Flows

## Innovative Waste Kaikoura Ltd For the 6 months ended 31 December 2024

	JUL-DEC 2024	JUL-DEC 2023
<b>Cash Flows from Operating Activities</b>		
<b>Cash was provided from</b>		
Receipts from Customers	1,564,582	1,620,712
Interest received	186	181
<b>Total Cash was provided from</b>	<b>1,564,768</b>	<b>1,620,893</b>
<b>Cash was applied to</b>		
Payments to suppliers and employees	(1,389,057)	(1,524,422)
Interest paid	(1,658)	(960)
Net GST	(95,381)	(71,011)
<b>Total Cash was applied to</b>	<b>(1,486,096)</b>	<b>(1,596,393)</b>
<b>Total Cash Flows from Operating Activities</b>	<b>78,672</b>	<b>24,500</b>
<b>Cash Flows from Investing Activities</b>		
<b>Cash was provided from</b>		
Receipts from sale of property, plant and equipment	5,704	-
Other cash items from investing activities	33,685	-
<b>Total Cash was provided from</b>	<b>39,390</b>	<b>-</b>
<b>Cash was applied to</b>		
Payments to acquire property, plant and equipment	(36,448)	(24,931)
<b>Total Cash was applied to</b>	<b>(36,448)</b>	<b>(24,931)</b>
<b>Total Cash Flows from Investing Activities</b>	<b>2,942</b>	<b>(24,931)</b>
<b>Cash Flows from Financing Activities</b>		
<b>Cash was provided from</b>		
Proceeds from loans borrowed from other parties	18,456	73,382
<b>Total Cash was provided from</b>	<b>18,456</b>	<b>73,382</b>
<b>Cash was applied to</b>		
Repayments of loans borrowed from other parties	(60,689)	(19,618)
<b>Total Cash was applied to</b>	<b>(60,689)</b>	<b>(19,618)</b>
<b>Total Cash Flows from Financing Activities</b>	<b>(42,234)</b>	<b>53,763</b>
<b>Net Cash Flows</b>	<b>39,380</b>	<b>53,332</b>
<b>Cash Balances</b>		
Cash and cash equivalents at beginning of period	70,947	86,922
Cash and cash equivalents at end of period	110,327	140,254
Net change in cash for period	39,380	53,332

*For management purposes only. No notes are included in these reports.*

<b>Report to:</b>	<b>Council Meeting</b>
<b>Date:</b>	26 February 2025
<b>Subject:</b>	Destination Kaikōura Quarterly Report
<b>Prepared by:</b>	L Bond – Destination Manager
<b>Input sought from:</b>	
<b>Authorised by:</b>	W Doughty – Chief Executive Officer

**1. RECOMMENDATION**

It is recommended that this report is received for information.

**2. OCTOBER 2024**

**KAIKŌURA DARK SKIES (KIDS)**

After 4 years of hard work by the Kaikōura Dark Skies Trust, Kaikōura was announced at New Zealand’s newest Dark Sky Sanctuary by the International Dark Sky Association on the 12<sup>th</sup> September 2024.

The twenty-second location globally to earn this recognition, the third New Zealand sanctuary alongside Aotea Great Barrier Island and Stewart Island/Rakiura.

It has been an incredible journey that has taken many people working hard to achieve this wonderful designation. We have loved being able to work alongside such incredible folk who have such a passion for the night sky and all that is associated with it.

In celebration of this amazing news, a Community Star Party was held on the 11<sup>th</sup> September. It was well attended by community members, tourists who had heard about the event along with media (local & regional). We also managed to have this news as a [lead story on the 1 News](#) on the 12<sup>th</sup> Sep.



**WHALE TRAIL**

On the 16<sup>th</sup> September Tracey Green (GM Destination Marlborough) & I hosted a workshop with Nigel Muir (Project Lead for The Whale Trail) in Seddon for individuals/businesses who are interested in how they can leverage on this exciting project. There were around 8 people attend with some fantastic discussion take place.

There has also been a similar workshop take place with residents in Kekerengu which Collette, Nigel and Lynette attended.

The plan is to hold a similar focused workshop in Kaikōura early in the new year. Momentum is building as is the excitement for what benefits this cycle trail will bring to both regions.

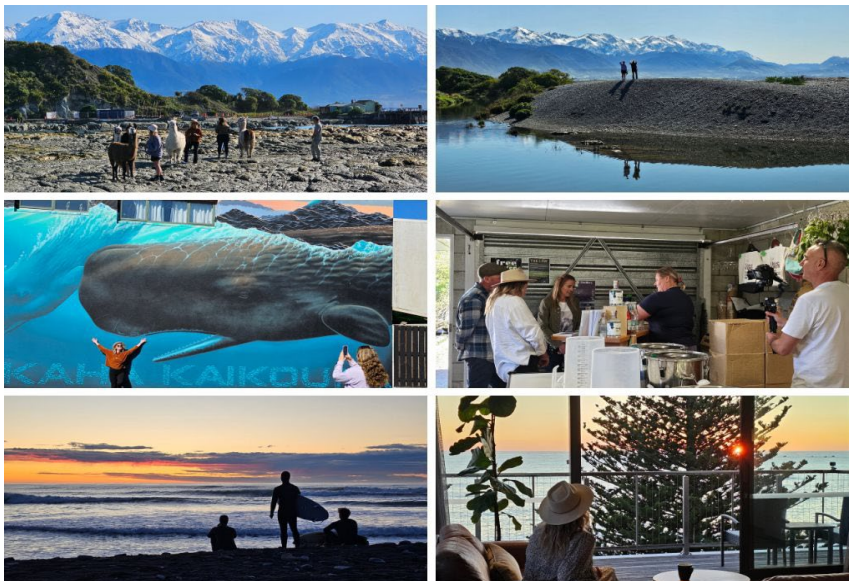




## NEW DESTINATION VIDEO

Filming has now finished with some amazing footage being captured. Huge thank you to every operator that helped while Kyle & team were in region.

### [2 Minute Version](#)



## ALPINE PACIFIC TOURING ROUTE

Started working with New Zealand Guide to write 5 stories about the APTR that will be shared on their platform as well as the 3 regions. The links below take you to the first three stories that have been shared. They have also been doing social posts on each of the 3 regions.

<https://newzealandguide.co/best-places-to-eat-alpine-pacific-touring-route/>

<https://newzealandguide.co/the-spectacular-alpine-pacific-touring-route-an-unforgettable-journey/>

[Top 13 Short Walks on the Alpine Pacific Touring Route](#)

## Signage around the APTR Update:

NZTA have agreed to a 3-year period of staggered replacement of APTR signage. It has been agreed that we will focus on replacing the large signs first examples below.

## TOP OF THE SOUTH TOURING ROUTE

### INTERNATIONAL TRAVELLER ARTICLE

A big portion of the International Traveller Australian audience are the eastern seaboard areas (Sydney/Melbourne/Brisbane) they want to experience something new and different each time they travel & are into meaningful travel with lots of culture & experiences built in. We would be reaching those high spending, older demo Australian audience who have that disposable income and aren't afraid to splurge so a great opportunity to showcase some of those more premium offerings in our collective regions...

