KAIKŌURA DISTRICT COUNCIL MEETING

Date:	Wednesday 28 October 2026
Time	9.00am
Location	Totara, Council Chambers

AGENDA

1. **Open with a Karakia**
   Kia wātea te Wairua, Kia wātea te tinana, Kia wātea te hinengaro, Kia wātea ai te mauri,
   Tuturu ōwhiti whakamaua kia tina, TINA!, Haumi e, Hui e, TAIKI E!

2. **Apologies**

3. **Declarations of Interest**

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

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

6. **Confirmation of Minutes:**
   - **6.1** Council meeting minutes dated 30 September 2026 — page 4

7. **Review of Action List** — page 13

8. **Matters of Importance to be raised as Urgent Business**

9. **Matters for Decision:**
   - **9.1** Canterbury Water Management Strategy – establishing the Waiau Toa/Clarence-Kaikōura Leadership Group — page 14
   - **9.2** Delegations Manual Updates — page 24
   - **9.3** Kaikōura Hurunui Water Services Statement of Expectations — page 73
   - **9.4** Annual Report to 30 June 2026 — page 90
     (note: the full Annual Report is a separate pack)

10. **Finance:**
    - **10.1** Finance Report to 30 September 2026 — page 95

11. **Public Excluded Session**

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

a) Public Excluded Council meeting minutes dated 30 September 2026
b) CEO Performance Objectives 2026/2027
c) IWK Director Appointment
d) Te Whare Putea Lease Variation
e) Esplanade Licence to Occupy Old Pool Site
f) Health and Safety Verbal Update

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

General subject of each to be considered	Reason for excluding the public	Grounds of the Act under which this resolution is made
Public excluded council meeting minutes dated 30 September 2026	To receive minutes that includes information that is commercially and legally sensitive and private to individuals.	**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 **Section 7(2)(a)** - To protect the privacy of natural persons
CEO Performance Objective 2026/2027	Public excluded because the discussion involves the CEO's employment performance review and personal information, where withholding is necessary to protect privacy.	**Schedule 7(2)(a)** to protect the privacy of natural persons.
IWK Director Appointment	The report contains personal information relating to a proposed director and commercially sensitive CCO governance information.	**Section 7(2)(a)** - To protect the privacy of natural persons **Section (7)(2)(i)** enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
Te Whare Putea Lease Variation	The report has been considered in the public excluded section as it contains commercially sensitive lease negotiation information and public release could prejudice the Council's negotiating position.	**Section 7(2)(b)(ii) –** Protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information; and **Section 7(2)(i) –** Enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).
Esplanade Licence to Occupy Old Pool Site	The matter is considered in public excluded to protect information where withholding is necessary to maintain negotiations and/or protect the commercial position of the parties involved.	**Section 7(2)(b)(ii) –** Protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information; and **Section 7(2)(i) –** Enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).
Health & Safety Verbal Update	A verbal update is provided and covering recent incidents, identified hazards, and ongoing health and safety initiatives.	**Schedule 7(2)(a)** to protect the privacy of natural persons. **Section (7)(2)(g)** maintain legal professional privilege

*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:

- CEO Performance Objectives 2026/2027: The report contains sensitive information relating to an identifiable individual, and public disclosure would likely prejudice their privacy.
- IWK Directors Appointment Report: Release of the information would unreasonably breach privacy and prejudice the Council's ability to effectively undertake its shareholder governance responsibilities for the CCO.
- Te Whare Putea Lease Variation: Commercially sensitive lease variation and negotiation information, where public disclosure could prejudice the Council's commercial and negotiating position.
- Esplanade Licence to Occupy Old Pool Site: Commercially sensitive and negotiation information, where public disclosure could prejudice the Council's commercial and negotiating position.
- Health & Safety Verbal Update: Public disclosure could breach privacy and is withheld for legal privilege.

12. Matters for Information:

12.1 Mayoral monthly Update page 104
12.2 Elected Member Updates page 106
12.3 Chief Executive Officer Monthly Update Verbal Update
12.4 Operations Team Monthly Report page 110
12.5 Youth Council Update Report page 117 11.00am
12.6 Community & Resilience Monthly Report page 119
12.7 Planning Update Report page 129
12.8 Building Control Authority Update Report page 137
12.9 Innovative Waste Kaikōura Quarterly Report page 140 10.45am

12.10 Destination Kaikōura Quarterly Report page 159
12.11 Discretionary Grants Quarterly Reports page 172

13. Close meeting with a Karakia

AUDIO RECORDINGS:

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

MINUTES OF THE KAIKŌURA DISTRICT COUNCIL MEETING HELD AT ON WEDNESDAY 30 SEPTEMBER 2026 AT 9.00 AM, TOTARA, COUNCIL CHAMBERS, 96 WEST END, KAIKŌURA

PRESENT: Mayor C Mackle (Chair), Deputy Mayor V Gulleford, Councillor C Smith, Councillor T Blunt, Councillor J Diver, Councillor M Redwood, Councillor K Heays, Councillor J McInnes

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

1. KARAKIA

2. APOLOGIES

Apologies for lateness were received for Councillor J Diver.

Moved: Councillor M Redwood
Seconded: Councillor J McInnes

CARRIED UNANIMOUSLY

3. DECLARATIONS OF INTEREST

4. PUBLIC FORUM

9.01am Darryn Hopkins

Darryn Hopkins raised a planning matter and sought clarification on whether a person who has not lodged a submission on a plan change may appeal to the Environment Court. Mr Hopkins also raised concerns regarding a subdivision, referring to sections 223 and 224 certifications and his belief that some works remain incomplete despite being certified as completed. He further referred to previous correspondence and commitments regarding those works. Council staff would provide a response to the planning query outside of the meeting.

Councillor J Diver joined the meeting at 9.03am.

5. FORMAL DEPUTATIONS Nil

6. MINUTES TO BE CONFIRMED

6.1 Council meeting minutes dated 26 August 2026

RESOLUTION

THAT the Council confirms as a true and correct record, the circulated minutes of the council meeting held on 26 August 2026.

Moved: Councillor M Redwood
Seconded: Deputy Mayor V Gulleford

CARRIED UNANIMOUSLY

7. REVIEW OF ACTION LIST

The action list was reviewed and noted.

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

Request from J Diver in public excluded to have a clarification of what Darryn said in public excluded for privacy reasons.

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9. MATTERS OF DECISION

9.1 Kaikōura Skate and Pump Track – South Bay Domain Recreation Reserve

The report sought Council's support in principle for the proposed Kaikōura Skate and Pump Track at South Bay Domain Recreation Reserve, subject to further investigation of land tenure, governance, funding and management arrangements.

It was noted that Council had previously supported the project through better off funding for design work and that stakeholder engagement had been undertaken, including a site visit with representatives of the Kaikōura Cycling Club. While the Club had expressed interest in entering into a lease arrangement, staff recommended that further work be completed before any lease is considered.

Potential risks were noted should the project not proceed to completion, including future community expectations and possible financial implications for Council. Of note, maintenance responsibilities, vesting of infrastructure, access arrangements, compliance requirements and the ownership status of the reserve, including advice from LINZ, require further investigation.

Queries were raised regarding potential financial liabilities for Council and expectations. Staff advised that the Cycling Club intends to fully fund the project. Council supported the proposed in principle approach, with a draft lease and associated matters to be reported back to Council for consideration at a later date.

RESOLUTION

THAT the Council:

a) Receives the report
b) Supports continued investigation and receipt of a formal concession application which Council can consider as delegated by the Minister of Conservation.
c) Directs the Chief Executive to obtain confirmation as to if the reserve is vested in the Crown or the Council.
d) Notes that the Kaikōura Cycling Club Incorporated proposes to develop and operate a skate park and pump track, on part of the Kaikōura Recreation Reserve at South Bay.
e) Notes that the land is included within the Kaikōura Recreation Reserve classified and named through a notice published in the New Zealand Gazette on 14 January 1982 at pages 35 and 36. This gazette notice does not vest the reserve in Kaikōura District Council.
f) Notes that Council's status as administering body is legally distinct from ownership of the reserve and that, subject to confirmation of the reserve's status the proposed occupation should be considered as a concession lease under section 59A of the Reserves Act and Part 3B of the Conservation Act 1987.
g) Notes that Council's support in principle does not predetermine:
    a. the final concession decision;
    b. the outcome of the public-notification process;
    c. any resource consent, building consent or other regulatory decision;
    d. any decision concerning Council funding or operational assistance; or
    e. approval of the final site or development plan.

Moved: Councillor J McInnes
Seconded: Deputy Mayor V Gulleford

CARRIED UNANIMOUSLY

9.2 Section 35 and District Plan Review

The report presented the findings of the Section 35 Report and sought Council direction on the future progression of Plan Changes 7 and 8 with a number of options presented. Council Officers advised that the Section 35 assessment identified housing affordability and housing supply as key issues for the district and noted that ministerial approval had been obtained to progress Plan Changes 7 and 8.

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An update was provided on the proposed Planning Act and Natural Environment Act framework, including Regional Spatial Plans, standardised zoning provisions, and the transition to the new planning system. It was noted that while uncertainty remains regarding implementation, work undertaken through the plan change process would contribute to the district's evidence base and could inform future planning processes.

Discussion was held around the costs and benefits of progressing the plan changes ahead of the new planning framework, including housing affordability, visitor accommodation, future zoning arrangements, and the implications of ongoing legislative reform. Clarification was provided regarding the Regional Spatial Plan process, including governance arrangements, opportunities for bespoke zoning, and the relationship between Canterbury's Regional Spatial Plan work and the Marlborough Head Start proposal.

Council Officers advised that approximately $3 million allocated for the District Plan review is debt funded and that progressing Plan Changes 7 and 8 could require expenditure of approximately $500,000. It was also noted that any benefits from progressing the plan changes ahead of national reforms could not be reliably quantified. While acknowledging the work completed to date and the value of the Section 35 review, concern was raised regarding the uncertainty surrounding national planning reforms and the potential commitment of resources prior to greater clarity being available.

The Chief Executive would seek further information on the Regional Spatial Plan programme timeline and committee establishment and circulate this to the Council.

An initial motion incorporating the five options outlined in the report was moved and lost. An amendment supporting Option 5 was subsequently moved and carried.

AMENDED RESOLUTION

THAT the Council:

a) Receives this report.
b) Note the finding of the Section 35 report (submitted to council 26th February 2026)
c) Notes the Minister for the Environment's July 2026 decision approving Plan Change 7 to proceed and previous Ministerial approvals associated with progression of Plan Changes 7 and 8.
d) Notes the ongoing transition to the proposed Planning Act and Natural Environment Act framework
e) Directs staff to proceed with:

    5. Defer both plan changes pending implementation of the new planning system.

Moved: Councillor J Diver
Seconded: Deputy Mayor V Gulleford

CARRIED UNANIMOUSLY

The meeting moved to item 12.4 Operations Team Monthly Report

12.4 Operations Team Monthly Report

The report provided an update on operational activities across the district, including recovery works, roading, infrastructure projects and capital programme delivery.

The Operations Manager highlighted the ongoing recovery programme following the July weather event and advised that discussions with NZ Transport Agency Waka Kotahi remain ongoing. Recovery cost estimates currently range from approximately $8 million to $30 million, with the higher estimates reflecting resilience improvements and contingency allowances. Contractor pricing is expected to be received in early October, providing greater certainty ahead of the next Council meeting.

A number of recovery projects was discussed, including Postman’s Road Ford, Cribb Creek Bridge, Linton Creek and the Clarence River bridge. Clarification was provided regarding funding eligibility, bridge and access options,

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project timeframes, and the uncertainty associated with funding decisions. It was noted that recovery activities continue to place significant demands on operational resources. It was noted that further recovery communications on the current status of the work programme should be sent out.

Council Officers would provide an update on the road renewals and footpath renewals programme at the next Council meeting (**ACTION**).

It was noted that a closed workshop has been scheduled with IWK for the 21st October. It was clarified that the application put in for the International Visitor Levy funding was for 6 projects and the council was awarded funding for three projects being; Pohowera Park, the Beach Road northern entrance and cruise ship enhancement. The funding has to be used only on those projects. Of note, the new roading contract has been awarded and will be publicly announced soon.

Council Officers advised that while ministerial approval for the original Infrastructure Acceleration Fund (IAF) project remediation plan has now been obtained, the developer had elected to place the project on hold at present with a review in the new year. Discussions are underway with NIFFCo regarding a further potential extension of project timeframes, with existing contracts being placed on hold. It was noted that the risk of loss of remaining IAF funding has significantly increased with the need for a further extension, but this will be for the new Minister to decide post-election.

The Chief Executive commented that a community gathering has been arranged by the Recovery Manager at Mt Lyford in October and an update on the recovery could be provided then. Strong community support was received for the Pohōwera Park planting days.

RESOLUTION
THAT the Council receives this report for information.

Moved: Councillor M Redwood
Seconded: Councillor C Smith

CARRIED UNANIMOUSLY

The meeting adjourned at 10.35am and reconvened at 11.00am.

9.3 Feedback on the Illustrative National Policy Direction Report

The report sought Council approval of feedback on the Government's Illustrative National Policy Direction discussion document.

Council Officers advised that the matter had been discussed in detail at a previous workshop. Clarification was provided that the current process is informal and intended to inform the development of future national direction, with formal consultation to occur through future legislative and standards-setting processes.

RESOLUTION
It is recommended that the Council:
a) Receives this report for information.
b) Approves the attached feedback on the Illustrative National Policy Direction to the Ministry for Cities, Environment, Regions and Transport (MCERT).

Moved: Councillor J McInnes
Seconded: Councillor M Redwood

CARRIED UNANIMOUSLY

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9.4 Procurement Policy 2026

The Procurement Policy had been developed following a request from Council to consider ethical procurement principles within the procurement framework. The proposed policy incorporates environmental, social and governance (ESG) considerations alongside value for money and public value outcomes, while remaining practical and proportionate for a small local authority.

The application of ESG considerations was highlighted along with the assessment of value for money, and the relationship between the policy and existing procurement requirements. Clarification was provided that ESG considerations will be considered as part of procurement decision-making and documented through the procurement process. Organisational impacts, including those associated with system implementations, would be considered through procurement planning and change management processes.

Discussion was held on clause 3.1(c) relating to the Infrastructure Procurement Strategy. An inconsistency was noted between the Procurement Policy and the Infrastructure Procurement Strategy, where there was potential risk to external funding arrangements, including NZTA funding requirements. A minor amendment to the policy was agreed to include 'subject to Chief Executive approval', to address potential conflicts with external funding and procurement requirements, providing flexibility where required.

RESOLUTION

It is recommended that the Council:
a) Receives this report.
b) Approves the attached Procurement Policy subject to any minor amendments.

Moved: Deputy Mayor V Gulleford
Seconded: Councillor K Heays

CARRIED UNANIMOUSLY

9.5 KHWS Statement of Expectations

The draft SOE incorporates both legislative requirements and additional shareholder expectations. It was noted that feedback received during a recent workshop regarding the importance of clear communication with consumers and communities had been incorporated into the draft SOE.

Following endorsement by both shareholding councils, the draft SOE would be provided to the KHWS Board for feedback prior to finalisation. It was anticipated that the final SOE would be presented to Council for adoption in October. The Hurunui District Council are presenting the SOE at a workshop this week, for endorsement with Council on 6th October.

Preliminary feedback received from KHWS acknowledged that the organisation remains in its establishment phase and that some reporting information and performance measures may not be immediately available. It was noted that a number of reporting requirements will be driven by legislative obligations and regulatory requirements, with reporting capabilities expected to evolve as the organisation matures.

RESOLUTION

It is recommended that the Council:

a) Approves the Draft Statement of Expectations for Kaikōura Hurunui Water Services Limited (KHWS) as attached to this report.
b) Notes that the draft SOE has been prepared jointly by Kaikōura District Council and Hurunui District Council as the shareholding councils of KHWS but is yet to be approved by Hurunui.
c) Notes that the draft SOE includes an additional expectation requiring KHWS to proactively communicate with consumers and communities regarding water service charges, pricing changes, affordability implications and significant funding and investment decisions.

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d) Delegates authority to the Chief Executive (or delegate) to approve any minor amendments required to achieve consistency with any amendments adopted by Hurunui District Council, provided such changes do not materially alter Council's intent.
e) Notes the approved draft SOE will be provided to KHWS following approval by both shareholding councils.
f) Notes that KHWS will have the opportunity to provide feedback on the draft SOE and that any feedback received will be considered by the shareholder councils prior to finalising the SOE.

Moved: Deputy Mayor V Gulleford
Seconded: Councillor C Smith

CARRIED UNANIMOUSLY

9.6 Water Meter Reading Charge Correction

RESOLUTION
It is recommended that the Council:
a) Receives this report.
b) Notes that the 2026/27 Rates Resolution adopted a one-off water meter reading fee of $75, while the 2026/27 Fees and Charges Schedule record the fee as $79.
c) Notes that the discrepancy appears to be administrative in nature and arose through the preparation of the documents presented for adoption.
d) Approves staff to correct the Fees and Charge schedule and charge the fee at $75 for the remainder of the 2026/27 financial year which is in line with the Rates Resolution.

Moved: Mayor C Mackle
Seconded: Councillor J McInnes

CARRIED UNANIMOUSLY

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10. FINANCE

10.1 Finance Report 31 August 2026

Revenue and operating performance were generally tracking in line with expectations, noting that grant funding associated with the Infrastructure Acceleration Fund will be rephased to better align with project delivery. Emergency management and recovery activities associated with the July weather event had resulted in approximately $500,000 of expenditure to date, partially offset by funding support from the National Emergency Management Agency.

Discussion included the collection of water service charges on behalf of Kaikōura Hurunui Water Services Limited (KHWS), with associated reconciliations and reporting processes still being finalised. KHWS had appointed a Chief Financial Officer and quarterly reporting from the entity would be provided to Council.

Clarification was provided regarding capital expenditure reporting, carry-forward projects, cashflow reporting, and year-end accounting adjustments, including employee entitlement provisions. Additional narrative reporting may be required where system limitations affect the presentation of financial information.

