

# KAIKŌURA DISTRICT COUNCIL MEETING

<b>Date:</b>	Wednesday 28 February 2024
<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: Councillor L Bond

### 3. Declarations of Interest

### 4. Public Forum

9.05am Donna Goodman

9.10am Stephen Horrell

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

### 5. Formal Deputations

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

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

**Reconvene to the Council Meeting**

### 7. Confirmation of Minutes:

7.1 Council meeting minutes dated 31 January 2024 page 3

### 8. Review of Action List

page 8

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

### 10. Matters for Decision:

10.1 Proposed Road Stopping at Pier Hotel page 9

10.2 Audit of the Long Term Plan Consultation Document page 17

### 11. Matters for Information:

11.1 Mayoral Verbal Update

11.2 Elected Member Verbal Updates

11.3 CEO Monthly Report

page 19

11.4 Risk Management Report

page 34

11.5 Water Service Performance Measures

page 44

11.6 Community Services Team Update Report

page 48

11.7 Planning Update Report

page 55

11.8 Building and Regulatory Update Report

page 64

<b>11.9</b>	Kaikōura Youth Council Update Report	11.15am	page 68
<b>11.10</b>	Kaikōura Zone Committee Progress Report		page 70
<b>11.11</b>	Destination Kaikōura Quarterly Report		page 78
<b>11.12</b>	Wakatu Quay Quarterly Report		page 90
<b>11.13</b>	Discretionary Grants Progress/Completion Reports		page 94

## 12. Public Excluded Session

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

- a) Public excluded council meeting minutes dated 31 January 2024
- b) Solid waste
- c) Harbour Financial Matters – verbal update

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

General subject of each to be considered	Reason for excluding the public	Grounds of the Act under which this resolution is made
Public excluded council meeting minutes dated 31 January 2024	The minutes are being tabled for confirmation and include commercially sensitive information relating to harbour financial matters, the Long Term Plan 2024-2034 and Kaikōura Business Park delegations and commissioners.	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)
Solid waste	Negotiating a contract variation of solid waste with Innovative Waste Kaikōura.	Section (7)(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
Harbour Financial Matters – verbal update	Verbal update on subject previously brought to Council around ongoing negotiations which is commercially sensitive	Section (7)(b)(ii) would be likely unreasonable to prejudice the commercial position of the person who supplied or who is subject of the information Section (7)(2)(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities Section (7)(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

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

We do not want to reveal the basis of our negotiated positions with Innovative Waste Kaikōura.

## 13. Close meeting with a Karakia

### AUDIO RECORDINGS:

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

**MINUTES OF THE KAIKŌURA DISTRICT COUNCIL MEETING HELD AT ON  
WEDNESDAY 31 JANUARY 2024 AT 9.00 AM, TOTARA, COUNCIL CHAMBERS,  
96 WEST END, KAIKŌURA**

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

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

**1. KARAKIA**

**2. APOLOGIES**

Apologies were received from Councillor J Diver and Councillor R Roche.

Moved: Deputy Mayor J Howden

Seconded: Councillor V Gulleford

**CARRIED UNANIMOUSLY**

**3. DECLARATIONS OF INTEREST Nil**

**4. PUBLIC FORUM**

9.05am R Watherston and B Watherston

R Watherston spoke regarding the Kaikōura Business Park, noting that the four people in opposition to the plan change have withdrawn and no one now wants to be heard. He does not think there should be a hearing and Council has the expertise to make a decision directly. Legal advice from the Council's lawyers was that the IHP delegation could be removed by the Council. M Hoggard was providing a verbal update to the Council in the public excluded session.

9.14am T Howard, Chair of Hutton Shearwater Trust

T Howard spoke on behalf of the Hutton's Shearwater Charitable Trust in support of item 10.1 Plan Change 5. He supported the recommendation to adopt and progress with the plan change. Hutton's Shearwaters only breed in Kaikōura and the effects of climate change are adding to the further decline in birds; effecting chicks dying of starvation, or breeding birds not returning.

**5. FORMAL DEPUTATIONS Nil**

**6. ADJOURN TO WORKS & SERVICES COMMITTEE MEETING**

The meeting adjourned to the Works & Services Committee meeting at 9.18 am.

The meeting was reconvened at 9.36 am.

---

**7. MINUTES TO BE CONFIRMED**

**7.1 Council meeting minutes dated 29 November 2023**

**RESOLUTION**

*THAT the Council:*

- *Confirms as a true and correct record, the circulated minutes of a Council meeting held on 29 November 2023.*

Moved: Mayor C Mackle

Seconded: Councillor L Bond

**CARRIED UNANIMOUSLY**

---

## 7.2 Extraordinary Council meeting minutes dated 13 December 2023

### RESOLUTION

THAT the Council:

- Confirms as a true and correct record, the circulated minutes of an Extraordinary Council meeting held on 13 December 2023.

Moved: Councillor V Gulleford

Seconded: Councillor L Bond

CARRIED UNANIMOUSLY

---

## 8. REVIEW OF ACTION LIST

The Action List was reviewed and noted by the Council.

---

## 9. MATTERS OF IMPORTANCE TO BE RAISED AS URGENT BUSINESS NII

---

### 10. MATTERS FOR DECISION

#### 10.1 Plan Change 5 - Decision on how to consider the Plan Change request received from Kaikōura Dark Sky Trust (the "Trust")

M Hoggard, F Jackson and C Doughty joined the table (D Donaldson joined by MS Teams), to answer any questions from elected members. The four options that must be considered with any private plan change were outlined on pages 17-19. The Officer's recommendation was to 'adopt' (option 2) as enhancing Kaikōura district's dark skies is for the benefit of the whole community and does not overly benefit one individual or party.

There was concern that the Council has not budgeted the costs associated with adoption, which could be anywhere between \$5k - \$50k depending on the submissions. The Trust has approximately \$15k remaining funds that could be used to assist through the process going forward. The Council had previously agreed that illuminated signs would be included in this planning process, rather than through the Signs Bylaw.

### RESOLUTION

That in respect of the PC5 application to the Kaikōura District Plan lodged by Kaikōura Dark Sky Trust, Council resolves to:

To adopt the request for notification pursuant to [Clause 25 \(2\)\(a\) of the RMA](#).

Moved: Councillor T Blunt

Seconded: Councillor L Bond

CARRIED UNANIMOUSLY

---

#### 10.2 KMDP Governance Group Terms of Reference Update

C Sturgeon joined the table to answer any questions from elected members. He outlined the proposed new governance structure for the Wakatu Quay project, with the current governance group transitioning out to a new more internal group after detailed design is completed mid-year (pages 130 and 148).

The project team have 3 designs for Wakatu Quay, Councillor J Diver provided historic concept landscape designs to council staff.

The Council acknowledged the Governance Group for their mahi and suggested that they get together when the detailed design is approved (**ACTION**).



## RESOLUTION

THAT the Council receives this report and:

- a) Acknowledges the role and the contribution made by the Project Governance Group to date
- b) Approves the Governance Framework for the Detailed Design Stage and the Construction Stage of the Wakatu Quay Project
- c) Approves the updated Terms of Reference
- d) Approves the membership of the Project Steering Group.

Moved: Councillor T Blunt  
Seconded: Deputy Mayor J Howden

**CARRIED UNANIMOUSLY**

---

## 11. MATTERS FOR INFORMATION

### 11.1 Mayoral Verbal Update

Mayor C Mackle commented that visitor numbers were near pre-covid levels. He acknowledged Mark Fissenden for his mahi around the whole container mall initiative and would follow up with a formal acknowledgement (**ACTION**). The Mayor is actively looking for the next Tuia candidate and has to 7<sup>th</sup> February to register a rangatahi.

### 11.2 Elected Member Verbal Updates

#### Councillor T Blunt

Councillor T Blunt commented on the good work being done with the Link Pathway and footpaths that were regularly being used by the public and tourists.

#### Councillor K Heays

Positive comments were received from the public on the Link Pathway and around accommodating the driplines under the Norfolk Pines. ECan and KDC are looking to collaborate in regards to slipway fee monitoring.

#### Deputy Mayor J Howden

Deputy Mayor J Howden attended a planning day with the Kaikōura Information and Tourism Incorporated (KITI) and noted the good contribution businesses make to the town.

#### Councillor L Bond

The cruise season has been successful with 6 cruises left to go (17 in total), overall visitor numbers and expenditure in the community has been good. The OpShop is sponsoring 6 new seats on the Link Pathway and are looking at projects to focus on for 2024. Destination Kaikōura are celebrating their 10-year anniversary on 9<sup>th</sup> April 2024, the Council and Tourism Minister are invited.

Destination Kaikōura are working with accommodation providers to inform visitors on dark skies. The Council are closely monitoring overnight camping at dark skies sites.

#### Councillor V Gulleford

The District Licensing Committee made 10 decisions in the last 3 weeks. TeHa arranged snorkeling and boogie boarding sessions.

## RESOLUTION

That the elected member's verbal updates are received.

Moved: Mayor C Mackle

Seconded: Councillor T Blunt

**CARRIED UNANIMOUSLY**

**11.3 CEO Verbal Update Report**

The Chief Executives Forum and Civil Defence Emergency Management Coordinating Executive Group Meeting was on 29 January. The CE’s forum focused mainly on LTP’s and had a good discussion around the reforms and where to from here. All Canterbury councils are experiencing the same pressure on rates with similar drivers for the increases. The Mayoral Forum is looking to put out some joint messaging around proposed rate rises in the next couple of weeks.

The CE forum talked about planning ahead of central government in the local water done well space. The Chief Executive will be picking up conversations again around whether there is an appetite for closer collaboration between Councils in Canterbury or wider for service delivery.

The following updates were also highlighted:

- The Long Term Plan consultation document is on track to be drafted for Audit on the 26 February.
- The application period has closed for the Emergency Management Officer role, interviews are scheduled for early February.
- A compliment was received for Sarah Wright from some cruise ship passengers. She went out of her way to help them get around the town which was really appreciated by them and showed the great Kaikōura hospitality.
- The completion date for the bulk of the Link Pathway is targeted for June 2024.
- KDC and IWK are meeting in March to discuss a wider strategy and alignment between them with the removal of the Kaikōura Enhancement Trust.
- Submissions for the leased area to Kaikōura Springs have closed. The hearings are scheduled for 14<sup>th</sup> February with 9 people to be heard.

**RESOLUTION**

*That the Chief Executive’s verbal update is received.*

Moved: Mayor C Mackle  
Seconded: Councillor T Blunt

**CARRIED UNANIMOUSLY**

The meeting adjourned at 10.43 am and reconvened at 11.05 am.

**12. RESOLUTION TO MOVE INTO COUNCIL PUBLIC EXCLUDED SESSION**

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

- Public excluded council meeting minutes dated 29 November 2023
- Public excluded extraordinary council meeting minutes dated 13 December 2023
- Harbour Financial Matters – verbal update
- Long Term Plan 2024-2034 – draft financials verbal update
- Kaikōura Business Park delegations and commissioners – verbal update

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

General subject of each to be considered	Reason for excluding the public	Grounds of the Act under which this resolution is made

Public excluded council meeting minutes dated 29 November 2023	The minutes are being tabled for confirmation and contain commercially sensitive information on the Proposed Sale of Road Reserve, Harbour Financial Matters and contains details around the legal process that the Council is involved in around the resource consent/construction of the Waiiau Toa/Clarence bridge.	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)(g) maintain legal professional privilege
Public excluded council meeting minutes dated 13 December 2023	The minutes are being tabled for confirmation and contain commercially sensitive information on the Building Scope and Design for Wakatu Quay.	Section (7)(2)(b)(ii) would be likely unreasonable to prejudice the commercial position of the person who supplied or who is subject of the information Section (7)(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
Harbour Financial Matters – verbal update	Verbal update on subject previously brought to Council around ongoing negotiations which is commercially sensitive	Section (7)(b)(ii) would be likely unreasonable to prejudice the commercial position of the person who supplied or who is subject of the information Section (7)(2)(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities Section (7)(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
Long Term Plan 2024-2034 – draft financials verbal update	This session will be closed to preserve the ability for the Council to carry on future negotiations (including commercial and industrial negotiations) related to a range of possible projects and industrial/commercial rating differentials as part of the Long-term Plan 2024-34 (LTP) process. At this stage in the LTP process, there are no other considerations rendering it desirable to make this a public meeting, noting also that the proposed approach to rating will be consulted upon and the community will be able to lodge submissions to the draft LTP.	Section (7)(2)(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities Section (7)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
Kaikōura Business Park delegations and commissioners – verbal update	Council staff will provide an update on the business park in particular delegations and commissioners. This is closed to the public as the information is commercially sensitive.	Section (7)(2)(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities Section (7)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

Moved: Councillor T Blunt  
Seconded: Councillor L Bond

**CARRIED UNANIMOUSLY**

The meeting moved into the Public Excluded Session at 11.08 am.  
The meeting moved out of the Public Excluded Session at 11.56 am.

### 13. CLOSED OF MEETING

There being no further business, the meeting was declared closed at 11.56 am.

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

*THIS RECORD WILL BE HELD IN ELECTRONIC FORM ONLY*

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

	<b>ACTION ITEMS</b>	<b>ASSIGNED TO</b>	<b>DUE</b>	<b>STATUS</b>
1	<b><i>Carried Forward from previous Council:</i></b> KORI, Kaikōura Cycling Club, Kaikōura Red Cross Branch, Dark Sky Trust		February 2024 April 2024 July 2024	Tabled to February Council meeting. Council staff have followed up on completed projects.
2	<b><i>Quarterly Progress Reports from 1-Jul</i></b> Sports Tasman, Kaikōura Squash Club, Kaikōura Bowling Club, A&P Association, Museum, Dark Sky Trust, Youth Council, Kaikōura Red Cross Branch		February 2024 April 2024 July 2024	Tabled to February Council meeting
3	Arrange meeting with Local MP Office once New Government established – discuss Māori Wards, Freedom Camping funding, Audit costs	W Doughty / B Makin	Arranged for early 2024	Meeting scheduled for 23/02/2024
4	Celebration with Governance Group when the detailed design is approved	W Doughty / B Makin	-	On hold – pending approval.

	<b>ACTION ITEMS</b>	<b>ASSIGNED TO</b>	<b>DUE</b>	<b>STATUS</b>
	Three hard copies of the rehoused District Plan were requested for elected members.	M Hoggard	-	Completed – printed & distributed.
	Investigate joint harbour role – KDC/ECAN	W Doughty	Ongoing	Monitoring of slipway fees will be done by KDC and monitoring of slipway activity by ECan.
	Formal acknowledgement to Mark Fissenden	Mayor Mackle/ B Makin	-	Letter sent by Mayoral Office.
	<b><i>Discretionary Grants Completion Reports:</i></b> <b><i>Carried Forward from previous Council:</i></b> Kaikoura Dark Sky Trust  <b><i>Quarterly Progress Reports from 1-Jul</i></b> Te Ha,			Tabled to February Council Meeting

<b>Report to:</b>	<b>Council</b>	
<b>Date:</b>	28 February 2024	
<b>Subject:</b>	Proposed Road Stopping at Pier Hotel	
<b>Prepared by:</b>	D Clibbery – Senior Manager Operations	
<b>Input sought from:</b>		
<b>Authorised by:</b>	W Doughty – Chief Executive Officer	

## 1. SUMMARY

It is proposed that Council stops a small area of road reserve at the eastern end of the Esplanade and sells it to the owners of the adjacent Pier Hotel.

## 2. RECOMMENDATION

It is recommended that:

- a) *Council approves the commencement of a formal process towards the potential stopping and sale of the 166m<sup>2</sup> area of road reserve at the eastern end of the Esplanade as described in this report, in accordance with the requirements of Schedule 10 of the Local Government Act 2002.*
- b) *Council approves the purchase of the 17m<sup>2</sup> area of private land as described in this report, for the purpose of improving the safety of the Esplanade/Avoca Street Intersection.*

## 3. BACKGROUND

As part of the development of Wakatu Quay it is proposed to make the eastern end of the Esplanade a one-way road. This is necessary because such an arrangement is required both to enable the formation of new parking areas to serve the development, and because part of the current two-way access is on the private property of the Pier Hotel, but has no legal right to be there. Council has already formally resolved to implement a one-way road at the appropriate time for the Wakatu Quay development at the Council meeting of 28 September 2022.

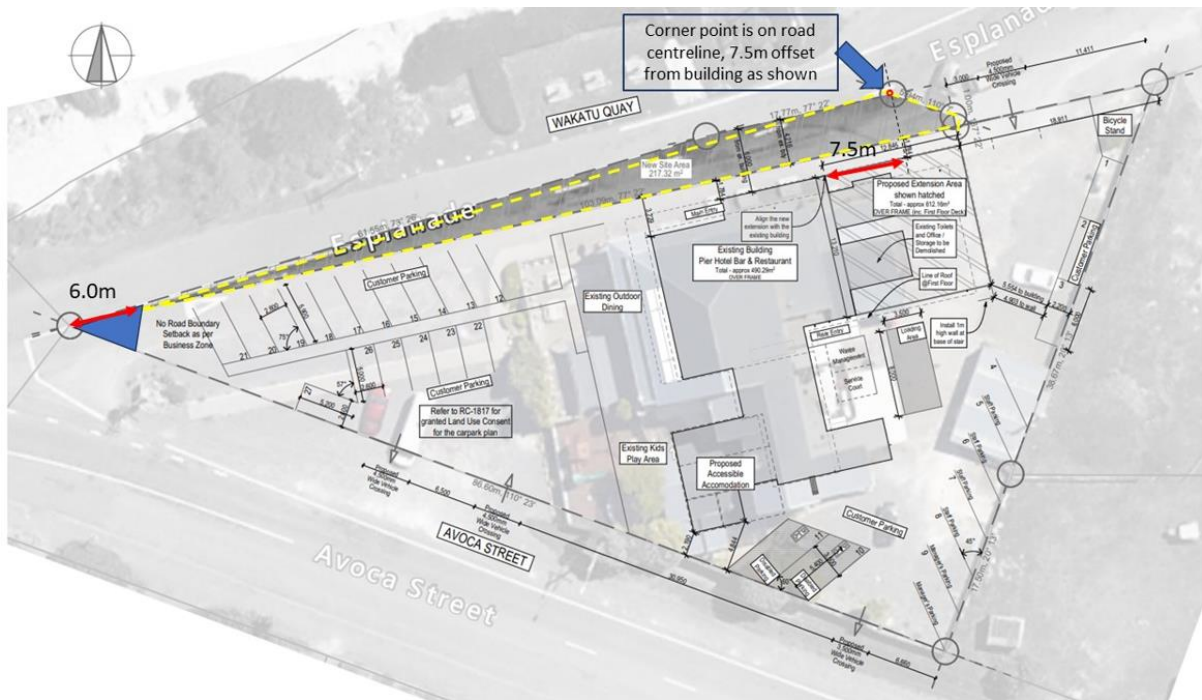
With the conversion of the existing two-way road to one-way, some area of the present road reserve will become surplus to Council's needs, and the owner of the Pier Hotel has indicated a desire to acquire an area approximately as shown by the yellow outline in Figure 1, for amalgamation with the Hotel title and development as an outdoor dining and drinking area as a replacement for the hotel's current lease of the grassed area on the other side of the road.

The Hotel owner's proposal to purchase the road reserve land is believed to be beneficial to the community, particularly as the current practice of having a licenced area separating from the hotel by a road is considered to be somewhat unsafe.

## 4. ROAD STOPPING PROCESS

In order to progress any road stopping Council must pass a resolution to instigate the road closing procedure and having done that Council must then follow the statutory process as set out in Schedule 10 of the Local Government Act 1974.

The area to be stopped has 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.



**Figure 1: Proposed Road Stopping and Sale Areas**

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.

A legal survey, as described above, has been conducted in respect of the relevant areas and the survey plans are attached.

The proposed road stopping area (of 166 m<sup>2</sup>) is shown as Section 2 on the plan and also shown is an area of 17m<sup>2</sup> marked as Section 1, which council wishes to acquire from the hotel to enable safety improvement of the intersection of the Esplanade with Avoca Street.

**5. PROPOSED TERMS OF SALE**

A valuation basis for the relevant areas of land has also been obtained, which indicates GST exclusive values of \$500/m<sup>2</sup> for land in Section 1, and \$600/m<sup>2</sup> for land in section 2. The section of the valuation report stating these values is attached.

As such council would buy land for \$8,500, whilst selling land for \$99,600, yielding net proceeds for Council of \$91,100 (GST exclusive).

The owner of the Pier Hotel has confirmed that they would be accepting of these terms of sale, and has also indicated that he would undertake the following associated works along the section of the Esplanade at his own cost:

- Installation of a concrete footpath with bollard lighting along the seaward side of the road
- Installation on kerbing along the landward side of the road
- Necessary modifications to drainage of the road

## 6. NEXT STEPS

Should Council be agreeable to the stopping of the road, the next step is to lodge the survey plan with Land Information New Zealand (LINZ). On receipt of a notice of approval and plan number from LINZ, Council must twice give public notice of the proposed stopping and also inform adjacent landowners, providing a period of at least 40 days for the lodgement of objections. A suggested draft notice is provided as Attachment 2.

Notices advising of the stopping must also be displayed on the site.

If any objections are received the matter must be referred to the Environment Court.

Whilst it is believed that the Environment Court would almost certainly approve the stopping, having to refer the matter to the court would result in significant delay, but it might be possible to consider granting the Hotel a licence to occupy for the area in the interim.

## 7. FINANCIAL IMPLICATIONS AND RISKS

The proposed road stopping and sale is considered to pose no significant risks for Council, and will provide in the order of \$90,000 of revenue.

## 8. RELEVANT LEGISLATION & DELEGATED AUTHORITY

The stopping of roads is subject to the provisions of Schedule 10 of the Local Government Act 1974.

## 9. COMMUNITY OUTCOMES

The issue discussed in this report relates to the following community outcomes:



### Community

We communicate, engage and inform our community



### Development

We promote and support the development of our economy



### Services

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



### Environment

We value and protect our environment



### Future

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



## Attachment 1: Valuation Sections

### (1) Value of Road Reserve Land (to be sold to the Pier Hotel property)

- The land is located directly adjacent to the Pier Hotel building at its main entrance and would be well suited for integration with this title.
- Further expansion of the outdoor dining area within the confines of the property boundary would be possible upon completion of the boundary change.
- The land is of larger size in contrast to most of the comparable sales which typically results in a lower value rate per square metre.
- The property is situated within a prime coastal location albeit somewhat removed from the main commercial precinct. The nearby sale of the adjacent property on Avoca Street provides a strong value benchmark in terms of location and overall land size.

On balance, taking these factors into consideration we consider an appropriate value rate for the land which is to be amalgamated with the Pier Hotel being in the order 100m<sup>2</sup> would lie around the **\$600 psm** level.

### Esplanade – 1 Avoca Street, Kaikoura

### VALUATION CONSIDERATIONS, contd...

### (2) Value of Proposed Road Reserve Land (corner area)

- The land is of relatively small size which typically results in a higher value rate per square metre.
- The land is of limited added value to the adjoining property given its narrow shape characteristics and situation being well removed from the main building area.
- The acquisition of the land by the Kaikoura District Council provides significant benefits in terms of vehicle manoeuvrability around the corner intersection of the Esplanade and Avoca Streets from a safety perspective.

On balance, taking these factors into consideration we consider an appropriate value to the proposed road reserve land would lie around the **\$500 psm** level as outlined within our valuation conclusions hereunder.

### VALUATIONS:

(1) Value of Road Reserve Land (to be sold to the Pier Hotel property) **\$600 psm**

**(SIX HUNDRED DOLLARS PER SQUARE METRE)**

(2) Value of Proposed Road Reserve Land (corner area) **\$500 psm**

**(FIVE HUNDRED DOLLARS PER SQUARE METRE)**

The above assessed value rates are **exclusive** of any GST payable on sale.



## **Attachment 2: Proposed Public Notice**

### ***Proposed Stopping of Road – 1 Avoca Street***

*Kaikoura District Council proposes that a strip of public road along the Esplanade (adjacent to the Pier Hotel) with an area of approximately 166 square metres is stopped and ceases to be road.*

*This change is proposed as that section of road is to become one-way, and this area will then become surplus to Council's needs.*

*A plan showing the proposed area to be stopped and other associated information can be obtained from Council on request.*

*Persons objecting to the stopping should do so in writing to Council by not later than ???*



# Title Plan - SO 601338

---

**Survey Number** SO 601338  
**Surveyor Reference** KDC Pier Hotel Legalisation  
**Surveyor** Anthony John Hawke  
**Survey Firm** Gilbert Haymes and Associates (2016) Limited  
**Surveyor Declaration**

---

## Survey Details

**Dataset Description** Sections 1 - 3  
**Status** Initiated  
**Land District** Marlborough  
**Submitted Date**

**Survey Class** Class A  
**Survey Approval Date**  
**Deposit Date**

---

## Territorial Authorities

Kaikoura District

---

## Created Parcels

Parcels	Parcel Intent	Area	RT Reference
Section 1 Survey Office Plan 601338	Legalisation	0.0017 Ha	
Section 2 Survey Office Plan 601338	Fee Simple Title	0.0166 Ha	
Section 3 Survey Office Plan 601338	Fee Simple Title	0.2415 Ha	
CSC Parcel Number: 6	Road		
<b>Total Area</b>		<hr/> 0.2598 Ha	

# Area Schedule

Land Registration District

**Marlborough**

Plan Number

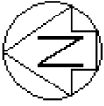
**SO 601338**

## AREA SCHEDULE

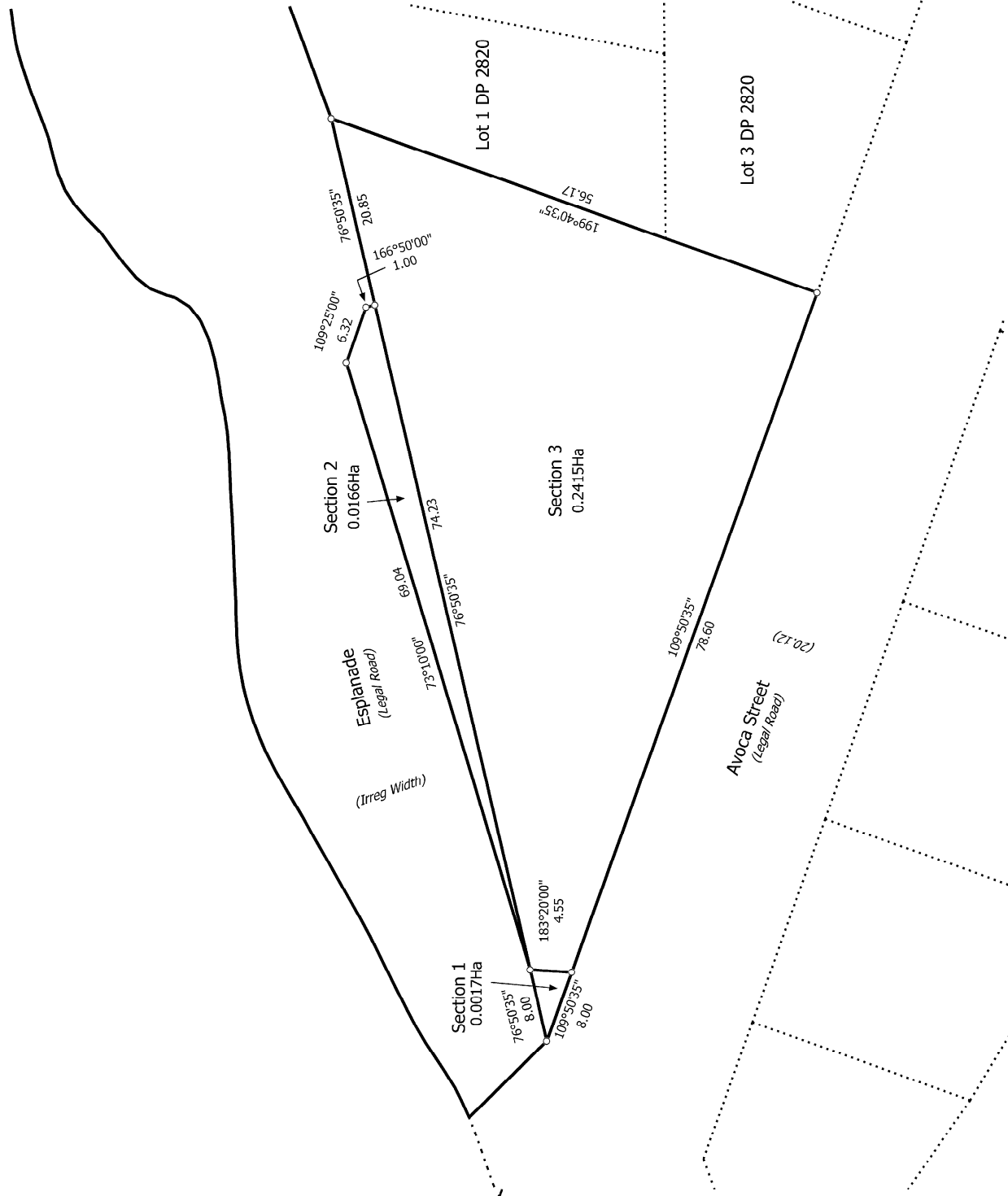
<b>Land to be Acquired for Road</b>			
<b>Shown</b>	<b>Description</b>	<b>Title References</b>	<b>Area</b>
Section 1	Section 94 Town of Kaikoura	MB57/179	0.0017ha

<b>Road to be Stopped</b>			
<b>Shown</b>	<b>Adjoining</b>	<b>Title References</b>	<b>Area</b>
Section 2	Pt Lot 3 DP 392	MB57/179	0.0166ha

<b>Land to remain Fee Simple</b>			
<b>Shown</b>	<b>Description</b>	<b>Title References</b>	<b>Area</b>
Section 3	Section 94 Town of Kaikoura	MB57/179	0.2415ha



Diag. A



T 1/1

Title Plan  
SO 601338  
DRAFT

Surveyor: Anthony John Hawke  
Firm: Gilbert Haymes and Associates (2011)

Sections 1 - 3

Land District: Marlborough

Digitally Generated Plan  
Generated on: 13/02/2024 2:21pm Page 3 of 3

<b>Report to:</b>	<b>Council</b>
<b>Date:</b>	28 February 2024
<b>Subject:</b>	Audit of the Long Term Plan Consultation Document
<b>Prepared by:</b>	P Kearney – Senior Manager Corporate Services
<b>Input sought from:</b>	S Poulsen – Finance Manager
<b>Authorised by:</b>	W Doughty – Chief Executive

### 1. PURPOSE

The purpose of this report is to confirm Council approval on proceeding with an unaudited Long Term Plan Consultation Document following previous discussion.