In partnership with Top of the South

**CLOCKWISE FROM LEFT:** Get a small taste of the top of the West Coast region. From the rugged and beautiful West Coast region, take a scenic drive to the West Coast region. From the rugged and beautiful West Coast region, take a scenic drive to the West Coast region.

## ON THE ROAD IN NEW ZEALAND

AOTEAROA NEW ZEALAND HAS A REPUTATION FOR CAPTIVATING NATURE, CULINARY DELIGHTS AND CULTURAL TREASURES. NOWHERE IS THAT MORE EVIDENT THAN ON A ROAD TRIP AROUND THE TOP OF THE SOUTH ISLAND.

**Day 1 - West Coast**  
The new Christchurch to state your South Island adventure before heading to the wilds of the West Coast region, home to jagged mountains, deep valleys and unspoiled wilderness.  
Enjoy at the historic look-up from the **WEST COAST TRIPS TOP MALE & TOWER SPINE** above the ancient ruins and historic castles, catching glimpses of the majestic snow-capped Southern Alps.  
In the afternoon, take a beautiful Lake Malinquin drive **WEST COAST SCENIC WATERWAY** from Akaroa to the coast, then reconnect with nature at **TE AKA TREASURE**, enjoying and relaxing in bushland, and stunning forest vistas.

**Day 2 - Nelson/Tasman**  
From Kaiteraki, explore the golden sands, rugged cliffs and stunning National Park. A tour with **WILSONS AKE TAKAMU** discovers the secret heart by foot or under sail.  
The day's activities end in charming Maori Whānau where **THE JELLYFISH** and **THE APPLE TREE RESTAURANT & BAR** offer tantalising tastes with wine views.  
Leave time to explore the stunning local hotspots and galleries.  
In the heart of these natural wonders, beachfront **KAITERAKI RECREATION RESERVE** has premium apartments and family-friendly cabins.

**Day 3 - Marlborough**  
Soothe your senses in Marlborough on the way. Discover why it's a great **CLOUDY BAY SPA & SAUNA SPA** experience, including sailing the Marlborough Sounds, a more of island weekend adventures, on a luxury 54-foot yacht. A **HELICOPTER HELIXION** scenic flight offers stunning views, supported off with a romantic picnic.

**THE MARLBOROUGH**, a boutique hotel in the heart of vineyards, fills the air with a country charm. Why not dine at **HARBOR RESTAURANT** for a gastronomic feast of local flavors and wines.

**Day 4 - Kaikōura and Ohārewa**  
Hit the coast at Kaikōura and spot resident giant sperm whales off your coastal walk. **WHALE WATCH KAIKOURA**. This collective harvest and foraging your own food before cooking and eating the spoils.  
Stay in luxury at **HARPOUR LODGE & TREE HOUSES** among the canopy, or head to Hāwea to include Moss Peak and enjoy champagne, organic from your outdoor spa and relax in a pool by your personal chef.  
On the way back to Christchurch, try organic wines at **GREYSTONE WINES** and indulge in local and home **HARBOR SPRINGS THERMAL POOLS & SPA**.

First topofthesouth.com/feature



DESTINATIONS | TOP OF THE SOUTH

### Discover culinary delights, cultural treasures and captivating nature on this 5-day NZ road trip

BEHIND THE SCENES: A road trip around the top of the South Island reveals a rich...

THIS ARTICLE WAS CREATED IN PARTNERSHIP WITH TOP OF THE SOUTH.

BY CHRISTINE DE WITTE  
LAST UPDATED: 27 SEP 14:00 PM 2021

New Zealand's Aotearoa is renowned for its captivating nature, culinary delights, and culture of treasures. A road trip around the top of the South Island reveals a rich...

## TOTS TRADE FAMIL 5-6 SEPTEMBER (KK LEG OF THE FAMIL)

The TOTS collective hosted 8 ITO agents on a famil of the Top of the South.

A lot of work went into this famil by all 5 regions, trying to showcase to the participants what is new in region plus highlight how this road journey is one worth suggesting to their clients. It was a great success with really positive feedback.

## CANTERBURY & WEST COAST SHOWCASE – AKL 26<sup>th</sup> SEP

This is the 3<sup>rd</sup> year that we have run this event which is now becoming well established in each RTOs Trade Calendar. There were 51 Operators + 125 Attendees

Kaikōura representation:

- Hapuku Kitchen
- Manakau Lodge
- Encounter Kaikoura
- South Pacific Heli & Wings Over Whales
- Kaikoura EcoZip Adventures
- Hapuku Lodge & Treehouses
- National Stand: Pure Pods & Sudima Hotel

## SOCIAL MEDIA WORKSHOP

We ran a social media refresh course with Kyle from BareKiwi on the 11<sup>th</sup> September.

There were 18 participants take part. The workshop was a mixture of theory and hands on learning.

The following was included in the workshop:

- An overview of how Facebook and Instagram work and what the different platforms are best used for.
- The best practices to follow when using social media as a business.
- Sharing of statistics and facts about social media as learned through working with companies such as Visit California, GoPro and Meta.
- How to work with Content Creators and Influencers to ensure a good return of investment.
- Demonstrating how to capture both photo and video content using only a cell phone as well how to edit this content using only free apps.
- Sharing tips on how to post content in order to gain better reach and engagement.

**TNZ – CHINA AIR NEW ZEALAND PRODUCT MANAGER FAMIL 4-5 SEP 24**

9 Participants + 1 TNZ Host

Opportunity to introduce Chinese Product Managers to the regions. Gain new knowledge and help build new off-peak travel.

Lisa + Geraldine hosted.

**TNZ – SINGAPORE & MALAYSIA PRODUCT MANAGER FAMIL 19-20 SEP 24**

10 Participants + 1 TNZ Host

Context and Background and TNZ objective:

- Build a new off-peak segment and accelerate conversion for off-peak arrivals to New Zealand.
- Enable the product manager to explore, plan, and devise a sales itinerary for their customers. It would also inspire the product development manager to actively promote New Zealand.
- Showcase NZ's experiences to influence new products and new inclusion in their itineraries.
- Each participating agent will create one itinerary featuring one or two new regions and activities included in the program for sale to the consumer. This will drive conversion from March to November.

Geraldine hosted.

**TNZ – OFFSHORE GM'S 24-26 SEP 24**

5 Participants:

Sarah Handley – GM Americas & Europe

Greg Wafflebaker – GM Asias

Andrew Waddel – GM Australia

Angela Blair – GM International

Natasha Le Marinel - Global Manager Planning and Partnerships.