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

Moved: Councillor K Heays
Seconded: Councillor J Diver

CARRIED UNANIMOUSLY

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11. RESOLUTION TO MOVE INTO COUNCIL PUBLIC EXCLUDED SESSION

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

a) Public Excluded Council meeting minutes dated 26 August 2026
b) CEO Performance Review 2025/2026

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 26 August	To receive minutes that includes information that is commercially and legally sensitive and private to individuals.	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)(e) maintain legal professional privilege Section 7(2)(a) - To protect the privacy of natural persons
CEO Performance Review 2025/2026	Public excluded because the discussion involves the CEO's employment performance review and personal information, where withholding is necessary to protect privacy and maintain effective personnel management.	**Schedule 7, clause 7(2)(a)** to protect the privacy of natural persons.

*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:

- CEO Performance Review 2025/2026: The report contains sensitive information relating to identifiable individuals, and public disclosure would likely prejudice their privacy.

Moved: Councillor J McInnes
Seconded: Councillor C Smith

CARRIED UNANIMOUSLY

The meeting adjourned for break at 12.00pm to 12.34pm and moved into Public Excluded at 12.34pm
The meeting re-opened from Public Excluded at 2.10pm

12. MATTERS FOR INFORMATION

12.1 Mayoral Update Report/Verbal Update

RESOLUTION

THAT the Council receives this report for information.

Moved: Deputy Mayor V Gulleford
Seconded: Councillor C Smith

CARRIED UNANIMOUSLY

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12.2 Elected Members Updates

RESOLUTION
THAT the Council receives this report for information.

Moved: Deputy Mayor V Gulleford
Seconded: Councillor C Smith

CARRIED UNANIMOUSLY

12.3 CEO Monthly Report – Verbal Update

The Chief Executive thanked the Senior Manager Corporate Services for undertaking the Acting Chief Executive role during his period of leave. An update was provided on the successful International Visitor Levy funding announcement and the outcome of the Head Start proposal. While the Head Start outcome was disappointing, discussions had been held with the Marlborough Chief Executive regarding opportunities to strengthen relationships and collaboration with Marlborough District Council, with further discussions planned in October. The Chief Executive also advised that he, the Mayor and Deputy Mayor would be attending the upcoming LGNZ Conference in October.

12.5 Community Services Team Update Report

Jo York was welcomed to the Community and Resilience Manager role and it was noted that recruitment is underway for a Team Leader Regulatory position to support the expanded portfolio. The changes are intended to improve organisational efficiency and sustainability.

The positive work being undertaken by the team in supporting community events and improving customer service request management was also noted.

RESOLUTION
THAT the Council receives this report for information.

Moved: Councillor J McInnes
Seconded: Councillor M Redwood

CARRIED UNANIMOUSLY

12.6 Planning Update Report

An update was provided on the planning work programme, including resource consent processing, planning reform implementation, and strategic planning projects. It was noted that further updates on the Economic Development Strategy would be provided following completion of the consultation process.

Active resource consents had reduced from 56 to 11, with the remaining consents expected to be completed shortly, returning the team to target processing timeframes. It was also noted that the Datascape planning module is operating well and supporting improvements in workflow management.

Clarification was also provided that the average lot size within the Shearwater subdivision is approximately 750 to 800 square metres.

RESOLUTION
THAT the Council receives this report for information.

Moved: Councillor K Heays
Seconded: Deputy Mayor V Gulleford

CARRIED UNANIMOUSLY

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12.7 Building Control Authority Update Report

Regarding the properties affected by the July flood event, three yellow placards had been removed, with one yellow placard and one white placard remaining. Both remaining placards are expected to be resolved in the near future, representing a significant milestone in the recovery process.

RESOLUTION

THAT the Council receives this report for information.

Moved: Councillor J McInnes
Seconded: Councillor C Smith

CARRIED UNANIMOUSLY

12.8 Regulatory Services Update

An update was provided on Council's preparedness planning for Highly Pathogenic Avian Influenza (HPAI H5N1). Local planning is underway with partner agencies, including consideration of wildlife impacts and carcass management arrangements. Current national settings are focused on preventing national-scale impacts, with MPI remaining the lead agency. The Department of Conservation is leading planning for wildlife impacts, while Council's role includes supporting planning and response activities relating to domestic animals and coordinating with partner agencies as required.

RESOLUTION

THAT the Council receives this report for information.

Moved: Deputy Mayor V Gulleford
Seconded: Councillor J McInnes

CARRIED UNANIMOUSLY

13. CLOSE OF MEETING

There being no further business the meeting was declared closed at 2.38pm.

CONFIRMED _____ Chairperson
Date

THIS RECORD WILL BE HELD IN ELECTRONIC FORM ONLY

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ACTIONS FROM COUNCIL MEETINGS
AS AT 22 OCTOBER 2026

OPEN ACTION ITEMS

	ACTION ITEMS	ASSIGNED TO	DUE	STATUS
1	***Discretionary Grants Quarterly Progress Reports from 1-Jul FY 26-27***	-	October 26 February 27 April 27 July 27	Ongoing.
2	Provide chlorine sample results / review they align with Taumata Arowai reporting requirements	W Doughty / Councillor J Diver	Ongoing	Councillor J Diver has supplied W Doughty with a copy of what he is requesting.
3	KDC introduction of new Youth Council members.	P Jellyman / J York	November	Booked for the 19th November
4	Provide a cashflow report.	C Kaa / P Kearney	Ongoing	Included in agenda
5	Investigate issues relating to the Memorial Hall roof, wall and window leaks in the kitchen area.	M Russell	August 2026	Ongoing – looking into.
6	Accessible carparking query	W Doughty / J York	November 2026	To be confirmed.
7	Provide an update on the road renewals and footpath renewals programme at the next Council meeting	J Prentice / O Joensuu	October 2026	Footpath renewals will be retendered: • Beach Road - Top shop to NPD • Brighton, Margate and Brighton All budget dependant – Beach Road will be concrete and other will ask for a price for concrete and AC. Current Scarbrough St footpath will be finished before Xmas by NRC – delayed due to flood works commitments **Renewals** Parsons Road – widening – plan is to reach 6.3m sealed width.

UNCONFIRMED MINUTE

Report to:	**Council**	
Date:	28 October 2026	
Subject:	Canterbury Water Management Strategy – establishing the Waiau Toa/Clarence-Kaikōura Leadership Group	
Prepared by:	M Griffin – Strategy Facilitation Team Lead, Environment Canterbury	
Input sought from:		
Authorised by:	W Doughty, Chief Executive Officer – Kaikōura District Council	

1. SUMMARY

This report provides context for Council to confirm its ongoing role and support of the Canterbury Water Management Strategy (CWMS). This includes its support and participation on the proposed Waiau Toa/Clarence-Kaikōura Leadership Group that will provide strategic oversight and direction to the freshwater management priorities across these catchments to 2030. This Leadership Group will also maintain the collaborative approach to achieving freshwater outcomes that has been integral to the CWMS since 2009.

Attachments:

1 – Overview of the Canterbury Water Management Strategy
2 – Preliminary overview of Government reforms relevant to the Canterbury Water Management Strategy
3 – Map of the proposed Waiau Toa/Clarence-Kaikōura Leadership Group catchment area.

2. RECOMMENDATIONS

It is recommended that the Council:

a) Receives this report;
b) Supports the establishment of the Waiau Toa/Clarence-Kaikōura Leadership Group as part of Council's ongoing commitment to the Canterbury Water Management Strategy;
c) Appoints a Council member on this Leadership Group.

3. BACKGROUND

In May 2026, the Canterbury Mayoral Forum requested advice on the future of the CWMS in light of the Government's Simplifying Local Government and Resource Management reforms, including the potential implications for local communities. As a result, further engagements to progress the establishment of leadership groups across Canterbury were paused. This decision supported councils focusing on their Head Start proposals to Government by the August deadline.

Despite this uncertainty created by these reforms, the core principles of the CWMS remain relevant. Collaboration, locally informed solutions, and broad community participation will continue to be important in delivering both statutory and non-statutory freshwater outcomes.

As the strategy has moved from planning into implementation, communities have also taken greater responsibility for shaping and delivering local outcomes. This role will remain important regardless of the final form of the reforms.

The Local Leadership Group model was endorsed by the Mayoral Forum as a way of supporting community-led delivery of CWMS outcomes and could continue to serve this purpose during the transition to a new Local Government and Resource Management framework. Progress in establishing the groups has, however, varied across Canterbury. There has not been consistent commitment from all parties, and Head Start considerations have also affected commitment to these groups.

Leadership Group purpose

The proposed purpose of the Waiau Toa – Kaikōura Leadership Group would connect councils and mana whenua at a leadership level to prioritise, align, and recommend actions that support local

integrated catchment management outcomes. Its role would also include connecting with communities and interest groups to align catchment priorities with community-driven action.

Its role would focus on:

- Collaborative freshwater governance
- Alignment of council and mana whenua priorities
- Coordination of freshwater initiatives and investment
- Delivery of CWMS outcomes and targets
- Community and stakeholder engagement.

Importantly, the Local Leadership Group model provides a mechanism for considering freshwater management issues from a whole-of-catchment perspective based on a collaborative approach to achieving CWMS priorities, targets and goals.

Membership

The Waiau Toa/Clarence-Kaikōura Leadership Group is expected to comprise governance representation from:

- Kaikōura District Council
- Hurunui District Council
- Te Rūnanga o Kaikōura
- Environment Canterbury

The parties to this Leadership Group may also engage and appoint 'community leaders' aligned with catchment groups, industry representatives, environmental organisations, and water users.

4. OPTIONS

At its 28 August meeting, the Canterbury Mayoral Forum endorsed the following recommendations. They are relevant to Kaikōura District Council decision making as it determines its continuing commitment to the CWMS leadership group model.

The Canterbury Mayoral Forum:

- agreed that establishment of local leadership groups only be progressed in areas where a request to do so has been received by local mayors and/or councils.
- agreed that each local mayor and/or council notify the Chief Executive of the Canterbury Regional Council in writing of their intention to progress the establishment of local leadership groups in their area.

5. FINANCIAL IMPLICATIONS AND RISKS

Future funding requirements of the Local Leadership Groups are still to be determined, but it is expected the cost to each Council of administering these Groups will be significantly less than the Water Zone Committees.

The key factors influencing this cost reduction are:

- Local Leadership Groups are likely to meet on a quarterly basis rather than monthly, as per the Water Zone Committees, thereby reducing honoraria costs.
- The Local Leadership Group collaborative agreements drafted to date have proposed that Rūnanga representatives and community members would be paid in the form of an honorarium based on a per-meeting fee as agreed by the parties. This fee will be reviewed, and revised if required, in advance of the next Council financial year. This approach should also reduce the honoraria costs. These honoraria costs were previously covered by Environment Canterbury for the Kaikōura Water Zone Committee.
- Local Leadership Groups would be supported by staff from Environment Canterbury and district councils, primarily through Environment Canterbury's Strategy Facilitation team, and senior staff members from those district councils and Environment Canterbury.

- Elected members or staff of district councils and Environment Canterbury are not eligible for remuneration

An indicative estimate of annual meeting costs associated with this Leadership Group is up to $10,000 with meeting fees and contributions from each council to be determined as part of finalizing collaborative agreements between the parties.

6. SIGNIFICANCE OF DECISION

This matter is not significant under Kaikōura District Council's Significance and Engagement Policy.

This Leadership Group is based on a collaborative agreement between the core parties listed in section 3. As such, this agreement equates to a Memorandum of Understanding between the Councils and Te Rūnanga o Kaikōura. Consequently, this Leadership Group does not have the authority to commit any Council to any path or expenditure, and its recommendations do not compromise the Councils' freedom to deliberate and make decisions.

7. COMMUNITY ENGAGEMENT AND CONSULTATION

The parties involved in establishing this Leadership Group have met four times since September 2025 to discuss and confirm a draft collaborative agreement for how they could work together. This included representation from the former Kaikōura Water Zone Committee to ensure there was a level of continuity from the priorities of this committee.

As noted in this report, with the Simplifying Local Government Reform announcements in May 2026, further development of and commitment to this Leadership Group was deferred to allow Councils to prioritise their Head Start proposals.

8. IWI/MĀORI ENGAGEMENT

Te Rūnanga o Kaikōura governance representatives have been part of the discussions and development of the draft collaborative agreement for this Leadership Group. As one of the parties to this collaborative agreement, ongoing governance representation from Te Rūnanga o Kaikōura on this Leadership Group will be integral to its collaborative approach and strategic priority setting.

9. NEXT STEPS

Should the parties support the establishment of this Leadership Group, it is expected that at least one planning session will be arranged prior to the end of 2026 to confirm an agreed collaborative agreement, an appointment process for community/catchment leadership representation, and a meeting schedule for 2027. This initial planning session will also focus on the Leadership Group initial strategic priorities, incorporating the updated 2030 Goals of the Canterbury Water Management Strategy, which will be presented to the Canterbury Mayoral Forum for endorsement in November.

As currently proposed, this Leadership Group is expected to meet quarterly across 2027, with the preferred timing and dates for these meetings still to be determined by the parties.

10. COMMUNITY OUTCOMES SUPPORTED



Community
We communicate, engage and inform our community



Environment
We value and protect our environment



Development
We promote and support the development of our economy



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



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

Attachment 1: Overview Canterbury Water Management Strategy

1. By the early 2000s, Canterbury faced significant freshwater challenges, including over-allocation, declining ecosystem health, drought impacts, and growing conflict between water users, exacerbated by the absence of an operative freshwater planning framework. Processes under the Resource Management Act 1991 (RMA) were often adversarial and ineffective in managing cumulative effects and competing demands.

2. Following the Canterbury Strategic Water Study (1999–2006), the CWMS was adopted by the Canterbury Mayoral Forum in 2009 to provide a collaborative and strategic alternative, grounded in long-term sustainability and integrated management. Key partners under the CWMS are territorial authorities, Canterbury Regional Council, Ngāi Tahu, the Canterbury community, and organisations with interests in water.

Vision and core principles

3. The Strategy has been underpinned by a shared long-term vision "to gain the greatest social, economic, cultural and environmental benefits from water resources within an environmentally sustainable framework, both now and for future generations." To achieve this vision, a commitment to collaboration and collaborative decision-making has been at its core. The strategy lays out holistic targets across ten broad areas (see Fig. 1)

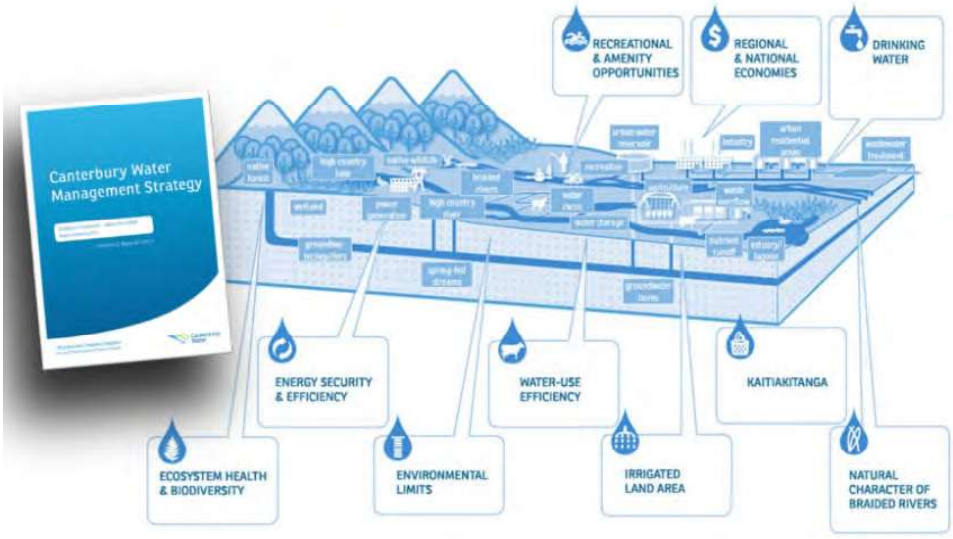


Figure 1 The ten target areas of the Canterbury Water Management Strategy

4. Following this vision, the strategy defines success along a quadruple bottom line of sustainability outcomes. These include: restored and protected freshwater ecosystems; high-quality drinking water supplies; enhanced cultural values and mahinga kai; improved recreational opportunities; increased regional prosperity through efficient water use; as well as collaborative governance and reduced conflict.

5. The CWMS's strategic vision has been backed by primary and supporting principles:

    - Primary principles include: sustainable management of water resources, recognition of water as a public resource, integration of land and water management, and recognition of Ngāi Tahu values and kaitiakitanga

- Supporting principles include: managing cumulative effects, equal consideration of surface and groundwater, precautionary approach under uncertainty, efficient use of water, and integration of science and adaptive management

6. Crucial implementation drivers have included a 'gift and gain' approach to reach consensus, subsidiarity (resolution of issues at the lowest practicable level), as well as the establishment of dedicated collaborative governance and implementation structures.

Outcomes and delivery framework

7. The ten target areas are defined by staged goals from 2010–2040 to be achieved in parallel through regulatory and non-regulatory actions. To carry forward the collaborative approach and support implementation, ten Water Zone Management Committees and a Regional Water Management Committee were established in 2010–2011 under the auspices of the Mayoral Forum. These committees developed Zone Implementation Programmes (ZIPs) and a Regional Implementation Programme, respectively.

8. The intention of establishing committees at a sub-regional level was to engage communities in local water management, including the development of solutions to local water issues with broad stakeholder support. The rationale behind the zone delineation was to enable integrated management of Canterbury's surface and groundwater resources, facilitate local participation, create manageable community planning areas, and balance hydrological and administrative boundaries.

9. Zone committees were an integral part of collaborative freshwater management, including through involvement in plan changes, the development of ZIPs, and by enabling local community-led initiatives. From approximately 2015 onwards they also developed ZIP Addenda, detailed catchment work programmes, and catchment-scale implementation priorities. However, the context changed in recent years due to a shift to implementing recommended actions, more directive national legislation, and increased activity of catchment groups. The Mayoral Forum thus endorsed a replacement model of local leadership groups in May 2025 following the CWMS Zone Committee 2024[1].