### 2. RECOMMENDATION

It is recommended that the Council:

- a) Receives this report.
- b) Approves the staff recommendation to proceed with an unaudited Long Term Plan (LTP) Consultation Document (CD).

### 3. SUMMARY

The new government has indicated that it will be repealing the 3 Waters legislation, namely the Water Services Entity Act 2022, Water Services Entities Amendment Act 2023, and Water Services Legislation Act 2023. All previous legislation related to the provision of water services will be reinstated. This will restore council ownership and control of water services, as well as council responsibility for service delivery. As a result, AuditNZ have confirmed the following with Department of Internal Affairs:

Each council can elect whether it wishes to:

- o have its Consultation Document audited; and/or
- o defer the adoption of its LTP for three months to 30 September 2024.

A further option of also deferring the LTP for 12 months has now been added. Legislation is expected to be passed before the end of February 2024. For councils that publish their Consultation Document before the repealing legislation is passed and do have water services in their documents (which under current legislation is illegal), the repealing legislation will be drafted to ensure that their LTPs are not invalidated due to defects in the process.

Approximately 25 Councils have elected to not have their Consultation Documents audited. For these Councils, while AuditNZ will not be issuing an audit opinion on the CD, the audit of the assumptions, underlying information, financial model, performance framework, infrastructure strategy, and financial strategy still needs to take place at the time the CD is being put together.

We can therefore be comfortable that the financial integrity of the LTP will be reviewed appropriately by AuditNZ. This will be noted in the CD when it is presented to the community.

The benefit in electing to not undertake an audit of the CD is it i) provides Council with reduced pressure around wordsmithing – pertinent given the scale of Council resources and ii) saves time from not requiring the ‘hotreview’ with the Office of the Auditor General.

There will still be an Audit opinion on the overall LTP at the time the LTP is presented to Council for adoption at the end of June 2024.

Audit of the Consultation Document and underlying documents will begin on the 4<sup>th</sup> March 2024 for approximately 5 weeks.

#### 4. FINANCIAL IMPLICATIONS AND RISKS

a) Nil

#### 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. COMMUNITY VIEWS

No community views were sought

<b>Report to:</b>	<b>Council</b>
<b>Date:</b>	28 February 2024
<b>Subject:</b>	CEO Update Report
<b>Prepared by:</b>	W Doughty - Chief Executive Officer
<b>Input sought from:</b>	
<b>Authorised by:</b>	W Doughty - Chief Executive Officer

### 1. PURPOSE

To provide the Council with an update on major work streams and other activities.

### 2. RECOMMENDATION

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

### 3. COUNCIL ACTIVITY – KEY FOCUS AREAS

#### Overview

The new year is well and truly underway. The draft Long Term Plan for 2024-34 and supporting documents has dominated most workloads as we work towards a preliminary audit visit at the end of February. Our current timelines are to have the draft LTP approved for consultation by the end of March with community feedback in April, hearings in May and final adoption by the end of June. With the change in three waters policy, we are now progressing on the assumption that Council will continue to own, maintain and deliver service during the life of the LTP. Given this late change, we have taken up the offer from government not to have the consultation document fully audited but reviewed instead.

However, the draft LTP will be fully audited before final Council approval in order to give our community assurance around the process. Although we are not radically changing direction or priorities set in 2021 and will continue to deliver on key issues such as roading and footpaths, we are in the same position as most Council's in New Zealand in terms of managing cost increases and impacts to our ratepayers. We are ensuring that we are keeping on top of the management of our assets and not just kicking the can down the road causing problems at a later date.

Physical works are continuing in a number of areas. The link pathway was very well used over the Christmas break and we have received some fantastic feedback. The next stages of delivery are underway so we can get work completed in 2024. Several stages of the shared use path along Ludstone rd linking to Vicarage Views subdivision have now been completed. The next section is scheduled for May/June in order to collaborate with some proposed Main power works in the same area to avoid rework. Most of our roading work has been completed over the summer season and work is underway to address the major slip in the Puhi Puhi valley. We are still awaiting confirmation of funding from NZTA Waka Kotahi for the blue duck slip.

It has been fantastic to see town busy over the summer period and a number of community events being held including the Christmas fayre and Waitangi celebrations. Our library has also hit an all-time monthly visitor high. As part of our revised Funding and Finance Policy we are proposing to remove charging for books from 1<sup>st</sup> July 2024, which is hopefully a great benefit for our community.

Our planning team is busy managing a number of private plan changes that are currently underway including consideration of the light industrial park and public notification of the dark skies lighting plan change in March. We are also working to outline a process for the developer driven private plan change for Ocean Ridge which is linked with the Infrastructure Acceleration Programme. Our draft spatial plan is also progressing with a view that this will be made available for public consultation before June 2024.

The Finance Audit and Risk Committee meeting did not go ahead in February due to LTP commitments, but YTD financial statements and the updated risk register are included in the Council agenda.

### **South Bay Forestry**

Council is still intending to look to harvest the trees adjacent to SH1 and Ocean ridge subdivision over the coming months. Approval has now been received from LINZ for removal of the trees on the portion of land on the seaward side and so we are finalizing a preferred contractor and programme. We will ensure appropriate communication is provided to the community well in advance of any work commencing.

### **Reforms update**

The new coalition government is following through on commitments to repeal legislation with regard to both the RMA reform and Affordable Waters with both major reforms being repealed within the first 100 days. Attachments one and two provide a summary of updates from relevant Ministers on the two reforms. Clarity is still required in terms of the details of what the alternative proposals will look like. In the meantime, we are continuing with the management and delivery of our three waters and progressing our spatial plan and District Plan review work.

### **Other information**

The first Chief Executive's forum was held in January. The discussions were dominated by the Long Term Plan and the revised reform agenda. In particular, the need to pick up the conversation on what the high-level options could be for Local Water Done Well for Canterbury. A joint piece of work will be undertaken over the next few months as the details of the new reform proposal become apparent.

Environment Canterbury Councillors are planning a field trip to Kaikōura in late March and there will be an opportunity to catch up with both elected members and key Council staff as well as other partner organisations in the District.

The annual Resident's Satisfaction and Wellbeing Survey for 2023/24 closes on the 28<sup>th</sup> February and draft results are expected by the end of March.

### **Council Team**

Three vacancies currently remain open at Council including:

- a) Emergency Management Officer
- b) Building Control Manager
- c) Building Control Officer

Interviews for the Emergency Management Officer role have been undertaken and preferred candidate will be identified in. The building control vacancies have been long standing and are currently being ably filled by contractors.

The draft staff satisfaction survey results have been received for 2023/24 and indicate an overall drop from the last year. We are working through the feedback and will develop a plan with input from everyone on some suggestions to put into place this coming year.

### **Focus areas for the next three months**

- a) Long Term Plan
- b) Outstanding debtors and resolution of historic harbour issues.
- c) South Bay forestry harvest



#### 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: Development of fast-track consenting legislation and changes to the National Policy Statement for Freshwater Management

Attachment 2: Implementing Local Water Done Well: Three-stage legislation plan

Attachment 3: Year to date (end of January 2024) financial statement

## Monthly Financial Summary for 31<sup>st</sup> October 2023.

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

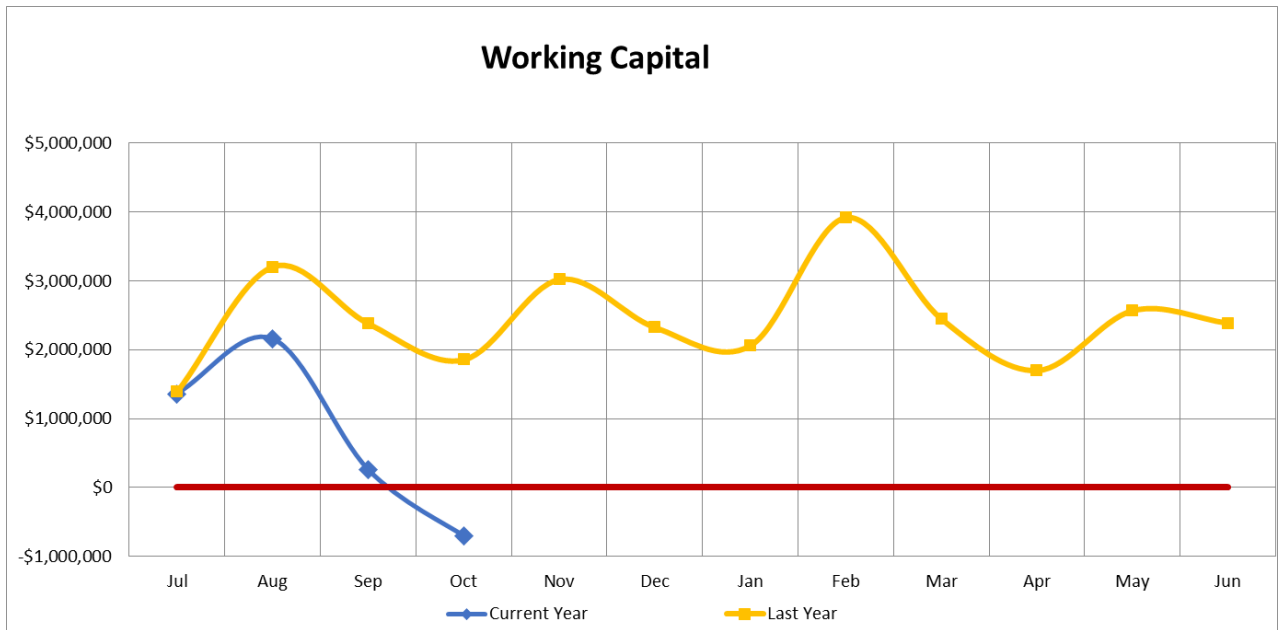
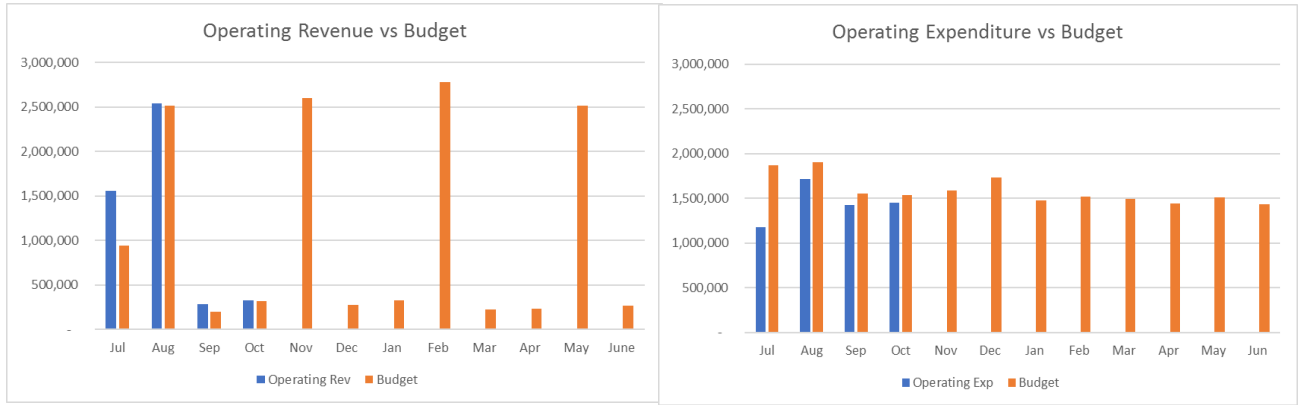
Summary Statement of Comprehensive Revenue & Expense			
	Budget YTD 31/10/23	Actual YTD 31/10/23	Variance 31/10/23
Grants & Subsidies – Opex	958,099	1,463,786	505,687
Grants & Subsidies – Capex	1,014,813	1,545,893	531,080
Rates Revenue	2,310,695	2,388,620	77,925
All other revenue	697,519	850,583	153,064
<b>TOTAL REVENUE</b>	<b>4,981,126</b>	<b>6,248,882</b>	<b>1,267,756</b>
Operating expenses – Other	5,446,603	4,441,305	(1,005,298)
Personnel	1,274,854	1,198,666	(76,188)
Grants Paid	685,983	378,874	(307,109)
<b>TOTAL EXPENSES</b>	<b>6,866,888</b>	<b>5,758,449</b>	<b>(1,108,439)</b>
<b>Operating surplus/(deficit)</b>	<b>(1,885,762)</b>	<b>490,433</b>	<b>2,376,195</b>

We have received \$6.2M revenue against a budget of \$4.9M. The variance largely relates to revenue received in 2023 treated as revenue received in advance for 2024. Expenditure is under budget by \$1.1M largely relating to grants paid and depreciation. The Mayors taskforce for Jobs grant paid out being \$160K against a budget of \$350K. Depreciation is only currently an estimate, due to waiting for the 2023 audit to be completed, actual depreciation will be processed next month.

Summary Statement of Financial Position			
	Budget to Year End	Actual 31/10/23	Actual 31/10/22
Current assets	3,995,630	1,211,287	3,011,495
Non- current assets	309,861,570	295,195,514	290,930,883
Current liabilities	(1,814,820)	(1,919,058)	(1,122,701)
Non-current liabilities	(10,160,704)	(6,007,503)	(7,160,704)
<b>TOTAL NET ASSETS</b>	<b>301,854,676</b>	<b>288,480,240</b>	<b>285,658,973</b>
Public equity	130,830,552	118,150,408	115,236,198
Special funds & reserves	4,380,393	3,805,251	4,089,462
Asset revaluation reserve	166,673,731	166,524,581	166,333,312
<b>TOTAL EQUITY</b>	<b>301,854,676</b>	<b>288,480,240</b>	<b>285,658,973</b>

Cash is \$763K which is quite low, borrowings are at \$5.3M, with the total amount being non-current – KDC has increased the borrowing by \$2M in November to \$7.3M. Working capital is negative with the liquidity ratio sitting at 0.63.

# Financial Dashboard





31 January 2024

Tēnā koe

## **Development of fast-track consenting legislation and changes to the National Policy Statement for Freshwater Management**

I am writing to advise you of the Government's plans to develop fast-track consenting legislation and introduce changes to the National Policy Statement for Freshwater Management 2020 early this year.

This follows on from my 13 December 2023 letter confirming that the Government is committed to reforming the resource management system. This began with the repeal of the Natural and Built Environment Act 2023 and the Spatial Planning Act 2023 and the retention of a temporary fast-track consenting regime.

The next phase is to introduce a permanent fast-track consenting process for locally, regionally and nationally significant infrastructure and developments. This was part of the Government's coalition agreement and will be delivered through a bill introduced in the Government's first 100 days in office, before 7 March 2024. We recognise how important these developments are for New Zealand's prosperity. That is why providing certainty and a faster consenting pathway for significant projects is a priority for us.

In the third phase of the reform, we will replace the Resource Management Act 1991 (RMA) with new resource management laws based on the enjoyment of property rights.

### **Proposed fast-track consenting bill**

I am proposing a new bill which draws on the previous fast-track regimes and that will reflect the following:

- The new fast-track process will be contained in a standalone Act with its own purpose statement.
- Locally, regionally and nationally significant infrastructure and development projects will be prioritised.
- There will be a process for the responsible minister to refer projects for acceptance into the fast-track process, and the bill will also contain a list of projects that will be first to have their approvals granted.
- Referred projects will go to an Expert Panel, which will have limited ability to decline a project once referred and will apply any necessary conditions to ensure adverse effects of the project are managed.

The proposed Bill would contain specific protections for Treaty settlements and other Treaty-related arrangements and commitments. Projects would be assessed for their compliance with these arrangements before being referred to the Expert Panel.

The proposed Bill will set out a 'one-stop shop' process for approvals under a range of legislation, including the RMA.

### **National Policy Statement for Freshwater Management (NPS-FM)**

In my 13 December 2023 letter, I advised we will review and replace the NPS-FM in this parliamentary term. This will be done through the RMA process for developing and amending national direction. This will take time, so we have extended the statutory deadline for councils to notify freshwater planning instruments to implement the NPS-FM by three years.

In the interim we intend to progress changes to how the hierarchy of obligations contained in Te Mana o te Wai provisions of the NPS-FM apply to consent applications and consent decisions. Our intention is that these changes will be made through a separate RMA amendment bill this year.

### **Next steps**

Details of the fast-track consenting regime and NPS-FM changes will be worked through over the coming weeks.

To inform this work, officials will carry out targeted engagement with groups representing Māori, local government, infrastructure, development, and environmental and commercial interests, as well as technical experts. This includes the Local Government Steering Group and local government peak bodies.

There will be an opportunity to provide feedback through a select committee process which is likely to commence in March, shortly after introduction of the fast-track consenting bill.

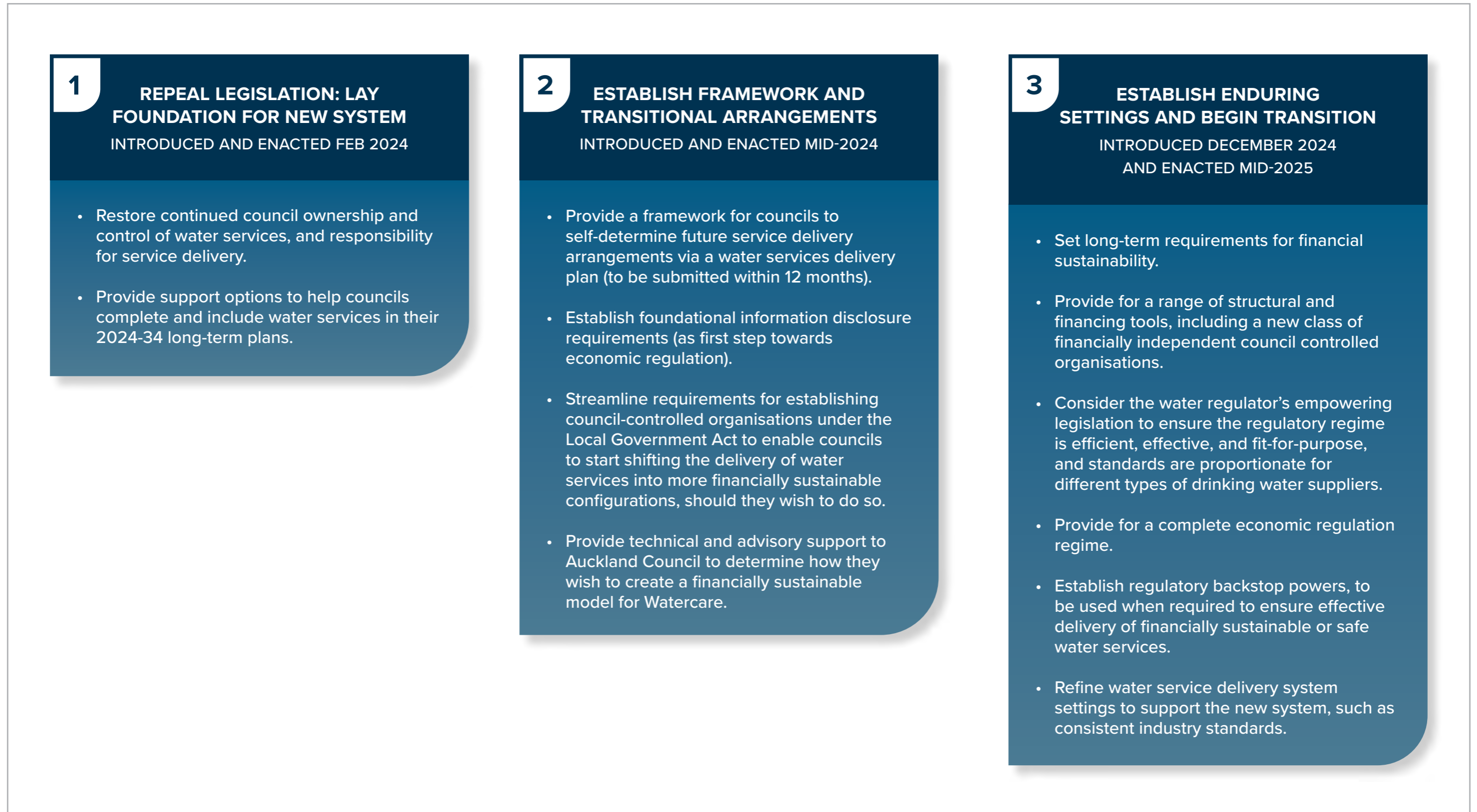
We will make more information available as work progresses. In the meantime, should you have any questions relating to the content of this letter, please contact [RM.Reform@mfe.govt.co.nz](mailto:RM.Reform@mfe.govt.co.nz).

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Chris Bishop', is positioned above the printed name.

Hon Chris Bishop  
**Minister Responsible for RMA Reform**

Legislation to implement Local Water Done Well has three stages. Key components that are expected to be included in each bill are outlined below.