The GM's were all in New Zealand for the recent TNZ Roadshow. Sarah Handley reached out to see if we would be willing to host the 5 of them after the TNZ event in CHC as they all wanted a refresh on Kaikōura having not been in in quite some time. Famil opportunities like this do not happen every day, it was an absolute pleasure having them all in the region. They left Kaikōura full of wonderful memories, new knowledge of all that has taken place in our region over the last few years, and all have a desire to return again sometime soon.

Lisa hosted.



## **TNZ – SEAN LEE + BAY DOUCET CAMPER FAMIL (MALAYSIA) 27-29 SEP 24**

2 Participants – Self Driving

Market Context and Background and TNZ objective:

This activity supports the focus on off-peak focus by showcasing travel during the Spring season and regional exploration through a campervan road trip

Lisa hosted

Sean Lee (@seanlje) is an actor/content creator while his wife, Bay Doucet (@baydoucet), is a model/lifestyle content creator. A newlywed couple (in July), they often post their travels on social and garnered great engagement with their audience.

## **SHEPHERDESS MAGAZINE**

6 Page feature in the [September Shepherdess Magazine](#).

Beautiful editorial piece on Justine & Fiona along with shout out to many other local businesses.

There are still a few other stories to feature in future editions. Kaikōura Māori Wardens & the amazing mahi they do, Marlene Ingram – a volunteer superstar & Kaikōura's oldest resident who just turned 101yrs.

## **DATA HUB**

A reminder that we upload monthly visitor data in the [Kaikōura Industry Hub](#) on the Destination Kaikōura website. Please note that there are some data sets that are currently unavailable due to Stats NZ placing a hold on visitor cardholder spend info, it is hoped this will be reinstated sometime soon.

Some points to highlight:

- Data for October '24 painted a mixed picture for tourism in Kaikōura, with increases in card spending, stable commercial accommodation use, and slight declines in short-term rental occupancy and tourism-related employment.
- International visitor card spending rose by +10% YoY, even as international guest nights fell by -12% YoY, suggesting either an increase in the average spend per visitor or a greater prevalence of day trips. The latter is less likely, as international card spending on retail fuel decreased by -10% YoY.
- Among the top seven international markets by card spend volume, the U.S. market (ranked 1<sup>st</sup>), "Rest of Europe" (excluding the UK and Germany, ranked 4<sup>th</sup>), and "Rest of Asia" (excluding China, Korea, and Japan, ranked 7<sup>th</sup>) showed significant growth of +29%, +15%, and +20% YoY, respectively. In contrast, card spending from the UK and Germany declined sharply, by -15% and -18% YoY, respectively.
- Visitor card spending on food and beverage serving products demonstrated strong growth across both international (+39% YoY) and domestic (+6% YoY) markets, significantly outpacing retail food and beverage product spending (international +23% YoY, domestic -7% YoY). This indicates an increased preference for dining out and enjoying Kaikōura's renowned coastal cuisine.
- Domestic visitor card spending remained stable YoY, while domestic guest nights grew significantly by +9% YoY, suggesting a decline in average spend per visitor or fewer day trips. Supporting the latter is a -15% YoY decline in domestic card spending on retail fuel. Among the top five domestic markets by card spend volume, spending declined in the top two markets: Canterbury (-5% YoY) and Marlborough (-10% YoY). However, spending rose significantly for visitors from Auckland, Wellington (both +19% YoY), and Tasman (+51% YoY). Strong growth was observed in recreation products (+28% YoY) and other tourism products (+121% YoY).
- Guest nights in commercial accommodations rose slightly by +2% YoY, while occupancy rates remained stable, as the number of available stay units also increased by +1% YoY. Accommodation preferences varied by visitor type: domestic guest nights surged in holiday parks and campgrounds (+19% YoY), while international guest nights in lodges and boutique accommodations increased substantially (+33% YoY).

- Short-term rental occupancy rates declined by -6%pt YoY, surpassing the national average drop of -4%pt. Higher occupancy rates were observed during weekdays early in the month, driven by school holidays, with peaks during the first weekend and Labour Day weekend.
- Tourism-related employment fell by -6% YoY, primarily due to declines in accommodation (-14% YoY) and food and beverage services (-8% YoY). Conversely, the travel and tour services sector saw an +8% YoY increase in filled jobs.

### **TOPS OF THE SOUTH TOURING ROUTE (TOTS)**

Development and planning (on going with monthly meetings)

### **TE KOROWAI HUI, DARK SKIES & KITI BOARD MEETING**

Attend the monthly meetings.

### **OPERATOR NEWSLETTER**

Fortnightly e-newsletter to database of 230 Kaikōura business contacts.

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## **3. NOVEMBER 2024**

### **ALPINE PACIFIC TOURING ROUTE**

The links below take you to the five stories created and shared on various platforms through our partnership with New Zealand Guid. They have also been doing social posts on each of the 3 regions.

- <https://newzealandguide.co/best-places-to-eat-alpine-pacific-touring-route/>
- <https://newzealandguide.co/the-spectacular-alpine-pacific-touring-route-an-unforgettable-journey/>
- <https://newzealandguide.co/top-short-walks-on-the-alpine-pacific-touring-route/>
- <https://newzealandguide.co/a-couples-getaway-on-the-alpine-pacific-touring-route/>
- <https://newzealandguide.co/weekend-getaways-from-christchurch/>

### **TOP OF THE SOUTH TOURING ROUTE**

INTERNATIONAL TRAVELLER ARTICLE

Midway campaign report: [Click to read full report](#)

### **LUNCH n' LEARN SESSIONS**

These Lunch 'n Learn workshops are a collaboration between six central South Island RTOs: Development West Coast, Destination Kaikōura, ChristchurchNZ, Venture Timaru, Mackenzie Tourism & Tourism Waitaki.

We have had two workshops so far:

#1 – Understanding the Travellers & the Distribution Channels

There were 16 operators online

#2 - Pricing & Commissions

There were 10 operators online

These sessions are available on our Kaikoura Operator Hub on the DK website

<https://www.kaikoura.co.nz/kaikoura-tourism-industry-support/working-with-trade/>

### **NZME TRAVEL FEATURE**

Collaboration between Destination Kaikōura & Destination Marlborough.

[Click this link read the feature.](#)

6 Kaikōura operators featured:

- Dolphin / Albatross Encounter
- Sudima
- Hapuku Lodge
- Hapuku Kitchen
- Kaikōura EcoZip Adventures
- Mt Fyffe Distillery

#### **TNZ DELTA VACATIONS US (Trade) – G HOSTED**

9 agents + 1 TNZ host + 2 Delta Vacations host

Liaised with Peppers / TNZ & operators

#### **GJNZ FAMIL – VANESSA TRETHEWAY – LISA HOSTED**

Writer for Kia Ora Magazine

[Read Here](#)

#### **HOSTED BLUE KIWI MEDIA & MARK WIENS – LISA HOSTED**

Mark is one of the world's most famous foodie influencers.

Came and filmed a day with Nins Bin and all things crayfish.