10. Implementation has also been supported through a range of other mechanisms, including dedicated delivery staff and work programmes within the regional council and territorial authorities. CWMS Action Plan Funding ranging from $500,000 to $750,000 p.a. has supported local community-led projects at place, with 37 projects full or partly funded across Canterbury in 2026 alone. Additionally, organisations with interests in freshwater management (e.g. irrigation schemes and catchment groups) have driven on-the-ground actions to achieve CWMS targets.

11. Progress towards CWMS outcomes has been regularly reported to Canterbury's communities since 2013, with the last reports in June 2021[2] and July 2025[3] showing that some goals have been met while others were only partially or not met. This indicates significant progress but also that maintaining momentum requires ongoing collective efforts, sustained commitment and share accountability, and adequate resourcing.

[1] https://www.ecan.govt.nz/document/download?uri=5562967
[2] https://www.ecan.govt.nz/your-region/your-environment/water/measuring-cwms-progress-2021
[3] https://www.ecan.govt.nz/your-region/your-environment/water/measuring-cwms-progress

Attachment 2: Preliminary overview of Government reforms relevant to the Canterbury Water Management Strategy

1. Central Government made a suite of announcements since the end of 2025 that will reshape the operating environment for local government and freshwater management across Aotearoa New Zealand, with significant implications for the CWMS. These reforms represent a substantial restructuring of the nation's planning, environmental management and local government frameworks.

2. Many details concerning how freshwater will be managed under the reformed system remain to be determined. These include:

    - Simplifying Local Government reform: In principle decisions on Head Start proposals will be made in September 2026, with final policy decisions to follow in May 2027 and the Backstop reforms commencing following the 2028 local elections.
    - Natural Environment Bill and Planning Bill: The RMA replacement legislation has yet to be enacted (with passage intended by mid-2026), with a first tranche of national policy directions and environmental standards expected from late 2026 and a transition period from 2027–2029.
    - Amended national direction instruments under the RMA: To date, two tranches of new and amended instruments have been implemented, with further changes expected to be considered by Cabinet before the end of July 2026.

3. At this stage, it appears that while many natural resource management and planning decisions under the RMA were made through regional and local planning and consenting processes, the Planning Act and Natural Environment Act will place greater emphasis on nationally set directions and instruments. Key implications of this shift include greater use of national rules and regulations, simplified national direction, and more activities permitted through national rules.

4. The rationale for moving to two Acts is to separate development and environmental protection, which the RMA managed in a single decision-making framework. The Planning Bill is intended to provide greater certainty around land use and development. The Natural Environment Bill aims to protect ecosystems, freshwater, biodiversity, air quality and coastal environments through mandatory environmental limits.

5. While environmental outcomes under the RMA are influenced through both planning instruments and project-level consenting, the Natural Environment Bill proposes to front-load decision-making, with more decisions made through national instruments and combined plans and fewer at the consenting stage. The Natural Environment Bill proposes ecosystem health limits to be established in the natural environment plan (a chapter of the Combined Plan) in advance of individual consent decisions, with the intent to reduce uncertainty and litigation. However, the extent to which environmental limits balance environmental protection with signalled economic growth objectives will depend on their final design and implementation. Further, the effectiveness of this will depend on adequate monitoring, enforcement and willingness to maintain robust limits over time, which has been challenging and uneven across the country under the RMA.

6. The Government is considering shifting compliance and enforcement functions to a national regulator. This change is intended to improve consistency in regulatory oversight and enforcement across regions, reduce variations in how compliance and enforcement functions are applied, and enable more effective responses to non-compliance.

7. The Natural Environment Act is expected to contain provisions relating to Māori interests, Treaty considerations and consultation requirements in natural resource management. The extent to which these provisions differ from those under the RMA, and the implications for decision-making, will depend on the final legislation and supporting national direction. However, based on the draft legislation, the provisions are likely to be narrower, directive and prescriptive, with reduced consideration of the rights of Māori.

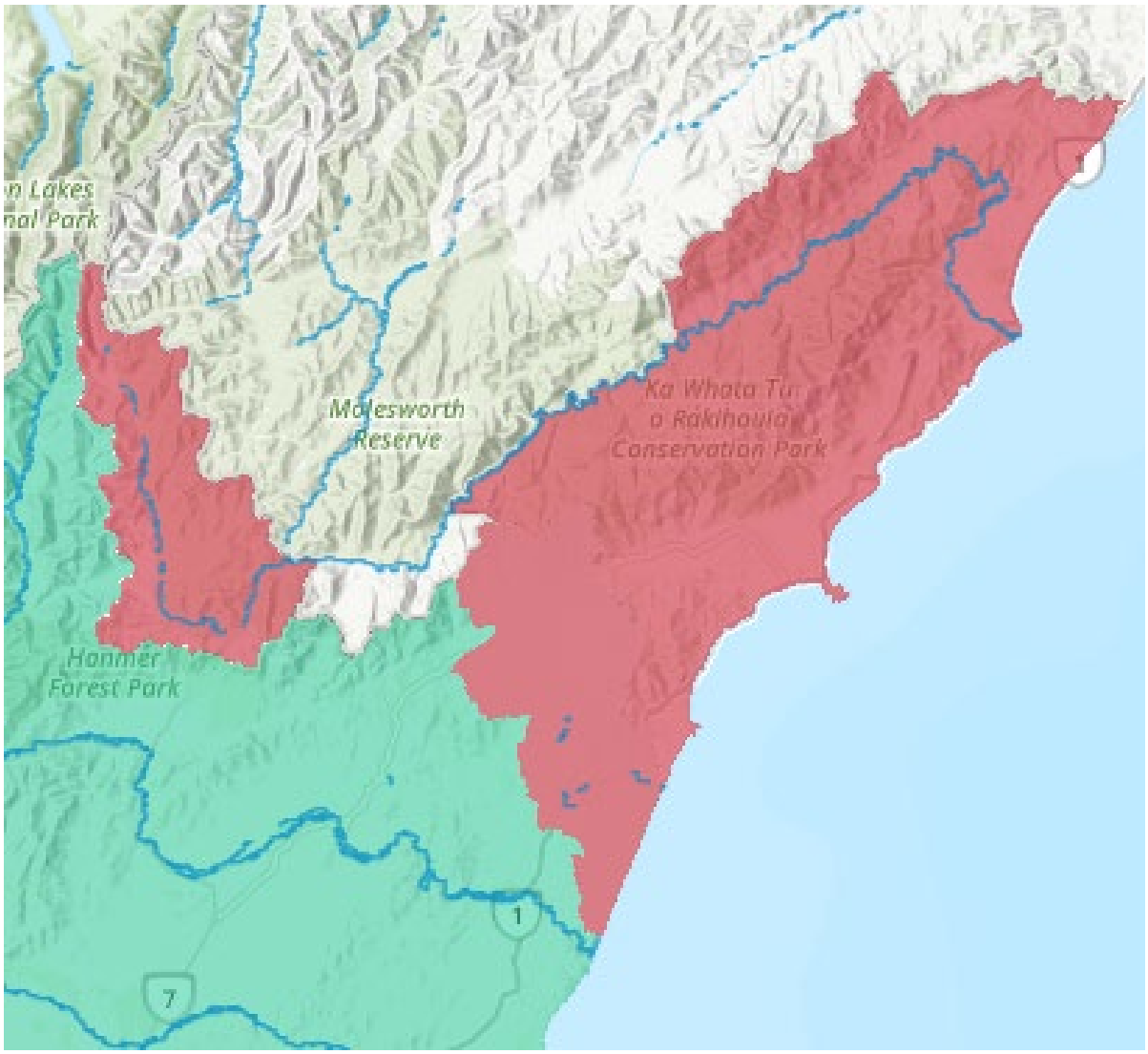
8. Public participation under the Natural Environment Act is expected to be focused more on policy and plan-making processes, where environmental limits and outcomes are established, rather than on individual consent decisions (i.e. ‘front-loaded’ approach). This may provide earlier opportunities for public input, while potentially reducing opportunities to challenge individual developments once those limits are in place.

9. The Government confirmed in May 2026 that many current regional functions will not be centralised and will shift to unitary authorities, excluding functions that are already under consideration as part of Government’s Resource Management work programme. These include flood protection, emergency management, biosecurity, environmental regulation, and public transport.

10. The RMA replacement legislation will also shift away from each local authority preparing an individual RMA plan and towards 17 combined regional plans, integrating spatial planning, natural environment planning and land-use planning components. The precise allocation of planning responsibilities between regional and district-level components of the combined regional plans will be confirmed through implementation of the new system. This means that Canterbury is expected to be covered by a single combined regional plan, although the final structure will depend on implementation of the new system. Based on the Bills as introduced to Parliament, regions will need to prepare their draft regional spatial plan within 15 months of enactment.

11. Government has signalled a preference for larger unitary authority arrangements and has introduced a voluntary Head Start pathway for councils wishing to reorganise before 2028. A compulsory reform process for other regions is expected after the 2028 local elections, although the final structure of local government across all regions has not yet been determined. Current regional councillors will stay on through to the end of the 2028 term to support regional councils' roles in implementing the new planning system. In-principle decisions on Head Start proposals are expected in September 2026, with confirmation and final policy decisions to follow in May 2027.

Attachement 3 – Map of the Waiau toa / Clarence – Kaikōura Leadership Group Area



Key Catchments of the Waiau Toa/Clarence-Kaikōura Leadership Group Area

The Waiau Toa / Clarence - Kaikōura catchment area encompasses a diverse set of hydrological and ecological systems extending from the Waiau Toa/Clarence River catchment in the north through to the Conway catchment in the south.

The Waiau Toa/Clarence River is a major alpine-fed river system originating from Lake Tennyson, in the upper Hanmer/Molesworth area. Its upper reaches are characterised by steep, highly erodible mountain terrain, active tectonic uplift, and a predominantly braided channel morphology. As the river progresses downstream, it traverses extensive dryland valleys, alluvial terraces, and constrained gorge sections, influencing sediment transport, groundwater–surface water interactions, and ecological connectivity. The

Waiau Toa supports significant indigenous biodiversity values, including remnant dryland ecosystems, and holds substantial cultural significance for Ngāti Kurī.

In contrast, **the Conway catchment** is a smaller, hill-country system draining a series of moderately steep greywacke and limestone formations that mark the transition between Kaikōura and North Canterbury. The hydrology is dominated by rainfall-driven runoff, with limited alpine input and smaller-scale alluvial aquifers. Land use within the catchment is primarily pastoral, influencing flow variability, sediment generation, and water quality outcomes at the coastal outlet. When considered alongside the Kaikōura district's short, coastal spring-fed and surface-runoff streams, the Waiau Toa and Conway catchments collectively represent a complex, interlinked network of water bodies that underpin regional freshwater values, support a range of ecological habitats, and play a critical role in sustaining the productivity and resilience of the wider Kaikōura environment.

The Inland Road catchment, running from Kaikōura toward Mt Lyford, is defined by a series of small, steep hill-country streams that drain the eastern flanks of the Seaward Kaikōura Range. These waterways are highly responsive to rainfall, with rapid rises and falls in flow due to shallow soils, tight valleys, and limited alluvial storage. Stream channels are typically confined, with coarse substrates and elevated sediment transport during storm events. As elevation increases toward Mt Lyford, cooler climates and higher native vegetation cover contribute to more consistent baseflows and improved water quality. Overall, the catchment's hydrology is characterised by flashy flow regimes, high sediment dynamics, and strong topographic control on stream behaviour.

Report to:	**Council**	
Date:	28 October 2026	
Subject:	Delegations Manual Update. (Delegations changed with regard to: • Organisational role changes • Introduction of risk management matrix for resource consent application approvals • Royal Assent of Planning Act 2026 and transitional consenting arrangements under the Resource Management Act 1991 until 31 December 2027)	
Prepared by:	Rex Hurley on behalf of J Baker / G Vaughan / M Hoggard / J York	
Input sought from:	• W Doughty – Chief Executive Officer • M Hoggard – Strategy, Policy and District Plan Manager • P Kearney – Senior Manager, Corporate Services • J Baker – Senior Manager, Operations • G Vaughan – Building Control Manager • J York – Community and Resilience Manager	
Authorised by:	W Doughty – Chief Executive Officer	

1. SUMMARY

Changes are proposed to the Council's Delegations Manual for the following reasons:

1. Delegation terminology reflects the KDC organisational structure and positions held by Council employees as of October 2026, including the placement of the Senior Manager – Operations, Regulatory Services Team Leader and the creation of the Community and Resilience Manager roles.
2. Delegations reflect tasks being undertaken by Council employees to facilitate the effective and efficient management of the business of the Council and said employees are legally empowered to do so.
3. Utilisation of a risk matrix approach to streamline resource consent application approvals in accordance with Sections 104A to 104D it is proposed to move from a standard Level 2 dual delegate approval approach to a risk matrix where a single Level 3 delegated signatory may approve consents and impose conditions in accordance with Section 108 in certain controlled circumstances.
4. The proposed matrix levels have been trialled for a 3 month period between mid July 2026 to October 2026 on the authority of the Chief Executive Officer with significant success in performance turnaround and productivity enhancements across the management team.
5. Include transitional consenting delegations associated with the introduction of the Planning Act 2026 and the consequential impact upon delegations for the Resource Management 1991.
6. The changes are proposed to improve clarity of role, ownership and enhance collaboration resulting in an improved Customer experience.

2. RECOMMENDATION

It is recommended that:

a) Council receives this report.
b) Council adopts the changes proposed within Appendix 1 of this report.

3. BACKGROUND

The Delegations Manual sets out the delegations made by the Kaikōura District Council, to define methods and means of operation, managerial and administrative relationships. The Manual is related to other key documents including Council's Bylaws, District Plan and various Policies. It is a key tool in assisting the Council achieve its goals efficiently and effectively. The manual is split into the following key sections:

- **Delegations Policy** – This part of the manual sets out the Council's philosophy for making delegations and establishes the legal power for making delegations. It then establishes the framework through which the delegations are made and structured.

- **Governance Delegations** – This section of the manual sets out delegations of governance powers made by Council to Committees. Council's delegation model is designed to enable committees of Council to undertake their roles fully, completely and consistent with their terms of reference. The principles incorporate the reporting and monitoring process that enables the Council to ensure that the powers they have delegated are not exceeded.

- **Statutory Delegations** – This section sets out all of the relevant legislation that Council has responsibility for and the powers duties and responsibilities delegated under the relevant clauses of each statute and associated regulations and bylaws. These delegations are made consistent with the provisions of the Local Government Act 2002, which allows a local authority to delegate to any other local authority, organisation, or person the enforcement, inspection, licensing and administration related to bylaws and other regulatory matters.

- **Financial Delegations** – The delegation of financial powers enables the works and service objectives of the Council as set out in the Long Term Plan and Annual Plan to be achieved. This section of the register sets out the limits of financial delegations to Council sub-committees and Council officers.

- **Management Delegations** – This section of the manual sets out the delegations made by the Chief Executive Officer of the management powers to facilitate the effective and efficient operation of the Council administration.

- **Contractor Delegations** – Council has determined to contract out the delivery of many of its services to independent contractors. The contracts in place with each contractor specify the detail of the services and levels of service to be provided. This part of the delegations register sets out the delegations of powers and functions required by contractors to carry out their contracted services.

- **Warrants** – This final part of the register sets out the warrants of powers issued to individual officers of Council and employees of contractors.

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

Appendix 1 – Table of proposed changes to the Delegations Manual

Key: Underline: Additional text
~~Strikethrough~~: Deleted text

5.4 Sub-delegations

The Chief Executive Officer makes the following delegations of any powers granted to the Council as regards the regulation, inspection, licensing and prosecution of offences and any other functions and duties set out in the following legislation and all statutory regulations made thereunder, notices issued thereunder, all bylaws (and all matters contained therein) passed and enforced in the area of the Kaikōura District and more specifically detailed as set out in the following sections.

The following schedule details all delegations for each piece of legislation. Delegations shown in these sections to council staff or service delivery providers are made through this sub-delegation of the Chief Executive Officer's delegated powers. For the avoidance of doubt the Chief Executive Officer may withdraw and replace delegates at any time and any sub-delegation made by the delegate is withdrawn at the same time.