**Attachment 3 - Year to date (end of January 2024) financial statement**

**KEY INDICATORS**  
AS AT 31 JANUARY 2024

<p><b>OPERATING RESULT</b> <i>operating surplus/(deficit)</i></p> <p><b>\$2.89m</b></p> <p>\$2,764k favourable v/s year to date budget of \$122k</p>	<p><b>OPERATING COSTS</b> <i>costs to deliver existing levels of service</i></p> <p><b>\$10.33m</b></p> <p>\$1,125k favourable v/s year to date budget of \$11.46m</p>
<p><b>TOTAL EXTERNAL BORROWING</b> <i>total borrowings from bank</i></p> <p><b>\$7.30m</b></p> <p>\$1,000k favourable v/s full year budget of \$8.3m</p>	<p><b>INTEREST ON DEBT</b> <i>cost to service debt</i></p> <p><b>\$166k</b></p> <p>\$25k favourable v/s year to date budget of \$191k</p>
<p><b>CAPITAL EXPENDITURE</b> <i>cost of new &amp;/or replacement of assets</i></p> <p><b>\$4.52m</b></p> <p>\$4516.1K unfavourable v/s year to date budget of \$0.0K</p>	<p><b>DEVELOPMENT CONTRIBUTIONS</b> <i>received for district growth</i></p> <p><b>\$9.2k</b></p> <p>\$16.4k unfavourable v/s year to date budget of \$26k</p>
<b>LONG TERM PLAN MEASURES</b>	
<p><b>DEBT AFFORDABILITY BENCHMARK</b> <i>financing expenses as a % of rates</i></p> <p><b>3.5%</b></p> <p>6.5% favourable v/s council approved limit of 10.0%</p>	<p><b>EBID</b> <i>earnings before interest and depreciation</i></p> <p><b>\$5.87m</b></p> <p>\$1,911K favourable v/s year to date budget of \$3.96m</p>
<p><b>BALANCED BUDGET BENCHMARK</b> <i>revenue equal or greater than expenses</i></p> <p><b>128%</b></p> <p>28% favourable v/s council benchmark of 100%</p>	<p><b>BORROWINGS TO EQUITY</b> <i>Term loans as a % of equity</i></p> <p><b>2.51%</b></p> <p>0.24% favourable v/s full year budget of 2.75%</p>

# STATEMENT OF FINANCIAL POSITION

AS AT 31 JANUARY 2024

	BUDGET to year end \$	ACTUAL 31/01/2024 \$	ACTUAL 31/01/2023 \$
<b>ASSETS</b>			
<i>Current assets</i>			
Cash & cash equivalents	1,615,432	3,999,756	2,308,007
Trade & other receivables	2,175,197	672,316	486,144
Prepayments & inventory	185,000	212,018	182,009
Current financial Assets	20,000	20,000	20,000
Other Current Assets	-	330,000	330,000
<b>Total current assets</b>	<b>3,995,630</b>	<b>5,234,089</b>	<b>3,326,160</b>
<i>Non-current assets</i>			
Intangible assets	-	47,024	78,928
Forestry assets	2,154,943	2,400,887	284,842,663
Investment property	9,236,133	2,940,000	3,130,000
Financial Assets	176,500	211,500	181,500
Property, plant & equipment	298,293,994	290,457,641	2,154,943
<b>Total non-current assets</b>	<b>309,861,570</b>	<b>296,057,051</b>	<b>290,388,034</b>
<b>TOTAL ASSETS</b>	<b>313,857,200</b>	<b>301,291,141</b>	<b>293,714,194</b>
<b>LIABILITIES</b>			
<i>Current liabilities</i>			
Trade & other payables	1,537,379	1,634,749	973,216
Employee liabilities	304,441	193,145	257,388
Landfill Provision - current	-	579,887	0
<b>Total current liabilities</b>	<b>1,841,820</b>	<b>2,407,781</b>	<b>1,230,604</b>
<i>Non-current liabilities</i>			
Provisions	1,444,830	224,575	1,444,830
Borrowings – non current	8,300,000	7,300,000	5,300,000
Other term debt	415,874	482,928	415,874
<b>Total non-current liabilities</b>	<b>10,160,704</b>	<b>8,007,503</b>	<b>7,160,704</b>
<b>EQUITY</b>			
Public equity	130,830,552	120,546,024	113,789,632
Asset revaluation reserve	166,643,731	166,524,581	166,333,312
Special funds & reserves	4,380,393	3,805,251	5,199,942
<b>Total equity</b>	<b>301,854,676</b>	<b>290,875,856</b>	<b>285,322,886</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>313,857,200</b>	<b>301,291,141</b>	<b>293,714,194</b>



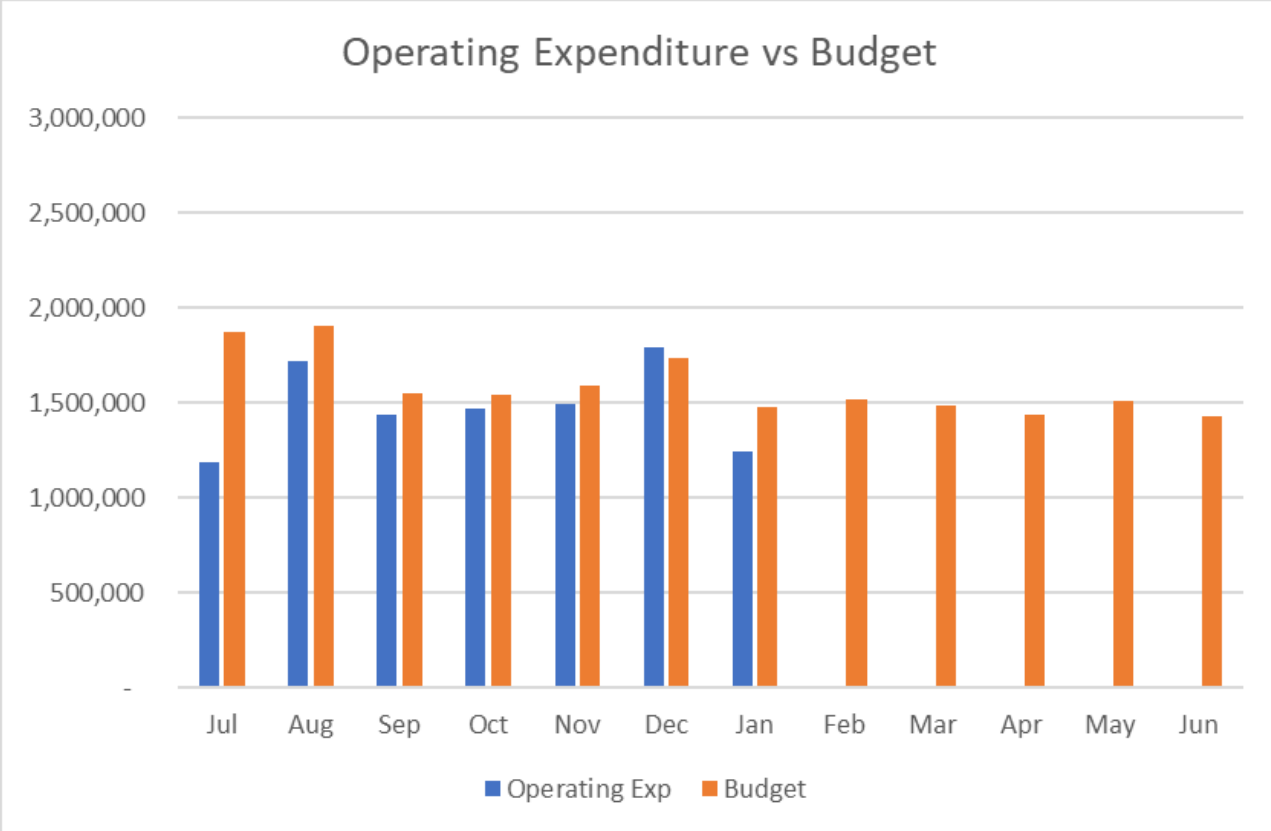
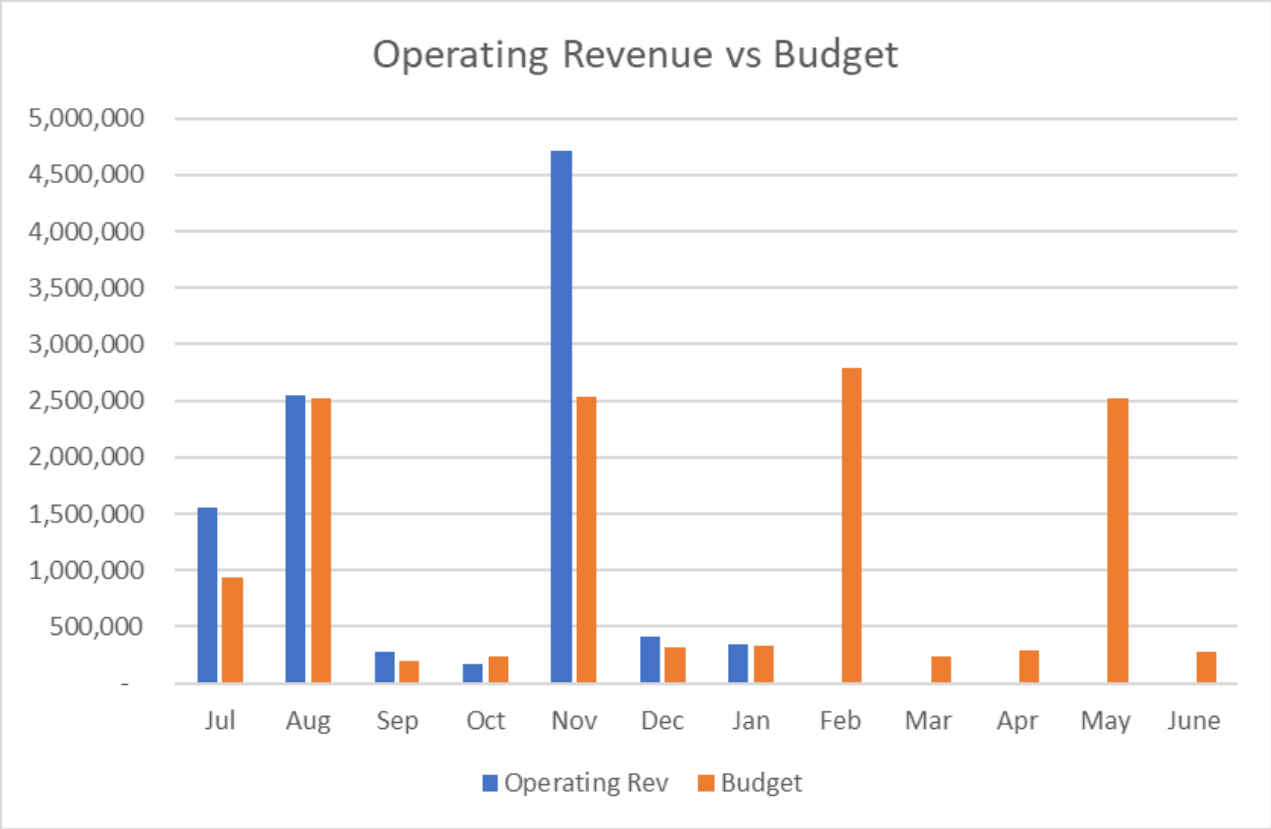
# STATEMENT OF COMPREHENSIVE REVENUE & EXPENSE

FOR THE PERIOD ENDED 31 JANUARY 2024

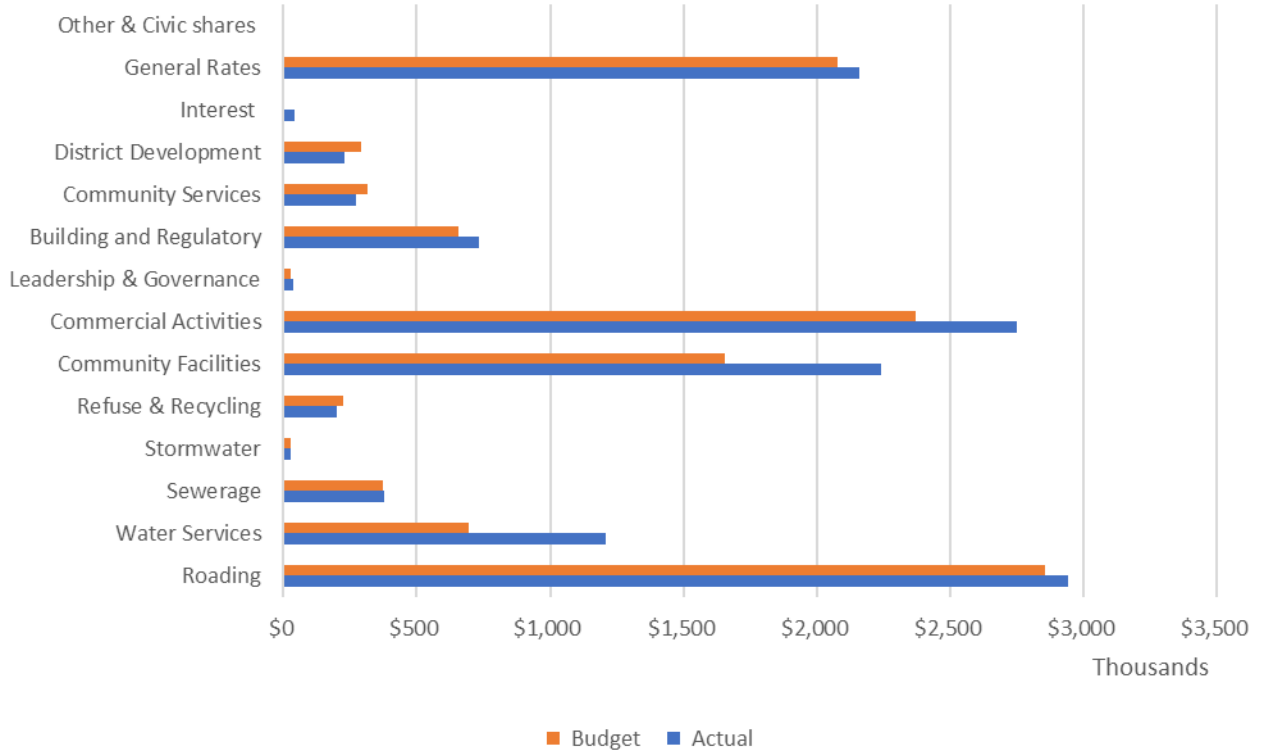
	BUDGET	ACTUAL	BUDGET YTD	YTD VARIANCE
	2024	YTD	YTD	
		31/01/2024	31/01/2024	31/01/2024
	\$	\$	\$	\$
<b>REVENUE</b>				
Rates revenue	9,242,786	4,745,494	4,621,392	124,102
Water meter charges	140,000	82,044	70,000	12,044
User fees & charges	1,734,774	995,923	1,066,804	(70,881)
Grants & subsidies	1,903,488	4,026,481	3,206,579	819,902
Development contributions	43,942	9,188	25,637	(16,449)
Interest revenue	3,306	44,696	1,654	43,042
Gain	-	0	-	-
Other revenue <sup>[1]</sup>	113,200	116,749	74,868	41,881
<b>Total Operating Revenue</b>	<b>13,181,496</b>	<b>10,020,575</b>	<b>9,066,934</b>	<b>953,641</b>
Grants & Subsidies - Capital	18,579,694	3,200,240	2,514,813	685,427
<b>Total Revenue</b>	<b>31,761,190</b>	<b>13,220,815</b>	<b>11,581,747</b>	<b>1,639,068</b>
<b>DIRECT OPERATING EXPENSES</b>				
Personnel	3,836,451	2,045,066	2,247,888	(202,822)
Personnel Related Expenses	378,374	194,810	227,058	(32,248)
Admin & Office Expenses	455,556	227,006	257,169	(30,163)
Contractors	533,172	411,989	313,042	98,947
Professional Services	1,694,625	1,256,000	1,254,933	1,067
Grants/Donations	937,084	533,098	597,476	(64,378)
IT & Telecommunications	388,556	159,620	272,732	(113,112)
MRF	136,099	105,225	79,392	25,833
Utilities	661,779	371,484	386,032	(14,548)
Project Expenses	705,516	353,713	414,358	(60,645)
Repairs & Maintenance - Facilities	562,679	222,599	346,286	(123,687)
Repairs & Maintenance - Roading	995,359	651,471	561,654	89,817
Repairs & Maintenance - Waste	360,404	195,325	210,233	(14,908)
Repairs & Maintenance - Water	710,571	448,832	412,494	36,338
Other Expenses	113,629	175,882	67,057	108,825
<b>Total Direct Operating Expenses</b>	<b>12,469,854</b>	<b>7,352,120</b>	<b>7,647,804</b>	<b>(295,684)</b>
<b>INDIRECT OPERATING EXPENSES</b>				
Depreciation	6,247,096	2,817,109	3,644,142	(827,033)
Financing expenses	327,183	165,537	190,849	(25,312)
Overheads and Internal Charges	0	(0.00)	(23,365)	23,365
<b>Total Indirect Operating Expenses</b>	<b>6,574,279</b>	<b>2,982,646</b>	<b>3,811,626</b>	<b>(828,980)</b>
<b>Total Operating Expenses</b>	<b>19,044,133</b>	<b>10,334,766</b>	<b>11,459,430</b>	<b>(1,124,664)</b>
<b>Operating surplus/(deficit)</b>	<b>(5,862,637)</b>	<b>(314,191)</b>	<b>(2,392,496)</b>	<b>2,078,305</b>
<b>TOTAL COMPREHENSIVE REVENUE &amp; EXPENSE</b>	<b>12,717,057</b>	<b>2,886,049</b>	<b>122,317</b>	<b>2,763,732</b>

**STATEMENT OF CASH FLOWS**  
FOR THE PERIOD ENDED 31 JANUARY 2024

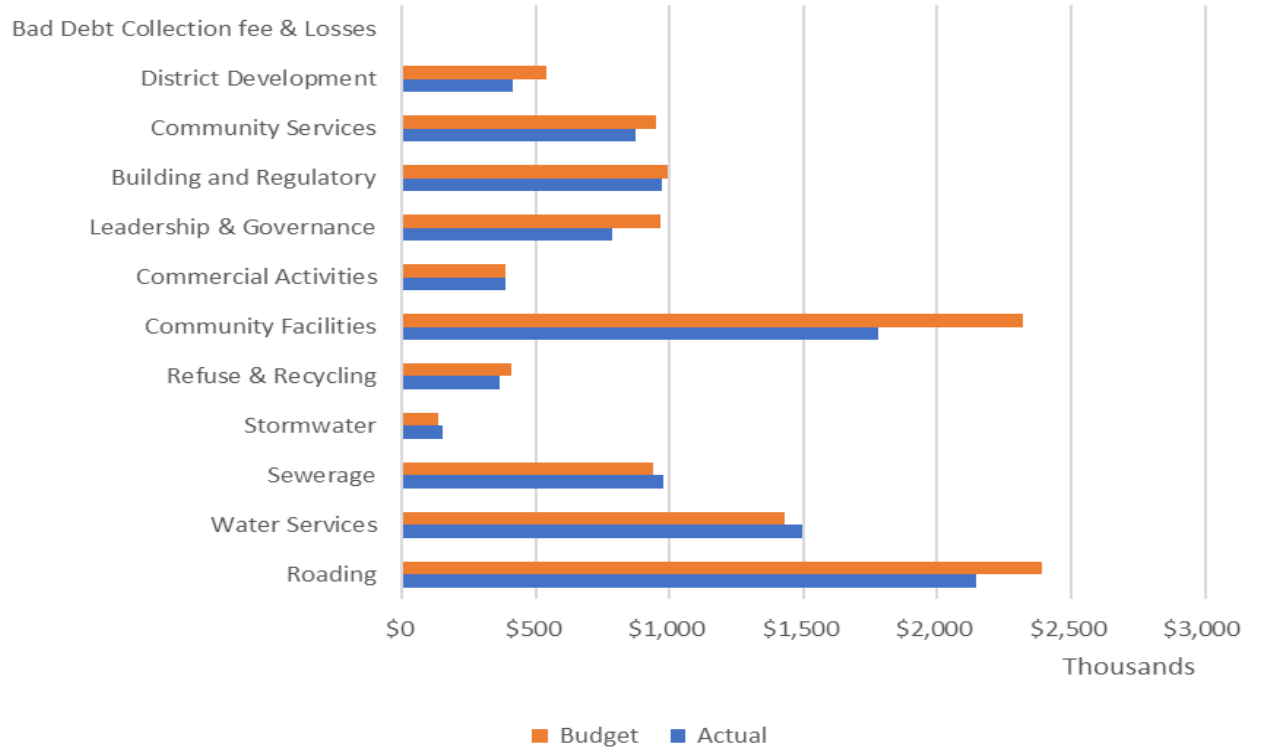
	<b>BUDGET to year end \$</b>	<b>ACTUAL 31/01/2024 \$</b>	<b>ACTUAL 31/01/2023 \$</b>
<b>OPERATING ACTIVITIES</b>			
Receipts from rates	9,242,785	4,745,494	4,452,023
Interest received	3,306	44,696	16,590
Receipts from other revenue	21,609,510	5,619,264	4,639,423
Payments to employees & suppliers	(12,520,284)	(9,975,476)	(9,071,916)
Interest paid	(327,183)	(165,537)	(115,332)
Goods & services tax (net)	-	(331,847)	(221,560)
<b>Net Cash from Operating Activities</b>	<b>18,008,134</b>	<b>(63,405)</b>	<b>(300,772)</b>
<b>INVESTING ACTIVITIES</b>			
Grants received for capital work	-	3,200,240	756,933
Purchase of investment property	(4,435,838)	-	-
Sale of property, plant & equipment	150,000	-	-
Purchase of property, plant & equipment	(18,446,669)	(4,516,142)	(952,839)
Purchase of forestry assets	-	-	-
Purchase of intangible assets	-	(35,000)	15,000
Purchase of non-financial assets	-	-	-
Purchase of current-financial asset	-	-	-
Payment into term deposits	-	-	-
<b>Net Cash from Investing Activities</b>	<b>(22,732,507)</b>	<b>(1,350,902)</b>	<b>(195,907)</b>
<b>FINANCING ACTIVITIES</b>			
Movement in borrowings	3,000,000	2,000,000	-
<b>Net Cash from Finance Activities</b>	<b>3,000,000</b>	<b>2,000,000</b>	<b>-</b>
<b>NET INCREASE/(DECREASE) IN CASH &amp; CASH EQUIVALENTS</b>	<b>(1,724,373)</b>	<b>585,693</b>	<b>(481,679)</b>
<b>OPENING CASH</b>	<b>3,339,805</b>	<b>3,414,063</b>	<b>2,789,686</b>
<b>CLOSING CASH BALANCE</b>	<b>1,615,432</b>	<b>3,999,756</b>	<b>2,308,007</b>

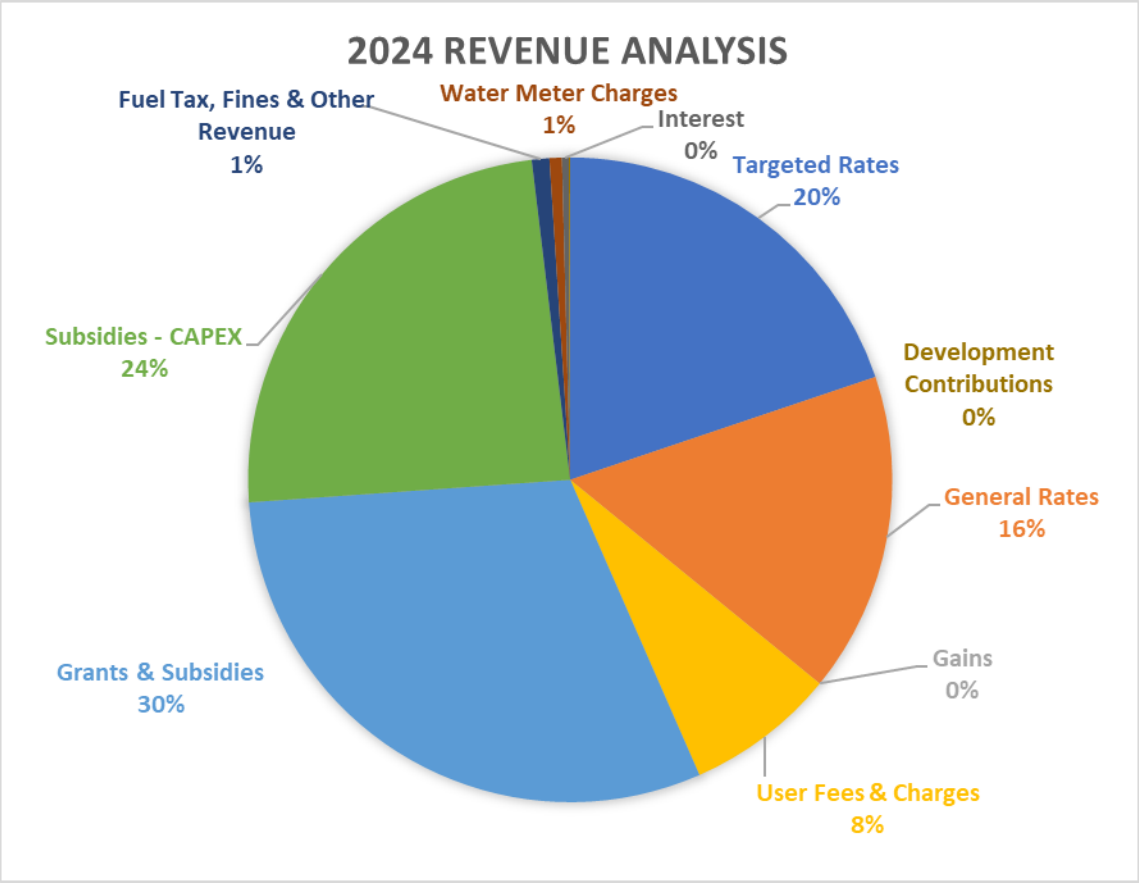


### YTD - Revenue by Activity (excl EQ)

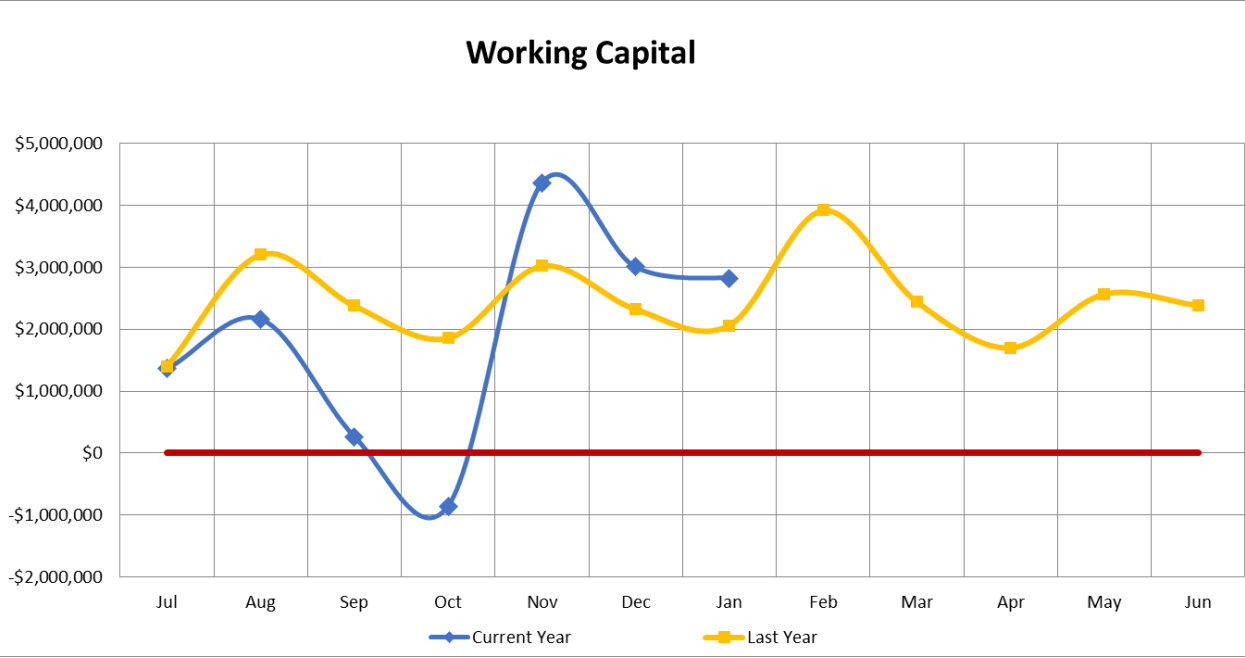


### YTD - Expenditure by Activity (excl EQ)





Working capital is calculated by subtracting current liabilities from current assets and is an indicator of our ability to pay our commitments to suppliers when payments fall due. Please refer to the Finance Report narrative for more information.



<b>Report to:</b>	<b>Council</b>	
<b>Date:</b>	28 February 2024	
<b>Subject:</b>	Risk Management Report	
<b>Prepared by:</b>	W Doughty – Chief Executive	
<b>Input sought from:</b>	P Kearney – Senior Manager Corporate Services	
<b>Authorised by:</b>	W Doughty – Chief Executive	

## 1. BACKGROUND

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

Attachments:

1. Risk Register as at February 2024 – see A3 version at end of pack.

## 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.

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

Of note:

- 5 risk scores have increased:
  - **Risk ID #35:** Capital delivery – we have included a project coordination role in the draft Long Term Plan 2024-2034. The issue as noted in October is the lack of internal capacity impacts on our ability to deliver the capital programme.
  - **Risk ID #4:** National legislative changes – the RMA has been repealed and councils are waiting on clarity on the new approach from Central Government.
  - **Risk ID #34:** Cost of living crisis – we have also increased the inherent risk as this is still apparent throughout New Zealand and Canterbury Councils are indicating double digit rates increases.
  - **Risk ID 2:** Loss of BCA accreditation – this risk has increased as the next IANZ accreditation is due in March 2024. We have not been able to attract a Building Control Manager to Kaikōura.
  - **Risk ID 22:** Emergency management training – we are currently interviewing for a replacement Emergency Management Officer but are exposed whilst the role is vacant.
- X risk scores have decreased:
  - **Risk ID #28:** Wakatu Quay Development - the risk score has decreased as the detailed design is underway and on track.
  - **Risk ID #11:** Unplanned costs – there is greater certainty on insurance, audit and abatement notice costs.

## 4. FINANCIAL IMPLICATIONS AND RISKS

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

## 5. COMMUNITY OUTCOMES

The work is in support of all community outcomes.