1.2 million views for his Kaikoura video <https://www.youtube.com/watch?v=vUPnaazaQB4>

#### **KIDSPOT AUTUMN CAMPAIGN**

We had a spring campaign run from 19 Aug through to 10 Nov encouraging family travel over school holidays and throughout spring.

#### **THE WORLD CRUISE SHIP VISIT**

Our first ship of the season was The World on the 24-25 October. We had nice calm weather which was a huge bonus. The passengers were wonderful and really loved their time in Kaikōura. There was a lot of retail bags go back on the ship each day and many activities taken during their time in Kaikōura. Two very long and tiring days but so worth all the effort everyone put in to making this a memorable time for all.

#### **DESTINATION KAIKŌURA + DESTINATION MARLBOROUGH COLLABORATION**

The GM's have met twice now for brainstorming session on how our two regions can work closer together with our DMPs interwoven in what we do. We have also been working together on how we collectively support The Whale Trail both the Trust as well our small towns in being prepared for cycle tourism.

We also have had an in-person hui with our collective teams in Blenheim working on a collectively Sustainability / Regenerative Tourism Strategy. Great korero with some key action points to work on before we meet again in February.

#### **DATA HUB**

A reminder that we upload monthly visitor data in the [Kaikōura Industry Hub](#) on the Destination Kaikōura website. Please note that there are some data sets that are currently unavailable due to Stats NZ placing a hold on visitor cardholder spend info, it is hoped this will be reinstated sometime soon.

Some points to highlight:

- November was a strong month for tourism in Kaikōura, particularly in domestic visitor card spending and accommodation use, likely driven by Hui-ā-Iwi 2024. However, tourism-related employment saw slight to moderate declines in both filled jobs and earnings.

- International visitor card spending grew significantly (+18% YoY), outpacing the decline in international guest nights (-14%). This suggests an increase in average card spend or more day trip visitation. In contrast, domestic accommodation use (+26% YoY) exceeded the growth in domestic card spending (+11% YoY), reflecting a greater focus on overnight stays.
- The domestic market's strong growth in accommodation use was mirrored in card spending, with accommodation products showing the highest growth among all categories at +44% YoY. Conversely, international card spending on accommodation products declined sharply (-14% YoY), matching the decline in international guest nights (-14% YoY).
- Domestic card spending was driven by South Island regions, particularly Cantabrians (+21% YoY). Although smaller in volume, card spending by visitors from Tasman (+54% YoY), Nelson (+48% YoY), and the West Coast (+134% YoY) also saw remarkable increases. Notably, spending by West Coast visitors rose steadily from \$49K in Aug '24 to \$85K in Nov '24, the highest level since Jan '22.
- In the international market, US card spending rose by +23% YoY, approaching December 2023 levels and signaling a strong start to the summer season. The Rest of Europe market (excluding the UK and Germany) also began the season positively with a +13% YoY increase, while the UK market declined by -15% YoY.
- Occupancy rates in both commercial (+4%pt YoY) and short-term rental (-3%pt YoY) accommodations outperformed national averages (-1%pt and -7%pt, respectively). The +4%pt increase in commercial accommodation occupancy was driven by a +6% YoY rise in total guest nights, with available stay units remaining stable. Domestic demand fueled this growth (guest nights: +26% YoY), while international guest nights declined (-14% YoY). The rise in total guest nights was supported by a +7% YoY increase in average stay length, with guest arrivals increasing slightly (+2% YoY).
- Holiday parks and campgrounds were particularly popular with domestic visitors (guest nights: +56% YoY vs. -20% for international visitors). Conversely, lodges and boutique accommodations gained traction among international visitors (guest nights: +8% YoY vs. -20% for domestic visitors).
- Short-term rental accommodations experienced strong demand during Canterbury Anniversary Day weekend, particularly on Friday, Nov 22, and Saturday, Nov 23, reaching near sell-out occupancy levels of 97% and 98%, respectively. This surge was likely due to Hui-ā-lwi 2024, which reportedly drew more than 2,000 Ngāi Tahu whānau ([Te Ao Māori News](#)).
- Tourism-related employment declined by -5% YoY, falling behind the national average (0%). However, employment earnings decreased by only -3% YoY, outperforming the national average decline of -7%. Job growth was observed in travel and tour services (+15% YoY), but this was partially offset by declines in activity services (-20% YoY).

#### **TOURISM EXPORT COUNCIL CONFERENCE**

Geraldine represented Destination Kaikōura at this conference which was held in Invercargill.

#### **TE KURA MENTOR PROGRAMME**

Finished mentoring a student from Te Kura (run through Te Ha). I had Madi for 10 in person mentoring sessions where she learned all the ins and outs of working in a marketing & sales role.

#### **REGIONAL EVENTS FUND (REF)**

REF funding has now come to end. We managed to spend our allocated money. This funding has helped support 15 events in the 3 years of having this funding. (18 events once the final 3 have run).

Funded events to come and be reported on:

Kaikōura Adventure Race - April 2025

### **TOPS OF THE SOUTH TOURING ROUTE (TOTS)**

Development and planning (on going with monthly meetings)

### **TE KOROWAI HUI, DARK SKIES & KITI BOARD MEETING**

Attend the monthly meetings.

### **OPERATOR NEWSLETTER**

Fortnightly e-newsletter to database of 230 Kaikōura business contacts.

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## **4. DECEMBER 2024**

### **KAIKŌURA DARK SKIES (KIDS)**

Attend planning workshops plus monthly meetings.

### **WORLD HERITAGE STATUS – TE KOROWAI**

A community meeting was held at Donegal House on 10 December 2024. Considering being held so late in the year there was great attendance. Ta Mark Solomon led the meeting alongside Mel Skinner. There were many questions from the floor after the presentation. Great meeting that helped create some good understanding as we move forward on this journey.



### **VIDEO + EDITORIAL LEGACY PROJECT**

Worked with RTNZ on the legacy project for MBIE on the DMP funded work that took place. 6 regions were chosen to share their story of which DK was one of them. This will be released next week I believe.

### **ALPINE PACIFIC TOURING ROUTE**

[Click here](#) for the results of the partnership we ran with New Zealand Travel Guide.

This was an online campaign plus 5 feature stories that showcased the diversity of the Alpine Pacific Touring Route.

### **APTR SIGNAGE UPDATE**

NZTA have agreed to a 3-year period of staggered replacement of APTR signage.

This is the finalised design of 1 of the 3 new signs that will be rolled out in this next month or two.





## FAMILS

### Air New Zealand – 13-14 Dec 2024 – Lisa Hosted

AirNZ National Account Manager based in LA, Sabine Engelbrecht.

**Best of Travel** – Jana personal trip / famil – G helped with coordination with operators

## CRUISE

During November & December I hosted the following:

12 Nov – Scenic Eclipse II

17 Nov – National Geo

24 Nov – Scenic Eclipse

12 Dec – Scenic Eclipse II

## DATA HUB

A reminder that we upload monthly visitor data in the [Kaikōura Industry Hub](#) on the Destination Kaikōura website. Please note that there are some data sets that are currently unavailable due to Stats NZ placing a hold on visitor cardholder spend info, it is hoped this will be reinstated sometime soon.