5.4.3 Building Act 2004

Section	Description	Delegate
S129	Power to take measures to avoid immediate danger to the safety of people or to fix insanitary conditions	Chief Executive Officer, Senior Manager Operations in consultation with Building Control Manager
S133AF	Power to identify any part of a public building, road, footpath or other thoroughfare in an area of medium or high seismic risk as a priority building	Building Control Manager, Senior Building Control Officer Building Control Officer, Chief Executive, Senior Manager Operations, in consultation with Building Control Manager or Contracted Building Control Officers
S133AG and S133AK	Power to identify a building or any part of a building as earthquake prone	Building Control Manager, Senior Building Control Officer, Building Control Officer, Chief Executive, Senior Manager Operations, in consultation with Building Control Manager or Contracted Building Control Officers

S133AL	Power to issue notice for earthquake prone buildings	Building Control Manager, Senior Building Control Officer, Building Control Officer, Chief Executive, Senior Manager Operations, in consultation with Building Control Manager or Contracted Building Control Officers
S133AN	Power to exempt from requirement to carry out seismic work	Building Control Manager, Senior Building Control Officer, Building Control Officer, Chief Executive, Senior Manager Operations, in consultation with Building Control Manager or Contracted Building Control Officers
S133AO	Power to extend the deadline for completing seismic work on certain heritage buildings	Building Control Manager, Senior Building Control Officer, Building Control Officer, Chief Executive, Senior Manager Operations, in consultation with Building Control Manager or Contracted Building Control Officers
S133AT	Power to assess building consents for alterations to buildings subject to an Earthquake Prone Building notice	Building Control Manager, Senior Building Control Officer, Building Control Officer, Chief Executive, Senior Manager Operations, in consultation with Building Control Manager or Contracted Building Control Officers
S162D	Power to periodically inspect residential swimming pools	Building Control Manager, Senior Building Control Officer, Building Control Officer, Contracted Building Control Officers Regulatory Officer, or Community and Resilience Manager Regulatory Services Team Leader

S164, S165 and S166	The power and authority to issue Notice to Fix. The power and authority in relation to S165.	Building Control Manager, Senior Building Control Officer, Building Control Officer, Contracted Building Control Officers Regulatory Administration Officer Regulatory Officer or Community and Resilience Manager
S167	Power to inspect building work subject to a Notice to Fix. This includes the power to confirm or refuse to confirm compliance with such notice.	Building Control Manager, Senior Building Control Officer Building Control Officer, or Regulatory Officer
S177	To apply for a determination	Senior Manager Operations, Building Control Manager, Senior Building Control Officer or Building Control Officer
S180	To apply for a determination to be withdrawn	Senior Manager Operations, Building Control Manager, Senior Building Control Officer or Building Control Officer
S212	Power to act as the building consent authority.	Senior Manager Operations Building Control Manager, Senior Building Control Officer Building Control Officer, Senior/Building Administration Officers or Contracted Building Control Officers
S215	Duty to obtain accreditation and be registered.	Building Control Manager, Senior/ Building & Regulatory Administration Officer, Senior Manager Operations Contracted Building Control Officer

S216	The duty to keep all records relevant to the administration of the Building Act.	Building Control Manager, Senior/ Building & Regulatory Administration Officer, Senior Manager Operations Contracted Building Control Officer
S217	The duty to provide access to that information to the public.	Building Control Manager, Senior / Building & Regulatory Administration Officer, Senior Manager Operations Contracted Building Control Officer
S218	Duty to provide information to Ministry of Business, Innovation and Employment.	Building Control Manager, Senior / Building & Regulatory Administration Officer, Senior Manager Operations Contracted Building Control Officer
S219	Authority to impose fees or charges as provided by Council and collect the levy under S53 and to refuse service where the fees or charges are not paid.	Senior Manager Operations Chief Executive Officer Building Control Manager or Contracted Building Control Officers
S220	Ability of the Council to apply to a District Court for an Order authorising it to carry out building work in default as authorised by resolution of Council	Chief Executive Officer, Senior Manager Operations in consultation with Building Control Manager or Contracted Building Control Officers
S221	Ability to recover costs when Council carries out work on default	Chief Executive Officer, Senior Manager Operations in consultation with Building Control Manager
S222	Power to undertake inspections of building work and the ability to enter premises for that purpose	Building Control Manager, Senior Building Control Officer, Building Control Officer or Contracted Building Control Officers
S227	Ability to apply to the District Court for an authorised officer to enter a household unit for the purpose of undertaking an inspection under Section 90 NZBA04	Building Control Manager in consultation with CEO, or Senior Manager Operations
S230	The duty of authorised and warranted officers to carry and produce evidence when required.	Building Control Manager, Senior Building Control Officer Building Control Officer or Contracted Building Control Officers

S363A	Power to issue a Certificate of Public Use	Building Control Manager, Senior Building Control Officer Building Control Officer or Contracted Building Control Officers
S371	Ability to commence proceedings under the Summary Proceedings Act 1957 following the issue of an infringement notice	Building Control Manager in consultation with CEO or, Senior Manager Operations
S372	Authority to issue infringement notices (by warranted enforcement officer)	Building Control Manager, Senior Building Control Officer Building Control Officer or Contracted Building Control Officers
S375	Ability to prosecute any offences under this act	Building Control Manager in consultation with CEO or Senior Manager Operations
S377	Power to lay information of an offence against the Building Act 2004	Building Control Manager in consultation with CEO, or Senior Manager Operations
Schedule 1, subpart 2	The power to consider exemptions from building consent.	Building Control Manager, Senior Building Control Officer Building Control Officer or Contracted Building Control Officers

5.4.4 Building Research Levy Act 1969

Section	Description	Delegate
9	The duty to make payments and certify in respect of levies to the Building Research Association of New Zealand	Building Control Manager, Operations Delivery Manager or Senior Building Administration Officer Senior Manager: Operations

5.4.5 Burial and Cremation Act 1964

Section	Description	Delegate
5	Power to control and manage certain cemeteries	Community Services Manager, Facilities Manager or Operations Delivery Manager Senior Manager: Operations
8, 9	Management of cemeteries including powers regarding vaults and monuments	Operations Delivery Manager Senior Manager: Operations
10	Power to sell rights to burial in parts of the cemetery and right to construct vaults	Operations Delivery Manager Senior Manager: Operations
18	Requirement to separately account for cemeteries	Facilities Manager, Operations Delivery Manager Senior Manager: Operations; or Community ~~Services~~ and Resilience Manager
19	Power to appoint officers and servants as necessary	Facilities Manager Operations Delivery Manager Senior Manager: Operations; or Community ~~Services~~ and Resilience Manager
20	Power to clear disused cemeteries	Senior Manager: Operations; Community ~~Services~~ and Resilience Manager, Operations Delivery Manager or Senior Manager – Corporate Services
50	Burials to be registered and a register maintained	Community ~~Services~~ and Resilience Manager, Facilities Manager, Finance Manager

5.4.8 Dog Control Act 1996, Dog Control Amendment Act 2003 and 2006

Section	Description	Delegate
9	Requirement to retain funds obtained under the Act and apply for authorised purposes only under the Act	~~Regulatory Services Manager~~ Community and Resilience Manager Senior Manager: Corporate Services
10, 10AA, 10A	Requirement to adopt a policy about dogs and annually report on the policy and other matters	~~Regulatory Services Manager~~ Community and Resilience Manager Senior Manager: Corporate Services

11	Requirement to appoint dog control officer	~~Regulatory Services Manager~~ Community and Resilience Manager Senior Manager: Corporate Services
12	Power to appoint dog rangers	~~Regulatory Services Manager~~ Community and Resilience Manager Senior Manager: Corporate Services
13	Requirement for officer and rangers to be warranted and provide proof of authority and evidence of identity	~~Regulatory Services Manager~~ Community and Resilience Manager Senior Manager: Corporate Services
14	Powers of entry	Regulatory ~~Enforcement~~ Officer or ~~Regulatory Services Manager~~ Community and Resilience Manager Regulatory Services Team Leader
15	Requirement to feed and shelter dogs	Regulatory ~~Enforcement~~ Officer or ~~Regulatory Services Manager~~ Community and Resilience Manager Regulatory Services Team Leader
19, 19A	Powers of dog control officer or dog ranger to obtain information	Regulatory ~~Enforcement~~ Office or ~~Regulatory Services Manager~~ Community and Resilience Manager Regulatory Services Team Leader
21	Power to classify probationary owners	Regulatory ~~Enforcement~~ Officer or ~~Regulatory Services Manager~~ Community and Resilience Manager Regulatory Services Team Leader
23A	Power to require an owner to undertake a dog owner education program or a dog obedience course (or both)	Regulatory ~~Enforcement~~ Officer or ~~Regulatory Services Manager~~ Community and Resilience Manager Regulatory Services Team Leader
25	Power to disqualify a person from being the owner of a dog	Regulatory ~~Enforcement~~ Officer or ~~Regulatory Services Manager~~ Community and Resilience Manager Regulatory Services Team Leader

28	Power to extend any period of disqualification	Regulatory ~~Enforcement~~ Officer or ~~Regulatory Services Manager~~ Community and Resilience Manager Regulatory Services Team Leader
30	Requirement to maintain records and provide information	Regulatory ~~Enforcement~~ Officer or ~~Regulatory Services Manager~~ Community and Resilience Manager Regulatory Services Team Leader
31, 33A	Power to classify dangerous or menacing dogs	Regulatory ~~Enforcement~~ Officer or ~~Regulatory Services Manager~~ Community and Resilience Manager Regulatory Services Team Leader
33	Power to consent to the disposal of a dangerous dog	Regulatory ~~Enforcement~~ Officer or ~~Regulatory Services Manager~~ Community and Resilience Manager Regulatory Services Team Leader
33C, 33ED	Power to classify dogs as dangerous or menacing by breed or type as listed in schedule 4.	Regulatory ~~Enforcement~~ Officer, or ~~Regulatory Services Manager~~ Community and Resilience Manager Regulatory Services Team Leader
33E	The power to exempt any dog or class of dog classified as menacing from the muzzling or control requirements in public places.	Regulatory ~~Enforcement~~ Officer, or ~~Regulatory Services Manager~~ Community and Resilience Manager Regulatory Services Team Leader
34	Requirement to keep and maintain a register of dogs	Regulatory ~~Enforcement~~ Officer or ~~Regulatory Services Manager~~ Community and Resilience Manager Regulatory Services Team Leader
35	Power to provide register information and to determine whether or not a dog should be delivered into custody of a Dog Control Officer or Dog Ranger	Regulatory ~~Enforcement~~ Officer or ~~Regulatory Services Manager~~ Community and Resilience Manager Regulatory Services Team Leader
35A	Power to supply information for purposes of the National Dog Data Base	Senior Manager: Operations, Regulatory ~~Enforcement~~ Officer ~~Regulatory Services Manager~~ Community and Resilience Manager Regulatory Services Team Leader

36A	Power to issue instructions relating to the making available of a dog for verification that it has been implanted with a functioning microchip transponder	Senior Manager: Corporate Services Regulatory ~~Enforcement~~ Officer or ~~Regulatory Services Manager~~ Community and Resilience Manager Regulatory Services Team Leader
39	Power to remit, reduce or refund dog control fees or part thereof	Senior Manager: Corporate Services Regulatory ~~Enforcement~~ Officer or ~~Regulatory Services Manager~~ Community and Resilience Manager Regulatory Services Team Leader
40	Power to require statement of claim regarding working dogs	Senior Manager: Corporate Services Regulatory ~~Enforcement~~ Officer or ~~Regulatory Services Manager~~ Community and Resilience Manager Regulatory Services Team Leader
42	Power to seize and impound unregistered dogs	Senior Manager: Corporate Services Regulatory ~~Enforcement~~ Officer or ~~Regulatory Services Manager~~ Community and Resilience Manager Regulatory Services Team Leader
46	Power to issue a replacement label or disc	Building/Regulatory Administration Officer, Regulatory ~~Enforcement~~ Officer, or ~~Regulatory Services Manager~~ Community and Resilience Manager Regulatory Services Team Leader
50	Power to seize and impound dogs not wearing proper label or disc	Senior Manager: Corporate Services Regulatory ~~Enforcement~~ Officer or ~~Regulatory Services Manager~~ Community and Resilience Manager *Regulatory Services Team Leader*
65 & 66	Power to issue infringements under the Act	Senior Manager: Corporate Services Regulatory ~~Enforcement~~ Officer or ~~Regulatory Services Manager~~ Community and Resilience Manager Regulatory Services Team Leader

69 & 70	Power to dispose of any dog	Senior Manager: Corporate Services Regulatory ~~Enforcement~~ Officer ~~Regulatory Services Manager~~ Community and Resilience Manager Regulatory Services Team Leader
71	Power to exercise all of the Council's powers (retention of dog threatening public safety)	Senior Manager: Corporate Services Regulatory ~~Enforcement~~ Officer or ~~Regulatory Services Manager~~ Community and Resilience Manager Regulatory Services Team Leader

5.4.9 Fencing of Swimming Pools – Building Act 162a-162e

Section	Description	Delegate
7	Obligation to ensure the Act is complied with	Senior Manager: Operations Building Control Manager or ~~Regulatory Services Manager~~ Community and Resilience Manager
11	Power of warranted officer to enter land and carry out inspections	Senior Manager: Operations Senior Building Control Officer, Building Control Officer, Regulatory ~~Enforcement~~ Officer, or ~~Regulatory Services Manager~~ Community and Resilience Manager Regulatory Services Team Leader

5.4.11 Food Act 1981

Section	Description	Delegate
8E	Obligation to enforce Food Hygiene Regulations 1974	Building Control Manager, Food Safety Officer or ~~Regulatory Services Manager~~ Community and Resilience Manager
8N	Power to receive applications, consider and assess applicant's food safety programme against standards and grant an exemption for the Food Hygiene Regulations 1974	Building Control Manager, Food Safety Officer or ~~Regulatory Services Manager~~ Community and Resilience Manager

8Q, 8R, 8S	Power to set and revise terms and revoke exemption and period for which it applies	Building Control Manager, Food Safety Officer or ~~Regulatory Services Manager~~ Community and Resilience Manager
8ZF	Obligation to comply with the performance standards issued by the Director General	Building Control Manager, Food Safety Officer or ~~Regulatory Services Manager~~ Community and Resilience Manager
8ZJ	Power to monitor compliance with exemptions	Building Control Manager, Food Safety Officer or ~~Regulatory Services Manager~~ Community and Resilience Manager
8ZM	Obligation to observe guidelines issued by Director General	Building Control Manager or ~~Regulatory Services Manager~~ Community and Resilience Manager
8ZT	Obligation to inform Director General of exemptions granted	Building Control Manager Food Safety Officer or ~~Regulatory Services Manager~~ Community and Resilience Manager
13	Powers of local authority inspectors	Building Control Manager, Food Safety Officer or ~~Regulatory Services Manager~~ Community and Resilience Manager
14	Powers of seizure and detention of articles	Building Control Manager, Food Safety Officer or ~~Regulatory Services Manager~~ Community and Resilience Manager
15	Seizure and destruction of decayed or putrefied food	Building Control Manager, Food Safety Officer or ~~Regulatory Services Manager~~ Community and Resilience Manager

18	Power to require name and address of seller	Building Control Manager, Food Safety Officer or ~~Regulatory Services Manager~~ Community and Resilience Manager

Delegations under the Food Act 1981 remain in place during the period of transition to the new Food Act, 2014.

5.4.12 Food Act 2014

Section	Description	Delegate
s.19	All of the recognitions, responsibilities, duties and powers which have been delegated to the Chief Executive	Building Control Manager, Food Safety Officer or ~~Regulatory Services Manager~~ Community and Resilience Manager Senior Manager: Corporate Services
s.19	Enforcement of the responsibilities, duties and powers of the Act and other associated regulatory functions which have been delegated to the Chief Executive	Building Control Manager, Food Safety Officer or ~~Regulatory Services Manager~~ Community and Resilience Manager Senior Manager: Corporate Services
s.52	Authority to process applications for registration of appropriate Food Control Plans.	Building Control Manager, Food Safety Officer or ~~Regulatory Services Manager~~ Community and Resilience Manager Senior Manager: Corporate Services
s.54	Authority to refuse to process application for registration of Food Control Plan	Building Control Manager, Food Safety Officer or ~~Regulatory Services Manager~~ Community and Resilience Manager Senior Manager: Corporate Services
s.55	Authority to require further information in support of application for registration of Food Control Plan.	Building Control Manager Food Safety Officer or ~~Regulatory Services Manager~~

Section	Description	Delegate
		Community and Resilience Manager Senior Manager: Corporate Services
s.57	Authority to refuse to register Food Control Plan	Building Control Manager, Food Safety Officer or ~~Regulatory Services Manager~~ Community and Resilience Manager Senior Manager: Corporate Services
s.60	Authority to impose reasonable conditions on registration of Food Control Plan	Building Control Manager, Food Safety Officer or ~~Regulatory Services Manager~~ Community and Resilience Manager Senior Manager: Corporate Services
s.62	Authority to suspend, at any time, any or all of the operations conducted under a registered Food Control Plan	Building Control Manager, Food Safety Officer or ~~Regulatory Services Manager~~ Community and Resilience Manager Senior Manager: Corporate Services
s.63	Authority to extend period of suspension of Food Control Plan	Building Control Manager, Food Safety Officer or ~~Regulatory Services Manager~~ Community and Resilience Manager Senior Manager: Corporate Services
s.67	Authority to cancel registration of a Food Control Plan	Building Control Manager, Food Safety Officer or ~~Regulatory Services Manager~~ Community and Resilience Manager Senior Manager: Corporate Services
s.82	Authority to process applications for registration of appropriate National Programmes	Building Control Manager, Food Safety Officer or ~~Regulatory Services Manager~~

Section	Description	Delegate
		Community and Resilience Manager Senior Manager: Corporate Services
s.84	Authority to refuse to process application for registration of National Programme	Building Control Manager, Food Safety Officer or ~~Regulatory Services Manager~~ Community and Resilience Manager Senior Manager: Corporate Services
s.85	Authority to require further information in support of application for registration of National Programme	Building Control Manager, Food Safety Officer or ~~Regulatory Services Manager~~ Community and Resilience Manager Senior Manager: Corporate Services
s.87	Authority to refuse to register National Programme	Building Control Manager, Food Safety Officer or ~~Regulatory Services Manager~~ Community and Resilience Manager Senior Manager: Corporate Services
s.89	Authority to impose reasonable conditions on registration of National Programme	Building Control Manager, Food Safety Officer or ~~Regulatory Services Manager~~ Community and Resilience Manager Senior Manager: Corporate Services
s.90	Authority to suspend, at any time, any or all of the operations conducted under a National Programme	Building Control Manager, Food Safety Officer or ~~Regulatory Services Manager~~ Community and Resilience Manager Senior Manager: Corporate Services
s.91	Authority to extend period of suspension of National Programme	Building Control Manager, Food Safety Officer or ~~Regulatory Services Manager~~

Section	Description	Delegate
		Community and Resilience Manager Senior Manager: Corporate Services
s.95	Authority to cancel registration of National Programme	Building Control Manager, Food Safety Officer or ~~Regulatory Services Manager~~ Community and Resilience Manager Senior Manager: Corporate Services
s.134	Authority to act as a recognised agency, person and class of person	Building Control Manager, Food Safety Officer or ~~Regulatory Services Manager~~ Community and Resilience Manager Senior Manager: Corporate Services

5.4 Gas Act 1992

Section	Description	Delegate
25	Power to set reasonable conditions over the opening up of any road and recover reasonable costs	Operations Delivery Manager Senior Manager: Operations;
26	Power to receive notices of intention to open any road	Operations Delivery Manager Senior Manager: Operations;
33	Power to require fittings to have their position changed	Operations Delivery Manager Senior Manager: Operations;

5.4.14 Hazardous Substances and New Organisms Act 1996

Section	Description	Delegate
S97	Enforcement of Act	Strategy Policy & District Plan Manager, Building Control Manager or Community and Resilience Manager
S98	Coordination of inspection and appointment of inspection officers	Strategy Policy & District Plan Manager, Building Control Manager or Community and Resilience Manager
Part 14	Transitional provisions regarding dangerous goods under the Dangerous Goods Act 1974	Strategy Policy & District Plan Manager, Building Control Manager or Community and Resilience Manager