### Community

We communicate, engage and inform our community



### Development

We promote and support the development of our economy



### Services

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



### Environment

We value and protect our environment



### Future

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

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



3	Council Risk	Whole of KDC	HR	Depth of staffing - one tier deep - loss of key people, loss of institutional knowledge, difficult to recruit, lack of backup support, very limited opportunity for succession planning.	Chief Executive	Management team	Operational	5	4	20	Fair remuneration and staff benefits e.g. medical insurance. Regular team building exercises and training opportunities. Staff culture improved.  Use of shared BA resource to help document process and procedures.  Develop standard operating procedures: documented and agreed policies, and complete workflows, implementation of records management project. Team leader training. Develop a whole of team approach and encourage cross-department support. Keep job descriptions up to date.  1 current vacancy in key management position.  Increased use of external contractor resource. Contracted Building Control Manager appointed.	5	4	20	Consideration of shared BCA arrangements for longer term.  As one option for consideration: closer collaboration with neighbouring Councils. Work underway at both Canterbury and North Canterbury level.  Continue to try to recruit key BCA Role  Consider succession plans for key roles where we can
32	Council Risk	Whole of KDC	HR	Team wellbeing <u>morale</u> and impacts of workloads, Covid-19, reforms uncertainty and staff shortages, <u>and cost of living</u>	Chief Executive	Management team	Operational	5	4	20	Workplace Support is in place for staff. Included in PDW process and focus from Management.  Wellbeing action plan in place and introduction of Wellness by Design hauora coaching for staff.  Flexible Working Policy implemented.  Report being prepared on financial implications of 3Waters Reforms for the organisation.	4	4	16	Management Team to provide support to their teams. <b><u>Staff survey action plan be for April 2024</u></b>  Regular communication around reform agenda.  Confirmed implementation of Wellbeing Action Plan. Hauora wellness coaching in place.
31	Council Risk	Whole of KDC	All	Rapid cost escalation (e.g. oil/Ukraine) and inflation effects on capital delivery and BAU costs and possible rates increases	Chief Executive	Executive team	Financial, Operational	5	4	20	Internal monthly reporting of capital projects and operational results within Management meetings  Some inflationary effects factored into <del>2022/2023-2023/2024</del> Annual Plan. Watching brief with <del>Bancorp-PWC</del> RE: effect on future borrowings	4	4	16	Cost escalation on materials experienced  Ongoing effects monitored to assess effects on <del>2023/2024 Annual Plan and</del> current LTP forecasts  Review of capital programme procurement and delivery  <del>Provision made for in Annual Plan</del>  <del>Situation could potentially worsen with war in Middle East-</del>
24	Council Risk	Whole of KDC	Contractor performance risk	Sub-optimal or poor contractor performance (including health & safety) and/or additional costs	SMO: Senior Manager Operations	Management team	Operational	4	4	16	Experienced and full compliment of current works and services team, exercising better oversight of activities under improved contract documents that more clearly specify required outcomes. Increasing focus on health & safety documentation. Priorities for major contractor works being clarified in LTP.  Contractor reports are received monthly from the Roding Contractor, contains H&S reporting.	4	4	16	Ensuring the contractor understands the contract obligations. Continually improving procurement processes and contracts for quality outcomes and to include better health & safety requirements  Focus on KPI reporting with 3 Waters contractor Improve contract management focus. Included in SOI for IWK <b><u>Contract checklist in place.</u></b>
7	Council Risk	Works & Services	Three-waters	Three-water reform, loss of critical mass and financial consequences, diminished ability to retain suitably qualified and experienced personnel	SMO: Senior Manager Operations	Chief Executive	Operational	4	5	20	With government making reforms mandatory now little prospect of significantly influencing outcome. Continued involvement in both the C4LD campaign and also DIA and LGNZ process.  Restructure of current roles following the departure of the Works & Services Manager and to future proof for the Three Waters Reform.  Need to envisage possible post-water reform structure of KDC to reduce potential capability loss Concerns now also apply to IWK as our CCO	4	4	16	<del>Latest reform reset possibly June 2026- implementation. Impact for LTP. Election issue in October-</del>  Greater uncertainty in immediate reform with a change in Government.  <b><u>3 waters included in LTP</u></b> <b><u>Details of new reform proposal still required</u></b> <b><u>ongoing service delivery conversations at regional and sub regional levels</u></b>

35	Council Risk	Leadership	Capital Delivery	Lack of internal capacity and capability impacts on ability to deliver capital programme	Chief Executive	Executive team	Operational	4	4	16		4	4	16	Development of project management process. Increased focus on all aspects of delivery by ELT. Consider the need for PMO resources in LTP. <b>Project coordination role included in draft LTP.</b> <b>Monthly reporting remains a work in progress.</b>
4	Council Risk	Strategy & policy	District planning	National legislative changes are too rapid, too complex, and/or too constant - challenging capacity within staff to keep up	SMC: Senior Manager Corporate Services	Strategy, Policy & Planning Manager	Operational	4	3	12	Active member of Regional Planning Network, access work from other Councils, use consultants if required  Canterbury region sharing resource to enable combined assessments and submissions  Stay abreast of changes, support sector submissions (KDC has a very low level of influence), created roadmap for district plan and legislative changes.  The National Policy Statement re Biodiversity may be repealed.  Impacts of RMA reforms and change in Government are not fully determined.	4	4	16	We are understanding other Council's positions and waiting on the outcome of the new Government's 100 day plan.  <del>Implementation of RMA Reforms likely to be over a 10-year timeframe.</del>  <del>Canterbury not keen to be a part of Tranche 1 Regional Planning.</del>  National Election in October may result in policy change.  RMA reform agenda <b>has seen</b> - likely to be repealed by new Government within their first 100 days in office - RMA 2.0 laws. <b>Clarity on new approach required from Central Government.</b>
34	Council Risk	Whole of KDC	HR	Cost of living crisis - inflation, loss of staff, communities ability to pay rates	Chief Executive	Executive team	Financial, Operational	4	4	16	Rates rebate for lower-income families  Annual review of salaries against Strategic Pay benchmark and consideration of inflation/ rates budget	4	4	16	Consider becoming a living wage organisation <del>Rate increases minimised for community</del>

26	Council Risk	Whole of KDC	RMA consent compliance monitoring and enforcement	Continuation of KDC historic practice of reactive rather than proactive monitoring and enforcement of consent conditions will result in material breaches	Senior Manager Operations & Senior Manager Corporate Services	Chief Executive	Political or Reputational	4	3	12	Historic approach and resource levels restrict the ability to proactively monitor compliance  Resource Management Officer on 0.2 full-time equivalent through secondment from Environment Canterbury. In addition part of a Regulatory Officer has been allocated, where available to monitoring. A draft plan has been created for priorities bearing in mind the small FTE  Further proactive monitoring compliance will require additional resource.	4	3	12	Non compliances being identified. Additional regulatory resource would be required for pro-active compliance.  Increased focus for Regulatory Team but may require additional resource and budget.  <u>Good progress being made on identification of issues.</u>
21	Council Risk	Community Services	Information & Records Management	Records and documents can't be accessed reasonably or found, due to lack of information management processes across the organisation	SMC: Senior Manager Corporate Services	Community Services Manager	Operational and reputational	5	3	15	Laserfiche procured and operational.  All Staff now using Laserfiche but uptake across organisation is slow. Evidence of IT audit January 2023 shows high number of files being kept on desktops. Project Manager in place shared with Hurunui District Council.  Local Information Management Officer in place. Dedicated time factored into weekly schedule. Files scanned and inputted in Laserfiche as created or requested internally or externally.  Retention and disposal plan under development. R:Drive locked, readable only and being transferred into Laserfiche	4	3	12	Continued monitoring and training to ensure 100% uptake of staff using Laserfiche.  Likely to require significant time and cost.  Review of H:Drives and Desktops  <u>1st phase of back scanning project underway - completed using transition funding completed. Additional budget included in draft LTP.</u>
2	Council Risk	Building & Regulatory	Building control	Loss of BCA accreditation	SMO: Senior Manager Operations	Building Control Manager	Operational	5	4	20	Ongoing investment in staff, resources and training, monitoring BCA audit outcomes  Accreditation achieved March/April. 2 Year low risk  Loss of Building Control Manager. Recruitment underway and interim arrangements in place. Longer term arrangements are being considered. Interim IANZ review identified us as low risk.	3	4	12	<del>General non-compliance removed and accreditation reconfirmed for two years - IANZ accreditation in March 2024</del>
28	Council Risk	Leadership	Wakatu Quay Development	Project does not deliver desired outcomes including positive financial result - financial implications to Council and community	Chief Executive	Chief Executive	Financial	4	4	16	Regular attendance by Elected Members and CEO at Governance Group with regular reporting to Council  CE has close interface with Governance Group, Elected Members and Runanga.  Development of alternative actions. Development of non-negotiables  KDC has reconfirmed commitment to Konoa	3	3	9	Council decision made to include \$800k financial commitment in LTP. Ongoing external investment conversations <u>Detail design underway and on track.</u>

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

13	Council Risk	Leadership	Council	Not robust decision-making from elected members	Chief Executive	Executive team	Political or Reputational	3	4	12	Reports to Council are well-researched and presented, staff give competent advice, elected members receive induction training.  Independent committee member appointed for FARC.  Difficult or contentious issues are workshopped to enable full understanding prior to a decision being required at a Council meeting. No surprises  New council induction held and training programme in place. Emergency Management overview held with Elected Members.	3	3	9	Elected members receive ongoing training, including on legislative matters, Chairs Training and a mid-term review in 2024.
10	Council Risk	Building & Regulatory	Building control and other regulatory	Statutory non-compliance (e.g. failure to conduct BWOFs, enforcement activities)	Team Leader Community Facilities & Regulation	Senior Manager Operations	Operational	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	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
9	District Risk	Strategy & policy	District planning	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	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 spacial planning	3	3	9	<del>Boffa have offered to provide additional assistance whilst the Policy Planner role is being filled.</del>  Spatial plan work underway. Successful community workshops. Discussions are occurring with the Runanga. Expect to have Draft Spatial Plan by June 2024.
22	Council Risk	Community Services	Emergency Management	Other priorities resulting in failure to adequately train for emergency event	SMC: Senior Manager Corporate Services	Community Services Manager	Operational	2	3	6	Regular meetings and significant EOC specific training  Enhanced relationships and training with other local first responders. Excellent relationship with Canterbury Group EM  Clear understanding of who does what in the event of a disaster. New staff trained as they arrive  Controller refresher training held for 2023  New EMO in place on permanent part time contract and training underway.	3	3	9	Developing clearer operating procedures for all function managers. Will always need external resource for significant local event.  <del>Training of EMO second in command scheduled later this year.</del>  <b><i>Loss of EMO leaves us currently exposed</i></b>
33	Council Risk	Whole of KDC	Financial management, HR	District Licensing Committee hearings impacts on resourcing and budget	Chief Executive	Chief Executive	Financial, Operational	4	3	12	Regulatory Team Leader on board	4	2	8	Consideration of fees and charges in the <del>Annual Plan</del> <b><i>LTP</i></b> and resourcing in the Regulatory Team. Consider further educational awareness initiatives. <b><i>Section 17a sample review</i></b>  <del>Review of contract with service provider.</del>  <b><i>Completed and updated contract in place.</i></b>
19	Council Risk	Leadership	Leadership	Qualified annual report for <del>2021-2022</del> <b><i>2023 - 2024</i></b>	Chief Executive	Management team	Political or Reputational	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.  <del>Annual Report 2021-2022 has been approved (29 March 2023)</del>	4	2	8	<del>Reported qualified. 2022/2023 audit commencing July 2023 - likely to be qualified.</del>  Potential for qualifications for 2023/2024
18	Council Risk	Whole of KDC	IT services	Data privacy breach - Individual information or contact database is accessed without authorisation	SMC: Senior Manager Corporate Services	Finance Manager	Political or Reputational	3	4	12	Firewalls are in place, laptops and devices are password protected.  Increased focus on cyber security. Mimecast security training has been rolled out for staff by IT. Free Privacy Act training modules available for staff to gain an understanding.  Personal devices owned by staff and elected members don't have the same protection protocols in place. Would require IT to enforce 6-digit pin numbers and	2	4	8	Moving away from Mimecast to Office 365 which has greater cyber security

12	District Risk	Works & Services	Water supplies	Drinking water transgression, people get sick or die	SMO: Senior Manager Operations	Works & Services Manager	Health & safety	3	5	15	Water treatment facilities are in place, are well maintained, and water testing regimes are followed. Water Safety Plans are in place, and two boil water notices remain.  Upgrades to water treatment facilities, secure water sources, work to remove boil water notices.  DIA reform money addressing the risk  Boiled water notice lifted for Fernleigh.	2	4	8	Regular interface with regulator  All boiled water notices now lifted  UV protection in place for all schemes.
27	Council Risk	Communications	Council website software not supported	Potential failure of the Council website may not able to be rectified and potential for full website to be inoperative	Senior Manager Corporate Services	Chief Executive	Operational	3	3	9	Procurement completed for new website supplier. Timeline for programme developed. New Communications Officer in place and engaged.  Communications Officer allocated additional time to focus on new website content and migration plan. Customer Services Officer has been allocated time to assist with the new website migration. <u>New website successfully launched in May 2023</u>	2	3	6	<del>New website successfully launched in May.</del> Continuous improvement plan being drafted <u>with new pages being added. Eg. Have your say, LGOIMA.</u>
20	Council Risk	Whole of KDC	Financial management	Fraud - whether misappropriation of cash, theft of assets or cash, or some other fraud/corruption	Executive team	Management team	Financial	3	3	9	Segregation of duties within finance team, daily checking of banking and cash handling, regular financial reporting, financial delegations enforced.  Cash Handling Policy has been updated and endorsed by the Finance, Audit & Risk Committee in August 2021. Monthly internal reconciliation process. Safe purchased.	3	2	6	Increased internal auditing and deep dives
17	Council Risk	Whole of KDC	IT services	IT hardware failure	SMC: Senior Manager Corporate Services	Finance Manager	Operational	2	4	8	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.  New server has now arrived and operational (this is the last of the older servers).  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. <u>Hardware replacement policies required.</u>  <u>Review of security software and implications for July 2023 - IT Audit</u>	2	3	6	<del>Hardware replacement policies required.</del>  Review of security software and implications for July 2023 - IT Audit

6	Council Risk	Works & Services	Roading	Poor network resilience and a backlog of work resulting in poor roads and financial burden, and community impact	SMO: Senior Manager Operations	Works & Services Manager	Operational	3	4	12	<p>Adoption of the LTP with the investments included will enable reseal backlog to be dealt with over the programmed six years.</p> <p>Final Waka Kotahi funding has increased and is being applied to additional capital works in order to accelerate the programme to eliminate the backlog.</p> <p>RAMM (Road Asset Maintenance Management) validation completed and improvement plan being developed. NCTIR Haul Roads completed within budget. Year 1 delivery successful (although Ludstone Road delayed to Year 2 to align with IAF projects).</p> <p>This year's activities will focus on delivery of the budgeted programme for year 3.</p> <p>Area wide treatments completed. <u>Detailed delivery programme developed for 2023/2024 financial year</u></p> <p><u>Sealing works scheduled for Q2 of financial year (within sealing season).</u></p> <p><u>Focus for next 3 years and LTP.</u></p>	2	3	6	<p>Detailed delivery programme developed for 2023/2024 financial year</p> <p>Sealing works scheduled for Q2 of financial year (within sealing season).</p> <p>Focus for next 3 years and LTP. <u>Good progress and monthly reporting in 2023/2024.</u></p> <p><u>forward works programme in place.</u></p>
23	Council Risk	Whole of KDC	Leadership	Natural disaster - effect on community: earthquake, tsunami, major flood event	Chief Executive	Executive team	Operational	1	5	5	<p>Emergency Management Officer and Function Managers are up to date with CIMS training, whole of KDC participation in regional exercises, liaison with regional civil defence agencies, regular catchups with local responders (police, fire, hospital, Red Cross etc)</p> <p>EMO now on a permanent contract due to CDEM restructure delay</p> <p>Develop clear operating procedures for all function managers with a clear understanding of who does what in the event of a disaster. Ensure CEO support to EMO for implementing controls.</p> <p>Operation Pandora Emergency Planning Exercise held 18th October 2023.</p>	1	5	5	<p>Will always need external resource for significant local event</p> <p>EMO linkages with North Canterbury EMOs. <u>Review of Canterbury group undertaken and implementation plan being developed</u></p>
5	Council Risk	Works & Services	Asset management	Lack of knowledge about KDC assets, especially critical infrastructure	SMO: Senior Manager Operations	Works & Services Manager	Operational	3	4	12	<p>Significant progress made on improving asset knowledge and preparing Infrastructure Strategy and AMP's to support LTP.</p> <p>ADAPT asset management system in place and being used for waters assets.</p> <p>Proposed 3 waters reforms would remove some longer term risks to Council</p>	2	2	4	<p>Further work required with Adapt. Working alongside Hurunui District Council on adapt.</p>
8	Council Risk	Whole of KDC	HR	Major disaster - business continuity	Executive team	Team leaders	Operational	1	5	5	<p>Regular EOC function manager training, documented processes, EOC cupboards stocked, participate in Exercise Pandora, IT backups and disaster recovery plans in place</p> <p>Policy and procedures review and update commenced. BCP plans in place for Covid.</p>	1	3	3	<p>Develop clear operating procedures for all function managers with a clear understanding of who does what in the event of a disaster</p>
1	Council Risk	Whole of KDC	Financial management	Long-term financial position: Major unforeseen projects or disaster events raise our debt levels too high	Chief Executive	Executive team	Financial	2	4	8	<p>Financial delegation limits, budget supervision, monthly reporting of variances, asset management planning, and inputs to Long Term Plan.</p> <p>LTP approved. Headroom remains</p> <p>Current debt levels leave headroom.</p>	1	3	3	<p>Would require very major event as borrowing headroom significant</p> <p>Planned borrowing less in 2022/2023 lower than forecast in LTP</p>

<b>Memo to:</b>	<b>Council</b>
<b>Date:</b>	28 February 2024
<b>Subject:</b>	Waters Service Performance Measures
<b>Prepared by:</b>	P Kearney – Senior Manager Corporate Services
<b>Input sought from:</b>	D Clibbery – Senior Manager Operations S Poulson – Finance Manager
<b>Authorised by:</b>	W Doughty – Chief Executive

## 1. PURPOSE

The purpose of this report is to provide an update on the status of Service Performance Measures which are a legislative requirement as per section 261B of the Local Government Act 2002 and for which we have not met our statutory obligations since this section of the Act came into force (30 June 2016).

## 2. RECOMMENDATION

It is recommended that the Council:

- a) Receives this report
- b) Notes the preferred staff option and associated monthly reporting to Council through the Works and Services Committee

## 3. BACKGROUND

Council has never met its statutory obligations for non-financial reporting since 2016. This is largely due to a lack of confidence in the data and weak to negligible control process around the recording of customer complaints/satisfaction & fault response times across the 3 Waters service reporting categories. For reference, the non-financial performance measure rules are detailed below:

Pursuant to and in accordance with section 261B of the Local Government Act 2002, the Secretary for Local Government makes the following rules.

### Part 1 – Measurement Period

- Any calculation, measure, number or percentage set out in Part 2 of these Rules must be calculated for a financial year (unless otherwise specified in these Rules).

### Part 2 – Performance Measures

#### Sub-part 1 - Water supply

Performance measure 3 (fault response times)

- i. Where the local authority attends a call-out in response to a fault or unplanned interruption to its networked reticulation system, the following median response times measured:
- ii. attendance for urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site (target < 2 hours), and
- iii. resolution of urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption (target < 12 hours).
- iv. attendance for non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site (target < 48 hours), and
- v. resolution of non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption (target < 7 days).

#### Performance measure 4 (customer satisfaction)

The total number of complaints received by the local authority about any of the following:

- i. drinking water clarity



- ii. drinking water taste
  - iii. drinking water odour
  - iv. drinking water pressure or flow
  - v. continuity of supply, and
  - vi. the local authority's response to any of these issues
- expressed per 1000 connections to the local authority's networked reticulation system (target no more than 18 complaints in total per 1000 connections).

## **Sub-part 2 – Sewerage and the treatment and disposal of sewage**

### **Performance measure 3 (fault response times)**

Where the territorial authority attends to sewerage overflows resulting from a blockage or other fault in the territorial authority's sewerage system, the following median response times measured:

(b) attendance time: from the time that the territorial authority receives notification to the time that service personnel reach the site (target < 1 hour), and

(c) resolution time: from the time that the territorial authority receives notification to the time that service personnel confirm resolution of the blockage or other fault (target < 24 hours).

### **Performance measure 4 (customer satisfaction)**

The total number of complaints received by the territorial authority about any of the following:

- i. sewage odour
  - ii. sewerage system faults
  - iii. sewerage system blockages, and
  - iv. the territorial authority's response to issues with its sewerage system,
- expressed per 1000 connections to the territorial authority's sewerage system (target less than 21 complaints about these issues in total per 1000 connections)

## **4. PROGRESS TO DATE**

Corporate Services and Operations have held several meetings during 2023/24 to determine actions needed to achieve this reporting requirement. To provide more robustness in the recording of customer information the following changes have been implemented:

- i. the Customer Service Reporting (CSR) process has been amended. This has included removing direct department access by having all incoming calls direct through to Front of House and logged as CSR's
- ii. Where possible, relevant emails to operations staff are logged via an "Operations" email and a CSR logged by the admin support team
- iii. Separately, although in parallel to the above points, the payment to IWK is dependent on receipt of approved job logs following review by operations technical and management staff

One of the issues is with the manual nature of the proposed workaround. With several barriers preventing automated means to complete this reporting requirement, the job data is captured in an excel spreadsheet which logs the category the job is related to e.g. sewer, water etc, records the time received, the time the job is completed as well as whether the job was urgent or not. All of these are the minimum criteria needed to determine response times and whether these have been achieved or not.

The operations team worked through the Christmas period to bring some level of excel 'smarts' into the process i.e. via the use of macro coding. While this has been achieved in its basic form, it has highlighted 2 critical shortfalls in the data:

- i. Data validation requirements – some of the data entered had completion dates before the job was notified or other data verification issues

- ii. Consistency of data formatting requirements; for the macro to run, data needs to be entered in a consistent manner in each tab

It had been proposed that by the 15<sup>th</sup> February this validation and formatting work would have been complete including a confirmation review by IWK.

It has also been noted that to satisfy Audit, the file is to have appropriate controls in place to mitigate potential for any data changes once a reporting month has passed. The expectation had been that were this in working order by the 15<sup>th</sup> February that the file would be shared for pre audit review by AuditNZ during the LTP Audit process allowing time to work through any final tweaks before the end of the financial year and be in a ready position to meet our goal of a non-qualified 2023/24 reporting period (we will be qualified for prior year comparison).

As at time of writing the 15<sup>th</sup> February milestone has not been met due to competing demands of LTP requirements and critical Infrastructure BAU priorities. The next proposed review date is set for April.

## 5. OPTIONS

There are 3 options that Council staff are considering in relation to the current state of this legislative reporting requirement with option 1 the preferred staff option:

- 1) Outsource the development of the excel file for data capture and reporting. This should include ensuring cell protection/data control, consistency of data entry and automation of the reporting requirements on a monthly basis. This is estimated to cost up to ~\$5,000 but remains dependent on securing the appropriate person & skillset that can deliver the end product in a tight timeframe i.e. well before June 2024 (*Preferred Option*)
- 2) Continue using internal resources with the associated risks to delivery and audit opinion
- 3) Postpone this development until the new/replacement IT system is in play noting the continued timeframe of qualified audit opinion

It is also recommended that the performance measures and or the status of the reporting is delivered as an action item monthly as part of the Works and Services update to Council.

Training and education sessions may be required to ensure IWK staff are familiar with and also understand the importance of correctly reporting job details

## 6. FINANCIAL IMPLICATIONS AND RISKS

- a) Option 1 – cost of finding an appropriate skilled resource to close the excel reporting actions, estimated at \$5,000
- b) Option 2 – opportunity cost of staff time and potential reputational risk if the work is not achieved with subsequent audit qualification
- c) Option 3 – as with option 2 with staff time spent to date reverting to a sunk cost and the continuation of a sub-optimum process until automated including likely extension of audit qualification period

## 7. COMMUNITY OUTCOMES SUPPORTED

The work is in support of all community outcomes.



### 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

## **8. SIGNIFICANCE OF DECISION**

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

## **9. RELEVANT LEGISLATION**

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

## **10. COMMUNITY VIEWS**

No community views were sought

<b>Report to:</b>	<b>Council</b>	<b>File #</b>
<b>Date:</b>	28 February 2024	
<b>Subject:</b>	Community Services Team Update	
<b>Prepared by:</b>	S Wright – Community Development	
<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 collaborations 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
  - b) Events
  - c) Te Hā o Mātauranga activities
  - d) Sport Tasman
2. Kaikōura Emergency Management
3. Library Dashboard

## 2. RECOMMENDATION

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

## 3. ACTIVITY UPDATES

### a. *Community Development and Community Groups*

#### *Takahanga Courts Redevelopment/Hub Concept*

Work continues on firming up quotes and budget for the Takahanga Courts redevelopment. Once costs are confirmed, the funding gap can be identified and applications made for further funding. It is forecasted that total costs for phase one (having functional courts) will be in the area of \$350,000. Current funds are \$168,000 (DIA and Better Off). In addition to this, discussions have been had regarding the Sport and Recreation Hub concept with Global Leisure Group visiting Kaikōura late in 2023 and speaking to sports groups/clubs and KDC. Hubs are usually based on sports partnership approaches to achieve integrated facilities. These partnerships demonstrate a willingness and track record of the community and key stakeholders working together to develop local solutions. We continue to support this project in its early stages.

#### *Aging Well Kaikōura*

Aging Well Kaikōura (formerly Older Persons Working Group) submitted an application to the Office for Seniors Age Friendly Fund which was successful, receiving the full amount requested of \$15,000. This is to be used for a feasibility study and creation of an age friendly strategy. The group also continues to explore the viability of an Abbeyfield house in Kaikōura.

#### *Pensioner Housing*

The waiting list is now at 13, made up of both individuals and couples. We had one tenant vacate due to health issues in December and have had a new tenant move into the vacant unit in January. There has been some gardening improvements and tidying along with contractors engaged to trim the length of the southern boundary hedge. We received great feedback after decorating the flats for Christmas with lights, very much enjoyed by residents and community members alike.

Raised wooden vegetable planters were donated by Te Whare Putea along with the soil and plants to fill these which have been appreciated by the residents who have been carefully tending to and harvesting their own vegetables.

#### *Youth Council*

Youth Council assisted with the West End Christmas Festival, some members dressing up as Elves and interacting with crowd, some with stalls in Childrens Craft Market area. The first meeting for 2024 is mid-February.

### **b. Events**

#### *Christmas in Kaikōura/West End Christmas Festival*

During 2023 a group of local individuals and businesswoman led by KDC came together and delivered a range of festivities for Christmas. An application was made to Creative Communities to fund some of these festivities which included:

- a) Christmas in Kaikōura planner that was advertised through Events Kaikōura Facebook, around town and schools and in the Kaikōura Star.
- b) Festive 'Happy Holidays' flags for the flag poles around town (Beach Road, West End, Esplanade, Killarney Street and State Highway Once.
- c) Hammer Hardware letterbox competition which aired on national Breakfast television
- d) List of houses lit up for Christmas
- e) West End Festival community event

A separate application was made for our Pensioner Flats to be decorated and lit up. These lights were installed by the team at Avodah Spiritual Respite, along with some garden tidying prior to installation. The lights looked fabulous and were very much enjoyed by residents and visitors who gave great feedback. I would like to acknowledge the work by the Avodah team and specifically the late Anthony Keen who was instrumental in making this happen so seamlessly.