Some points to highlight:

- December '24, the first month of the summer season, brought a mostly positive outlook for tourism in Kaikōura, with visitor card spending increasing in both domestic and international markets and tourism-related employment expanding. However, accommodation activity remained below December '23 levels.
- International and domestic visitor card spend grew by +11% and +5% YoY, respectively, while guest nights declined (-8% YoY for international visitors, -1% YoY for domestic visitors). This suggests an increase in average visitor spending, a rise in day-trip visitation, or a combination of both. The increase in visitor spend on retail fuel (domestic: +5% YoY, international: +19% YoY) further supports the likelihood of more day trips.
- Domestic visitor card spend on retail food and beverage (+4% YoY) outpaced spending on food and beverage service products (-2% YoY), indicating a growing preference for self-catering over dining out, while still reflecting Kaikōura's strong culinary offerings. International visitor card spend on retail products surged (+32% YoY), whereas domestic spending in this category declined slightly (-1% YoY).
- Among the top five international markets by card spend volume, strong growth was recorded in the US (+21% YoY) and the 'Rest of Asia' market (excluding China, Japan, and Korea) at +30% YoY. Notably, the Canadian market, though still relatively small in total spend volume, saw exceptional growth (+82% YoY), significantly outpacing the national average (+18% YoY). On the domestic front, spend growth was led by Cantabrians (+3% YoY), with additional increases from Aucklanders (+5% YoY) and Wellingtonians (+11% YoY). Conversely, visitor spend from Marlborough declined (-3% YoY).
- The occupancy rate in commercial accommodation saw a slight increase (+1%pt YoY), despite a small decline in total guest nights (-4% YoY). Since the average number of guests per stay unit declined at a slightly faster rate (-5% YoY), the number of occupied stay units actually rose (+1% YoY). The overall drop in guest nights was driven by a decrease in international guest nights (-8% YoY), while domestic guest nights remained relatively stable (-1% YoY).

- Despite the overall decline in international guest nights, small motels (stay units below 20) recorded a +16% YoY increase in international guest nights, though domestic guest nights in this category fell (-3% YoY). In contrast, holiday parks and campgrounds saw strong growth in domestic guest nights (+9% YoY), while international guest nights declined (-4% YoY).
- Both small motels and holiday parks/campgrounds recorded total guest night growth of +4% YoY. However, only holiday parks and campgrounds saw an increase in occupancy rate (+3%pt YoY), as the rise in available stay units in small motels kept occupancy levels stable. Meanwhile, short-term rental occupancy declined by -5%pt YoY, performing slightly better than the national average (-7%pt YoY).
- Tourism-related employment in Kaikōura grew slightly (+2% YoY), while employment earnings saw significant growth (+33% YoY), a positive outcome for the local community. Interestingly, despite weaker accommodation activity this month compared to last year, the number of filled jobs in the accommodation sector increased by +7% YoY, somewhat in line with the increase in year-ending total guest nights (+2% YoY). Additionally, strong growth was seen in the travel and tour services industry, where filled jobs rose by +13% YoY.

### TOPS OF THE SOUTH TOURING ROUTE (TOTS)

Development and planning (on going with monthly meetings)

### TE KOROWAI HUI, DARK SKIES & KITI BOARD MEETING

Attend the monthly meetings.

### OPERATOR NEWSLETTER

Fortnightly e-newsletter to database of 230 Kaikōura business contacts.

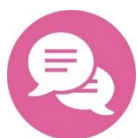
### 5. FOCUS OVER THE NEXT 3 MONTHS

- Autumn Campaign
- Restart Lunch n Learn Sessions
- Planning for TRENZ
- Marketing Plan 2025-26

#### Please note:

APT – Alpine Pacific Touring Route – 3 regions working together. Christchurch + Hurunui + Kaikoura  
 TOTS – Top of the South – 5 regions working together. Kaikoura + Hurunui + West Coast + Nelson  
 Tasman + Marlborough  
 TNZ – Tourism New Zealand  
 RTNZ – Regional Tourism New Zealand  
 RTO – Regional Tourism Organisation

### 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



# Quarterly Project Progress Report

## Kaikōura Marine Development Programme

<b>Project Name</b>	Wakatu Quay	<b>Report Date (period)</b>	31 December 2024
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Project Approval	Name	Title	Signature	Date
<b>Prepared By:</b>	Wendy Walker	Project Manager		28/01/2025
<b>Reviewed By:</b>	Chris Sturgeon	Programme Lead		28/01/2025
<b>Approved By:</b>	Will Doughty	Project Steering Group Chair		11/02/2025

### Distribution List

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

### Overall Summary

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

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

\*Re-baselined following approval of variation January 2023

## Report on Analysis & Actual Progress last Quarter

<b>Planned and achieved</b>	<ul style="list-style-type: none"> <li>Completed negotiations and due diligence on preferred Construction Contractor and completed contract.</li> <li>Construction works commenced on site</li> <li>Resource Consent and Archaeological Authority requirements met.</li> <li>Completed drafting of lease contract agreements for tenancy</li> <li>Finalised Construction Insurance Policy details for build</li> </ul>
<b>Planned but not achieved</b>	

<b>Not planned and achieved</b>	<ul style="list-style-type: none"> <li>Risks reviewed</li> </ul>
<b>Resourcing</b>	<ul style="list-style-type: none"> <li>Co-opted KDC Operations Delivery Manager to Steering Group to provide KDC Client perspective Quality Assurance lens on delivery of construction contract and to provide Health and Safety audits.</li> </ul>
<b>Media &amp; Communications</b>	<ul style="list-style-type: none"> <li>Media releases provided to inform KDC monthly Newsletter, KDC Facebook page and media outlets. Highlighting completion of contract negotiations and commencement of work on site timelines. Also notified community about access to wharf over the Christmas Break.</li> </ul>

## Issues Open this Period

Date	Issues No.	Description	Status	Priority	Owner	Proposed Resolution Date
30 Jun 24	1	<b>Delay due to contaminated soil</b> -Cost and time impacts while removing from site.	Med	High	Project Lead	1 Jan 25
30 Jun 24	2	<b>Financial impact from Timeline extension.</b> – Design detail and revised cost estimates increases resulting in need to consider reducing project scope to fit available budget.	Med	High	Project Lead	1 Jan 25

## Risks Open this Period

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

## Summary of Funding Received

Creditor	Date	Amount	% Project Drawn down
KDC Contribution		270,000	-
MBIE	10-Jun-20	600,000	6%
MBIE	17-Jun-21	2,000,000	20%
MBIE	15-Mar-23	1,000,000	10%
MBIE	12-Dec-23	2,000,000	20%
MBIE	24-Jun-24	2,500,000	25%
MBIE	Nov 24	1,000,000	10%
	<b>Total</b>	<b>9,370,000</b>	<b>89%</b>