5.4.15 Health Act 1956

Section	Description	Delegate
23	Duty and powers to improve, promote and protect public health within the district	Building Control Manager, Food Safety Officer or Regulatory Services ~~Manager~~ Team leader Community and Resilience Manager Senior Manager: Corporate Services

28	Appointment of suitably qualified Food Safety Officers	Building Control Manager or Regulatory Services ~~Manager~~ Team leader Community and Resilience Manager Senior Manager: Corporate Services
34	Power to cause the abatement of nuisance at the cost of the owner/occupier	Building Control Manager, Food Safety Officer or Regulatory Services ~~Manager~~ Team leader Community and Resilience Manager Senior Manager: Corporate Services
41	Power to require owners or occupiers to cleanse property	Building Control Manager, Food Safety Officer or Regulatory Services ~~Manager~~ Team leader Community and Resilience Manager Senior Manager: Corporate Services
42	Engineer or any other officer of a local authority duly authorised may certify that dwelling-house unfit for human habitation and Territorial Authority has power to require repair or issue a closing order	Building Control Manager, Food Safety Officer or Regulatory Services ~~Manager~~ Team leader Community and Resilience Manager Senior Manager: Corporate Services
54	Grant consent for offensive trade	Building Control Manager, Food Safety Officer or Regulatory Services ~~Manager~~ Team leader Community and Resilience Manager Senior Manager: Corporate Services

58	Grant consent for stock sale-yards	Building Control Manager, Food Safety Officer or Regulatory Services ~~Manager~~ Team leader Community and Resilience Manager Senior Manager: Corporate Services
81	Power to authorise an Food Safety Officer to enter premises	Building Control Manager, Food Safety Officer or Regulatory Services ~~Manager~~ Team leader Community and Resilience Manager Senior Manager: Corporate Services
82	Obligation to disinfect and cleanse when ordered to do so by the Medical Officer of Health	Food Safety Officer or Regulatory Services ~~Manager~~ Team leader Community and Resilience Manager
83	Power to destroy articles that cannot be effectively disinfected	Building Control Manager, Food Safety Officer or Regulatory Services ~~Manager~~ Team leader Community and Resilience Manager Senior Manager: Corporate Services
86	Duty to cause bodies to be buried when required by Medical Officer of Health	Building Control Manager, Food Safety Officer or Regulatory Services ~~Manager~~ Team leader Community and Resilience Manager Senior Manager: Corporate Services
121	Regulations regarding the appointment of Food Safety Officers	Building Control Manager, Food Safety Officer or

		Regulatory Services ~~Manager~~ Team leader Community and Resilience Manager Senior Manager: Corporate Services
128	Power to authorise entry and inspection of specified facilities	Building Control Manager, Food Safety Officer or Regulatory Services ~~Manager~~ Team leader Community and Resilience Manager Senior Manager: Corporate Services

5.4.17 Water Services Act 2021

Section	Description	Delegate
21	**Duty to supply safe drinking water** Territorial authorities must ensure all drinking water supplied is safe for human consumption	Operations Delivery Manager Senior Manager: Operations
22	**Duty to comply with drinking water standards** Suppliers must meet the Drinking Water Standards issued by Taumata Arowai.	Operations Delivery Manager Senior Manager: Operations
23	**Duty to register a drinking-water supply** Every drinking-water supply operated must be registered with Taumata Arowai.	Operations Delivery Manager Senior Manager: Operations
24	**Duty to supply aesthetically acceptable water** Water must meet aesthetic expectations such as taste, odour, and appearance.	Operations Delivery Manage Senior Manager: Operations r
25	**Duty to provide sufficient quantity of drinking water** Authorities must ensure an adequate and reliable supply of drinking water.	Operations Delivery Manager Senior Manager: Operations
26	**Duties where drinking-water quantity is at imminent risk** Suppliers must take necessary actions when there is an imminent risk to water quantity	Operations Delivery Manager Senior Manager: Operations
27	**Duty to protect against backflow** Backflow prevention measures must be maintained to avoid contamination	Operations Delivery Manager Senior Manager: Operations

28	**Duties relating to end-point treatment** Final treatment steps at the point of supply must be functional and compliant.	Operations Delivery Manager Senior Manager: Operations
29	**Duty of due diligence** Officers and employees must exercise due diligence to ensure compliance with the Act.	Operations Delivery Manager Senior Manager: Operations

30-31	**Duty of due diligence** Officers and employees must exercise due diligence to ensure compliance with the Act.	Operations Delivery Manager Senior Manager: Operations
33-34	**Managing planned and unplanned events** Councils must follow mandated processes for events affecting water safety or supply	Operations Delivery Manager Senior Manager: Operations
35	**Notifying Taumata Arowai of risks or hazards** Immediate notification is required when contamination or hazards occur.	Operations Delivery Manager Senior Manager: Operations
37	**Record keeping duties** Suppliers must keep detailed operational and safety records.	Operations Delivery Manager Senior Manager: Operations
38	**Consumer complaints and information** Councils must provide a compliant consumer complaints process and required information.	Operations Delivery Manager Senior Manager: Operations
41-43	**Source water risk management plans** Councils must prepare and maintain risk management plans for source water.	Operations Delivery Manager Senior Manager: Operations
45	**Information sharing with local authorities** Suppliers must share source water information with other authorities as required.	Operations Delivery Manager Senior Manager: Operations

5.4.16 Historic Places Act 1993

Section	Description	Delegate
34, 35	Obligation to provide information supplied by the Historic Places Trust on any LIM or PIM	Strategy, Policy and District Plan Manager, Planning Officer, LIM and Planning Administration Officer or Policy Planner

5.4.20 Impounding Act 1955

Section	Description	Delegate
3	Duty to provide and maintain a public pound and provide for separate holding of infected stock	~~Regulatory Services Manager~~ Community and Resilience Manager Senior Manager Corporate Services

4	Provision for joint pound administration	~~Regulatory Services Manager~~ Community and Resilience Manager Senior Manager Corporate Services
5	Requirement to give public notice of location of pound	~~Regulatory Services Manager~~ Community and Resilience Manager Senior Manager Corporate Services
6	Requirement to erect and maintain a notice board providing particulars	~~Regulatory Services Manager~~ Community and Resilience Manager or Senior Manager Corporate Services Regulatory ~~Enforcement~~ Officer Regulatory Services Team Leader
8, 9, 10, 11	Obligation to appoint pound-keeper and power to appoint a deputy and remove or suspend the pound-keeper and publicly notify these actions	~~Regulatory Services Manager~~ Community and Resilience Manager Senior Manager Corporate Services
12	Pounds to be kept clean and in good order and stock to be provided sufficient food, water, care and attention	~~Regulatory Services Manager~~ Community and Resilience Manager or Senior Manager Corporate Services Regulatory ~~Enforcement~~ Officer Regulatory Services Team Leader
13	Pound book and impounding register to be maintained and open to inspection	~~Regulatory Services Manager~~ Community and Resilience Manager or Senior Manager Corporate Services Regulatory ~~Enforcement~~ Officer Regulatory Services Team Leader
14	Power to recover actual costs of providing sustenance	~~Regulatory Services Manager~~

		Community and Resilience Manager or Senior Manager Corporate Services Regulatory ~~Enforcement~~ Officer Regulatory Services Team Leader
32	Declare any fenced paddock a temporary pound with the consent of the occupier and appoint a keeper and fix a notice setting out specified information	~~Regulatory Services Manager~~ Community and Resilience Manager or Senior Manager Corporate Services Regulatory ~~Enforcement~~ Officer, Regulatory Services Team Leader
38	Power to issue notice regarding wild stock trespassing on land and sell the stock if not removed	~~Regulatory Services Manager~~ Community and Resilience Manager or Senior Manager Corporate Services Regulatory ~~Enforcement~~ Officer Regulatory Services Team Leader
46	Obligation to give notice of stock impounded	~~Regulatory Services Manager~~ Community and Resilience Manager or Senior Manager Corporate Services Regulatory ~~Enforcement~~ Officer Regulatory Services Team Leader
50	Power to authorise person to act as auctioneer for sale of impounded stock	~~Regulatory Services Manager~~ Community and Resilience Manager or Senior Manager Corporate Services Regulatory ~~Enforcement~~ Officer Regulatory Services Team Leader
52	Authority to destroy worthless or suffering animals	~~Regulatory Services Manager~~

		Community and Resilience Manager or Senior Manager Corporate Services Regulatory ~~Enforcement~~ Officer Regulatory Services Team Leader

53	Power to dispose of unsold stock	~~Regulatory Services Manager~~ Community and Resilience Manager or Senior Manager Corporate Services Regulatory ~~Enforcement~~ Officer Regulatory Services Team Leader
56	Power to recover any deficiency in costs from the owner of stock	~~Regulatory Services Manager~~ Community and Resilience Manager or Senior Manager Corporate Services Regulatory ~~Enforcement~~ Officer Regulatory Services Team Leader

5.4.21 Infrastructure (Amendments Relating to Utilities Access) Act 2010

Section	Description	Delegate
14	Power to set reasonable conditions over the opening up of any road and recover reasonable costs	Operations Delivery Manager Senior Manager: Operations

5.4.22 Land Drainage Act 1908

Section	Description	Delegate
6	Obligation to provide information on ratepayers in respect of property within the district liable to be rated	Operations Delivery Manager Senior Manager: Operations
20	Power to object to Drainage Board interfering with road or footpath	Operations Delivery Manager Senior Manager: Operations
61, 63	Power to cleanse, repair or maintain a watercourse or drain	Operations Delivery Manager Senior Manager: Operations

5.4.23 Land Transport Act 1998

Section	Description	Delegate
157	Power as road controlling authority to control, restrict and prohibit traffic	Operations Delivery Manager or Senior Manager: Operations Roading Engineer

5.4.24 Litter Act 1979

Section	Description	Delegate
55	Power to appoint litter control officers	~~Regulatory Services Manager~~ Community and Resilience Manager Regulatory Services Team Leader
8	Power to appoint litter wardens	~~Regulatory Services Manager~~ Community and Resilience Manager Regulatory Services Team Leader
9	Obligation to provide and maintain suitable litter receptacles	Facilities Manager
10	Power to require owners of private property to clear litter from their property	~~Regulatory Services Manager~~ Community and Resilience Manager Regulatory Services Team Leader
14	Power to issue infringement notices	~~Regulatory Services Manager~~ Community and Resilience Manager or Regulatory Services Team Leader, Regulatory Officer

5.4.25 Local Government Act 1974

Section	Description	Delegate
319B	Allocation of property numbers (pursuant to Council policy)	Rates Officer, Planning Officer, LIMS and Planning Administration Officer
342 (1)(b)	Temporary Closure	Operations Delivery Manager Senior Manager: Operations

348	The power to consider and make decisions on applications for right of way	Chief Executive Officer, Strategy Policy & District Plan Manager or Planning Officer
356A	The power to authorise any person to remove a motor vehicle or dispose of the vehicle found on a road or in a public place	Senior Manager: Operations Operations Manager and Senior Manager Corporate Services ~~Regulatory Services Manager~~ Community and Resilience Manager Regulatory ~~Enforcement~~ Officer, or Roading Engineer Regulatory Services Team Leader
357	The power to penalise a person who commits an offence which encroaches on a road	Operations Delivery Manager Senior Manager: Operations

5.4.28 Local Government Official Information and Meetings Act 1987

Section	Description	Delegate
5	Power to determine availability of information	Chief Executive Officer
6	Power to determine withholding of information	Chief Executive Officer
7	Other reasons for withholding official information	Chief Executive Officer
10	Requests for official information	Executive Officer
11	Assistance with requesting information	Executive Officer
12	Transfer of requests	Executive Officer
13	Decisions on requests	Chief Executive Officer
14	Extension of time to provide official information	Executive Officer
15	Power to determine the manner of presenting information	Executive Officer
16	Power to determine deletions of some information from documents	Chief Executive Officer
17, 18	Refusal of requests for information	Chief Executive Officer
19, 20	Publication setting out functions of local authority and access to that information	Executive Officer
21, 22	Access to internal rules affecting decisions	Executive Officer
24	Precautions regarding access to personal information	Chief Executive Officer
25	Correction of information	Executive Officer

26	Refusal to supply personal information	Chief Executive Officer
33	Requirements to notify decision of ombudsman	Executive Officer
44A	Land Information Memoranda	Senior Manager: Corporate Services Strategy Policy and District Plan Manager, Planning Officer or LIMS and Planning Administration Officer
46	Public notification of meetings	Executive Officer
46A, 49, 51	Availability of agendas, reports and minutes	Executive Officer
51A	Public notification of resolution at emergency meeting	Executive Officer

5.4.29 Machinery Act 1950

Section	Description	Delegate
21(A)	Power to inspect and issue a permit for the erection of amusement devices	Building Control Manager, Building Control Officer Operations Delivery Manager ~~Regulatory Services Manager~~ Community and Resilience Manager Food Safety Officer or Regulatory ~~Enforcement~~ Officer, Regulatory Services Team Leader Senior Manager: Corporate Services

5.4.34 Prostitution Reform Act 2003

Section	Description	Delegate
12	Enforce provisions of bylaw relating to signage	Building Control Manager, ~~Regulatory Services Manager,~~ Community and Resilience Manager Regulatory ~~Enforcement~~ Officer, Strategy Policy and District Plan Manager or Planning Officer Regulatory Services Team Leader
14	Enforce provisions of bylaw relating to location	~~Regulatory Services Manager,~~ Community and Resilience Manager Regulatory ~~Enforcement~~ Officer, Strategy Policy and District Plan Manager or Planning Officer Regulatory Services Team Leader

5.4.36 Public Works Act 1981

Section	Description	Delegate
110 – 111A	Provides certain powers of entry onto private land	Operations Delivery Manager Senior Manager: Operations
133 – 134	Provide for removal of trees and hedges that interfere with public works	Operations Delivery Manager Senior Manager: Operations
233 – 234	Obligation to provide notice before entry onto private land	Operations Delivery Manager Senior Manager: Operations
237	Power to approve excavations near public works	Operations Delivery Manager Senior Manager: Operations
238	Power to bring action for damage to public work	Operations Delivery Manager Senior Manager: Operations
239	Power to remove and/or dispose of abandoned property from public works land	Operations Delivery Manager Senior Manager: Operations

240	Removal of land from persons holding illegal possessions	Operations Delivery Manager Senior Manager: Operations

5.4.39 Resource Management Act 1991 (In accordance with transitional consenting arrangements Schedule 12 Part 2 of the Planning Act 2026 until 31 December 2027)

All resource management matters (with the exception of policy adoption under the District Plan) are delegated in accordance with those delegations set out below.

Enforcement & Complaints/Compliance Delegations

Any enforcement action or investigation shall be carried out in a neutral and impartial manner. The matter is investigated and appropriate actions taken.

The resolution of references, appeals and enforcement action shall be carried out in accordance with the following:

- That the Council delegate to the ~~Regulatory Services~~ Community and Resilience Manager and Strategy, Policy and District Plan Manager the power to seek legal advice and provide instructions to Council solicitors on its behalf to resolve enforcement action, or resource consent appeals before the Environment Court.
- That where the circumstances permit, the Strategy, Policy and District Plan Manager first consult with the Chief Executive Officer where it is proposed to resolve an issue by a means that is different from that decided upon by the Council or a committee in any written decision or in a subsequent direction of the Council or committee.
- That the Council delegate to the Strategy, Policy and District Plan Manager the power to provide instructions to Council solicitors on its behalf, in order to resolve district plan proceedings before the Environment Court.
- That the exercise of this delegation be subject to first seeking the authorisation of the Chief Executive Officer where it is proposed to resolve an issue by a means that is different from that decided upon by the Council or a committee in any written decision or in a subsequent direction of the Council or committee.
- That in the case of mediation or negotiation undertaken to resolve appeals on resource consents, district plan references, the draft consent orders and memoranda of counsel be authorised by the Chief Executive Officer prior to being forwarded to the Court.

In the absence of the Strategy, Policy and District Plan Manager, the Chief Executive Officer is authorised to act in the above officer's capacity subject to the same limitations set out in the above delegation.

Appointment of Hearings Panel Delegations

The appointment of a hearing panel shall be carried out in accordance with the following:

- That the composition of a hearing panel in respect of any particular resource consent or plan change hearing or hearings be considered by either the Chief Executive Officer in consultation with the Strategy, Policy and District Plan Manager.
- Where either the Resource Consent or Plan Change requires expertise that is not available.
- Pursuant Section 39B The appointed hearing panel shall comprise:

	Composition of hearing panel	**Limits to Delegations**
Resource Consent Hearings, Council Initiated Plan Change, Private Plan Change	A Commissioner or Commissioners with suitable expertise along with at least one Community representative and a Rūnanga Representative.	All the panel must be accredited including the chairperson.

Delegation Structure

Level	**Description**	**Delegate**
1	Any one of the delegates acting alone	Chief Executive Officer, Strategy, Policy & District Plan Manager, Senior Manager: Corporate Services *OR: Any person acting as the Chief Executive Officer or Senior Manager: Corporate Services*
2	Any two of the delegates acting together	Chief Executive Officer, Senior Manager: Corporate Services, <u>Senior Manager: Operations,</u> Strategy, Policy & District Plan Manager, Planning Officer *OR: Approved Commissioner*
3	Any one of the delegates acting alone	Chief Executive Officer, Senior Manager: Corporate Services, <u>Senior Manager: Operations,</u> Strategy Policy & District Plan Manager Planning Officer, Policy Planner, Approved Commissioner
3A	Any one of the delegates acting alone	Customer Services Officer
<u>3B</u>	<u>Any one of the delegates acting alone</u>	<u>LIMS and Planning Administration Officer</u>

4	Enforcement/Monitoring – Any one of the delegates acting alone	Chief Executive Officer, Senior Manager: Corporate Services Senior Manager: Operations Strategy Policy & District Plan Manager Building Control Manager, ~~Regulatory Services Manager~~, Regulatory ~~Enforcement~~ Officer, Regulatory Services Team Leader Planning Officer Any person appointed as an Enforcement Officer under Section 38(5) of the Resource Management Act
5	District Plan policy – Any two of the delegates acting together	Chief Executive Officer, Senior Manager: Corporate Services, Senior Manager: Operations Strategy Policy & District Plan Manager, LIMS and Planning Administration Officer, Planning Officer, Policy Planner.