The West End Christmas Festival was held on Saturday 16<sup>th</sup> December with activities taking place in the Village Green, West End carpark and container mall area. We had a fantastic turn out of people from the start of the event onwards with hundreds of people attending throughout the afternoon/evening. It was fantastic to see such an amazing line up of talented local artists, including Te Whanau Wakaoranga Kapahaka, Kaichorus, Childrens Choir and many individuals, finishing with Jaydin Shingleton later in the evening.

There were 20 local market stalls, a huge queue for face painting, photo booth and kids craft market area. Santa arrived with the Kaikōura Volunteer Fire Brigade and was a hit with all the giveaway goodies and photos in the photo booth. A fantastic collaboration of community groups, individuals and businesses – huge thanks to Kaikōura Lions members, Kaikōura Volunteer Fire Brigade, New World Kaikōura, Avodah Spiritual Respite, Maori Wardens, and all the individuals who assisted in making this event possible as well as funding sponsors MainPower, IWK and KDC. Feedback has been very positive and a date has already been set for 2024 with the aim to be even bigger and better.





*Citizenship Ceremony*

Our first Citizenship Ceremony for 2024 was held on Friday 2<sup>nd</sup> February at The Upper Room. Eight people became New Zealand citizens, our new residents from Czech Republic, Brazil and United Kingdom. Kaichorus performed the national anthem and their Coastal Roads Kaikōura song.

*Waitangi Day 2024*

This year's celebrations were held at South Bay Domain and led by Te Ahi Wairua o Kaikōura who wanted to provide an opportunity for whanau and the community to experience the history of Kaikōura, the part that Ngāti Mamoe and Ngāti Kuri played in the signing of the Treaty of Waitangi, with stories and experiences that occurred at that time. The focus for the day emphasised on Kotahitangi (unity), Manaakitanga (caring for all) and Te Whakakotahi I ngā tāngata katoa (bringing everyone together).

We had two official speakers who were tasked to provide a historical summary and present-day understandings to many different groups. Many people took the opportunity to ask around the Treaty and the difference in perception and understanding. Activities included a bouncy castle, tug-o-war, Ti Rakau (stick games), kite flying, Ki-o-Rahi (ball game). Bubbles and tag rugby. Those interested went through whakapapa (family tree) and Pepeha (introductions). The day culminated in a hangi and BBQ where community groups assisted. Maurice Manawatu concluded and closed off with orating his whakapapa and the in-depth history of his home, his people, and surrounding areas. To close off the day, waiata were presented by whanau and others that chose to join in.

### ***Te Ha o Matauranga***

#### *Mayor's Taskforce for Jobs*

So far this year we have reached 19 sustainable placements with Youth, including 6 apprenticeships. Total placements are 36. Aysia is working on knife handling, food safety and LCQ courses for March. She is also looking at the Vines Free project run in the past, to see if this would be a suitable employment/training opportunity for a current group of unemployed young men.

#### *Driving*

The removal of resit test fees has had a very negative impact on practical test booking times - it is months for many people before they can get a booking to sit a restricted or full licence. Many people choose to rebook after a failure without doing any lessons as there is no financial cost to them to have another go - clogging up the system for everyone! Our instructor Rob has attending training to become a Defensive Driving Instructor. There a few more steps in this process but it's great to have it underway.

#### *Road Safety*

We ran bike safety late last year with Kaikōura Primary School and Suburban School taking part - a very successful two day programme.

#### *Adult Education*

Our partnership with REAP Marlborough continues this year. We provided 1176 adult learner hours in 2023. We are providing a weekly face to face evening group in conjunction with the BCITO for building apprentices to complete their bookwork.

#### *Youth Education*

We are working with Kaikōura High School to support some students re-engaging with school this year. We continue to provide a face to face alternative learning programme with several students, 4 days per week.

#### *Youth Development Opportunities*

A busy holiday period for Te Hā staff and supporters - we ran snorkelling, boogie boarding, cooking classes, airsoft trips, an overnight camp at Puhi Peaks. We are grateful to Matt Hoggard for volunteering his time with several snorkelling sessions and to Saraya Brown with her Sport Tasman role supporting our outdoor activities. Our youth fishing club (Kaikōura Youth Rodbenders) starts up this month with 17 registered so far. We also have another Puhi camp and a pool party with Youth Cultural Development coming up.

### ***Sport Tasman***

Sport Tasman is one of 14 charitable regional sports trusts that support New Zealanders to be more active and healthier. We aim to improve community well-being using physical activity, recreation, and sport as our key tools. As a charity, we work alongside our communities in Kaikōura, Marlborough, Buller, Nelson, and Tasman to create almost one million physical activity opportunities across Te Tau Ihu (Top of the South Island). Saraya Brown has been in the position of Community Outcomes Advisor since the 6th of November. Over the last three months, we have carried out mapping/scoping/community engagement with a focus on understanding barriers that taiohi face to being physically active, which organisations work in this space and what collaboration opportunities are available in the community. During this period, Saraya has developed a good understanding and created strong relationships with key partners within the Kaikōura community. Saraya is in the early stages of planning several events during National Sea Week, creating a framework for a pilot around using active recreation as a tool to create better wairua for a selected group of disengaged young people.

### ***Community Event - Nga Taonga Takaro***

During the consultation with community, a consistent message was a lack of activities/events for the young people to participate in. Insights also showed that there is a huge need for after-school physical activity as most Rangatahi work during the weekend and therefore can't commit to competition-based sports as most of these are played during the weekend. It was very clear that Rangatahi and many Tamariki do not enjoy the competitive side of sport therefore we wanted to make this event social, and fun with friendly competition. Our mapping also found that in this small community, they wanted more activities that connected to their culture. On the 26th of January Sport Tasman, along with the Kaikōura Māori Wardens delivered Nga Taonga Takaro, an event based around traditional Māori games, an opportunity for all ages to connect, have fun and enjoy each other's company. This event was well supported by the community with approximately 40 people taking part. This event was also well supported by Te Tai O Marokura who promoted the event within their network and helped deliver on the day. This was a strong example of being locally led and using insights to ensure we are meeting the needs of the community. Overall, a successful first community event for Saraya.

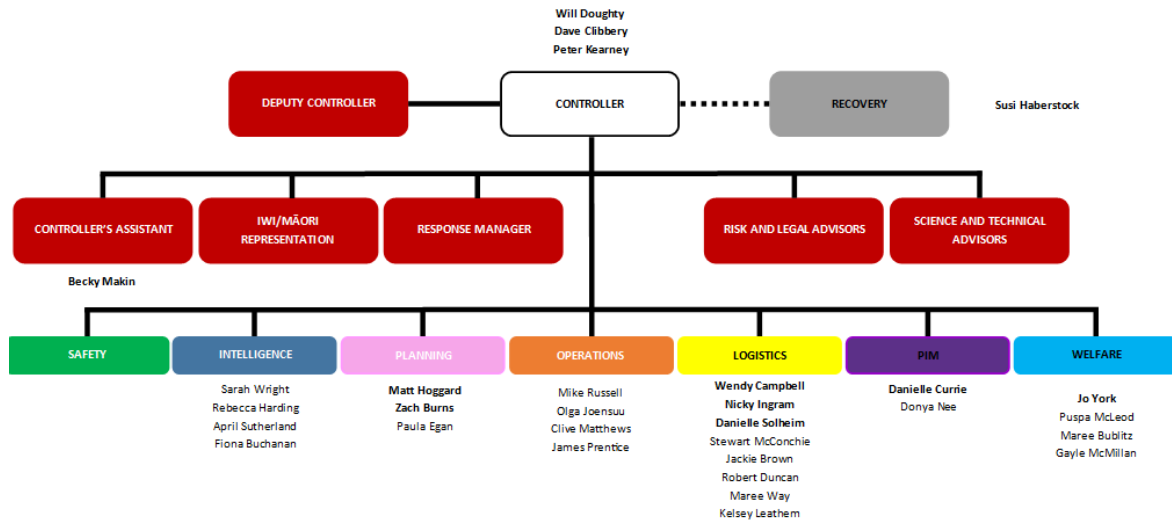
### ***Funding support: Tū Manawa***

Tū Manawa funding is administered by Sport Tasman in our region and is to support activities based around Play, Active Recreation and Sport for Tamariki and rangatahi. During our last funding round, we had two successful applications in the Kaikōura community, Hapuku School and Te Ahi Wairua Charitable Trust to the value of \$16,000. This is fantastic to know that this is going to the community to activate physical activity opportunities for young people.

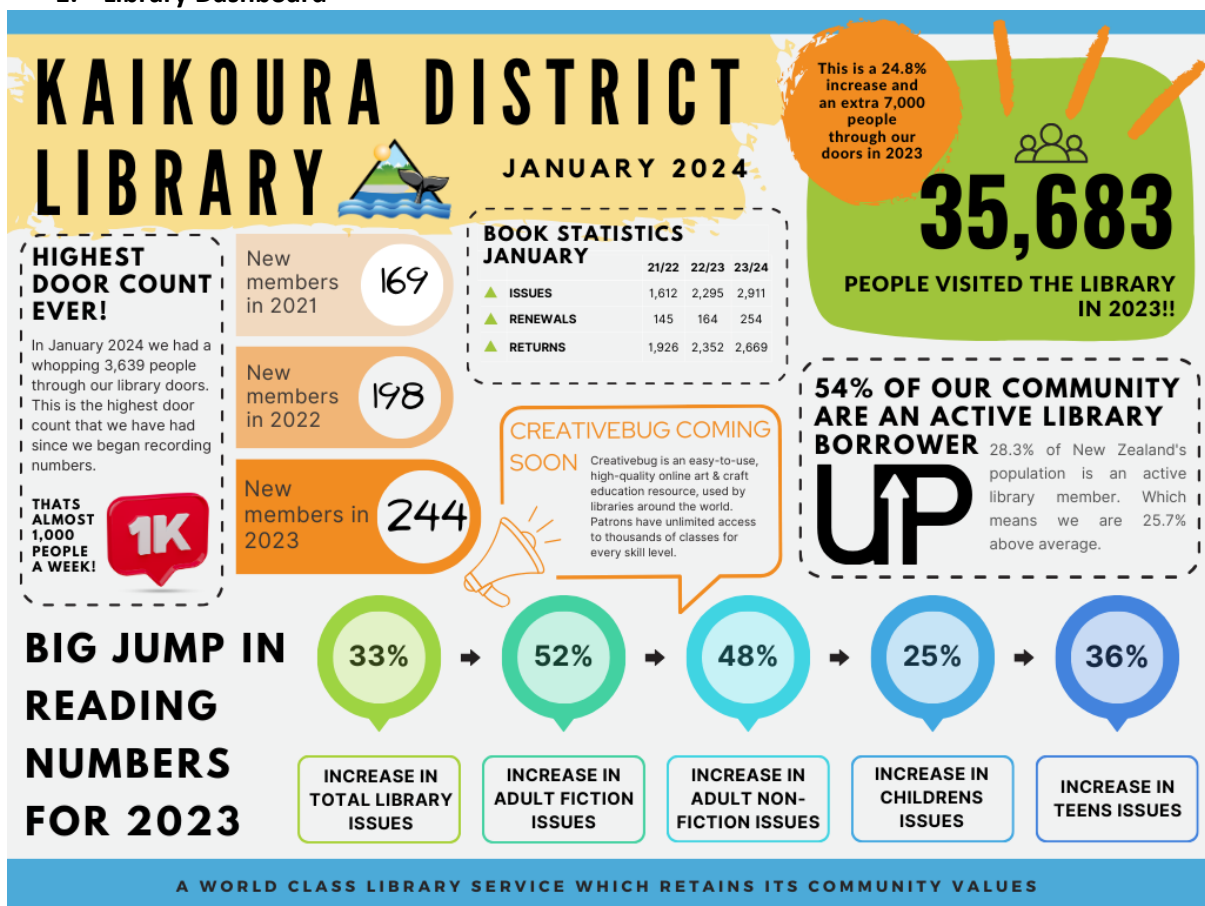
### **1. Kaikōura Emergency Management**

We are currently in the process of recruiting a new Emergency Management Officer for 20 hours per week. Three staff are enrolled in function specific training sessions in Rangiora during February. Current EOC structure pictured, if EOC is required to be activated.





## 1. Library Dashboard



## 2. FINANCIAL IMPLICATIONS AND RISKS

None – expenditure remains within budgets.

### 3. 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

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

## 1. SUMMARY

This report provides a general update of what is occurring in the planning department.

Key aspects to note are:

- LIM numbers seem to have jumped in the last couple weeks in comparison to the last few months.
- All Resource consents have remained processed in house (see attachment for details)
- District Plan review(s)
- Team

*Attachments:*

- i) Resource consents in progress

## 2. RECOMMENDATIONS

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

## 3. BACKGROUND

### 3.1 Resource Consent Status:

Attachment 1 includes a list of resource consents updated since the November 2023 Council report. The planning team has been discussing a way forward on the remaining outstanding resource consents that have been held on deferred. The team has concluded issuing a letter stating that the applicant will have 20 working days to supply the requested information or provide a solution to the concern raised. If the requested information is not provided, Council must, under the resource management act, finish processing the resource consent. This letter will make clear that the missing information not provided may be a cause for declining the consent, specifically under sections 104(6) and 104(7).

There are currently 4 (four) resource consents out of the 23 that are listed in *Attachment 1* which are considered to be over the statutory timeframes:

LU1926 is for Mainpower Limited which is currently under review for a section 37 notice. This is being discussed with the applicants and the Planning manager.

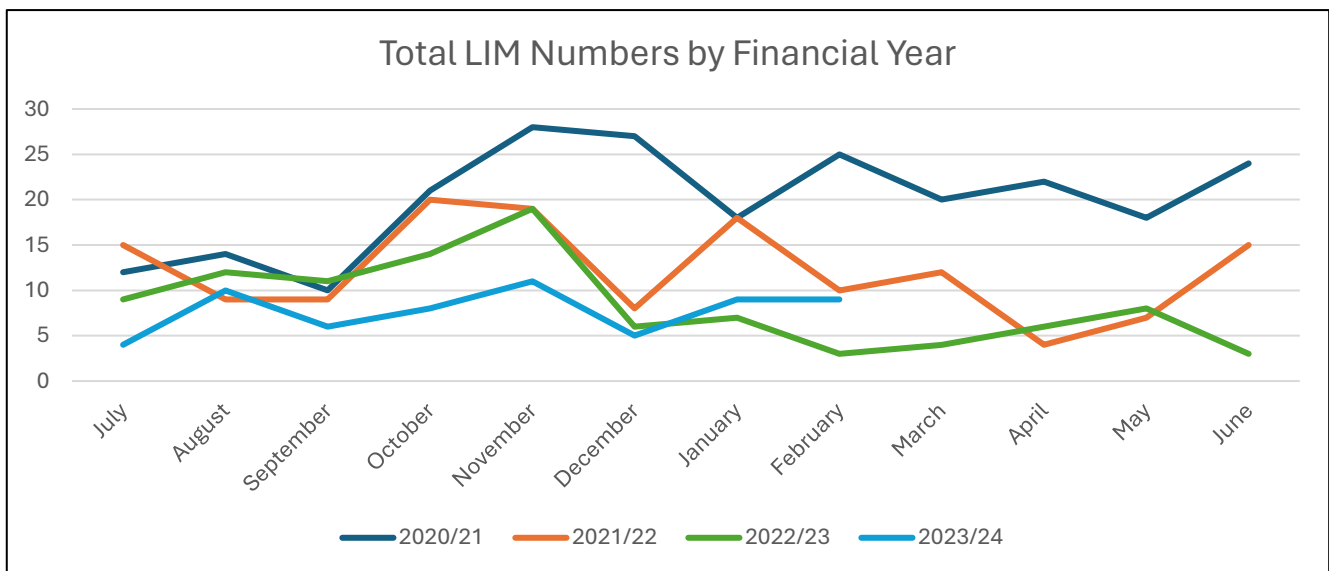
Another consent (1930) will also be subject to a section 37 notice due to the complexity of the Resource Consent being a subdivision within the fault awareness and avoidance overlay and awaiting a geotechnical peer review.

One other consent (SU1895) a 12 lot rural subdivision is also awaiting geotechnical peer-review and will be issued a s37 letter but will remain overtime.

The last resource consent (LU1870) over the statutory timeframe has been subject to limited notification and is awaiting for the applicant to meet agreements made with the neighbouring effected party.

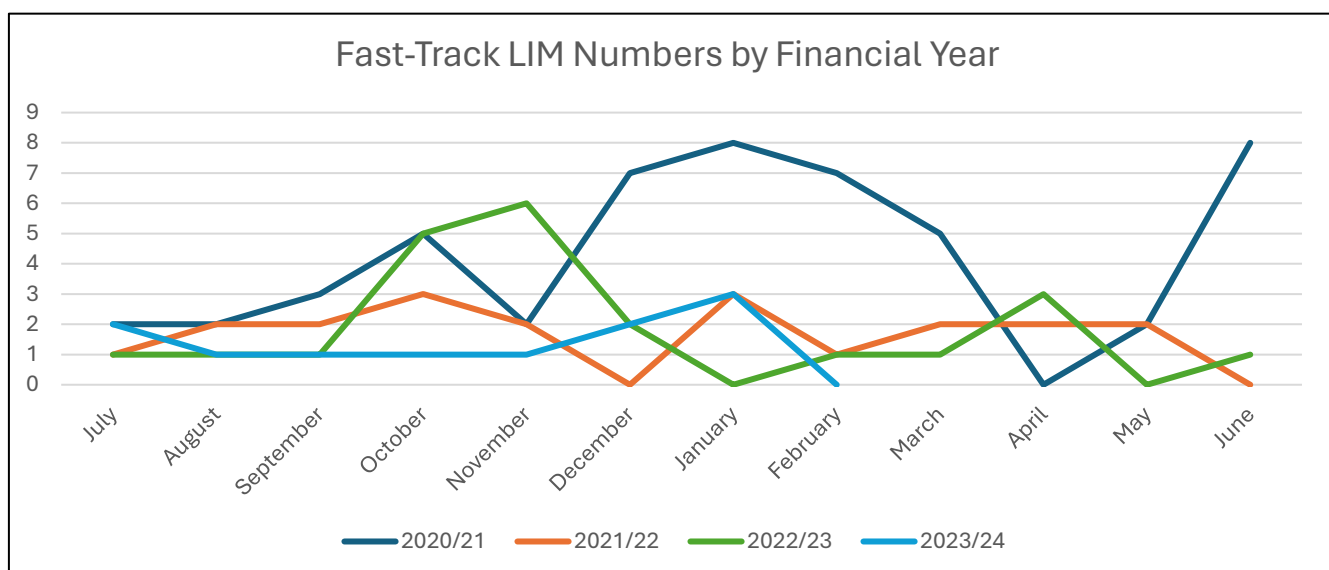
### 3.2 Land Information Memorandums

At the beginning of the new year, the number of LIMs requested had remained consistent with the trends of 2023 and had not shown much sign of increasing. However, since the beginning of February. This seems to be consistent with the number of properties the team have seen be placed on the market. Along with these, there have been a number of queries that have come into the planning team that relate to larger sites or potential development opportunities.



With the closing of Council around the Christmas period, around this time it is difficult to determine the pattern of LIMs, however, with the current trend seems to be that once a LIM has been supplied to the applicant, another LIM comes through.

As referred to in the previous reports to Council, fast-track LIM applications are applied for on an occasional basis, although January saw two (2) fast-track LIMs be requested.



### **3.3 District Plan Review**

#### **3.3.1 Spatial Plan**

The meeting on 6<sup>th</sup> December 2023 did take place, where new policy planner Freya Jackson was introduced to Rūnanga representatives. The following is the summary of the actions from the meeting are as follows:

- a) A link to be created showing areas of wetland for Kaikōura.
- b) Vision to be amended to be more inclusive by being '*for future generations*' rather than '*for us and our children after us*'.
- c) Contact with Boffa Miskel regarding the next steps and confirmation of the mapping requirement
- d) A review of the past 20 years, making note of key changes and developments that have occurred
- e) Boffa Miskel to provide a draft Spatial Plan with the amended vision and maps.

Another hui was set for February 2024 and took place as planned. The summary below:

KDC met with Te Rūnanga o Kaikōura (TROK) for another Spatial Planning Hui at the start of the month. The main focus of the meeting was to review draft content that had been drafted by consultants Boffa Miskell, mainly to consider the maps and discuss if there are any gaps that could be addressed by the Plan. TROK were supportive of the draft Plan and maps, and it was agreed that another map on cultural significance would also be beneficial to include.

There were some interesting discussions around the development of Kaikoura over the last 20 years and some of the key issues that the town faces today, including affordable housing, increase in recreational fishing and the attraction and retention of working professionals. These issues will feed into the Spatial Plan, which has been fed back to consultants Boffa Miskell. The additional cultural maps are being worked on and TROK are also going to be drafting text for the Mana Whenua context of the Plan.

#### **3.3.2 Light Industrial Plan Change (PC4)**

The light industrial plan change has been progressing well. The second round of notification for further submissions was completed prior to the Christmas close down period. There was a total of 18 further submissions made, a number of which had been made in support of an opposing submission made by several neighbours to the site.

The applicant has been communicating with the submitters in opposition to the proposal. Formally there is one remaining submitter that is still wanting to be heard staff have been advised that agreement in principle agreement has been reached and the hearing scheduled for 25<sup>th</sup> March will only be required to consider the plan change as opposed requiring a formally hearing.

#### **3.3.3 Dark Sky Plan Change (PC5)**

The Dark Sky Plan Change was resolved for adoption by Council last month. A notification date has been set for Thursday 14<sup>th</sup> March, closing at 5pm Friday 19<sup>th</sup> April.

The public notice will be published on 14<sup>th</sup> in the newsletter and will be advertised on the website. As per the First Schedule of the Resource Management Act the following parties have been notified of the development; Canterbury Regional Council, Ministers Hon Brown, Hon Simmonds, Hon Doocey and Hon Potake and Te Rūnanga o Kaikoura.

Following notification period, the submissions will be summarised and published and subject to a further round of submissions. If further submissions are received, a hearing will be scheduled to decide on the adoption of the Plan Change.

#### **4. Relevant Legislation**

Resource Management Act 1991 remains the relevant legislation.

##### **4.1 Legislative Reforms**

Prior to the Christmas shutdown period, Central Government announced the repeal of the Natural Building Environment Act and the Spatial Planning Act.

Despite the repeal of the Spatial Planning Act, the commencement of the Kaikōura District Spatial Plan still places Council in a good position for the formation of the District Plan, thus the continuation of the process discussed in **3.3.1** above.

At the beginning of the month (February), Central Government held a meeting on the update of the RMA and fast track consenting process. A summary of the meeting follows:

- Intention to introduce new fast-track consenting legislation within the first 100 days of office (from November 2023). The NBA [National Built Environment Act] regime applies until that legislation is passed. RMA changes to be introduced by 7<sup>th</sup> March 2024. The Bill is expected to be passed by end of 2024.
- The legislation will include list of projects to be consented with conditions or referred to expert panel.
- Consents will be broader, covering a range of issues such as housing, infrastructure & agriculture.
- The fast-track process to be used for resource consents, notices of requirement or Certificates of Compliance under the RMA.
- It will also be used for approvals required under other legislation, which may include Heritage New Zealand Pouhere Taonga Act 2014, Conservation Act 1987, Wildlife Act 1953, Reserves Act 1977 Local government will be consulted on the joint ministers' decisions. More details to follow.
- Ministers are still working on the details as they work within the short policy timeline.

#### **5. Change in Government – Change in Direction**

Staff are currently working through coalition agreements, announcements prior to the election and the impact of these. Matters of interest include:

- Amend RMA to liberalise consenting in housing, renewable energy, streamline planning processes & fast track consenting
- Prioritise regional and national projects of significance, Regional Infrastructure Fund \$1.2 billion
- Repeal of the Natural and Built Environment Act 2023 and Spatial Planning Act 2023
- Changes to Resource Management Act to make it easier to consent new infrastructure such as renewable energy, streamline the plan preparation process, simplify the planning system, fast track consent and permit process for regional and national projects of significance
- Replace the National Policy Statement for Freshwater Management 2020 to allow District Councils more flexibility in how they meet environmental limits
- Immediately stop work on Three Waters and return assets to Council ownership.
- Amend the Building Act and the Resource Consent system to allow granny flats or other small structures up to 60m<sup>2</sup> to be built with only an engineer's report.
- Finally, prior to election, if elected to government, has promised to spend \$14 million over the next four years to create a new Great Walk based around the Waiau-toa/Clarence River and Molesworth Recreation Reserve on the border of the Canterbury and Marlborough regions.

Staff will continue to follow changes in direction, and our policy setting updated accordingly.

## 6. COMMUNITY OUTCOMES SUPPORTED



### Community

We communicate, engage and inform our community



### Development

We promote and support the development of our economy



### Services

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



### Environment

We value and protect our environment



### Future

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

## ATTACHMENT 1

### 1. Active and deferred Resource Consent Applications to 19<sup>th</sup> February 2024

“Deferred” applications are applications which have been placed on hold either on a request by the applicant or by Council requesting further information to better understand the effects of the proposed activity. Where applications are deferred the statutory processing clock (working days) is placed on hold.

No	RC ID	Applicant Name	RC Description	RC Location	Status / Notes	Days
1	1632	D & R NZ Ltd	Land Use (Mixed use building development)	26-36 West End	No change from June 2021 Council meeting. Deferred (s 92). Waiting for further information Neighbour's approval was requested in September 2019 further information was requested in October 2019. A reminder was sent to applicant on the 20/07/2020. A follow up email has been sent in July 2021. Interim invoice has been sent. Further follow up has since taken place and proposal has been reduced. Outstanding rates and debts to Council has meant 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.	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 18 <sup>th</sup> September 2023 about the application and has received no further response. Timeframes letter sent	11
4	1870	Mark Baxter	Outdoor Dinning Area – Temporary Activity	21 West End	On hold by the applicant - Limited notification has closed, a submission has been received from the neighbour, plans are to be amended and neighbour has said they will give approval provided fence built Processed in house	65
5	1889	Kaikoura District Council	Earthworks in flood hazard area for	Road reserve	Active	89*



			Clarence/Waiatua Bridge		Being processed by Resource Management Group S37 Issued for March 2024	
6	1892	Anthony Lund	Build a three bedroom dwelling with attached garage that intrudes the recession planes on north, East and West boundary of the property	148 South Bay Parade	Deferred Being processed by LMC	15
7	1895	Viatcheslav Meyn	To create 13 fee simple allotments including one access allotment and one balance allotment	427-671 Inland Road Kaikoura	Deferred Being processed in house Waiting to be peer reviewed	50
8	1908	Moanna Farms Ltd	Earthworks within landscape area	20 Moana Road	Deferred – awaiting payment	-
9	1920	Stephen Young	Subdivision of land within settlement zone Hapuku	15 Hapuku Road	Granted (30/11/23) Processed in house	18
10	1921	New Life Church	Boundary Activity – infringement on internal boundary	203 Beach Road	Granted (21/11/23) Processed in house	20
11	1922	Mainpower NZ Ltd	Earthworks within Council road reserve and within waterway	Ludstone Road	Granted (8/11/23) Processed in house S37 extended by 5 days (25 working days)	23*
12	1924	Kaikōura District Council	Paving and construction of pathway within the drip line of protected trees	Esplanade	Granted (5/12/23) Processed in house and peer reviewed externally by PLANZ Consultants	10
13	1925	Fisher and Farr	Visitor accommodation and construction of a residential unit in the Fault Avoidance/awareness overlay	12B Louis Edgar Pl	Deferred Being processed in house Awaiting structural engineer information, flood hazard assessment and further neighbour approvals	16
14	1926	Mainpower Limited NZ	Construction and use of an industrial site in the Commercial/Mixed Use Zone	104 Beach Road	Granted (1/12/24) Processed in house *Pending final s37 agreement	27*
15	1927	Steele & Elliot	Infringement of maximum build height and reflective materials in the Ocean Ridge Low Density area	5 Ingles Dr	Granted (19/12/23) Processed in house	7
16	1928	Leanne Tardieu	Construction of a hazard sensitive building in the urban high flood hazard area	2A Mill Road	Granted (19/01/24) Processed in house Awaiting final report amendments before being approved	13
17	1930	David Hamilton	4 lot subdivision and amalgamation locating a	759 Mt Fyffe Road	Active Processed in house	30

			building platform in the fault avoidance area		Undertaking peer review of geotechnical investigation due to the complex nature of the site – multiple hazards potential including the fault avoidance area S37 to be issued due to complexity of consent	
18	1931	George & Jane Acland	Building outside of the proposed building area of cedar properties development	1481E State Highway 1	Granted (07/02/24) Processed in house	20
19	1932	Gary Arthur	2 Lot subdivision	6 Margate Street	Deferred Being processed in house Pending neighbour approvals	19
20	1934	Ben Jurgensen	Flood hazard certificate	290 Red Swamp road	Active Processed in House Likely to be returned as it does not meet the criteria for a flood hazard certificate	14
21	1935	Carlin Chambers	Flood hazard assessment	208A Mt Fyffe Road	Granted (29/01/24) Processed in house	0
22	1936	Deborah & Michael Wilks	Addition to an existing hazard sensitive building greater than 25m <sup>2</sup> in a flood hazard area (could not be determined as outside the high hazard area)	285D Bay Paddock Road	Active Being processed in House Ready to be issued	10
23	1937	Philipp Kunstmann & Katrin Hohn	Flood Hazard certificate	265 Schoolhouse Road	Granted (14/02/24) Processed in house – was an overdue lodgement	0

\*Section 37 Used – allowing doubling of timeframes

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

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

#### July 2023 to February 2024 Resource Consent Compliance issued within Timeframes

Percentage within timeframes	Percentage outside of timeframes
92%	8%*

\*Pending final agreement of s37 on LU1926 with Mainpower Ltd.