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

## Summary of Potential Investor Funding

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

Potential Funding	Funder	Level of Surety	Date of last advice

## Project Budget and Funding Allocation to date

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

## Summary of Expenditure to date

Current Budget Est.*	Actual \$'s spent to date	EAC (Estimate at completion)	Variance (%)
\$11,250,000	\$5,173,956	\$11,250,000	0%

## Expenditure to end of this quarter 31 December 2024

	Total Project Estimate	Sum of Actual (LTD)
⊕ Project Overheads	\$ 2,248,669	\$ 1,778,122
⊕ Feasibility & Site prep	\$ 1,175,530	\$ 1,172,780
⊕ Construction	\$ 2,043,690	\$ 267,204
⊕ Design & Observations	\$ 1,024,121	\$ 750,160
⊕ External Works	\$ 1,921,577	\$ 457,208
⊕ Civil Works	\$ 581,598	\$ 489,598
⊕ Off-site Works	\$ 1,349,808	\$ 234,290
⊕ Artwork	\$ 231,659	\$ 18,000
⊕ Pre Tenancy Handover	\$ 33,500	\$ 6,594
<b>Grand Total</b>	<b>\$ 10,610,153</b>	<b>\$ 5,173,956</b>

## The Period Ahead – Next Quarter 1 January– 31 March 2025

<b>Planned</b>	<ul style="list-style-type: none"> <li>Finalise Utilities Building design and budget</li> <li>Update Delivery Programme</li> <li>Complete Infrastructure works</li> <li>Commence Building structural and cladding works</li> <li>Update project timeline and budget forecast with contractor forecast for remainder of project</li> <li>Complete tender process for roading and carparking</li> <li>Continue tenancy search and progress negotiations</li> </ul>
<b>Resourcing</b>	<ul style="list-style-type: none"> <li>No additional inhouse project resources required.</li> <li>Ongoing engagement with professional services for project management, construction monitoring and approvals, quantity surveying for claims and engineers' technical services.</li> </ul>

### Recommendation:

It is recommended that this report is received for information.

<b>Report to:</b>	<b>Council</b>
<b>Date:</b>	26 February 2025
<b>Subject:</b>	Discretionary Grants Fund – Progress / Completion Reports
<b>Prepared by:</b>	B Makin – Executive Officer
<b>Input sought from:</b>	
<b>Authorised by:</b>	W Doughty – Chief Executive Officer

## 1. EXECUTIVE SUMMARY

To receive progress and completion reports from organisations whose projects had received funding through the Discretionary Grants Fund (the “Fund”) for the financial years 2022-2023 and 2023-2024.

### 2024-2025 FY

Completion Reports Attached:

- Kaikōura Bowling Club
- Takahanga Bowling Club

Quarterly Progress Reports Attached:

- Kaikōura A&P Association
- Sports Tasman
- Te Ha o Mātauranga
- Kaikōura Museum
- Kaikōura Croquet Club
- Kaikōura Red Cross “Crafty Place”

## 2. RECOMMENDATION

It is recommended that the Council receives these reports for information.

## 3. BACKGROUND

The application period for funding from the 2024/2025 financial year ran from 1<sup>st</sup> March to 28<sup>th</sup> March 2024, with decisions being made at the April Council meeting. Successful applicants received funding after 1 July 2024. This is the second round of quarterly accountability reports due for this year’s funding.

Completion reports were previously received from the Kaikōura Netball Centre and Kaikōura Wildlife Centre Trust.

No accountability reports have been received for the Mayfair Arts & Culture Centre, Kaikōura Rugby Club – Takahanga Sport & Recreation Facility and Kaikōura Miniature Rifle Club Inc. despite reminders from Council.

## 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



<b>Report to:</b>	<b>Council</b>	
<b>Date:</b>	26 February 2025	
<b>Subject:</b>	Completion Report – Kaikōura Bowling Club	
<b>Prepared by:</b>	Bev Hurst	
<b>Input sought from:</b>		
<b>Authorised by:</b>	W Doughty – Chief Executive Officer	

### 1. EXECUTIVE SUMMARY

The purpose of this report is to provide completion report following the funding to help towards Annual Insurance Premium

### 2. PROGRESS OVERVIEW

We have now completed. The grant has been used to contribute towards the annual Insurance premium which has now been paid.

### 3. COMMUNITY OUTCOMES SUPPORTED



#### Community

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#### Development

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#### Services

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#### Environment

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#### Future

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<b>Report to:</b>	<b>Council</b>	
<b>Date:</b>	26 February 2025	
<b>Subject:</b>	Completion Report for Takahanga Bowling Club	
<b>Prepared by:</b>	Thora M. Lawson (President)	
<b>Input sought from:</b>		
<b>Authorised by:</b>	W Doughty – Chief Executive Officer	

### 1. EXECUTIVE SUMMARY

The purpose of this report is to provide the completion documentation for the funding that assisted the payment of Takahanga Bowling Club Insurance for 2023 and 2024.

### 2. COMPLETION OVERVIEW

The Takahanga Bowling Club applied for funding to assist with the payment of our insurance premium in 2023. This cost is huge for a club of our size and, fortunately, your committee was favourable with their response. With the sudden death of our Treasurer, we did not pick up on the fact that we hadn't forwarded our invoice to receive this funding. When following up on the 2024 application this error was highlighted by your financial officer. We are grateful the previous years funding was still able to be paid out. This completion report includes all transactions for both financial years.

Our new artificial all-weather green is absolutely amazing. It has already proven to be very good decision for the Takahanga Bowling Club and bowling in Kaikōura for the long-term future. We appreciate the support of the Kaikōura District Council with the Discretionary Grant opportunity, and we hope that the support for our club continues as, naturally, our premium has increased due to the cost of covering new surface.

### 3. COMMUNITY OUTCOMES SUPPORTED



#### Community

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#### Development

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#### Services

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#### Environment

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#### Future

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<b>Report to:</b>	<b>Council</b>
<b>Date:</b>	26 February 2025
<b>Subject:</b>	Progress Report - Kaikoura A&P Assn
<b>Prepared by:</b>	Hannah Cameron
<b>Input sought from:</b>	Laura Koopmans
<b>Authorised by:</b>	W Doughty – Chief Executive Officer

## 1. EXECUTIVE SUMMARY

The purpose of this report is to provide the progress following the funding to help towards Kaikoura A&P Show to be held 22<sup>nd</sup> Feb 2025.

## 2. PROGRESS OVERVIEW/ OR COMPLETION OVERVIEW

To start, I would like to extend our gratitude on the behalf of the committee for your support leading up to our show. This year our show theme is past present and future, and we are excited to bring together a day which celebrates Kaikoura and the previous shows we have had but also sheds a light on what the future holds and where we see our show thriving in the future, particularly with our younger participants getting involved.