Risk Matrix for Decision making within Delegation Structure

Proposed Risk level Matrix

1) Low Risk: Level 3 - Any one of the delegates acting alone.

Visitor Accommodation LUC prepared either by externals and/or internal grad. If the second, this will be to a strict template based on external best practice provided by KDC processing partners such as Baseline Group and RMG Planning.

Development contributions will be prepared for inclusion by the Planning Officer and signed off by Finance Manager or in their absence Senior Manager Corporate Services via the Datascape Referral process.

Land Use Consents prepared by external consultants with reference to overheight buildings, height recession planes, boundary encroachments, etc where affected party approval has been provided in advance or as part of processing. This will not include those applications that have been notified via limited notification processes.

2) Low to Medium Risk: Level 3 - Any one of the delegates acting alone on a discretionary case by case basis.

Controlled Activity Subdivisions or Boundary Adjustments prepared by external consultants where no Geotech or significant flood risk is present, i.e. ECAN FHA assesses the application as a permitted activity under the KDC ODP.

Land Use consents with a heritage component supported by Heritage NZ order and processed by an external consultant.

Single internal signoff by a member of executive, or a senior planner, if the s95/104 report is prepared by an internal planner.

3) Medium Risk: Level 2 - Any two of the delegates acting together

All subdivisions and Land Use consents involving natural hazards or have existing consent notices on titles.

All Land Use Consents that are in high profile locations such as those located in the Commercial Zone such as West End or Esplanade.

4) High Risk. Level Any two of the delegates acting together or Single Level 3 commissioner signoff

Activities such as large or high profile businesses or airport operations.

Limited notified applications other than for visitor accommodation undertaken on behalf of out of town applicants with no knowledge of due process.

5) Extreme risk, Level 3 Single Commissioner only, or a full Hearing Panel as considered necessary.

All works undertaken by KDC for KDC

Plan changes

Publicly notified consents

Anything out of the ordinary and new to Kaikōura, i.e. 7 tier apartment block on the Torquay St escarpment.

Schedule of Delegations

Section	The Powers, Functions and Duties to:	Delegate
9 (3)	The power to determine if Resource Consent is required to ensure a person is not contravening the rules of the District Plan (including Flood Hazard certificates).	Level 3 or 5
10, 10A, 10B	Existing Use, Activities & Building Works	Level 2
32	The power of preparing and publishing evaluation reports (which may be prepared by staff of all levels).	Level 1
34A (1A)	The power to delegate to an employee or hearings commissioner to conduct a hearing by consulting relevant iwi authorities on whether it is relevant to appoint a commissioner with an understanding of local iwi or hapu.	Level 2
35	The power to gather information by undertaking or commissioning research and monitoring the district to ensure functions of the RMA are effectively met.	Level 3 ,4 or 5
35A	The power to keep and maintain a record of iwi and hapu contact details and planning documents.	Level 3
36AAB (1)	The power to consider an application for remission of charges	In accordance with Remissions policy in the Schedule of Fees and Charges
	The power to consider requests to depart from a fixed payment charge to a time & cost charge	Level 1
36AAB (2)	The power to “not perform the action to which the charge relates until the charge has been paid to it in full”	Level 3 or 3B
36AA	The power to approve a discount on an administrative charge imposed under s36	Level 3 or 3B
37	The power to waive or extend time limits on any application (notified or non-notified).	Level 3 or 3B
37A	Requirement to consider matters before extending a time limit	Level 3
38	Authority to authorise any officer to be an enforcement officer	Level 1
39 & 39AA	Hearing should be held in public and without unnecessary formality to ensure it is appropriate and fair in the circumstances.	Level 1

Section	The Powers, Functions and Duties to:	Delegate
	Council can direct that a hearing or part of a hearing may be conducted remotely, through remote access facilities.	
40 (2)	Ability to stop excessive repetition at a hearing	Level 3
40(3)	To determine that it is fair and reasonable to proceed with a hearing even though the applicant or a submitter who wished to be heard has failed to appear at the hearing	Level 3
41B	The power to direct the applicant to provide briefs of evidence at least 10 working days before the hearing	Level 3 or 3B
41C	The power to provide directions and requests before and at hearings.	Level 3 or 3B
41D	The power to strike out submissions.	Level 3 or 3B
42A	The power to prepare a report on information provided on any matter described in S39(1) by the applicant or any person who made a submission	Level 3
87BA	The power to make a decision on boundary activities by neighbours on infringed boundaries within 10 working days after the date the information is received.	Level 3
87BB	The power to notify a person proposing a permitted activity that meets certain requirements	Level 3
87E	The power to return a request if an application is incomplete, or if the application is not notified. The decision on the request must be given to the applicant within 15 working days.	Level 3 or 3B
87F	The power to prepare reports to the Environment Court where the applicant has requested direct referral to the Environment Court, within 20 working days.	Level 3
87I	The power to determine application	Level 3 or 5
88	The power to acknowledge receipt of an application	Level 3 or 3A or 3B
88(3)	The power to determine that an application is incomplete and return the application with written reasons for determination.	Level 3 or 3B

Section	The Powers, Functions and Duties to:	Delegate
91	The power to defer processing an application if other resource consents are required	Level 3 or 3B
92	The power to request further information on non-notified and notified applications. The power to commission expert reports	Level 3 Level 2
95 A-G	The power to determine whether a resource consent is required to be publicly notified. This includes the following powers: • to determine whether public notification is required pursuant to Sections 95A or 95C of the Act; • to determine whether limited notification is required pursuant to Section 95B of the Act; • to determine whether adverse effects are likely to be more than minor pursuant to section 95D of the Act; and • to determine that a person is an affected person pursuant to Section 95E of the Act.	Level ~~2~~ Level 3
99	The power to determine whether a pre-hearing meeting is required and the power to determine who will chair any pre-hearing meeting (if one is required)	Level 2
99A	The power to refer to mediation for a person who has made a resource consent application or submission on the application.	Level 2
100	The power to decide if a hearing is required	Level 2
100A	The power to delegate all functions, powers and duties required to hear and decide on an application to hearing commissioners.	Level 2
101	The power to fix a commencement date and time, and the place, of the hearing in accordance with subsections (2) – (4).	Level 3 or 3B
102	The power to decide if a joint hearing is required by two or more consent authorities	Level 2
103	The power to determine if a combined hearing is required in respect of 2 or more resource consent applications	Level 2
104A-D 108, 108A 220	The power to approve and impose conditions on non-notified resource consent applications or where notified: – No submissions are received; or – No request is made for a hearing; or	~~Level 2~~ As per proposed risk matrix above

Section	The Powers, Functions and Duties to:	Delegate
	– The need for a hearing has been averted by a submission being withdrawn	
106	The power to refuse subdivision consent in certain circumstances	Level 2
110	The power to refund money and return land to the consent holder	Level 1
113	The power to notify in writing the decision of an application	Level 3 or 3B
114	The power to organise the release of decisions	Level 3
125	The power to extend the period in which a resource consent lapses.	Level 2
126	The power to cancel consent preceding 5 years	Level 2
127	The power to consider an application to cancel or vary a condition of resource consent that do not require a hearing.	Level 2
128	The power to review consent conditions	Level 2
129 & 132	The power to issue a notice of review	Level 3
	The power to make decisions on a review of consent conditions for applications which did not require a hearing.	Level 2
133A	The power to make minor corrections of Resource Consents	Level 2
138	The power to refuse to accept the surrender of part of a resource consent	Level 2
139	The power to consider an application or certificate of compliance The power to issue and sign a certificate of compliance as authorised officer	Level 2 Level 3
139A	The power to issue an existing use certificate	Level 2
142	The power to request the Minister to call in a matter that is or is part of proposal of national significance	Level 1
145	The power to lodge a matter with the Environment Protection Agency	Level 1
149, 149B, 149G(3), 149ZD	Respond to requests from Environment Protection Agency for further information and provide required information. Prepare report in response to request from the Environment Protection Agency. The power to recover the actual and reasonable cost incurred from an applicant.	Level 3 Level 3 Level 3
	Respond to request from Environmental Protection Agency for further information.	Level 3 or 3B

Section	The Powers, Functions and Duties to:	Delegate
149, 149B, 149G(3) 149ZD	Provide Environmental Protection Agency with required information. Prepare report in response to request from the Environmental Protection Agency. The power to recover the actual and reasonable costs incurred from an applicant	Level 3 or 3B Level 3 or 3B Level 3 or 3B
168, 168A, 169	The power to notify a requirement in accordance with S93(2) and determine which persons and bodies shall be served notice of requirement and to arrange its public notification The power to request further information or commission reports	Level 2 Level 1 and 2
171	The power to recommend to the requiring authority if the requirement is confirmed, modified, conditions imposed or is withdrawn.	Level 2
173	The power to give notice of decision of delegation.	Level 3 or 3B
174	The power to make an appeal.	Level 2
176A	The power to consider an application for an outline plan and recommend changes if necessary The power to consider an application for a waiver of an outline plan	Level 2 Level 2
181	The power to consider and make decisions on an application for an alteration of a designation	Level 2
182(5)	The power to consider an application to remove a designation or remove part of a designation	Level 5
184 & 184A	The power to consider and decide on a longer time frame to give effect to a designation	Level 5
189 & 189A, 190 & 191	The power to notify a requirement for a Heritage Order in accordance with S93(2) and determine which persons and bodies shall be served notice of requirement and to arrange its public notification The power to request further information or commission reports	Level 5 Level 5
195A	The power to alter a heritage order in its District Plan.	Level 5
198C, 198D	The power to decide on a request and continue to process the requirement.	Level 5

Section	The Powers, Functions and Duties to:	Delegate
220, 221	The power to impose as a condition requiring a consent notice or vary a condition of relating to a consent notice The power to certify a consent notice as an authorised officer	Level 2 Level 3
222	The power to certify a completion certificate	Level 3
223	The power to approve or decline a survey plan and certify that the plan has been approved	Level 3
224	The power to issue a certificate pursuant to S224	Level 3
226	The power to issue a certificate pursuant to S226	Level 3
234	The power to consider an application to vary or cancel esplanade strips	Level 3
239(2)	Authority to undertake online registration of certificates as authorised officer.	Level 3
240	The power to impose a condition requiring a covenant be registered The power to cancel a covenant against the transfer of allotment The power to certify a covenant or cancellation of covenant as Authorised Officer	Level 2 Level 2 Level 3
241	The power to consider and decide on an application to cancel a condition in whole or in part under Section 241(3) The power to certify documentation under S241(3)	Level 2 Level 3
243	The power to grant, surrender, transfer, vary or cancel or surrender easements The power to certify documentation	Level 2 Level 3
311, 314, 315, 316, 320, 321	The power to apply to the Environment Court for an enforcement order pursuant to Section 314 or for an interim enforcement order pursuant to Section 320 The power to make decisions on any matters relating to applications for enforcement orders (including any application to change or cancel enforcement order)	Level 4 To be carried out in accordance with Enforcement & Complaints/Compliance Delegation above.
	The power to issue abatement notices and to make decisions relating to abatement notices.	Level 4

Section	The Powers, Functions and Duties to:	Delegate
322, 323, 325, 325A& 325B	The power to enforce compliance with abatement notice and cancellation of abatement notice The power to place restrictions on enforcement orders	To be carried out in accordance with Enforcement & Complaints/Compliance Delegations above
336	Delegation of all powers to determine the return of property seized under S323 and 328.	Level 1
327	The power to issue and effect compliance with excessive noise direction	Level 4 To be carried out in accordance with Enforcement & Complaints/Compliance Delegations above
332 & 333	The power of entry for inspection The power of entry for survey connected with preparation, change or review of a policy statement or plan	Level 4 To be carried out in accordance with Enforcement & Complaints/Compliance Delegations above
343 A - D	The power to issue infringement notices	Level 4 To be carried out in accordance with Enforcement & Complaints/Compliance Delegations above
357	The power to consider and make decisions on application for objections for an application which does not require a hearing. The power to decide whether an objection requires a hearing	Level 2 Level 2
410	Authority to consider and impose conditions on a Development	Level 2
	First Schedule	
Clause 4	The power to provide notice to requiring authority	Level 5
Clause 4a	The power to provide further pre-notification information to iwi	Level 5
Clause 5A	The power to give limited notification of proposed change or variation	Level 5
Clause 6(2)	The power to make submissions	Level 5
Clause 8A	The power to initiate resolution of disputes	Level 5
Clause 9	The power to make recommendations and decisions on requirements	Level 5

Section	The Powers, Functions and Duties to:	Delegate
Clause 10	The power to make decisions accepting or rejecting submissions on a policy statement or plan	Level 5 and Approved Commissioner
Clause 10A	The power to apply to the Minister for an extension of the time for giving a decision	Level 5
Clause 11	The power to notify a decision to submitters, landowners and public places	Level 5
Clause 13	The power to notify of acceptance or rejection of recommendations for requiring authority and heritage protection authority	Level 5
Clause 14	The power to reference decisions on submissions and requirements to the Environment Court. The power to appeal to Environment Court.	Level 2
Clause 16	The power to make amendments to its proposed statement or plan to give effect to any national policy statement, direction of Environment Court, alteration of minor effects or to correct minor issues.	Level 5
Clause 16A	The power to initiate variations to a proposed policy statement or plan at any time before its approval.	Level 2
Clause 16B	The power to merge variations with plan at same procedural stage	Level 5
Clause 17	The power to approve a policy statement or plan by affixing the Seal of the Kaikōura District Council.	Commissioners
Clause 20	The power to make a policy statement or plan operative on a date which is to be publicly notified.	Level 5

Section	The Powers, Functions and Duties to:	Delegate
Clause 20A	The power to amend an operative policy statement or plan to correct any minor errors	Level 5
Clause 23	The power to require further information for plan changes	Level 5
Clause 24	The power to adopt, accept, modify or reject requests for a plan change	Level 5
Clause 25 (1)-(4)	The power to make a decision on requests for a plan change	Level 2
Clause 25(5)	The power to notify the person who made the request, within 10 working days of its decision.	Level 5
Clause 26	The power to notify the plan change in accordance with the timelines required.	Level 5
Clause 28	The power to provide notice of withdraw requests when reasonable grounds show parties no longer wish to continue.	Level 5

5.4.40 Sale and Supply of Alcohol Act 2012

Pursuant to section 196 of the Sale and Supply of Alcohol Act 2012 the Chief Executive Officer of the local authority is appointed to the role of secretary of the District Licensing Committee (DLC).

Section	Description	Delegate
279-291	Powers of enforcement	Inspector ~~Regulatory Services Manager~~ ~~Community and Resilience Manager~~ Regulatory Services Team Leader Regulatory Officer

Under Section 187 of the Sale and Supply of Alcohol Act the District Licensing Committee has the following functions.

To consider and determine applications for licences and managers certificates.
To consider and determine applications for renewal of licences and managers certificates
To consider and determine applications for temporary authority
To consider and determine applications for the variation, suspension, or cancellation of special licences.
To consider and determine applications for the variation of licences (other than special licences) unless the application is brought under section 280
With the leave of the chairperson for the licensing authority, to refer applications to the licensing authority
To conduct inquiries and to make reports as may be required of it by the licensing authority

Under the Sale and Supply of Alcohol Act the District Licensing Committee has the following powers.

188	All the powers conferred on it by or under this Act or any other Act, and all powers as may be reasonably necessary to enable it to carry out its functions.
213	Power to exempt the holder of a special licence from the requirement to appoint at least one manager.
110,116,132	Power to impose conditions on a licence
127	Extend the period which an application to renew a licence may be accepted, providing that the extension must not be later than the date of expiry of the licence

5.4.43 Telecommunications Act 2001

Section	Description	Delegate
119	Sets out the matters that may be considered in setting conditions for access to Council roads	Operations Delivery Manager Senior Manager: Operations
128 – 131	Powers to deal with trees on road verges interfering with telecommunications networks	Operations Delivery Manager Senior Manager: Operations
135 – 139	Duty to provide telecommunications networks access to Council roads	Operations Delivery Manager Senior Manager: Operations
142 - 145	Duty to provide telecommunications networks rights to place cabinets on public roads	Operations Delivery Manager Senior Manager: Operations

153	Provides that territorial authority may not charge rental for access or occupation of road reserve, however they may rate.	Operations Delivery Manager Senior Manager: Operations

5.4.44 Transport Act 1962

Section	Description	Delegate
7	Powers of appointment of parking wardens	Senior Manager: Operations Building Control Manager, Operations Delivery Manager or Community and Resilience Manager ~~Regulatory Services Manager~~
30	Powers regarding general penalties	Senior Manager: Operations Building Control Manager, Operations Delivery Manager or Community and Resilience Manager ~~Regulatory Services Manager~~
42A – 43A	Powers regarding infringement notices and fees	Senior Manager: Operations Building Control Manager, Operations Delivery Manager or Community and Resilience Manager ~~Regulatory Services Manager~~
67	Powers regarding the provision of information	Senior Manager: Operations Building Control Manager, Operations Delivery Manager or Community and Resilience Manager ~~Regulatory Services Manager~~
68A	Powers regarding parking wardens	Senior Manager: Operations Building Control Manager, Operations Delivery Manager or Community and Resilience Manager ~~Regulatory Services Manager~~
70AA	Powers regarding restrictions on heavy traffic on roads	Senior Manager: Operations Building Control Manager, Operations Delivery Manager or Community and Resilience Manager ~~Regulatory Services Manager~~

72 - 74	Powers regarding transport related bylaws.	Senior Manager: Operations Building Control Manager, Operations Delivery Manager or Community and Resilience Manager ~~Regulatory Services Manager~~

5.4.45 Unit Titles Act 1972

Section	Description	Delegate
5(1)g and 5A	Powers regarding principal administrative officer's certification; Authority to undertake online registration of certificates as authorised officer.	One of: a) Strategy Policy District Plan Manager b) ~~Policy Planner~~ or c) Planning Officer

5.4.46 Utilities Access Act 2010

Section	Description	Delegate
6	Obligation to comply with the national code of practice which regulates how access by utility operators to transport corridors is managed	Senior Manager: Operations Operations Delivery Manager or Facilities Manager

5.4.47 Walking Access Act 2008

Section	Description	Delegate
12	As controlling authority for development and maintenance of walkways	Senior Manager: Operations Operations Delivery Manager
17	Power to apply to Minister for funds within the context of approved policy.	Senior Manager: Operations Operations Delivery Manager