## **2. Notified consents**

Currently only one notified or limited notified consents are in progress:

- i. Mark Baxter has partly constructed the wall between the existing ROW [Right of Way] in an effort to obtain neighbours approval. The application still remains on hold at applicants request.

## **3. Monitoring**

In addition to day to day complaints and questions council staff are developing a consent monitoring strategy and working with Jo York (Regulator Team Leader) regarding visitors accommodation and non-compliance with planning issues.

## **4. Road Stopping**

Planning department is still in works with Road Metals Limited for their Road stopping application off State Highway 1.

## **5. General**

- Project Information Memorandum processing is ongoing
- Land Information Memorandum processing is ongoing
- New Policy Planner Freya Jackson has been a welcome addition to the team and has been fitting in well.

<b>Report to:</b>	<b>Council</b>	<b>File #</b>
<b>Date:</b>	28 February 2024	
<b>Subject:</b>	Building and Regulatory Update	
<b>Prepared by:</b>	Joanna York – Regulatory Services – Team Leader	
<b>Input sought from:</b>	Rebecca Harding, Fiona Buchanan	
<b>Authorised by:</b>	W Doughty – Chief Executive Officer	

### 1. SUMMARY

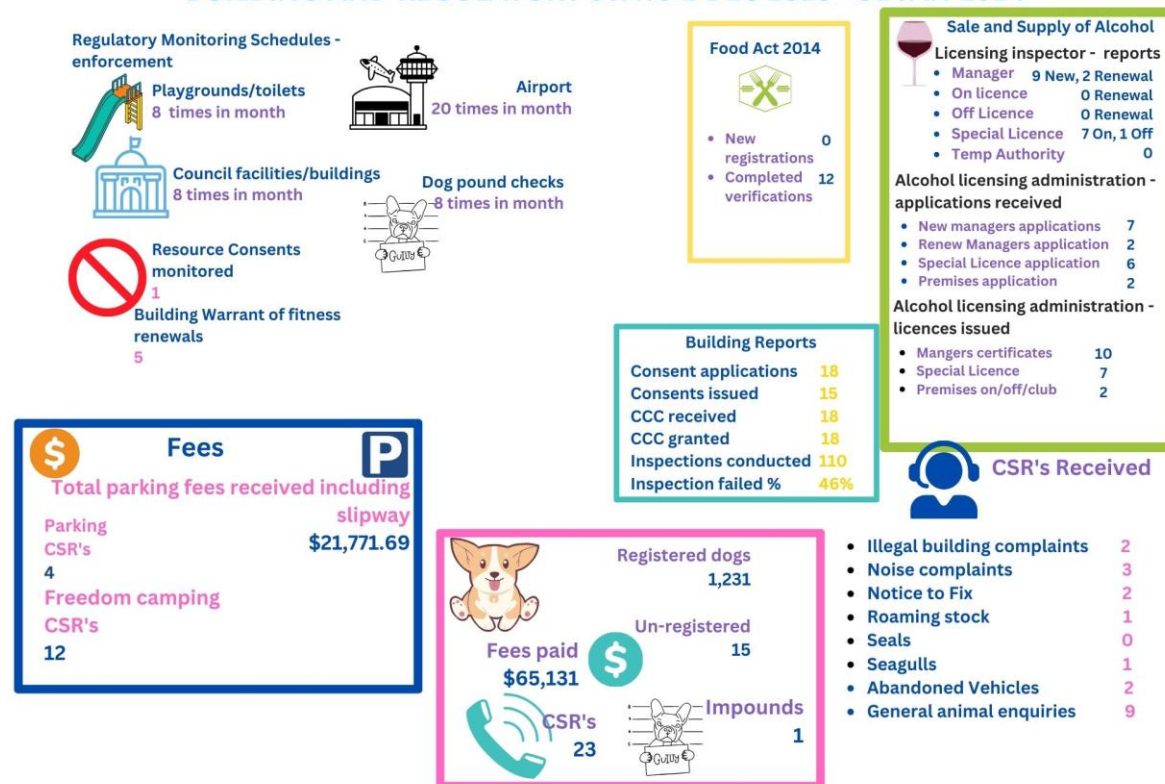
This is a routine report on recent activity in the BCA and regulatory areas of Council.

### 2. RECOMMENDATION

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

### 3. SUMMARY STATISTICS

#### BUILDING AND REGULATORY STATS 1 DEC 2023 - 31 JAN 2024



### 4. BUILDING CONTROL

The following apply for the period October 2023

- Building Consent applications received **18**
- Building Consents issued **15**
- Code Compliance Certificate applications received **18**
- Code Compliance Certificates granted **18**
- Building Inspections conducted **110**
- Inspection failed percentage **46%**

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

### **Notable events:**

- 4 monitoring and compliance inspections, no issues to report.
- 2 new on licence applications in process.

## **6. FOOD ACT 2014**

- New Registrations – 0
- Completed Verifications – 12

FHS keeps in close communications with Senior MPI staff members for any upcoming updates, and the next Continuing Professional Development training plans are starting to be implemented by verifiers. New Zealand Institute of Environmental Health annual conference is coming up in a few months and EHO's will be attending this with topics that relate to food, noise, registered premises, and conflict resolution.

- Food complaint received for a food safety issue. Fell under MPI jurisdiction as the food premise is registered directly with MPI.
- Food Safety Officer has been informed of outcome of investigation.

## **7. WATER SAFETY**

- Routine three-waters monitoring for compliance with Taumata Arowai DWQARs (Drinking Water Quality Assurance Rules).
- Routine drinking-water data oversight and laboratory correspondence.
- Manager's visit to Kaikōura to undertake Clarence & Kekerengu landfill bore sampling and undertake 6-monthly staff reviews and meet with Bruce and Olga.
- Weekly monitoring initiated at WWTP, as requested.

## **8. HEALTH ACT 1956**

- All camping ground inspections completed as per requirements of Camping-Ground Regulations 1985 – no issues.
- Hairdresser inspections as per requirements of Hairdresser regulations 1981 completed except for one premise which was closed at the time. Will complete next visit – no issues.
- Funeral home inspection completed as per Health (Burial) Regulations 1946 – no issues.
- Communications maintained with Ecan and Te Mana Ora regarding monitoring results of recreational waters e.g., Lyell Creek.
- Signs organised to be erected at Jimmy Armer's and Lyell Creek.

## **9. REGULATORY SERVICES AND PARKING AND FREEDOM CAMPING**

The focus for the regulatory team for the next month.

- Swimming Pool Inspections and register of pools, including checking they have water meters.
- Visitor Accommodation monitoring shows an increase in unconsented accommodations, regulatory working on this, working with rates team, planning and works and services for meters if required.
- Freedom Camping fund due to be invoiced now that the bylaw has been reviewed, this leaves us with more money to continue to employ an ambassador.
- General focus on illegal buildings to be actioned including strict measures around infringements and fees for regulatory staff to investigate.
- Starting to implement the Signs Bylaw.

## FREEDOM CAMPING REPORT

Visitors to sites over the 45 days (CamperMate data)

Site	Visitor numbers over last 45 days
Kiwa Road	325
West End carpark	2980
South End Railway Station carpark	2962
Scarborough Street (FC Site)	1810
Kaikōura Lookout	591
Wakatu Quay	1884
Point Kean	3216
South Bay Recreation Reserve	1240

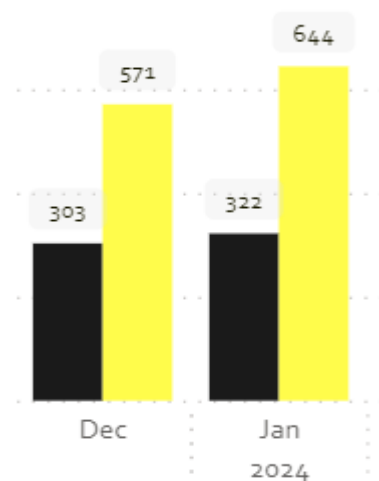
Overnight stays by site over the last 45 days (CamperMate data)

Site	Visitor numbers over last 45 days
Kiwa Road	53 (inc railway land)
West End carpark	266
South End Railway Station carpark	232
Scarborough Street (FC Site)	310
Kaikōura Lookout	10
Wakatu Quay	169 (Pier Hotel Camp)
Point Kean	0
South Bay Recreation Reserve	29

Paid number vs Free numbers (CamperMate data)

Paid = Yellow

Freedom = Black



CamperMate app user's international vs domestic



### Freedom Camping ambassador count of vehicles (based on days worked approx. 6 per week)

- December – 1266
- January - 1095

#### Issues identified.

- All sites were consistently full.
- The ambassador noted that most people understand the new rules and those that didn't comply with KDC bylaw were moved on.
- 2 external companies selling blue self-contained stickers identified and information shared with MBIE.
- The dark Sky star gazing posters at the lookout and South Bay reserve have caused some issues of people “staying to star gaze” who may in fact be camping overnight. This is difficult to monitor as we would need to go back at 2/3am in the morning.

### 10. REGULATORY MONITORING SCHEDULES COMPLETED

Area	Checked last month
Playgrounds	
• Gooches	8
• Deal St	8
• Beach Rd	8
• South Bay	8
Airport	20
Memorial Hall	6
Op shop	2
Dog Pound	8
Illegal building	2
Resource Consent issues/monitoring	1

### 11. COMMUNITY OUTCOMES SUPPORTED

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



#### Community

We communicate, engage and inform our community



#### Development

We promote and support the development of our economy



#### Services

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



#### Environment

We value and protect our environment



#### Future

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

<b>Report to:</b>	<b>Council</b>	File #
<b>Date:</b>	28 February 2024	
<b>Subject:</b>	Kaikōura Youth Council	
<b>Prepared by:</b>	Kaikōura Youth Council and Staff	
<b>Input sought from:</b>		
<b>Authorised by:</b>	W Doughty – Chief Executive Officer	

## 1. SUMMARY

We have had a great start to the year and have started a sub committee within KYC. We have a few event opportunities coming up and are in the process of applying for two different Youth Rep positions.

## 2. RECOMMENDATION

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

## 3. BACKGROUND

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

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

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

## 4. DISCUSSIONS

### 4.1 New Year, New Us

We have decided to create a sub committee in KYC. This sub committee will be for Events/ Wellbeing/ Youth Engagement. It means we will be able to give enough attention to all the needs and ideas of the young people of Kaikōura.

### 4.2 Sea Week

We are hoping to contribute in some way to Sea Week 2024. We have been talking to Jodie Hoggard to discuss helping out at the Beach Clean up by helping to run the BBQ.

### 4.3 Youth Week 2024

The theme for Youth Week 2024 has come out! “We may not have it all together, but together we have it all”

We have started our planning for Youth Week. We are looking to do some activities in the high school as well as some after school activities and a weekend community event. We will be writing up a funding application to help support all of our ideas.

### 4.4 Long Term Plan

We are looking forward to the Long Term Plan consultation and will be surveying students to gather feedback before making a formal submission.



#### 4.5 Youth Representatives

We have nominated a Water Zone Committee Rep and they will be attending the next meeting before applying for the position.

We have also nominated a new Youth Rep for Creative Communities and are in the starting stages of applying for this.

### 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>	28 February 2024
<b>Subject:</b>	Kaikōura Water Zone Committee Progress Report 2022/2023
<b>Prepared by:</b>	W Doughty - Chief Executive Officer
<b>Input sought from:</b>	
<b>Authorised by:</b>	W Doughty - Chief Executive Officer

### 1. PURPOSE

The report summarises the Kaikōura Water Zone Committee’s achievements for 2022/2023.

### 2. RECOMMENDATION

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

- a. Kaikōura Water Zone Committee Progress Report 2022/2023

### 3. COMMUNITY OUTCOMES SUPPORTED



#### Community

We communicate, engage and inform our community



#### Development

We promote and support the development of our economy



#### Environment

We value and protect our environment



#### Future

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

## Kaikōura Water Zone Committee progress report

---

Each of Waitaha/Canterbury's water zone committees has an [action plan](#) which outlines how they will work with the community to deliver their aspirations for freshwater as outlined in the Canterbury Water Management Strategy (CWMS). Committees report annually to let the CWMS partners and community know how things are tracking.

### 2022/23 Progress report

[From the chair: Community involvement key to kaitiakitanga](#)

[Key achievements for 2022/23](#)

[Local projects helping to deliver on the CWMS targets](#)

[Delivering the community's vision for freshwater](#)

[Future challenges and opportunities – 2023/24](#)

### From the chair: Community involvement key to kaitiakitanga

From 1 June 2014 to the end of May 2015 we had 374mm of rain on the peninsula, last year we had 1297mm, and our long-term average is 664mm. In between drought and dampness, we had an earthquake. We have fuel prices going up, and commodity prices going down. That is a lot of stress for those involved in agriculture.

It is a testament to the human spirit of cooperation and responsibility that we have found a coalition of the willing and prepared to put time and resources into many projects restoring natural water systems. My compliments and gratitude to all who have contributed in any way to the many projects on the flats, up Inland Road, and throughout our zone.



*Ted Howard, Kaikōura Water Zone Committee chair.*

# Kaikōura Water Zone Committee

As I write this, satellite global ocean surface temperatures are higher than ever recorded for this time of year, by a greater margin than has ever been recorded. A hotter ocean means more water evaporating, which means more clouds and more energy into storm systems, so bigger and more frequent storms, but not necessarily on us this year.

As our understanding of complex systems grows, it is clear that cooperation and responsibility are fundamental to the emergence and survival of complexity. I thank all who are cooperating responsibly and encourage everyone else to think seriously about it.

Ted Howard.

## Key achievements for 2022/23

- Complete spend of 22/23 CWMS budget – Hapuku Catchment Collective Initiative year two, wetland and riparian restoration support project, Waiau Toa/Clarence River rafting trapping project.
- Successful '[Weedy Workshop](#)' held at Hapuku, as part of the Hapuku Catchment Collective Initiative
- [Addition of the first Youth Rep to the committee table](#) – July 2023
- Allocation of funds to two projects within the 23/24 Action Plan Budget – Waiau Toa Hapuā protection and Waikoau/Lyell Creek Beach Clean-up and Seaweed community event 2024.
- Waiau Toa Community Hui – October 2022. Strengthening and collaboration between rūnanga, agencies, stakeholders, and community. Greater sharing of knowledge and resources to support freshwater and environmental outcomes in the Waiau Toa. Effective and planned communication and engagement between different groups and the community. Greater visibility of roles, projects and successes in the Waiau Toa.
- [Action Plan review](#) – Sept/Oct 2022



*Workshop attendees at the Weedy Workshop, held 30 May 2023. It brought together a great mix of local landowners, interested community members, ECan, and local DOC staff.*

# Kaikōura Water Zone Committee

---

## Local projects helping to deliver on the CWMS targets

Read some of the stories about what is being done in the zone to deliver on the CWMS targets:

### Working with key partners

The Waiau Toa/Clarence River is of huge significance for its biodiversity, its geomorphology, extensive recreational opportunities, and its whakapapa status to Ngāti Kuri. Since 2014, the committee, landowners, Environment Canterbury, [Department of Conservation](#), [Toitū Te Whenua Land Information NZ](#), and the community have [collaborated to address the ongoing weed and predator issues](#) in the catchment.



*Waiau Toa/Clarence River is culturally significant to locals.*

The Waiau Toa is an enduring priority for the zone committee and much work has been carried out to identify opportunities to support the ongoing mahi in the catchment including actions focused on closer collaboration and helping tell the story of the Waiau Toa and the [importance of looking after the awa to community and recreational users](#). The committee looks forward to further collaboration with the Waiau Toa community and stakeholders to protect and enhance the awa. Clean water, healthy life!

**This work helps meet these CWMS targets:** [Ecosystem health and biodiversity](#), [Natural character of braided rivers](#), [Kaitiakitanga](#) and [Recreational and amenity opportunities](#)

The Kaikōura Water Zone Committee is a community led committee supported by councils.

 [fb.com/canterburywater](https://www.facebook.com/canterburywater)





# Kaikōura Water Zone Committee

---

## Action Plan budget projects

The Committee has supported existing Environment Canterbury-managed wetland and riparian restoration projects to help maintain native plantings and control brush weeds. These projects are on private land with landowners making their own contributions to the projects. These projects were previously funded by Environment Canterbury's Zone Delivery team (with one exception) however, Zone Delivery was unable to financially support the projects in this financial year. Our [Action Plan funding](#) allowed the completion of these projects which can be handed over to the relevant parties for future and ongoing maintenance.



*One of the wetland projects in the Kaikōura catchment.*

## Greenburn Wetland

- The Zone Committee recommended Action Plan funding for this project.
- The project saw over 2 hectares of wetland being protected and restored to increase biodiversity and improve water quality and has involved fencing off areas of wetlands and streams with generous buffers, willow removal, weed control, planting, and predator control.
- The site has seen phenomenal growth but requires another round of maintenance.
- A direct seeding and non-direct seeding regeneration trial is taking place on-site.
- A multitude of landowner contributions were made including trap checking and erecting fence lines.

## Monteques Stream, wetlands, and Warrens Creek

- Environment Canterbury staff have been working with landowners to protect, enhance, and invest in freshwater quality on farms while allowing business continuity.
- The Kaikōura Plains Recovery Project focused on fencing and planting an overland flow path area to increase filtration of runoff in order to improve freshwater quality and habitat of the Lyell Creek catchment. It also enhances visual amenity and provides habitat for wetland species. It was then supported further through increased fencing setback and planting.
- There was some planting loss, however, the remaining plants are knee-high and will increase the chances of success for any new plants. The aim is to do less and do it better with concentrated planting 1m apart in nodes.

*The Kaikōura Water Zone Committee is a community led committee supported by councils.*

 [fb.com/canterburywater](https://www.facebook.com/canterburywater)



# Kaikōura Water Zone Committee

- Landowner contributions include planting trees, putting on guards, and taking care of some of the infill planting.

## Nagari Wetland

- Nagari Wetland is one of the most significantly restored wetlands in the Canterbury region covering around 7 hectares of land in two areas along Warrens Creek.
- The wetland was closed off ten years ago in order to restore it to pre-settlement conditions and provide habitat for pūkeko.
- Willow control works have been completed along with kahikatea planting.
- Proposing one more round of plant maintenance to improve the success of plantings.
- Landowner contributions include planting and putting on guards.

## Rockwood

- In good condition with several plants.
- One more round of maintenance, then to be handed over to the farmer for ongoing maintenance – including brush weed control.

**This work helps meet these CWMS targets:** [Ecosystem health and biodiversity](#) and [Kaitiakitanga](#)

## Ground work in the zone

The Hāpuku Catchment Collective initiative takes an integrated approach to addressing issues and enhancing freshwater through an offer to people living in the community catchment of Hāpuku South.

The project will enable collaborative and coordinated community actions which support the CWMS and environmental outcomes and will be managed by Environment Canterbury's Zone Delivery team with the support of the CWMS facilitation team.

Year three builds on previous mahi undertaken in years one and two and sees the community catchment area expanded by broadening community engagement.



*Locals and landowners come together to learn about weed management.*

*The Kaikōura Water Zone Committee is a community led committee supported by councils.*

 [fb.com/canterburywater](https://www.facebook.com/canterburywater)



## Kaikōura Water Zone Committee

Funds will go towards incentivising work as per years one and two, including site visits with landowners who have shown interest; follow-up weed control work on the year one and two properties; [additional community engagement \(weedy workshop\)](#) to bring people in the catchment together, encourage a catchment group to be formed, and provide education on weed management.

**This work helps meet these CWMS targets:** [Ecosystem health and biodiversity](#) and [Kaitiakitanga](#)

### **Delivering the community's vision for freshwater**

The [Canterbury Water Management Strategy \(CWMS\)](#) puts some responsibility for finding solutions for freshwater management in the hands of the community, with support from councils, Ngāi Tahu, and others. The strategy sets out freshwater goals and targets to deliver the community's vision for freshwater.

Each of the [community-led water zone committees](#) work collaboratively to develop freshwater recommendations for councils to help ensure plans give effect to these goals and targets.

Within each target area, there are several specific time-bound targets to be achieved and these are [monitored and reported](#) on to ensure progress is being made.

**The CWMS targets are:** [Environmental limits](#), [Ecosystem health and biodiversity](#), [Natural character of braided rivers](#), [Kaitiakitanga](#), [Drinking water](#), [Recreational and amenity opportunities](#), [Water use efficiency](#), [Irrigated land area](#), [Energy security and efficiency](#) and [Indicators of regional and national economies](#).

### **Future challenges and opportunities – 2023/24**

There are two massive challenges that are related and growing more urgent by the day: climate change and the impact of increasing fuel costs.

The world's oceans are warming at an alarming rate, and that will lead to bigger storms more often. It isn't theoretical any longer, now it is a measurable fact. Big storms mean a greater likelihood of crop failure, floods, and fires. Change is needed, quickly.

*The Kaikōura Water Zone Committee is a community led committee supported by councils.*

 [fb.com/canterburywater](https://www.facebook.com/canterburywater)





## Kaikōura Water Zone Committee

---

We have to stop using fossil fuels, but without fundamental economic reform internationally, that is impossible. In the existing system, as fuel costs go up, everything gets more expensive. That means less money available to do the things that don't generate money.

Those making big money from fossil fuels use every tool available to keep on doing so.

The good news is that there is serious discussion happening about the need for systemic change, and if it happens, the future can be better than most imagine possible.

It is not all doom and gloom, and it is now beyond any shadow of reasonable doubt that business as usual is not a survivable path.

Some of the needed change is above our pay grade, and we can each be responsible, to the best of our limited and fallible abilities.

### Find out more

- [Learn more about the Kaikōura Water Zone Committee.](#)
- See the [Kaikōura Water Zone Committee Action Plan 2021-2024.](#)
- [Download the Kaikōura Zone Implementation Programme \(PDF file, 4.71MB\).](#)

*The Kaikōura Water Zone Committee is a community led committee supported by councils.*

 [fb.com/canterburywater](https://fb.com/canterburywater)



<b>Report to:</b>	<b>Council</b>	<b>File #</b>
<b>Date:</b>	28 February 2023	
<b>Subject:</b>	Destination Kaikōura – July to December 2023 Report	
<b>Prepared by:</b>	L Bond – Destination Kaikōura Manager	
<b>Input sought from:</b>		
<b>Authorised by:</b>	W Doughty – Chief Executive Officer	

## 1. PURPOSE

The report covers the six months from July 2023 to December 2023 for Destination Kaikōura.

## 2. RECOMMENDATION

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

### JULY 2023

#### 1. TOURISM NEW STAFF FAMIL

We were able to host 20 TNZ staff from NZ, Australia and Japan offices. The purpose of this famil was to not only showcase Kaikōura but to also take the team through our DMP journey ultimately showcasing our aspirations moving forward.

The weather was perfect and the itinerary ran like clockwork. Huge thank you to the following operators who provided their time during their stay: The Kaikōura Seafood BBQ, Fyffe House, Sudima Kaikōura, Zephyr Restaurant, Whale Watch Kaikōura, Hapuku Kitchen, The Pier Hotel, Encounter Kaikōura, Mayfair Theatre, Dark Sky Trust, plus SPH & Kaikōura Kayaks.

The feedback from the TNZ team was exceptional with a real appreciation for the opportunity to be in region and learning about what makes Kaikōura so special.



## Famil Feedback - Destination Kaikōura

- "This was one of the best famils I have participated in, in my over 15 years experience in Tourism. The experiences on offer in Kaikoura are so unique and top quality. Lisa is so passionate about her region and all the operators work together so well to support their region and fellow operators. They are doing everything an RTO should be doing for their local industry. They were also all very generous with their time with us. Thank you Destination Kaikoura."
- "I loved how passionate Lisa, Geraldine, and all of the operators were about their town. It was great to experience many different products and hear from many operators. It is a wonderful small town with a breathtaking landscape. I am very happy to see the great impact the addition of the Sudima has made to the town, and excited to see how it continues to develop from here. My favourite part was the whale watching and watching the sunrise in the morning. Seeing the mountains, the sea and sunrise was magical."
- "We definitely got a sense of solid collaboration between all the operators and their stories of people and place. Lisa was great at tying everything together and making sure the group understood the vision of their DMP and where they are heading. So glad the group got to experience Kaikoura at it's best with the blue skies and snowy mountain back drop. All activities were valid and made for an awesome famil over 2 days."
- "I absolutely loved the sense of community. Everyone works together as a small Whānau and does great things for their small community. I enjoyed how welcomed we were by everyone we met on the trip. The wildlife and scenery came out on top for me, luckily we got Kaikoura on a beautiful day."
- "I was impressed by the maturing of Tourism product and the community spirit and the feeling all operators are working together to advance Tourism in Kaikoura to provide wonderful authentic experiences, respecting manu whenua and culture and bringing benefits to the whole community. Great improvements and investment has taken place since the earthquake. The scenery is still fantastic but the new road and effort put into viewpoints and cultural panels is great. The Sudima is an asset allowing visitors to stay longer and experience more."
- "The natural beauty (snow, mountains, sea), the wildlife (whales, dolphins, seals, birds), and the Hapuka Kitchen dining experience that really brought the two together - gathering from the land and the sea and coming together to celebrate the amazing things this region has to offer."
- "Lisa and Geraldine are professionals at discussing their plans, and also encouraging the operators to discuss their sustainability efforts and business plans for regenerative tourism in the future. Was really inspiring to hear and witness. Such a great community of passionate people"
- "They did an amazing job about telling their story of people and place, hitting the history, earthquake recovery and where they are heading. All operators talked to this as well as their efforts in the sustainability space. Protecting the Shearwater bird population and the community effort around this was a good example from Eco zip moving locations, Mt Fyffe Gin donating and Dark Sky Project educating locals/visitors about the issues the birds face."
- "Lisa and Geraldine shared a lot of information with us on the plans for Kaikoura and how they are moving forwards. Maintaining tourism and welcoming visitors throughout the year was an important point for them. They were happy to welcome bigger groups coming through and staying for at least a night. Sustainability was clearly important to everyone we encountered. The operators clearly work well together and are keen to build up kaikoura as a destination."
- "Lisa Bond is well respected and a true pro. She went above and beyond to share her passion for Kaikoura with us and give us a great experience. Although quite new Geraldine was also excellent! Thank you Destination Kaikoura."
- "Keep doing what you're doing! Hopefully other regions will adopt the same passion for community, collaboration across operators and focus for sustainable and regenerative tourism. Ka pai!"