We are excited to have a strong photography section this year with a lot of people embracing the theme of our show. We have accomplished a lot in the past months and are excited to bring our community together to celebrate the wonders of Kaikoura on the 22<sup>nd</sup> of February.

This year with the support of Kaikoura adventure race we purchase two ex-hire event marquees to help lower our future costs of putting together an event for our community, these have already been used for the high school mountains to sea marathon, and are booked in for a few upcoming events this year, we are pleased to be able to provide these to our community and they will be a great addition to our show day.

Pre-Christmas our focus is on getting the word out, producing schedules, timelines, booking key personal such as sounds and announcers, confirming trades sites and food stalls, many of which once again are local business.

We have put a lot of effort this year into working with Susie from the Kaikoura star and putting together a great spread to showcase and highlight the show and events we have on offer and building momentum towards the day.

We have been also working closely with all our event contributors such as entertainment clown's Silly billy and Milly, and the Harcourts future farmer team who will be putting together an awesome spectacle for all ages at the show again this year.

This grant has enabled us to build a strong relationship with our local media outlets and helps strengthen ongoing support within our local community.



### 3. FOCUS OVER THE NEXT 3 MONTHS

January and the start of February are the busiest months for show preparation with our final committee meeting early January, finalising all admin tasks, coupled with close of entries and close of trade sites. With this comes a big administrative workload finalizing all exhibitors and competitors.

Bookings, personal and judges are also being finalized, volunteers are allocated jobs, catering numbers are confirmed, and marquee spaces designated. With a fair amount of engagement already received, we are hoping for a great turn out from our local community and wider area.

With show day being next Saturday 22<sup>nd</sup> February, our primary focus is now executing the day itself, we are on the straight and narrow to our big day with only a few weeks to pass. This is our final opportunity to get the word out about this day and especially showcase the support of local businesses and those who have come behind this event. We use our social media platforms to spread the word but also put together a wonderful spectators program that is handed out free of charge with gate entry on Showday which advertises all our sponsors, contributors and events.

A big push this month is finalizing exhibitors. This year a big focus is going into the farmyard corner with multiple displays of self-reliance themed farming enterprises and community initiatives.

With the working bee scheduled for the Thursday before the show, this is a great opportunity for additional volunteers to engage with our event and get involved in something that means a lot to a huge number of our community. This remains one of the greatest opportunities in Kaikoura to allow everyone from all walks of life to come together and celebrate hard work, success, and a day off to enjoy the sun, the community and socialize.

Following the show day March is a chance for us as a committee to come together and review the show and address anything that arises and needs revisiting for future shows, before having a well-earned group dinner and then a few months off ready to start all over again in August for another great year.

A massive thanks again to the Kaikoura Council and the team involved in this discretionary grant funding program. Your support of the Kaikoura A&P show goes a long way into making our community event a success and we the committee cannot thank you enough.

### 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

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<b>Report to:</b>	<b>Council</b>	
<b>Date:</b>	26 February 2025	
<b>Subject:</b>	Progress Report from Sport Tasman	
<b>Prepared by:</b>	Saraya Brown and Roxanna Holdsworth, Sport Tasman	
<b>Input sought from:</b>		
<b>Authorised by:</b>	W Doughy – Chief Executive Officer	

## 1. EXECUTIVE SUMMARY

The purpose of this report is to provide an update on the progress following the funding to help towards Sport Tasman

## 2. PROGRESS OVERVIEW

### Sport and Coach Development

- Assisted with in school touch delivery over the course of 3 days with Bruce from Te Wai Pounamu Touch. Covering KPS, STJ, Hapuku and the Kaikōura High School (250 students). Next steps are to plan for an Interschool touch tournament in term 4 for year 3-8 students. This is a Tū Manawa funded programme.
- Facilitated a Kaikōura community sports meeting with 4 Kaikōura sports codes, 3 principals and 2 school sports coordinators which will now be held every 3-4 months.
- Presented IPIR (Igniting potential in rangatahi) to the Kaikōura High School with Emma. School discussed potentially integrating it into their P.E curriculum.

### Events

- Supported Fun in the sun lead by Te Ha O Matauranga to provide a space for local Tamariki and Rangatahi. I led a session on traditional Māori games. Te Ha O Matauranga will now collate feedback and participation numbers to determine the impact of this initiative and how it might look on an annual basis.

### Active Recreation:

- Assisted/supporting with a 4-week water safety/surfing programme with Dave Lyons from Kiwi Surf Experience, impacting 22 tamariki and rangatahi. Next steps are to work with Kiwi surf experience to hand out surf lesson vouchers, wetsuits and 2x surfboards to participants and to report back to the funder. This is a Tū Manawa funded programme.

### Play:

- Completed play 501 at the University of Wellington. This course has equipped me with the knowledge and expertise I need to support the Kaikōura community and to educate others on play ideas, frameworks and the impact it has on our Tamariki Hauora. It's allowed me to create relationships with experts in this field from all around New Zealand which council can benefit from if they need advice or want to see proof of concept for play projects.

## 3. FOCUS OVER THE NEXT 3 MONTHS

Development and capability build of the following active recreation and sport offerings to create sustainability of offerings

- Game on 2025 for year 3-8 students from KPS, STJ, Suburban school, Hapuku school and KHS  
Game On is a multi-code event, designed for Year 3-8 students to explore and experience a variety of sports available in their region. It's a fantastic opportunity for students to try out new sports, meet others from nearby schools, and connect with local clubs. With a focus on teamwork and fun, the festival fosters a sense of community and helps students discover which sports they might want to pursue further.

- Supporting the healthy active learning team with their PLD for teacher at the KPS, STJ, Suburban school and Hapuku school. The purpose of this workshop is to provide opportunities for Kaiako to explore the use of Te Reo and tikanga Māori within the physical activity space.
- Assisting/supporting Kaikōura Netball Club with the delivery of netball in schools to provide a positive sporting experience for Tamariki and to increase participation numbers.
- Supporting the Kaikōura Adventure Race.

#### 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

<b>Report to:</b>	<b>Council</b>	
<b>Date:</b>	26 February 2025	
<b>Subject:</b>	Progress Report - Te Hā o Mātauranga	
<b>Prepared by:</b>	Petra Jellyman	
<b>Input sought from:</b>	Vicki Gulleford	
<b>Authorised by:</b>	W Doughty – Chief Executive Officer	

### 1. EXECUTIVE SUMMARY

The purpose of this report is to provide an update on the progress following the funding to help towards rent costs for Te Hā o Mātauranga and operational costs for The Kaikōura Community Shed.