5.4.48 Waste Minimisation Act 2008

Section	Description	Delegate
26, 27	Duty to impose levy on waste disposed of at disposal facility at prescribed rate	Senior Manager: Operations Operations Delivery Manager or Strategy Policy & District Plan Manager
28	Duty of operator of disposal facility to pay levy to levy collector	Senior Manager: Operations Operations Delivery Manager or Strategy Policy & District Plan Manager

32	Duty to spend levy money received on waste minimisation initiatives or in accordance with a waste management and minimisation plan	Senior Manager: Operations Operations Delivery Manager or Strategy Policy & District Plan Manager
51	Mandatory requirements for waste assessment	Senior Manager: Operations Operations Delivery Manager or Strategy Policy & District Plan Manager
53	Duty to use any proceeds from a service undertaken under section 52 in implementing the waste management and minimization plan.	Senior Manager: Operations Operations Delivery Manager or Strategy Policy & District Plan Manager
54	Duty for territorial authority to provide a service that collects waste promptly, efficiently and at regular intervals.	Senior Manager: Operations Operations Delivery Manager or Strategy Policy & District Plan Manager
66	Authority to enforce provisions of bylaw	Senior Manager: Operations Operations Delivery Manager Building Control Manager Community and Resilience Manager Regulatory Services ~~Manager~~ Team Leader
73, 74	Authority to initiate proceedings for infringement offences and to issue and serve infringement notices	Senior Manager: Operations Regulatory Services ~~Manager~~ Team Leader Community and Resilience Manager Operations Delivery Manager or Strategy Policy & District Plan Manager
75	Authority to retain infringement fees	Senior Manager: Operations Operations Delivery Manager, Community and Resilience Manager or Strategy Policy & District Plan Manager
76	Authority to authorise any officer to be an enforcement officer.	Senior Manager: Operations Operations Delivery Manager, Community and Resilience Manager or Strategy Policy & District Plan Manager
77-85	Powers of enforcement officers	Senior Manager: Operations Operations Delivery Manager, Community and Resilience Manager or Strategy Policy & District Plan Manager

86-87	Duty to keep records and provide details if required.	Senior Manager: Operations Operations Delivery Manager or Strategy Policy & District Plan Manager

5.4.49 Wild Animal Control Act 1977

Section	Description	Delegate
30 – 31	Powers regarding destruction of wild animals	~~Regulatory Services Manager~~ Community and Resilience Manager Regulatory ~~Enforcement~~ Officer, Regulatory Services Team Leader

Report to:	Council
Date:	28 October 2026
Subject:	Final KHWS Statement of Expectations
Prepared by:	P Kearney – Senior Manager Corporate Services
Input sought from:	H Dobbie – Hurunui Chief Executive
Authorised by:	W Doughty – Chief Executive Officer

1. PURPOSE

The purpose of this report is to seek Council approval of the Final Statement of Expectations (SOE) for Kaikōura Hurunui Water Services Limited (KHWS). The Final SOE provides longer-term shareholder direction to KHWS and is intended to inform the preparation of its first Water Services Strategy.

2. RECOMMENDATION

It is recommended that the Council:

a) Receives this report
b) Considers the feedback from KHWS on the Draft Statement of Expectations and Council Officers response.
c) Approves the Final Statement of Expectations for Kaikōura Hurunui Water Services Limited, attached.
d) Notes that the Final Statement of Expectations replaces the Interim Statement of Expectations issued during the establishment and transfer of KHWS and provides longer-term shareholder direction for KHWS and its first Water Services Strategy

3. SUMMARY

The Local Government (Water Services) Act 2025 provides for the shareholders of a water organisation to issue a Statement of Expectations. The Statement must relate to a 10-year period and KHWS must give effect to it.

Kaikōura District Council and Hurunui District Council jointly developed the Draft SOE as the shareholders of KHWS. Both councils approved the Draft SOE and it was provided to the KHWS Board for feedback before finalisation. The shareholders have received feedback on the draft which is attached and a summary of the key themes raised by the Board is provided below. Officers note that while the Board sought greater flexibility regarding implementation and timing, it generally supports the strategic direction and outcomes contained within the SOE.

<u>The KHWS Board feedback covered:</u>

- Sequencing and establishment: resolve transfer, funding, shared-services and information matters first and phase expectations through the establishment period.
- Reporting and information: reduce or phase detailed shareholder reporting until systems and data are sufficiently reliable, with greater reliance on regulatory reporting.
- Financial flexibility: do not fix 2034 for full depreciation funding and allow the Water Services Strategy to determine the pathway based on asset information and affordability.
- Planning flexibility: allow KHWS to depart from existing Long Term Plan and Water Services Delivery Plan assumptions where better information demonstrates this is necessary.
- Overall: the Board supports the SOE's long-term direction but seeks greater flexibility over when and how the expectations are achieved.

4. BACKGROUND

KHWS is the joint water services organisation owned by Kaikōura District Council and Hurunui District Council. Responsibility for the water services covered by the transfer arrangements moved to KHWS

from 1 July 2026. The focus is therefore moving from establishment and transfer to enduring governance, service performance and accountability.

Residual implementation matters will continue to be addressed through the applicable transfer, shared-services and inter-organisation agreements.

The SOE is the primary shareholder document through which Council communicates its long-term expectations to KHWS. Approval of the Final SOE establishes the expectations that KHWS must give effect to when preparing its first Water Services Strategy and in its ongoing operation. That role includes setting clear ownership expectations, holding KHWS to account through statutory planning and reporting, advocating for communities where service issues arise, and protecting Council's long-term ownership interests and the value of transferred infrastructure.

4.1 Statutory Purpose of the Statement of Expectations

The SOE has been prepared under sections 224 and 229 of the Local Government (Water Services) Act 2025. It relates to a 10-year period and will apply from the date the adopted Statement is provided to KHWS until it is amended or replaced in accordance with the Act. Its immediate purpose is to inform KHWS's first Water Services Strategy.

The SOE is a shareholder governance document. It sets the strategic outcomes and expectations that the shareholders require KHWS to give effect to. It does not replace the responsibilities of the KHWS Board to govern the company, determine organisational strategy and exercise independent judgement.

5. OPTIONS

Option 1 - Approve the Final SOE (Recommended)

Advantages:

- Completes the intended shareholder and KHWS Board process.
- Provides agreed 10-year shareholder expectations to KHWS.
- Provides longer-term direction for the first Water Services Strategy.
- Maintains clear shareholder expectations while leaving implementation matters to the appropriate documents and processes.

Disadvantages:

- Does not adopt the wider establishment and sequencing changes sought by the KHWS Board.

Option 2 - Make amendments before approving the Final SOE

Advantages:

- Enables Council to refine or strengthen particular expectations before the document is provided to KHWS.

Disadvantages:

- Could delay provision of the Final SOE to KHWS.
- Could delay preparation of the first Water Services Strategy.
- Any substantive change would need to be considered by Hurunui District Council before a common shareholder document could be issued.

Option 3 - Do not approve the Final SOE

Advantages:

- Council would not endorse the current wording.

Disadvantages:

- KHWS would not receive agreed 10-year shareholder expectations from both councils.
- The intended shareholder and KHWS Board process would not be completed.
- The first Water Services Strategy may proceed without the agreed longer-term shareholder direction in the Draft SOE.

5.1 Reasons for recommended option:

Council staff support the recommendation due to:

1. The SOE is a 10-year shareholder expectations document, not an establishment or transfer plan. Transfer and shared-service matters can be progressed separately and do not need to be resolved before shareholders state their long-term expectations.
2. Shareholders require appropriate visibility of the performance, financial position and risks of KHWS. Where information is still developing, reporting can identify limitations, but this does not justify reducing the underlying reporting expectation.
3. The 2034 depreciation target is a shareholder expectation concerning long-term financial sustainability and intergenerational equity. The Water Services Strategy should determine the pathway to achieving it, rather than whether the expectation applies.
4. The SOE already provides planning flexibility by requiring KHWS to generally align with the Long Term Plans and have regard to the Water Services Delivery Plan. It does not require absolute adherence where circumstances change.
5. The Board accepts the long-term direction. Shareholders set the destination and KHWS determines the pathway and timing for getting there, subject to specific expectations or deadlines in the SOE.
6. Operational and establishment matters should be addressed through the relevant implementation documents rather than incorporated into the SOE

6. FINANCIAL IMPLICATIONS AND RISKS

Approval of the Final SOE does not itself commit Council to additional expenditure, borrowing or capital investment and does not approve future KHWS water charges or changes to service levels.

The Final SOE establishes expectations for sustainable, transparent and prudent operation and requires clear information about financial performance, charges, affordability, debt and investment decisions. Future proposals concerning pricing, borrowing, investment, debt funding, depreciating funding, harmonisation or material cross-subsidy will remain subject to the applicable statutory, shareholder and consultation processes.

7. SIGNIFICANCE OF DECISION

This decision is not considered significant under Council's Significance and Engagement Policy. It establishes shareholder governance expectations and does not itself approve water service charges, alter service levels, authorise borrowing, approve capital expenditure, transfer additional assets or approve harmonisation of charges or historic debt.

8. RELEVANT LEGISLATION

Sections 224 to 229 of the Local Government (Water Services) Act 2025 address Statements of Expectations.

Section 226 requires a water organisation to give effect to the Statement of Expectations provided by its shareholders.

Sections 230 to 239 establish the statutory framework for Water Services Strategies.

9. NEXT STEPS

Following approval by both shareholding councils, the Final SOE will be provided to KHWS.
Officers will prepare a letter to the KHWS Board responding to its feedback.
KHWS will use the Final SOE to inform preparation of its first Water Services Strategy.

Performance will be monitored through the half-yearly reporting, performance dashboard and shareholder engagement arrangements in the SOE.

10. COMMUNITY OUTCOMES SUPPORTED

The work is in support of all community outcomes.



Community
We communicate, engage and inform our community



Development
We promote and support the development of our economy



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



Environment
We value and protect our environment



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

Attachments:
Letter from the KHWS Board on the Draft Statement of Expectations
Final Statement of Expectations letter to KHWS

Kaikōura Hurunui
Water Services

9 October 2026

To: Chief Executives and Mayors

Hurunui and Kaikōura District Councils

Dear Mayors and CEOs,

Subject: Draft Statement of Expectations

Thank you for providing the draft Statement of Expectations for comment.

The Board supports its broad direction, including the focus on financial sustainability, resilience, prudent debt, growth funding, environmental responsibility and transparency between the two districts.

There are, however, two separate matters to address:

1. The first is the order in which the Transfer Agreement, establishment arrangements and SOE are being considered.
2. The second is the content of the SOE itself.

We also refer to the Chair's letter to the Mayors, CEOs and CFOs dated 6 October 2026, which set out the need for clear foundational agreements and a practical record of the parties' respective obligations during the 2026/27 transition year.

1. Transfer and establishment arrangements need to come first

The draft SOE assumes the transfer and establishment position is largely settled. However, important matters still remain unresolved, including what KHWS is taking on, protection from historic risks and liabilities, the reliable starting baseline, and how the remaining establishment work will be funded.

Finalising the SOE before resolving those matters would be premature and risk embedding assumptions that have not yet been tested or agreed.

Before finalising the SOE, the parties should:

1. agree the Transfer Agreement
2. fund the Water Services Strategy and establishment programme needed to complete the due diligence and baseline work.
3. confirm council responsibilities for information, shared services and transition support.

The SOE and Transfer Agreement need to tell the same story.

The Water Services Strategy should be the main mechanism for completing the due diligence, establishing the financial, asset and operational baseline, and testing inherited funding and delivery assumptions.

The SOE should recognise that process rather than assume the end state has already been reached.

A practical way forward

The Board suggests adding the SOE to the agenda for the shareholder workshop planned for November 2026 to resolve the process.

2. Feedback on the draft SOE

Separate from the sequencing issue, the Board has reviewed the current draft against the feedback previously provided by KHWS. The latest version is substantially the same as the original council draft. The main amendments proposed by KHWS have not been incorporated.

Establishment and phased expectations

The current draft largely starts with the end state. It applies mature expectations around forecasting, asset management, benchmarking and detailed scheme-level reporting without sufficiently recognising the work needed to get there.

- KHWS has inherited council data and asset information in its current state. While much of it provides a useful starting point, some areas require further verification and improvement before they can support mature utility planning and reporting.
- KHWS will need the full two-year establishment period to become a fully effective water services company and reach its intended operating capability.
- The Board suggests that shareholder expectations be calibrated to KHWS's establishment stage, with a progressive transition to the full mature-state SOE expectations by 30 June 2028.
- This does not qualify or defer any statutory or regulatory obligation. Compliance with Taumata Arowai requirements remains non-negotiable throughout.

Information and shared services

- KHWS's performance against many SOE expectations depends on inherited council systems, data and shared-service staff.
- Councils should have clear obligations to provide timely, accurate, complete and usable information, supported by agreed service levels, reporting timeframes and accountability.
- The SOE should recognise that the quality and timeliness of KHWS reporting and service delivery depend in part on those arrangements.
- The current wording that information will be shared "as needed" is insufficient given KHWS's extensive reporting responsibilities and its role in supporting billing, enquiries and development-contribution administration.

- Service levels remain to be agreed across several arrangements, information and handovers remain variable, and a fully costed shared-services agreement has not yet been agreed.
- The current financial system and implementation arrangements are not yet producing the reliable reporting required by the Board, reinforcing the need for clear accountability, reliable systems support and realistic phasing.

Reporting expectations

- Detailed financial, asset, delivery, compliance and customer reporting may be reasonable for a mature water company but is not all immediately achievable.
- During establishment, reporting should be proportionate, based on reliable information, qualified where data confidence is limited, and focused on material issues and exceptions.
- Commerce Commission and Taumata Arowai measures should provide the primary framework. Additional shareholder reporting should focus on material local matters rather than duplicate national reporting.

Depreciation funding and affordability

- The Board supports appropriate and sustainable depreciation funding, but the proposed 30 June 2034 date appears arbitrary and should not be a fixed commitment.
- The appropriate pathway will become clearer as asset data improves and depreciation is aligned with evidence-based renewal programmes, asset values, useful lives and affordability.
- Given the councils' historic underfunding of depreciation, KHWS should have reasonable flexibility as the utility operator to determine the pathway through the Water Services Strategy.
- The Water Services Strategy may confirm 2034 or identify a different date. The SOE should set the direction without predetermining the outcome.

LTP and Water Services Delivery Plan assumptions

- KHWS will have regard to the councils' Long-Term Plans and the Water Services Delivery Plan until the first Water Services Strategy is adopted.
- The SOE should recognise that departures may be necessary where inherited budgets, asset condition, compliance requirements, financial sustainability or establishment needs show that existing assumptions are no longer realistic.

Conclusion

The Board supports the long-term direction of the SOE. Our concern is that the expectations must reflect KHWS's actual starting position and the order, funding and timing of the work still required.

We remain committed to working constructively with both councils to achieve a practical and aligned outcome.

Yours sincerely,

Karl Smith

Karl D. Smith

Chair, on behalf of the Board.

Kaikōura Hurunui Water Services Limited

25 October 2026

The Board
Kaikōura Hurunui Water Services Limited
c/- 66 Carters Road
Amberley 7410

Dear Karl, Diane, Lee, Murray and Ross

Final Statement of Expectations for Kaikōura Hurunui Water Services Limited

This letter is the Final Statement of Expectations (SOE), provided in accordance with sections 224 and 229(4) of the Local Government (Water Services) Act 2025 ("the Act"). As required by the Act, the SOE relates to a 10-year period.

The Final Statement of Expectations sets out the shareholders' expectations for Kaikōura Hurunui Water Services Limited (KHWS) from the date on which the Statement adopted by the two shareholding councils is provided to KHWS until it is replaced or amended in accordance with the Act.

The Final SOE is intended to inform KHWS's preparation of its first Water Services Strategy (WSS).

Relationships between KHWS, shareholders and other stakeholders

1. How we work together

1.1 The Kaikōura and Hurunui District Councils and KHWS will work together in a collaborative manner to help progress the strategic priorities of the respective organisations.

1.2 The shareholding councils and KHWS will work together on a "no surprises" basis regarding matters of shareholder interest, public interest and/or significance, subject to legal obligations, commercial sensitivity, privacy and the Board's independent governance responsibilities. This involves open and honest sharing of information, as legally permitted, at the earliest practicable opportunity and, where appropriate, before public dissemination.

1.3 KHWS will maintain regular contact with the shareholding councils. This is to include:

- Monthly meetings between the Hurunui District Council and Kaikōura District Council Chief Executive Officers and KHWS Chief Executive.

- Quarterly meetings between the KHWS Chair and the mayors of the shareholding councils.

- Meetings between the KHWS Chair and KHWS Chief Executive and each of the shareholding councils (or designated council committee) at least once every quarter.

- A written report including financial information and performance data will be provided to the shareholding councils at least one week prior to the meeting between KHWS and each of the shareholding councils.

- Until such time as a Water Services Strategy is adopted, advance notice to the shareholding councils prior to making any decision which is a significant departure from the shareholding councils' Long Term Plans for 2024-2034.[1]

- Where practicable, advance notice of any actual or potential compliance issues, along with proposed solutions for addressing those issues. If it is not practicable to provide advance notice, then immediate notice following the occurrence of compliance issues.

- Advance notice of any community consultation regarding proposed decisions.

2. Community engagement and consultation

2.1 KHWS will adopt and maintain a Significance and Engagement Policy that complies with the Act, sets out how KHWS intends to engage with consumers and communities on matters of significance or public interest, and clearly defines the respective roles of KHWS and the shareholding councils. KHWS will provide a copy of the policy, and any material amendment, to the shareholding councils.

2.2 KHWS will maintain fit-for-purpose community and consumer engagement mechanisms, which may include community meetings, consumer panels, surveys or other methods appropriate to the matter and affected communities.

[1] In determining whether there is likely to be "a significant departure from the shareholding councils' Long Term Plans for 2024-2034", KHWS will assess the proposal in light of the Significance and Engagement Policies of the two Councils and of KHWS.