## 2. KIWI RAIL + DESTINATION MARLBOROUGH + DESTINATION KAIKOURA COLLAB

Working together we hosted a film crew & host for a North American Travel Show – Fly Brother – this features train travel around the world and what there is to do in each region visited. This is due to go to air in North America at the end of Feb 2024. Kaikōura businesses featured include Whale Watch Kaikōura and Hapuku Kitchen.

## 3. REGIONAL EVENTS FUND (REF) – meeting with event organisers around funding opportunities

Regional Events Fund is designed to stimulate domestic tourism and travel between regions through holding events. This is intended to support the tourism and events sector and replace some of the spending from international tourists due to the border closure because of COVID-19.

## 4. TOPS OF THE SOUTH TOURING ROUTE (TOTS)

Development and planning (on going with bi-weekly meetings)

## 5. TE KOROWAI HUI, DARK SKIES & KITI BOARD MEETING

Attend the monthly meetings.

## 6. OPERATOR NEWSLETTER

Fortnightly e-newsletter to database of 223 Kaikōura business contacts.

---

## AUGUST 2023

### 1. ALPINE PACIFIC TOURING ROUTE CAMPAIGN (CHC, HURUNUI, KAIKOURA)

DK along with Hurunui Tourism and Christchurch NZ contracted the crew from Roady in filming for the Cycling / Walking pillar on the APT website. They spent 7 days in our regions filming various walks and cycle trails with the intent of capturing those places we haven't really highlighted before.

Part of the contract deliverables was for a social campaign; the results were fantastic. Analytics as follows:

## **Instagram Stories**

Posted 37 stories that reached an average of 3800 views on each.

## **Instagram Posts (that include Kaikōura)**

The [spend a morning in Kaikoura](#) reel reached 23,323 people with 630 likes, 88 shares & 126 saves

The [5 walks/bikes in Kaikoura](#) reel reached 22,334 people with 583 likes, 76 shares & 154 saves

The [10 APT walks/bikes](#) reel reached 19,393 people with 402 likes, 68 shares & 234 saves

**Total reach for APT campaign on IG = 213,065 people with 5604 likes, 1014 shares & 2326 saves**

## **TikTok Posts**

We posted 8 TikTok's which got a total of **136,545 views with 3721 saves & 1154 shares**

## **2. ORGANISING THE DESTINATION MARLBOROUGH + DESTINATION KAIKOURA COLLAB with ROADY NZ**

The campaign overview:

Showcase an EV road trip featuring 2 days in Marlborough, 1 day highlight the drive between Marlborough and Kaikōura, and 2 days in Kaikōura. Roady to provide content highlighting local eateries and activities, locations of cultural importance, unique stays, beaches, cycle trails and capturing Astro footage to highlight the Kaikōura dark sky story. This campaign is to focus on slowing down the travellers between Picton and Kaikōura, showcasing the epic things to do along this drive.

When the crew were in Kaikōura I joined with them in filming at the following locations:

- The Kekerengu Store
- Karaka Lobster
- Cultural Artwork Safe Stopping Areas
- Middlehurst Farm Store
- Clifftop Cabins
- Mt Fyffe Distillery
- Esses Wine
- Hapuku Kitchen
- Pure Pods
- Simes Kitchen
- The Beach House
- Emporium Brewing + Mini Golf & Escape Rooms
- Bernie's Diner + Harmon's Classic Car Museum

## **3. NEAT PLACES CAMPAIGN**



We also had new blogs feature on the Kaikōura section of their website:

<https://neatplaces.co.nz/stories/things-to-do-with-kids-in-kaikoura>

<https://neatplaces.co.nz/stories/best-accommodation-kaikoura>

## **4. BRINGING KAIKOURA TO CANTERBURY EVENT - SUDIMA**

The purpose of this event is to showcase the Kaikōura region to Christchurch based customers to promote our regions products and services. The target market was Christchurch's PCO's, Event Managers, Travel Agents and Corporate businesses.



We have the following operators attend this fantastic event:

- Whale Watch Kaikōura
- Kaikōura Kayaks
- South Pacific Helicopters
- Encounter Kaikōura
- Lavendyl Lavender Farm
- The Mayfair Theatre
- Mt Fyffe Gin Distillery
- Esses Wine
- Hapuku Kitchen
- Kaikōura Helicopters
- Kiwi Rail / Great Journeys



## 5. FAMIL – HOSTED WHEN IN REGION

**Teigan Nash Media Famil (TNZ) - Aussie Go Pro Ambassador**

**Sandii Pink / Travel Managers – ITO Agent**

**Travel Managers Famils 1 focused on the Alpine Pacific Touring Route + 1 focused on the Top of the South Touring Route.**

## 6. MEDIA

Avenues Magazine: <https://www.avenues.net.nz/all-stories/2023/8/14/unlike-anywherenbsp>

August Kia Ora Magazine + Regional News WLG:



## 7. REGIONAL EVENTS FUND (REF) – meeting with event organisers around funding opportunities

Regional Events Fund is designed to stimulate domestic tourism and travel between regions through holding events. This is intended to support the tourism and events sector and replace some of the spending from international tourists due to the border closure because of COVID-19.

## 8. TOPS OF THE SOUTH TOURING ROUTE (TOTS)

Development and planning (on going with bi-weekly meetings)

## 9. ATTENDED MEETINGS 2023 IN WELLINGTON

This was Destination Kaikōura's second time attending [MEETINGS](#) as we start to move into the Conference, Incentive & Events space.

## 10. ATTENDED THE TEC CONFERENCE IN ROTORUA

[Tourism Export Council](#) Conference is an annual event where we connect with Inbound Tour Operators & Industry colleagues.

## 11. TE KOROWAI HUI, DARK SKIES & KITI BOARD MEETING

Attend the monthly meetings.

## 12. OPERATOR NEWSLETTER

Fortnightly e-newsletter to database of 223 Kaikōura business contacts.

---

## SEPTEMBER 2023

### 1. RESULTS DESTINATION MARLBOROUGH + DESTINATION KAIKOURA COLLAB with ROADY NZ

#### Instagram Stories

25 stories throughout the campaign which averaged 5200 views on each.

#### Instagram Posts

- The [Day in Kaikoura](#) reel reached 57,176 people with 1480 likes, 233 shares & 569 saves.
- The [Purepod](#) reel reached 21,347 people with 422 likes, 56 shares & 130 saves.
- The [10 things to do in Kaiks & Marl](#) reel reached 24,846 people with 395 likes, 34 shares & 149 saves.
- Total reach for IG = 146, 879 people reached with 3017 likes, 404 shares & 1090 saves.

#### TikTok Posts

- The [Day in Kaikoura](#) TT reached 8500 people with 337 likes, 21 shares & 122 saves.
- The [Purepod](#) TT reached 3346 people with 91 likes, 14 shares & 14 saves.
- This extra [Purepod](#) TT reached 61,000 people with 3049 likes, 612 shares & 1008 saves.
- The [10 things to do in Kaiks & Marl](#) TT reached 3700 people with 101 likes, 5 shares & 29 saves.
- Total reach for TT = 107,427 with 4529 likes, 749 shares & 1522 saves.

**Total reach for the campaign = 254, 306 people reached with 7546 likes, 1153 shares & 2612 saves.**



### 2. TOURISM NEW ZEALAND SINGAPORE MEDIA FAMIL

We had the opportunity to host 3 of Singapore's top social influences + a TNZ host recently. During their time they stayed at the Sudima (which they loved), went to the top of Mt Fyffe with South Pacific

Helicopters and touched snow (a first for most of them), visited Ohau Point, Nin's Bin, Hapuku Kitchen for a cooking school experience and also Llama trekking.

They all loved their time in Kaikōura, all commenting on how amazing it was to see mountains so close to the sea, breath fresh cool air, touch snow and meet some of the loveliest humans they had met before.



### 3. FAMILS

Hosted a group from JTB in Japan who were interested in hearing more about Kaikōura's eco-tourism journey. We had a fantastic afternoon together visiting sites of interest around town as well as enjoying some seafood (which they loved). Really good conversation with great questions, they had clearly done their research.

### 4. MEDIA

Let's Travel Magazine – [12 page spread](#).

### 5. CRUISE SEASON 2023-24

Created a [handbook for the 2023-24 season](#) and sent out via our operator newsletter. I also passed the cruise timetable to Council and the Mayor for their information.

### 6. DATAHUB

We no longer source our Data through Christchurch NZ as of August 23. We now have 7 RTO's pooling our funding and contracting a company to compile these monthly reports for us. Christchurch NZ - Hurunui Tourism – Development West Coast – Mackenzie Tourism – Visit Timaru a) Tourism Waitaki and Destination Kaikōura

We had 3 online sessions with Data hopefuls and ended up contracting Vistr who were by far the most impressive when it came to what they could offer each RTO. Our first report has come in, due to the short turn around between signing them up and delivering this I think they have done an incredible job. They are now working at building an interactive online platform for the collective which will hopefully be ready by the next Board meeting.

<https://www.kaikoura.co.nz/kaikoura-industry-support/visitor-data/>

#### Key points to compliment the attached report - August '23:

- Total visitor days (proxied by mobile device counts) were down -2% from July (MoM) but up +43% from Aug '22 (YoY): In line with the national averages.
- The modest MoM decrease is a positive outcome considering the school holidays in July.
- The number of unique visitors (MURPEs) was the highest for any August since the data began (2019).
- Comparing the 2 datasets indicates the average visitor spent 2 - 3 days in the region. Note it's not possible from the data to be sure if these days are consecutive or multiple day trips.

- Domestic visitor spend\* in July was up +10% on July '22 (YoY) despite a national average -6%. The reported spend was >40% above July '19.
- Nearly 60% of the captured spend was from visitors from Canterbury and Marlborough, demonstrating the significance of the drive-in market.
- International spend was up 76% YoY and 20% above July '19. Nearly 1/3 of the spend was from American visitors.
- Commercial accommodation\*\* (CA) occupancy fell slightly MoM due to decreased domestic visitation - probably largely due to a peak over July school holidays. The reported figure of 28% was c.half the 48% national average.
- This figure was about the same as Aug' 22 despite a c.20% increase in both guest arrivals and guest nights as the number of stay units included in the survey increased.

\*note that the current spending data represents a sample of the in-region card spending, and does not reflect cash or online spend. Spend data is currently based on July TECT while we wait for the MRTes to begin.

\*\*commercial accommodation data reflects only CA locations voluntarily submitting their data to the programme. Kaikoura is considered to have a "2 star" data quality rating so data should be considered reasonably indicative but not as a completely accurate all-of-market view.

#### **7. REGIONAL EVENTS FUND (REF) – meeting with event organisers around funding opportunities**

Regional Events Fund is designed to stimulate domestic tourism and travel between regions through holding events. This is intended to support the tourism and events sector and replace some of the spending from international tourists due to the border closure because of COVID-19.

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

Development and planning (on going with bi-weekly meetings)

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

Attend the monthly meetings.

#### **10. OPERATOR NEWSLETTER**

Fortnightly e-newsletter to database of 223 Kaikōura business contacts.

---

### **OCTOBER 2023**

#### **1. TOURISM NEW ZEALAND**

Tourism New Zealand 101 guide for Kaikōura for the China Market  
Revamped specifically based on the market targeted.

Media Opportunity - Interview with freelance writer for Traveller, Katie Cunningham

#### **2. MEDIA**

##### Le Petit Fute

Guidebook for French visitors.

We were asked for financial participation to which we said no but had a quick meeting and suggested we could help with information about Kaikōura, connecting them with operators in exchange to have a special feature.

Our NZ – ½ page



Our Backyard – ½ page + 1000 word editorial  
Metropol – Advertorial

### 3. CRUISE SEASON 2023-24

First ship arrives November 16<sup>th</sup>. Have work through H&S with transport providers plus talked with Mike Russel from KDC around use of council road cones as and when needed as well as painting a potential tripping hazard yellow to lessen likelihood of tripping.



### 4. WEBSITE

Working on a revamp of the Kaikōura industry section to make it a proper reference hub for our Kaikōura operators.

This will have 9 sections that provide Kaikōura operators with information to help with upskilling and decision making.

<https://www.kaikoura.co.nz/kaikoura-industry-support/>

### 5. TRADE TOOLKIT FOR OPERATORS

Created to upskill & inform operators who are looking at working with Trade. A [42-page toolkit](#) that has all operators need to know.

### 6. INDUSTRY CAPABILITY WORKSHOPS

Ran a 'working with trade 101' workshop for operators in the activity + accommodation space.

Ran a Google & SEO workshop for operators interested.

### 7. DATAHUB

#### Key points - September '23:

- Saturday the 16th September showed a significant peak in visitation. Visitor counts were more than double of the average visitor counts for the month. This might be related to a successful 'Extravaganza Fair & Kaikoura Hop' at the Kaikoura racecourse.
- While domestic daily visitor counts declined -9% from August (MoM), international daily visitor counts exhibited a +7% increase. Moreover, daily international visitor counts more than doubled over the course of the month!
- Interestingly, guest nights in commercial accommodation increased by +43% over August (MoM). This was mainly due to an increase in domestic visitors staying overnight in the region.

Although more guests are staying overnight it appears that guests are staying for slightly shorter overnight trips. The number of average nights stayed per guest dropped from 1.7 to 1.6 over the course of a year (YoY).

<https://www.kaikoura.co.nz/kaikoura-industry-support/visitor-data/>

### 8. REGIONAL EVENTS FUND (REF) – meeting with event organisers around funding opportunities

Regional Events Fund is designed to stimulate domestic tourism and travel between regions through holding events. This is intended to support the tourism and events sector and replace some of the spending from international tourists due to the border closure because of COVID-19.

## 9. TOPS OF THE SOUTH TOURING ROUTE (TOTS)

Development and planning (on going with bi-weekly meetings)

## 10. TE KOROWAI HUI, DARK SKIES & KITI BOARD MEETING

Attend the monthly meetings.

## 11. OPERATOR NEWSLETTER

Fortnightly e-newsletter to database of 223 Kaikōura business contacts.

---

## NOVEMBER 2023

### 1. FAMILS

Hosted Tourism New Zealand FAMILs:

FAM 2470 – UK/German Media Group – 9 to 11 Nov 2023 (Media)

4 pax + 1 TNZ (TL)

<https://www.independent.co.uk/travel/australasia/new-zealand/new-zealand-new-dark-sky-sanctuary-b2464237.html>

FAM 2470 – UK/German Product Managers – 12 & 13 Nov 2023 (Trade)

5 pax + 2 TNZ (TL)

TNZ Media opportunity: Sunrise High Impact TV Broadcast (Australia) – 14 & 15 Nov (Media)

6 pax + 2 TNZ (TL)

\*Reach of 905,000+ Australians

\*Equivalent Advertising Value (EAV), which for the Wednesday morning cross was valued at \$915,017 NZD – Amazing!

FAM2484: Japan Media Famil – 26 & 27 Nov 2023 (Media)

4 pax + 1 TNZ (TL)

### 2. CRUISE SEASON 2023-24

Hosted the first 3 ships of the season in November.

16<sup>th</sup> Nov National Geographic

26<sup>th</sup> Nov National Geographic

27<sup>th</sup> Nov Seabourn Odyssey



### 3. DATAHUB

**Key points - October '23:**

The key indicators for October paint a positive picture for the Kaikoura region.

- Total visitor numbers grew significantly (+14%) over October last year (YoY), with international visitor numbers almost doubling (+86%).

- Nevertheless, international visitor numbers still only represent roughly a tenth of the market. However, international visitor spending accounts for a quarter of visitor spending.
- Daily visitor numbers were highest over Labour Day weekend (c.5k).
- Guest nights in commercial accommodation (+27%) and usage of short-term rentals (revenue +20%) grew strongly highlighting a strong and early start into the summer holiday season.
- Domestic visitor spending was behind (-18%) over last year (YoY). This negative YoY change could partly be driven by the fact that term 3 school holidays in 2023 fell across September and October, as opposed to solely October in 2022.
- From April - September 'food and beverage serving services' were the highest ranked spend category. Even though spending on 'food and beverage serving services' grew by +30% over September they were surpassed by 'accommodation services' for October, highlighting the significant economic contribution of the sector during the summer.

#### 4. REGIONAL EVENTS FUND (REF) – meeting with event organisers around funding opportunities

Regional Events Fund is designed to stimulate domestic tourism and travel between regions through holding events. This is intended to support the tourism and events sector and replace some of the spending from international tourists due to the border closure because of COVID-19.

#### 5. TOPS OF THE SOUTH TOURING ROUTE (TOTS)

Development and planning (on going with bi-weekly meetings)

#### 6. TE KOROWAI HUI, DARK SKIES & KITI BOARD MEETING

Attend the monthly meetings.

#### 7. OPERATOR NEWSLETTER

Fortnightly e-newsletter to database of 223 Kaikōura business contacts.

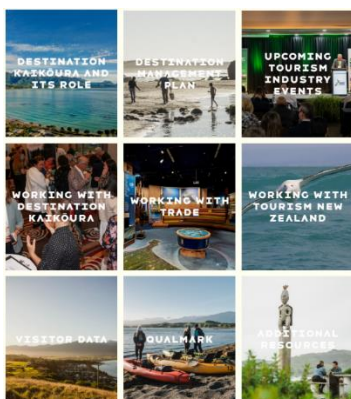
### DECEMBER 2023

#### 1. WEBSITE

Revamp the Kaikōura Industry Hub for our Kaikōura operators went live.

<https://www.kaikoura.co.nz/kaikoura-industry-support/>

This hub will be updated as and when needed.



The next section of the website being worked on is the Trade & Media Hub.

## 2. KAIKOURA OPERATOR HANDBOOK

[Created a 38-page document](#) that has Kaikōura activities, FAQ's, walks, cycle trails, dark sky info etc... Provided to operators to print off and make available to their guests or to have on hand if needing quick information.

## 3. CRUISE SEASON 2023-24

There were 5 cruise ships during December.

14 Dec – Silver Muse

23 Dec – Silver Whisper

27 Dec – Seabourn Odyssey

29 Dec – Coral Geographic

29 Dec – Silver Muse



## 4. REGIONAL EVENTS FUND (REF) – meeting with event organisers around funding opportunities

Regional Events Fund is designed to stimulate domestic tourism and travel between regions through holding events. This is intended to support the tourism and events sector and replace some of the spending from international tourists due to the border closure because of COVID-19.

## 5. TOPS OF THE SOUTH TOURING ROUTE (TOTS)

Development and planning (on going with bi-weekly meetings)

## 6. TE KOROWAI HUI, DARK SKIES & KITI BOARD MEETING

Attend the monthly meetings.

## 7. OPERATOR NEWSLETTER

Fortnightly e-newsletter to database of 223 Kaikōura business contacts.

## 8. FOCUS OVER THE NEXT 3 MONTHS

- Attend the TNZ – RTO Showcase in Wellington
- Attend the Annual TRENZ Conference in Wellington
- Host BareKiwi and create a new destination video
- Organise an Astro Tourism workshop working with Omaka Observatory
- Organise social media + Marketing 101 workshops
- Organise a end of season celebration with local operators

## 9. 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



**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 2023
---------------------	-------------	-----------------------------	------------------

Project Approval	Name	Title	Signature	Date
Prepared By:	Wendy Walker	Project Manager		18/01/24
Reviewed By:	Chris Sturgeon	Programme Lead		19/01/24
Approved By:	Danny Smith	KMDP Chairperson		19/01/24

### Distribution List

Name	Role
Warren Gilbertson	MBIE Regional Manager
Governance Board Members	Governance Board
Will Doughty	KDC Chief Executive
Craig Mackle	Mayor
Kaikōura District Council	Councillors

### Overall Summary

<b>Summary</b>	<ul style="list-style-type: none"> <li>• Design Stage consultant negotiations</li> <li>• Council approved Design Stage scope</li> <li>• Governance Terms of Reference Review completed</li> </ul>
----------------	---

### Status of Activities and tasks

Project Status	Milestones	Baseline Date	KEY	Completed on time	Late - WIP	Not yet due
			Forecast Date	Actual Date	Comments	
	Design RFP	28 <sup>th</sup> April	28 <sup>th</sup> April			Achieved
	Concept Design Completed	30 <sup>th</sup> June	30 <sup>th</sup> 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

Milestones	Baseline Date	Forecast Date	Actual Date	Comments
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	50% Design drawings and Cost estimate to inform tender package received. (informed by changes to Resource consent)
Offsite works Design and Tender – Seawall slumping	May 2023	August 2022	22/06/23	Practical Completion Certificate issued.
Offsite works - Construction				To be programmed
Onsite works Design and Tender – Seawall Remediation		August 2022	22/06/23	Practical Completion Certificate issued
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	KDC Confirmed commitment to project and funding in absence of investor or co-funder
Complete Detailed Design & approvals process	October 2023	May 2024		Updated forecast dates are based on the Inovo Delivery Schedule Rev.5 December 2023
Complete Building Consent	February 2024	June 2024		
Onsite works - Construction	Jan 24 – June 2025			Scheduling subject to early contractor engagement advice
Release Construction (Buildings) Tender to market	February 2024	May 2024		
Commence Construction - Buildings	March 2024	July 2024		
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>Utilities on-site and off-site enabling works completed.</li> <li>Finalised architect and consultants' engagement approach for Detailed design phase and construction</li> <li>Update project timeline and budget forecast as new information comes to hand.</li> <li>Governance Framework Review</li> </ul>
<b>Planned but not achieved</b>	<ul style="list-style-type: none"> <li>Design Team contracts approved and signed by KDC.</li> <li>Complete Detailed Design of roading and carparking on Esplanade, Avoca &amp; Wakatu Quay.</li> </ul>
<b>Not planned and achieved</b>	<ul style="list-style-type: none"> <li>Workshop with Councillors on Design scope options.</li> </ul>
<b>Resourcing</b>	<ul style="list-style-type: none"> <li>No change to current resourcing levels</li> </ul>
<b>Media &amp; Communications</b>	<ul style="list-style-type: none"> <li>KDC website updated and information provided to the Newsletter, on KDC Facebook page and via Media Release on Borrowing Consultation and Resource Consent outcome.</li> </ul>



## Issues Open this Period

Date	Issues No.	Description	Status	Priority	Owner	Proposed Resolution Date
30 Sept 21	1	Traffic Access and Parking – community opposition to upgrade of Wakatu Quay road	High	High	Project Lead	30 June 2023
30 Sept 22	2	<b>Delay in commencement of Detailed Design</b> - Clarification of developer and tenants' involvement <b>RESOLVED:</b> KDC is cofounder/developer	High	High	Project Lead	30 December 2023
30 Sept 22	3	<b>Financial impact from Timeline extension.</b> - as a result of delayed detailed design there is a burnrate cost that will need to be accommodated within current budget	High	High	Project Lead	31 January 2024

## Risks Open this Period

Date	Risk No.	Description	Likelihood	Mitigated	Owner
20 Dec 20	1	Poor Selection of Architectural Partner, unbuildable	Very High	Medium	Project Lead
20 Dec 20	2	Project not delivered on Time & Cost Parameters	High	Medium	Project Lead
15 May 21	3	Further Asbestos and metal discoveries	Very High	High	Project Lead
17 May 2022	4	Councillor workload may impact decision making timeframes	High	Medium	Project Lead

## Summary of Funding Received

Creditor	Date	Amount	% Project Drawn down
KDC Contribution		270,000	-
MBIE	10-Jun-20	600,000	6%
MBIE	17-Jun-21	2,000,000	20%
	15-Mar-23	1,000,000	10%
	12-Dec-23	2,000,000	20%
	<b>Total</b>	<b>5,870,000</b>	<b>58%</b>

Total Kanoa funding for the Wakatu Quay project is \$10,180,000. Next funding drawdown is due at completion of Detailed Design (end of May 2024).

## Summary of Potential Investor Funding

*Note: This table has been updated at the end of December 2023.*

Potential Funding	Funder	Level of Surety	Date of last advice

## Project Budget and Funding Allocation to date

Funder	Description	Amount
PGF	Project Management, Design etc	\$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	\$3,483,451	\$11,250,000	0%

\*Revised budget estimate based on Staged Approach and \$4800/m<sup>2</sup> construction costs.

## Expenditure to end of this quarter 31 December 2023

	Total Project Estimate	Sum of Actual (LTD)
⊗ Project Overheads	\$ 2,223,076	\$ 1,320,154
⊗ Feasibility & Site prep	\$ 1,175,530	\$ 1,170,780
⊗ Construction	\$ 2,208,000	\$ -
⊗ Design	\$ 1,088,695	\$ 328,495
⊗ External Works	\$ 2,199,802	\$ -
⊗ Civil Works	\$ 581,598	\$ 469,624
⊗ Off-site Works	\$ 1,519,768	\$ 176,407
⊗ Artwork	\$ 231,659	\$ 18,000
⊗ Pre Tenancy Handover	\$ 15,000	\$ -
<b>Grand Total</b>	<b>\$ 11,243,129</b>	<b>\$ 3,483,461</b>

## The Period Ahead – Next Quarter 1 January – 31 March 2024

<b>Planned</b>	<ul style="list-style-type: none"> <li>• Design Team architects and consultants contracts approved by KDC . Work commences</li> <li>• Complete Geotechnical analysis</li> <li>• Complete Concept Design and Preliminary Design for building, infrastructure and landscape</li> <li>• Commence Detailed Design for building, infrastructure and landscape</li> <li>• Identify preferred Construction Contractor for build and infrastructure</li> <li>• Engage Real Estate agent to find commercial hospitality tenant</li> <li>• Approve lease contract agreements for tenancy</li> <li>• Update project timeline and budget forecast as new information comes to hand.</li> <li>• Complete Detailed Design for roading and carparking</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 procurement, consenting and technical services.</li> </ul>

## Recommendation

It is recommended that this report is received for information.

<b>Report to:</b>	<b>Council Meeting</b>
<b>Date:</b>	28 February 2024
<b>Subject:</b>	Discretionary Grants Fund – Progress / Completion Reports
<b>Prepared by:</b>	W Doughty – Chief Executive Officer
<b>Input sought from:</b>	B Makin – Executive Officer
<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.

#### 2022-2023 FY

Completion Reports Attached:

- Kaikōura Dark Sky Trust

#### 2023-2024 FY

Quarterly Progress Reports Attached:

- Kaikōura Squash Club
- Kaikōura A&P Association
- Kaikōura Dark Sky Trust
- Kaikōura Youth Council
- Kaikōura Red Cross

Completion Reports Attached:

- Kaikōura Museum
- Kaikōura Bowling Club
- Te Hā o Mātauranga

### 2. RECOMMENDATION

It is recommended that the Council receives these reports for information.