### 2. PROGRESS OVERVIEW

Our rent has recently increased by \$320 a fortnight, so the funding has been incredibly helpful for keeping up with operational price increases. From the previous progress report we have paid another 4 fortnight’s rent for Te Hā o Mātauranga, resulting in the full spend of the \$5,000 allocated towards this cost and 13 weeks rent for The Kaikōura Community Shed, resulting in \$2869.68 spent towards this. We have \$2130.32 remaining to spend on the community shed costs for the financial year. The council contribution to these costs is very much appreciated as it allows us to continue meeting our regular operational costs so that we can continue to deliver our variety of community projects including:

- Education for youth out of school
- Driving School
- Employment placement and support for youth (MTFJ)
- Youth Services for NEETS and youth on benefits
- Adult and community education
- Kaikōura Youth Council
- Community Shed

### 3. FOCUS OVER THE NEXT 3 MONTHS

Continuing to meet rental costs for Te Ha o Mātauranga and The Community Shed.

### 4. COMMUNITY OUTCOMES SUPPORTED



#### Community

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#### Development

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#### Future

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<b>Report to:</b>	<b>Council</b>	
<b>Date:</b>	26 February 2025	
<b>Subject:</b>	Progress Report for Kaikōura Museum	
<b>Prepared by:</b>	Stephanie Lange	
<b>Input sought from:</b>		
<b>Authorised by:</b>	W Doughty – Chief Executive Officer	

## 1. EXECUTIVE SUMMARY

The purpose of this report is to provide an update on the progress following the funding to help towards Museum operations.

## 2. PROGRESS OVERVIEW

Since our last report we have returned to full 7 day a week opening. Our staffing has remained at reduced levels. This had made it a challenging few months with some unexpected and time intensive projects coming our way.

We are encouraged to see more visitors to town and the Museum over summer and this is very much where most of our time has been spent, giving visitors a great experience. Despite this, our numbers are still recovering and we have noticed that the cost of living is negatively impacting domestic visitation. We however continue to receive great feedback from our visitors and the new Surf exhibition has drawn in new audiences.

Highlights have included:

### Seddon Swamp Moa Bone Collection

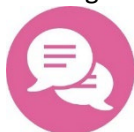
We have been working with the family and collectors over the last few months to bring this Collection back to Kaikōura. It is an honour to be entrusted with this on behalf of the community. The cataloguing, referencing, conservation and long term storage, research access, and eventual exhibiting, for this collection will be our main focus over the next 6 months.

Outcomes supported



### Historic presentations to Hospital Residents

We have started giving monthly History talks to the residents at the aged care facility at the Hospital. These are being well received and we are planning a full schedule for this year.



Outcomes supported:



### Community Collections Access

We continue to help a number of community groups and business to access our archives, photograph collections, and other historic records, to support their own work projects. We have also been entrusted with a number of community archives for safekeeping.



These included KDC (providing historic information and context for several road naming plans), Hapuku CWI (Historic records for archiving), Takahanga documentary (support with research, photographs and access to archives).

Outcomes supported:



### Kaikōura Cemetery Project

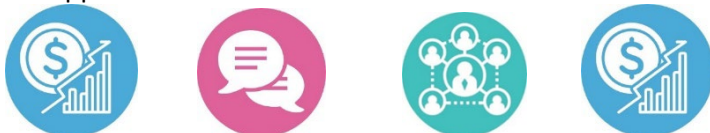
We continue to support KDC (Building and Regulatory) with their cemetery project, providing information on burial records and maps of the cemeteries around Kaikōura.



### Visitor Information Service

We continue to provide a visitor information service to out of town travellers. Our team continue to make an effort to be informed on what is happening around town and in providing good, clear, and friendly advice for visitors from maps to advice on where to eat and visitor attractions.

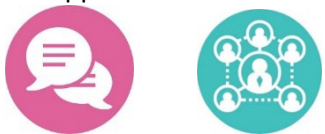
Outcomes supported:



### Supporting repatriation of Taonga back to Kaikōura

We facilitated the return of some significant Taonga back to Kaikōura from Canterbury Museum. These are now housed at the whare Taonga at Takahanga Marae. A great collaborative effort to bring these precious items back home. Due to the sensitive nature of these items I am not able to provide further detail.

Outcomes supported:



### 3. FOCUS OVER THE NEXT 3 MONTHS

Continuing with above projects and supporting community events

### 4. COMMUNITY OUTCOMES SUPPORTED



#### Community

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#### Development

We promote and support the development of our economy



#### Environment

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#### Future

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### **Services**

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

<b>Report to:</b>	<b>Council</b>	
<b>Date:</b>	26 February 2025	
<b>Subject:</b>	Kaikōura Croquet Club	
<b>Prepared by:</b>	Erica O'Connor	
<b>Input sought from:</b>		
<b>Authorised by:</b>	W Doughty – Chief Executive Officer	

**1. EXECUTIVE SUMMARY**

The purpose of this report is to provide an update on the progress following the funding to help towards the sharp rise in our power accounts.

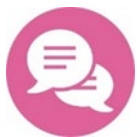
**2. PROGRESS OVERVIEW**

With your help we have paid our last three accounts as we await hearing from the new sports hub committee as to whether we can connect to their power. we only use up to about 5- 7 kw monthly.

**3. FOCUS OVER THE NEXT 3 MONTHS**

We still have not heard from the new sports hub committee and with the high rates and power accounts. We cannot make further decisions about accessing power until we do. Finances are not good.

**4. COMMUNITY OUTCOMES SUPPORTED**



**Community**

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**Future**

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<b>Report to:</b>	<b>Council</b>
<b>Date:</b>	26 February 2025
<b>Subject:</b>	Discretionary Grants – Kaikōura Red Cross - “Crafty Place” Progress Report
<b>Prepared by:</b>	M Ingram
<b>Input sought from:</b>	
<b>Authorised by:</b>	W Doughty – Chief Executive Officer

## 1. EXECUTIVE SUMMARY

The purpose of this report is to provide an update on the progress following the funding to help the “Crafty Place” continue to fulfil a need in the Kaikōura community.

## 2. PROGRESS OVERVIEW

The “Crafty Place” has continued to fulfil a need in the Kaikōura community. Groups have met on a regular basis, from October 1<sup>st</sup> 2024 to 19<sup>th</sup> December 2024. On Mondays and Thursdays, from 10.00am-1.00pm, knitters, embroiders and card makers have gathered, and appreciated having the comfortable chairs, large tables to work at and the good lighting.

The patch workers have continued to gather on Wednesday mornings and Thursday evenings. As many of them take their sewing machine, they appreciate the fact that they can park their vehicle close to the entrance and go up the ramp.

The embroidery group has met on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month.

The Kaikōura Red Cross Branch has held their meetings, on a Monday evening.

## 3. FOCUS OVER THE NEXT 3 MONTHS

The Monday group resumed in early January, when the advert media office opened, after their holiday break. The other groups have resumed. We will continue to meet regularly, as it is ideal venue, for the different groups. The off street parking, at the rear of the building and the ramp for easy access, is ideal for older, less mobile people.

We are planning to attend the “senior Expo “on the 27<sup>th</sup> March, to promote “the Crafty Place” as a great place for people to share ideas, learn new skills, and create great things.

## 4. COMMUNITY OUTCOMES SUPPORTED



### Community

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### Development

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### Future

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