### 3. BACKGROUND

Council had approved the discretionary grants process for the Fund at a meeting on 29<sup>th</sup> June 2022. Two years of funding rounds have now been allocated.

The application period for funding from the 2023/2024 financial year ran from 1<sup>st</sup> March to 31<sup>st</sup> March 2023, with decisions being made at the April Council meeting. Successful applicants received funding after 1 July 2023. A number of quarterly progress and completion reports have already been provided to Council. A further five quarterly progress reports and three completion reports for the Financial Year 2023/24 are presented for consideration today together with one completion report from the 2022/23 funding allocation.

The following organisations have already submitted completion reports throughout the financial year 2023-2024:

- Kaikoura Miniature Rifle Club
- Kaikoura Lions Club
- The Mayfair Arts and Culture Centre
- Takahanga Bowling Club

The remaining completion reports will be due by 30<sup>th</sup> June 2024.

**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

<b>Report to:</b>	<b>Council</b>	
<b>Date:</b>	28 February 2024	
<b>Subject:</b>	Completion Report Kaikōura Dark Sky Trust	
<b>Prepared by:</b>	Colette Doughty	
<b>Input sought from:</b>		
<b>Authorised by:</b>	W Doughty – Chief Executive Officer	

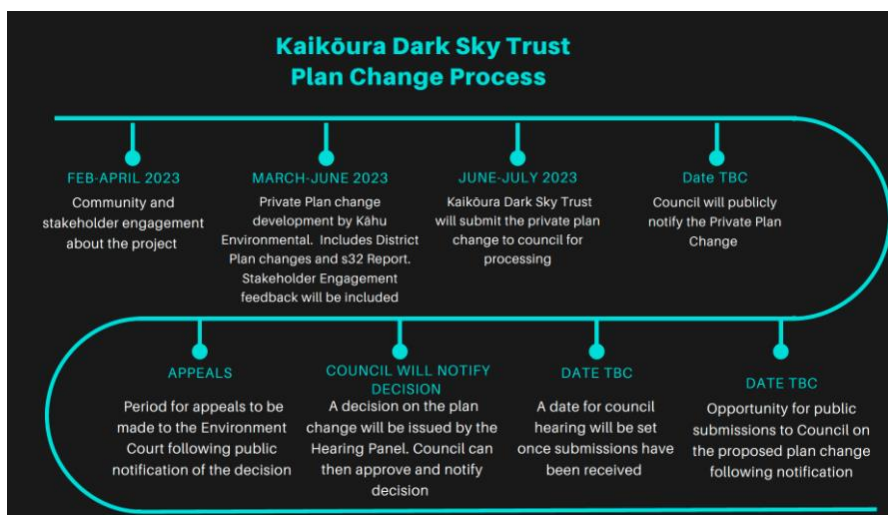
## 1. EXECUTIVE SUMMARY

The purpose of this report is to provide a completion report following the funding to help towards the protection of the night sky. Recognising the positive effects of reducing light pollution.

## 2. COMPLETION OVERVIEW

The funding provided was used to support the project co-ordinator role between September 2022 and May 2023. During this time the role supported several projects in the steps towards achieving International Dark Sky Accreditation. These were primarily:

DEVELOPMENT OF A PRIVATE PLAN CHANGE – Working with Kahu Environmental to set the plan change in motion. Assessing the steps required, creating a timeline and starting community and stakeholder engagement. Also beginning to work on the draft S32 report.



LIGHTING INVENTORY – time spent planning the lighting inventory work which was carried out from July 2023. What needed to be assessed and how to record the data. Sourcing a spectrometer to use and organising volunteers to help.

Council Owned Park, Reserve or Building	Fixture ID	Building Land	No. of Fixtures	Lamps per Fixture	Function	Fixture Type	Lamp Type	Color Temp (K)	Watts	Lumens	Hazards	Shielding State	Operable	Adaptive Controls	Sensor Type	LMP Compliance	Closeup Photo		
																		Yes	No
Sport - Building hanger	4	B	1	2	security	spot light	halogen	3000	150		none	under eaves	y	y	movement <5mins	2	-	5.1	
			1	2	security	spot light	halogen	3000	150		none	under eaves	y	y	movement <5mins	2	-	5.3	
			1	2	security	spot light	led	4000	15		none	unshielded	y	y	movement <5mins	2	-	5.5	
Juth Bay Harbour	10	L	2	1	wayfinder	flood light	led	4000		27,000	none	partial	y	y	daylight	-	2	10.1	
			4	1	security	flood light	led	4000		none	partial	y	y	movement <5mins	-	4	10.3		
			4	1	wayfinder	bollard	no access	off			none	partial	y	y	daylight	-	4	10.5	
			1	2	security	flood light	led	6000		none	unshielded	y	y	movement <5mins	-	1	10.6		
Juth Bay Harbour - Toilets	11	B	4	1	wayfinder	bollard	no access	off			none	partial	y	y	daylight	1	4	10.9	
			2	1	entrance illumination	ceiling bowl	fluorescent	2700	16	1050	none	under eaves	n	n		-	-	11.1	
			1	1	entrance illumination	ceiling bowl	fluorescent	2700	16	1050	none	under eaves	n	n		-	-	11.4	
Juth Bay Reserve - Toilets (DOC owns)	11	B	1	1	entrance illumination	wall pack	no bulb	-			none	partial	n	n		-	-	11.5	
			5	1	wayfinder	ceiling tube	fluorescent	4000			none	under eaves	y	n	on 24 hours	-	5	16.1	
Juth Bay Reserve Info Enclosure (DOC owns)	16	B	5	1	wayfinder	ceiling tube	led	5000			none	under eaves	y	n	on 24 hours	-	6	17.1	
Juth Bay Reserve Toilet Block (DOC owns)	17	B	2	1	wayfinder	ceiling tube	fluorescent	4000			none	under eaves	n	n		-	-	17.1	
5 Beach Road - Ophoh	18	B	1	2	entrance illumination	spot light	halogen	off				none	unshielded	n	n	movement <5mins	2	-	18.1
			5	1	entrance illumination	ceiling light	led	3051			none	under eaves	y	n		5	-	18.6	
			1	1	entrance illumination	ceiling light	led	3000			none	under eaves	y	n		1	-	18.8	
			1	1	emergency	flood light	led	off			none	unshielded	n	n		-	-	19.2	
			1	2	security	spot light	halogen	off			none	unshielded	n	n		-	-	Removal	
3 Beach Road - Scout Hall	19	B	2	1	security	burner	led	3000	15		none	unshielded	y	n		-	2	19.1	
			2	1	entrance illumination	ceiling bowl	led	3000	15		none	under eaves	y	n		-	2	19.6	

DARK SKY EXPO – helping plan and prepare for the Expo in May 2023 which was focused on community engagement around the project.

**kaikouradarksky.nz**

**EXPO**

WE ARE NOT GOING TO BE IN THE DARK!

SUN 25TH TO SUN 28TH MAY 2022  
DAILY - FREE  
FROM 10.30 AM

**KAIKŌURA DARK SKY SANCTUARY**

Community Evenings  
From 5.00 pm onward  
& Stargazing  
From 7.00 pm Mon-Fri

Venue - The Mayfair Theatre - Exhibition Suite

**INFORMATION POSTERS**

- KAIKŌURA DARK SKY TRUST
- INTERNATIONAL DARK SKY ASSOC & THE DARK SKY NETWORK
- AGE AND WELLBEING
- HEALTH
- WELLBEING
- ECOLOGICAL & ENVIRONMENT
- TOWNSHIP
- WELLBEING
- MATARAU
- PRIVATE PLAN CHANGE
- UNDERSTANDING
- LIGHT POLLUTION
- RESPONSIBLE LIGHTING
- OPTIONS FOR LIGHTING
- ENJOYING OUR NIGHT SKY
- COMING
- ENJOYING LIGHTING WITH
- HERITAGE OF THE NIGHT SKY
- CLIMATE CHANGE
- SAVED ENERGY - SAVED \$\$\$

**PROGRAMME**

**25TH SUNDAY** - OPENING CEREMONY 5.30 PM

**26TH MONDAY**

**27TH TUESDAY**

**28TH WEDNESDAY**

**29TH THURSDAY**

**30TH FRIDAY**

**31ST SATURDAY**

**1ST SUNDAY - FINAL DAY**

STAR GAZING - Starlight Refinery  
Mon to Friday - 7.00 pm at Mayfair Theatre

EDUCATION – Supporting the trust volunteers in organising school visits and community events.

**INSPIRATIONAL EVENING**

Thursday 28th April @ the Kaikōura Museum  
From 6pm - 7pm  
Free entry

Presentations by 5 eminent professors:

- Michelle Borrister - Senior Lecturer of the University of Canterbury
- Gareth Davies - Professor of Dark Sky NZ
- Nancy Davies - Head of department for the International Dark Sky

• Why should we get International reserve qualifications?  
• How do we measure it and what are the benefits?  
• Possibilities of dark tourism for Kaikōura  
• How to expand your knowledge for the best enjoyment as you only see as much as you know

**PHOTO COMPETITION**

From August 6th - 7th, 2022  
From Anywhere in Kaikōura District

**Exhibition**

From August 27th - September 10th, 2022  
Here: The Mayfair, J&S Wynn Exhibition Suite  
80 Englemore, Kaikōura

Agree Prizes  
Fun for the whole family

**QUIZ NIGHT**

Come celebrate Water with us  
and learn some amazing things  
about our night sky, along with  
other fascinating topics

Register your team of at  
least 3 members by  
messaging Kaikōura Youth  
Council on Instagram or  
Facebook

**STAR GAZING**

International Dark Sky Association and Kaikōura Youth Council  
is pleased to support the excellent work of our  
local International Dark Sky team, and  
to have had the pleasure to observe it, at  
your own risk and expense!

9:30 - 8:30pm, Monday April 25  
7:00pm to 8:00pm



DRAFT APPLICATION – working through the criteria of the IDA Sanctuary application. Developing the framework, timelines and templates to collect and collate the necessary information.

Kaikōura Sanctuary – Application outline, status & timeline				not started	underway	editing	complete
Chapter/section	IDA checklist	Content overview	Specialist / other input	Create draft content	Status	Target completion	
Front cover		Image and title, include a cultural bi-line		Colette		July	
Acknowledgements		Acknowledgement of parties assisting + contributing to application		Colette		Oct	
Cultural quotes		Include several cultural quotes throughout the application	Rununga/Brett	Colette		November	
Contents		Table of contents		Colette		November	
DA member letter nomination	B2	letter has to be from a qualified darksky member and gareth has recommended John Hearnshaw	Steve Butler	Nicky		Aug	
Trust Pledge		Signed pledge from the trustees to protect the night sky ....	Nicky	Colette		Aug	
Executive Summary		Letter of Introduction / brief summary of the application	Nicky, Will	Colette		November	
<b>1</b>	<b>Introduction</b>						
	About Kaikoura	A full description and explanation of the proposed dark sky reserve. Incl population		Colette		Aug	
	Map 1	B1 Map showing Kaikoura in geographic context within NZ and the world		Nicky		Aug	
	Map 2	B1 A map of the district of kaikoura, as the proposed sanctuary and the legal boundaries		Nicky		Aug	
	Map 3	A1 + DOC Total land area + % Ownership (public, private, conservation, urban etc) and private stations (PP)	KDC/DC/DOC	Colette/Nicky		November	
	Map 4		KDC	Colette		November	
	History	B8 Brief review of Maori and European history.	Brett/museum	Colette		November	
	Culture	B8 Cultural significance of the night sky - matariki	Brett	Colette		November	
	Geography	B8 Description of local geography - Topography, land type		Nicky		Aug	
	Flora and fauna	B8 Flora and fauna		Nicky		Aug	
	Climate		Ted	Colette		Aug	

The Kaikōura Dark Sky Trust would like to thank the Kaikōura District Council for supporting this community project during this time frame.

### 3. 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

<b>Report to:</b>	<b>Council</b>
<b>Date:</b>	28 February 2024
<b>Subject:</b>	Discretionary Grants - Progress Report- Kaikoura Squash Club
<b>Prepared by:</b>	Haylee Tehuia-Claxton
<b>Input sought from:</b>	Vic Prince (committee member & project manager), Dan Fleming (President)
<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 Kaikoura Squash Club kitchen upgrade and accessible bathroom installation

### 2. PROGRESS OVERVIEW/ OR COMPLETION OVERVIEW

- 95% of plumbing works in both kitchen and bathroom
- Flooring in both areas (lino)
- All electrical work in both areas
- Installation of appliances and fixtures

### 3. FOCUS OVER THE NEXT 3 MONTHS

- Kitchen Bench installation
- Kitchen sink to be plumbed in once bench is in
- Expected completion date by end of February.

### 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

<b>Report to:</b>	<b>Council</b>	
<b>Date:</b>	28 February 2024	
<b>Subject:</b>	Progress Report Kaikōura A&P Assn	
<b>Prepared by:</b>	Laura Koopmans, Kaikōura A&P Administrator	
<b>Input sought from:</b>	n/a at this stage	
<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 Kaikōura A&P show held Saturday 24<sup>th</sup> February 2024.

## 2. PROGRESS OVERVIEW/ OR COMPLETION OVERVIEW (1<sup>ST</sup> OCTOBER – 31<sup>ST</sup> DECEMBER)

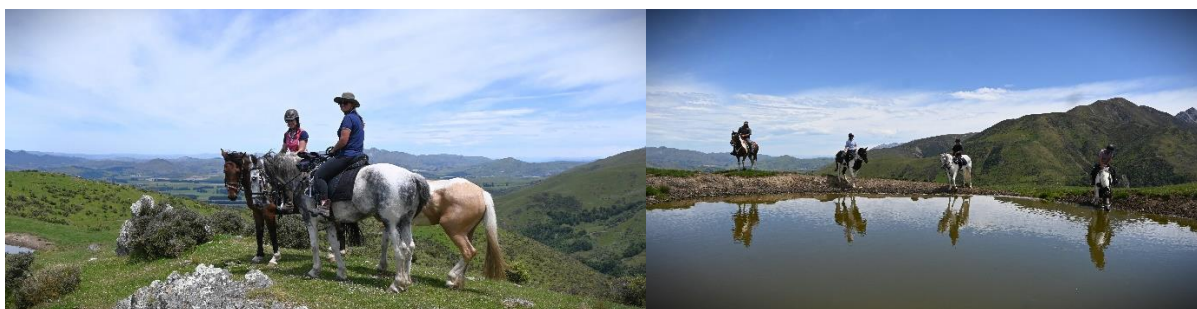
The past few months have been a very busy time for the A&P association. Initial planning has evolved into confirmations of our free events and activities for our families to enjoy on show day, liaising with our fantastic roaming clowns Silly billy and Milly, engaging with the local Harcourts team to organise this year's future farmers competitions, and finalising the activities with in the kids zone, including archery, digger fun (run this year again in conjunction with the Kaikōura fire brigade site) and our hearing duck man, all great free activities provided by the A&P. We as a committee are really excited to be able to provide such a wide array of activities and fun on show day without additional costs for families to enjoy, thanks to this grant from the Kaikōura DC.

A lot of effort has been put into the past few months finalising trade exhibitors and especially into the food areas, we feels as a committee it is super important to celebrate Kaikōura locals and allow as many of them as possible to have a presence at our show, we are especially proud that this year 100% of food vendors are local businesses and suppliers, which is a first for us, traditionally falling short on supply and having to source from out of town.

Event schedules have also been finalised and delivered to competitors and members ahead of our entries opening in December courtesy of this grant. Judges are confirmed & accommodation sourced.

This grant has also enabled us to continue working closely with our local media outlets, KK star, NC news and media works Blenheim, advertising our upcoming event through monthly notices, and building up to feature pieces closer to the show. While we are using our social media platforms more and more to get information out, it remains incredibly important to keep these network channels open and strong. With More FM being a very supportive network, running promos and give aways to encourage as many attendees as we can from both within and outside the district to attend our fantastic day out.

At the beginning of December, we held our inaugural fundraiser horse trek which we hope to now hold annually. We were lucky enough to have a feature about this trek in the Kaikōura Star after such successful and fun day had by all.





### 3. FOCUS OVER THE NEXT 3 MONTHS (1<sup>ST</sup> JANUARY – 31<sup>ST</sup> MARCH)

This will be our last progress report with the show one week away, being next Saturday 24<sup>th</sup> February 2024, which hopefully many of you are able to come down and enjoy our wonderful community event.

The last week of January and the first couple of weeks of February are the busiest few weeks for the show planning stage as a lot of final preparations come together. With close of entries comes a big administrative workload finalizing all exhibitors and competitors. Bookings and judges are finalized, catering numbers confirmed, and marquee spaces designated.

Catalogues and programs are compiled this month, so all sponsors and adverts come together to produce a workbook and program of events, includes all our show day activities, word hunts and treasure maps for the children, activity zones and our display areas available for public to receive free of charge at the gate with their entry. We also spend this time preparing and finalising our major advertisers for the show so banners and catalogues adverts can be prearranged.

A big push for this month is finalizing the local producer's area where we hope to have a number of businesses on board to showcase what Kaikōura really has to offer, the idea of this is to be different than a traditional trade site and more like an activity zone where members of the public can congregate, learn and celebrate some of our amazing business and producers all in one area. Sneak peek these include the likes of the new Kaikōura zip line, clarence river rafting, middle hill bikes, esses wines and mt Fyffe distillery, Kaikōura fine foods and Middlehurst butchers to name a few. We are hoping that this will also be an annual fixture at the show for many years to come.

Before we know it show day will be upon us. Show week is when the community really comes together to support our community event when they come out in droves for our Thursday and Sunday working bees and best of all celebrate our epic Saturday fun day Show Day!!!

In March following the show we have one final meeting for the seasons, coming together as a committee for a big debrief to go over what did and did not work out this year and make initial plans for the 2025 show before having a well earned rest 😊 ready to kick start it all again in August of this year.

A massive thanks again to the Kaikōura Council and the team involved in this discretionary grant funding program. Your support of the Kaikōura A&P show goes a long way into making our community event a success and we the committee can not 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

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



# Kaikoura A&P Show 24th February

Kaikoura South Bay Domain 8am - 6pm




## *Equestrian activities*

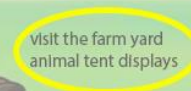
Main Ring Events commence 8am  
Stock and station 8:30 southern arena  
Mini judging birdcage arena 10am  
Supreme horse and pony 11am  
SJ and RTR Jumping begins 11:30am



GRAND  
PARADE  
2pm



# Terrier race & lolly  
scramble  
Birdcage arena  
2:30pm



visit the farm yard  
animal tent displays

## *The days activities*

Bullock road bows 9am  
Harcourts Future farmers start 10am  
Silly Billy & Milly Roaming clowns  
Duck man demos 11am and 1pm  
Butchery & Cooking dems main marquee  
Horse Shoeing demos through out the day  
Shearing competition 11am start  
Novelty Bike shearing competition 3pm

## *#Visit the local producers marquee*



Esses wine  
Lavender Farm  
My Fyfee distillery  
Emporium brewery  
Alanah Wedding florals  
Clarence river rafting  
Middle hill bikes  
Middlehurst butchers  
Fine foods Kaikoura



Other Entertainment to See and Do  
Side Shows, Merry Go Round, Chair O Plane,  
Bouncy Castle, digger fun and treasure hunt,

<b>Report to:</b>	<b>Council</b>	
<b>Date:</b>	28 February 2024	
<b>Subject:</b>	Progress Report - Kaikōura Dark Sky Trust	
<b>Prepared by:</b>	Colette Doughty	
<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 Dark Sky Sanctuary application work.

### 2. PROGRESS OVERVIEW

OVER THE PAST TWO MONTHS WE HAVE BEEN PRIMARILY WORKING ON THE FOLLOWING AREAS:

- a. PRIVATE PLAN CHANGE – draft provisions completed and adopted by Mayor and Councillors.
- b. LIGHTING INVENTORY – completed for both Sanctuary and Community.
- c. DRAFT APPLICATION – draft Sanctuary application 95% completed.

### 3. FOCUS OVER THE NEXT 3 MONTHS

OVER THE NEXT 3 MONTHS WE ARE PRIMARILY WORKING ON THE FOLLOWING AREAS:

- a. PRIVATE PLAN CHANGE – supporting the Kaikoura District Council.
- b. EDUCATION & OUTREACH – commence the planned 2024 events and outreach programme and create an online educational resource for parents and teachers.
- c. DRAFT APPLICATION – completion of the Sanctuary and Community application and submitting to the International Dark Sky Association.

### 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

<b>Report to:</b>	<b>Council</b>	
<b>Date:</b>	28 February 2024	
<b>Subject:</b>	Progress Report Kaikōura Youth Council	
<b>Prepared by:</b>	Vicki Gulleford	
<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 of Kaikōura Youth Council following the funding to help towards delivering youth led opportunities.

### 2. PROGRESS OVERVIEW

We have spent \$1,916.35 of the grant so far, providing meeting costs, Te Wiki o Te Reo Māori activities, Mental Health Awareness Week activities, survey costs, Xmas crafts for the market, Pool Party, hui with Hurunui Youth Council and Puhi Camp costs.

We have quite a few activities planned for the next few months.

Thank you for continuing to support Kaikōura Youth Council.

### 3. FOCUS OVER THE NEXT 3 MONTHS

- a. Youth Week
- b. Seaweek (BBQ)
- c. Committee representation
- d. LTP Consultation and submission
- e. Restructure of Youth 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



Report to:	Council	File #
Date:	February 12, 2024	
Subject:	Progress Report - Kaikoura Red Cross "The Crafty Place"	
Prepared by:	Marlene Ingram	
Input sought from:		
Authorised by:		

1. **OVERVIEW** "The Crafty Place" continues to fulfil a need, in the Kaikoura community, as it is a place where groups can meet, on a regular basis. We had a break, over Christmas and New Year, as the building was closed. We resumed on January 11th. Some groups resumed a bit later, but all groups are operating again. One lady travels regularly from Oaro and another comes from Mangamaume.
2. **RECOMMENDATION** THAT the Council receives this report.

3. **INSERT HEADING** Everyone has found the venue ideal for them to do their crafts. The quilt makers appreciate being able to park near the building, as they bring their sewing machines each time. The large tables are ideal for quilt making. The comfortable chairs, and the good natural lighting make it an ideal space to do crafts.
4. **INSERT HEADING** "The Crafty Place" is promoted in the "What's Coming Up" column, in the Kaikoura Star, there are posters in some businesses windows. It's mentioned in the K.D.C monthly Newsletter and in the "Welcome to Kaikoura" Information Booklet.

5. **FOCUS OVER THE NEXT 3 MONTHS**  
We will continue to provide the opportunity for people to learn new skills, such as knitting and crochet. We will continue to share ideas and resources. We appreciate the support of the Kaikoura District Council, through the Discretionary Grant.

6. **COMMUNITY OUTCOMES SUPPORTED**



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



**Development**  
We promote and support the development of our economy



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



**Environment**  
We value and protect our environment



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

<b>Report to:</b>	<b>Council</b>
<b>Date:</b>	Feb 2024
<b>Subject:</b>	Completion Report for Kaikoura 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 overview of our work following the funding to help towards Museum operations. We have now spent the funding that was allocated towards our operational costs. However, the work continues.

## 2. PROGRESS OVERVIEW

Since our last progress report we been pretty focussed on our busy summer period and hosting visitors to the Museum. We have also continued with progressing our current event and exhibition projects as well as supporting and collaborating on community and Museum sector initiatives.

Some examples of our activities:

- Hosted our first two sessions of our Curious Kids programme which we are teaming up with Fyffe House to run a monthly after school activities for primary school aged kids. We invited families with kids to come along and tell us what they would be interested in so we can build a responsive programme for 2024.



- Collaborating with the NZ Media School (Auckland) on their Digitaonga project. We hosted them in February along with two families associated with a locally woven korowai that is over 120 years old. We are looking to have the korowai 3d scanned to ensure future protection and access to this significant item in our collection. We are one of only two Museum in NZ involved in this innovative project with is at the cutting edge of technology. The end result will provide a great opportunity for community to interact with our collections in new and interesting ways that support future access while protecting and conserving them.

Outcomes supported:



- Our curator continues to be a professional representative on a National Museum network (Te Papa is lead agency) tasked with building capability in the Museum sector in relation to repatriation of taonga.

Outcomes Supported:



- We continue to participate in Kaikoura Education Aspirations (KEA) community planning workshops. Building upon Te Ha's work on a community education plan. Some really positive collaborations across various groups and schools happening.

Outcomes supported:



- We support other organisations with their projects through research and providing historical information and images, providing a venue for events etc. E.g. providing info for Wakatu Quay project, hisotroic maps for ECan, supporting KDC with Cemetery records and responding to queries about historic sites, Dark Sky Trust, Te Korowai o te Tai o Marokura.

Outcomes Supported:



- We continue to provide a visitor information service to out of town travellers. Our team have made 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:



- We supported every school in Kaikoura by providing responsive education programmes that reflect the changing needs and learning goals of their students. Also far this year we have provided this to over 400 local students. As part of this we also invited all schools to visit the Colossal Squid exhibition and developed a presentation with local context for the schools. We provide this service for free to local schools.

Outcomes supported:



- Presented as part of a panel on disaster recover for Museum’s Aotearoa.  
Outcomes Supported:



- Hosted the Chinese Consulate, deputy consulate and a contingent of other connected people.  
Outcomes Supported:



- Hosted Wacky Wednesday with Plunket  
Outcomes Supported:



### 3. 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

**All of the above!**



<b>Report to:</b>	<b>Council</b>	
<b>Date:</b>	28 February 2024	
<b>Subject:</b>	Completion Report (Kaikoura Bowling Club Inc)	
<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 a completion report following the funding to help towards The Annual Insurance Premium.

### 2. COMPLETION OVERVIEW

The \$2500.00 has now been used to pay the Annual Insurance Premium which was \$4881.66 in total. Paid in full on 31/10/2023. This is a huge help to our small club and we can't thank you enough.

### 3. FOCUS OVER THE NEXT 3 MONTHS

Completed



#### 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

<b>Report to:</b>	<b>Council</b>	
<b>Date:</b>	28 February 2024	
<b>Subject:</b>	Completion Report Te Hā o Mātauranga	
<b>Prepared by:</b>	Vicki Gulleford	
<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 a completion report following the funding to help towards rent for Te Hā o Mātauranga and rent, materials and tools for the Kaikōura Community Shed.

### 2. COMPLETION OVERVIEW

We have used the funding for the rent costs for both Te Hā o Mātauranga and the Kaikōura Community Shed, materials and hand tools for the community shed.

Having our rent covered has supported us to have our operational hub and our community shed at 14 Ludstone Road open weekdays.

From this hub, we are running a large number of projects that support our community in many different ways. On a daily basis, we have young people working on their education with us, studying secondary school subjects. We offer support for young people to upskill, gain micro-credentials, increase employment soft skills and gain jobs.

Our driving instructor gives lessons and takes clients through to Blenheim to sit practical tests. We mentor young people who are deemed at risk of being NEET (Not in Employment, Education or Training). We support young people on benefits. We provide the community garden and we partner with REAP Marlborough to offer adult and community education.

Our Community Shed has several groups a week using the space, working on projects for the community such as predator traps, planter boxes, outdoor seats etc. This is a wonderful space for people to connect, build skills and learn from each other, while producing practical builds that are used by our community.

Thank you for supporting the work we do at Te Hā o Mātauranga!

### 3. 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