2.3 Triggers for consultation include but are not limited to:

- Matters which are significant under Significance and Engagement Policy, e.g. price harmonisation between/within districts
- Amendments to approved Water Services Delivery Plan, e.g. new partner
- Significant contracts under section 24 Local Government (Water Services) Act 2025

2.4 KHWS will conduct community engagement and consultation regarding water services in accordance with the Act and its Significance and Engagement Policy. Where a matter also requires a shareholder decision or consultation, KHWS and the shareholders will agree their respective roles and coordinate engagement.

3. Strategic risk, emergency management and resilience

3.1 KHWS will maintain effective relationships and arrangements with relevant emergency management, public health and regulatory agencies to support continuity of essential water services and timely public information following adverse events.

3.2 KHWS will maintain proportionate arrangements for business continuity, security of supply, alternative supply, critical spares, treatment resilience, emergency power, cyber security, communications and recovery of critical systems. Resilience investment should be evidence-based and supported by asset condition, criticality, risk assessment, options analysis, whole-of-life cost and affordability.

4. Engagement with Te Rūnanga o Kaikōura and Te Rūnanga o Ngāi Tūāhuriri

4.1 KHWS will establish a direct relationship with these organisations.

Strategic Priorities

The following strategic priorities are to be reflected in the Water Services Strategy and in KHWS's decision making and activities.

5. Objectives

5.1 KHWS's purpose is to deliver the water services transferred to it under the Act, its foundation documents and the applicable transfer agreements. This includes water and wastewater services in both districts, stormwater services only where transferred, and supply to the Ashley Rural Water Scheme.

6. Compliance

6.1 KHWS will meet any directions or requirements imposed by a regulator (including the Water Services Authority, Commerce Commission and/or Environment Canterbury).

6.2 As required under section 227(1) of the Local Government (Water Services) Act 2025, it is expected that KHWS will act in accordance with any relevant statutory obligation that applies to the shareholding local authorities.

6.3 KHWS will promptly advise the shareholders of any material actual or potential compliance breach, regulatory investigation, enforcement action or agreed improvement programme, together with the proposed response and expected timeframe for resolution.

7. Financial principles

7.1 KHWS will operate in accordance with the financial principles in section 18 of the Act and maintain a focus on long-term financial sustainability, transparency, prudent debt, intergenerational equity, affordability and value for money.

7.2 KHWS will proactively provide clear and accessible information to consumers and communities regarding water service charges, proposed pricing changes, affordability implications and the reasons for significant funding and investment decisions

7.3 Along with the objectives and principles in the Act, KHWS will provide water services that represent value for money while maintaining revenue sufficiency for efficient operating costs, renewals, regulatory obligations, resilience and prudent debt servicing.

7.4 There will be no automatic harmonisation of water services charges or historic debt between the Kaikōura and Hurunui districts. Any proposal for inter-district harmonisation, material cross-subsidy or enterprise-wide allocation must be supported by robust analysis of benefits, costs, affordability and customer impacts, and must follow all applicable shareholder, statutory, foundation-document and consultation requirements. This does not prevent KHWS from reviewing and recommending changes to charging or portfolio arrangements within a district through the WSS or another lawful process.

7.5 KHWS will operate within any covenants required by the Local Government Funding Agency.

7.6 KHWS will seek to fully fund depreciation on infrastructure assets no later than 30 June 2034.

7.7 KHWS will maintain a dividend policy that states that dividends will not be paid to shareholders. The policy may be reviewed once KHWS is fully funding depreciation.

7.8 Where appropriate, growth-related infrastructure costs should be funded by growth-related revenue, including development contributions and any other lawful growth-funding mechanism available to KHWS under the Act.

8. Environmental responsibility

8.1 KHWS will comply with applicable environmental obligations and resource consents, actively manage adverse environmental effects, promote efficient water use and leakage reduction, and consider catchment, source-water and stormwater outcomes in long-term planning and investment decisions.

9. Establishment

KHWS will collaborate with the shareholding councils to complete the requirements for the establishment and operation of KHWS and the transfer of responsibility for the Provision of Water Services by 1 July 2026.

It will take on responsibility for the provision of these services from the transfer date (currently expected to be 1 July 2026) (Transfer date).

Until the first WSS is adopted, KHWS will continue to work with the shareholding councils to complete any residual implementation matters required under the transfer and shared-services agreements.

While not comprehensive, specific expectations include that KHWS will:

9.1 KHWS will maintain the policies, delegations, treasury arrangements and inter-organisation agreements required for lawful and effective operation.

9.2 Adopt interim delegations to enable work on the transition project to progress

9.3 Finalise KHWS's organisation structure for Transfer date

9.4 Enter into agreements as needed for accessing LGFA debt and hedging interest rate risk. It will also enter into agreements with each of the shareholding councils regarding inter-organisation borrowing/lending.

9.5 Enter into Transfer Agreements with each of the shareholding councils.

10. Revenue collection

The shareholding councils will continue to collect water services revenue on behalf of KHWS to the extent provided for by legislation and existing agreements. KHWS will provide timely information needed for billing, enquiries, reporting and development contribution administration, and will develop its future pricing and revenue arrangements through the WSS and any other required statutory process.

11. Future opportunities for efficiency and scale

    11.1 KHWS will actively assess opportunities for collaboration, shared capability, procurement benefits, efficiency and scale where these can improve financial sustainability, resilience or customer outcomes.

    11.2 KHWS may recommend structural or service-delivery options to the shareholding councils. Any proposal affecting ownership, governance, service area or shareholder control remains subject to shareholder decision-making and all applicable statutory processes.

Information required in the half-yearly report

12. For the avoidance of doubt, a half-yearly report is to be provided within 3 months of 30 June and 31 December each year.

13. KHWS's half-yearly report is to include reporting on:

    13.1 Progress on outcomes - For the first report, this will include reporting on the transition project.

    13.2 Personnel – Total headcount, Total FTE, list of key roles, consultancy expenditure.

    13.3 Financial statements for each district and for the corporate unit – including separate information for the water supply, wastewater and stormwater activities, and actual v budget for revenue and expenditure items.

    13.4 Treasury

    - Reporting on debt balances
    - Maturity profile of debt with the Local Government Funding Agency
    - Comparison of actual debt covenant ratios against covenant requirements
    - Statement of compliance with the Treasury policy

    13.5 Health and safety – including significant hazards and accidents/incidents and near misses

13.6 Forward forecasts for the remainder of the current financial year (for the December reports) or for the coming full financial year (for the June reports).

Once KHWS takes over responsibility for the provision of water services, the reports will also include:

13.7 KHWS's activities and performance for:

- each district
- each water supply and wastewater scheme; and
- each stormwater management area.

The information provided shall include financial and operational information and reporting on performance measures.

13.8 Network – information to be provided on asset condition, renewals backlog, status of critical assets and resilience, renewals completed vs planned and unplanned maintenance vs planned.

13.9 KHWS's capital programme, including the budget and actual cost of major projects and reporting on delivery of capital projects

13.10 Performance measures (target and actual) – DIA mandatory performance measures.

13.11 KHWS will benchmark its costs, service levels and operational performance against comparable New Zealand water providers as relevant and report material variances

13.12 Compliance – summary of compliance data reported to Taumata Arowai, compliance breaches and any action taken or action planned to address them, any consenting issues, adverse events potentially impacting the environment.

13.13 Summary of any information provided to the Commerce Commission.

13.14 Summary of major risks faced by KHWS, the associated risk assessment and key steps taken to mitigate the risks.

13.15 Community feedback – a summary of feedback received regarding each of the three water services, including compliments and complaints and responses to any customer satisfaction surveys.

13.16 A summary dashboard of performance is to be presented alongside the reporting detail in order to provide a summary presentation of financial sustainability,

compliance, service performance, workforce status, asset condition, capital delivery, health and safety and strategic risk.

Resource Management Planning/Land Use Planning

14. In preparing its WSS and other plans, KHWS will have regard to relevant district plans, spatial and growth planning, hazard and climate-adaptation information, and other applicable planning documents published by the shareholding councils. The councils and KHWS will engage early on proposals with material water infrastructure, funding or delivery implications.

Additional expectations

15. Prior to the development of the first Water Services Strategy, it is expected that KHWS will undertake its business in a manner which:
    - generally aligns with the existing Long Term Plans for the shareholding councils; and
    - which has regard for the approved Water Services Delivery Plan.

16. Information sharing:

    16.1 A copy of the Monthly Operating Report provided to the KHWS Board will be provided to the Chief Executive Officers of the shareholding councils, subject to any lawful withholding required for privacy, legal privilege or commercial sensitivity.

    16.2 If it is identified that there is a potential threat to public health, KHWS is to advise the shareholding councils as soon as possible.

    16.3 KHWS and the shareholding councils will share information as needed in order to facilitate the continuation of services currently provided to customers (e.g. Property Information Memoranda, Land Information Memoranda).

    16.4 KHWS and the shareholding councils will share information as needed in order to facilitate the development of planning documents and mandatory external financial and non-financial reports.

    16.5 If either KHWS or one of the shareholding councils identifies a significant hazard which could affect health and safety of staff, contractors, the public or others, it will advise any other party for whom it may be relevant. This may include advising other parties about health and safety incidents/near misses (while having regard for privacy obligations to individuals).

If you have any queries, please contact the undersigned.

Yours sincerely





Hamish Dobbie
Chief Executive Officer
Hurunui District Council

Will Doughty
Chief Executive Officer
Kaikōura District Council

Report to:	**Council**
Date:	28 October 2026
Subject:	Adoption of the Annual Report to 30 June 2026
Prepared by:	C Kaa - Finance & Business Partnering Manager
Input sought from:	P Kearney - Senior Manager Corporate Services
Authorised by:	P Kearney - Senior Manager Corporate Services

1. PURPOSE OF THIS REPORT

The purpose of this report is to present the Kaikōura District Council Annual Report for the year ended 30 June 2026 for adoption. The Annual Report is required to be adopted by Council in accordance with the Local Government Act 2002.

Attachments:

i. Annual Report Part One - Council Activities and Statement of Service Performance
ii. Annual Report Part Two - Financial Statements, Annual Report Disclosure Statement and other statutory information
iii. Independent Auditor's Report

2. RECOMMENDATION

It is recommended that the Council:

a) Receives this report for information.
b) Adopts the Annual Report for the year ended 30 June 2026, subject to any final minor editorial or formatting amendments agreed with the auditor.
c) Authorises the Mayor and Chief Executive to sign the Statement of Compliance and the Annual Report on behalf of Council.
d) Authorises the Chief Executive, or delegate, to make any final minor amendments required before publication, provided those amendments do not change the substance of the Annual Report and are inline with auditor requirements.

3. BACKGROUND

The Annual Report is Council's principal accountability document. It reports actual financial and service performance for 2025/2026 against the intentions and targets set through the Long-Term Plan 2024-2034 and the 2025/2026 Annual Plan.

The 2026 Annual Report has been prepared in accordance The financial statements of the Council and group have been prepared in accordance with the requirements of the Local Government (Financial Reporting Prudence) Regulations 2014 (the Regulation).

Any final changes made after the Council agenda was issued, together with the final audit opinion, will be reported at the meeting. Once the audit is complete, only minor editorial or formatting corrections may be made before publication.

4. SUMMARY OF THE YEAR TO 30 JUNE 2026

4.1 Financial performance and position

Measure	2026 actual	Context
Total revenue	$21.12 million	$9.12 million below the $30.24 million budget
Total expenses	$23.97 million	$3.83 million above the $20.14 million budget
Operating result	$2.87 million deficit	Compared with a budgeted surplus of $10.10 million
Asset revaluation gain	$14.02 million	Net total after three waters and Marlborough Regional Forestry revaluation movements
Total comprehensive income	$11.16 million	Includes the infrastructure revaluation gain
Total assets	$362.60 million	$31.18 million above budget
Total liabilities	$12.78 million	$0.37 million below budget
Total equity	$354.13 million	$31.55 million above budget
Borrowings	$9.30 million	$1.00 million below the $10.30 million budget
Year-end cash	$1.63 million	$0.60 million above budget

The most significant variance was grants and subsidies revenue of $6.15 million compared with a budget of $16.08 million. This mainly reflects delays in major capital projects, particularly the Infrastructure Acceleration Fund programme, meaning the related capital funding and expenditure were not recognised during the year.

Losses of $4.22 million have been reported this year against a budget of nil increasing the total expenses to $23.98, this reflects the revaluation losses on Wakatu Quay at balance date.

Property, plant and equipment totalled $355.05 million, compared with a budget of $319.05 million. The main driver was the revaluation of water, wastewater and stormwater assets. These assets recorded a gross revaluation gain of $14.3 million. After including the net revaluation movement relating to Marlborough Regional Forestry, the total asset revaluation gain reported in the financial statements was $14.02 million, increasing Council's asset revaluation reserves and overall equity.

The year-end position also reflects lower capital delivery than planned. Capital expenditure in the Funding Impact Statement was $6.70 million, compared with a budget of $18.52 million. Borrowings remained below budget because delayed capital delivery reduced the immediate funding requirement.

4.2 Service performance, achievements and delivery

98% of reported performance measures were accurately reported. There were no measures recorded as incomplete or unavailable.

The Wakatu Quay building was completed in December 2025, representing a significant investment in the waterfront and local economy.

Council implemented Datascape as its new enterprise resource planning system, with the majority of systems going live on 1 July 2025 and the final Building and Planning modules implemented in June 2026. Kaikōura Hurunui Water Services Limited was established during the year, with the new joint water services entity commencing service delivery on 1 July 2026.

Community satisfaction with Council was 68%, compared with a national benchmark of 50%. Satisfaction with Council services was 73%, and satisfaction with the Mayor, Councillors and staff increased to 72%.
Roading delivery included resurfacing 8.87% of the sealed road network and substantial unsealed road renewals, while the Jordan Bridge replacement was completed.

Building Control retained accreditation and processed all building consents within statutory timeframes.

4.3 Key year-end and audit challenges

The 2026 audit and year-end process was particularly demanding. The main challenges were:
Three waters asset valuation - water, wastewater and stormwater assets were revalued at 30 June 2026 by WSP Ltd. The work required detailed review of asset data, assumptions, unit rates, useful lives, residual values and reconciliation to the asset records. The three waters assets recorded a gross revaluation gain of $14.35 million. After the net Marlborough Regional Forestry revaluation movement, the total asset revaluation gain reported in the financial statements was $14.02 million.

Water service performance reporting - the source population used for statutory performance reporting was expanded to include calls received through the IWK's 0800 number. This increased the population of service requests and complaints requiring assessment and additional audit sampling.

New ERP system - the move to Datascape introduced new processes and year-end control requirements. Staff had to establish and evidence controls in a live system while also working through implementation and data migration matters.

Asset migration after year end - delays in receiving required Datascape support meant significant asset migration work occurred after balance date. This created additional pressure to reconcile the migrated asset information, complete year-end accounting and support the audit within the reporting timetable.
New audit team - Council worked with a new audit team, requiring additional time to explain Council's systems, judgements, key projects, accounting treatments and supporting evidence.
Expanded disclosures - the financial statements were substantially refreshed against current best-practice model accounts. This included enhanced disclosures across the whole annual report.

4.4 Significant accounting and disclosure matters

Kaikōura Hurunui Water Services Limited is treated as a joint venture. Council holds a 49.5% interest and accounts for the investment using the equity method.

Council's 11.5% interest in Marlborough Regional Forestry continues to be accounted for as a joint operation. Of Council's share, 13.37% is held on behalf of Environment Canterbury.

Wakatu Quay was completed during the year and was subsequently measured at fair value of $4.425 million as at 30 June 2026. Investment property is revalued annually to fair value, with the valuation undertaken by an independent registered valuer. The completed building was valued using an income-based approach, which considers the level of rental income the property could generate, expected operating costs and appropriate market capitalisation and discount rates.

The resulting market-based valuation of the completed building was lower than the accumulated construction costs capitalised during its development. This resulted in a $4.095 million fair value loss on the building**.** The building had accumulated costs of $4.77 million before revaluation and was valued at $0.675 million on completion. This loss was partly offset by a $0.160 million increase in the fair value of the investment property land, resulting in a net investment property revaluation loss of $1.565 million for the year. This valuation adjustment is non-cash in nature and does not affect Council's cash position
Post-balance-date disclosures cover the July 2026 weather event, the transfer of water services to Kaikōura Hurunui Water Services Limited from 1 July 2026, and the continuing uncertainty associated with local government reform.

5. TEAM ACKNOWLEDGEMENT

Completing the 2026 Annual Report has required a significant organisation-wide effort. The combination of a new ERP system, complex three waters asset valuations, expanded service performance sampling, an extensive disclosure refresh, a new audit team and delayed post-year-end asset migration created sustained pressure across the reporting and audit period.

Management would like to acknowledge and thank the Finance team, asset managers, activity managers, the wider organisation, external advisers and the audit team for their commitment to completing the Annual Report. Many people have gone over and above their usual responsibilities to resolve issues, provide evidence, reconcile information and meet the reporting timetable. That collective effort has been essential in getting the Annual Report to the point of adoption.

6. OPTIONS

Council may:

a) Adopt the Annual Report, subject to any final minor amendments. This is the recommended option and enables Council to meet its statutory accountability obligations.
b) Defer adoption. This is not recommended because it may result in Council not meeting its statutory reporting requirements and would delay publication of the audited Annual Report.

7. FINANCIAL IMPLICATIONS AND RISKS

Community implications

The Annual Report provides the community with a transparent account of the services delivered, the results achieved, the cost of those services and Council's financial position. It enables comparison with the plans and targets previously adopted by Council.

Financial and funding implications

An adopted and audited Annual Report is an important accountability document for Council's lenders, grant funders and other stakeholders, including the Local Government Funding Agency, central government agencies and the New Zealand Transport Agency.

Risks

The main risk is failure to adopt and publish the Annual Report in accordance with legislative requirements. There is also reputational risk if the final document is inconsistent, incomplete or does not clearly explain significant variances and judgements. These risks have been managed through management review, external advice where required and the independent audit process.

8. SIGNIFICANCE OF DECISION

The decision to adopt the Annual Report is not considered significant under Council's Significance and Engagement Policy. The Annual Report reports on decisions and performance for the completed financial year and does not itself propose a change in levels of service or funding.

9. DELEGATIONS

Under the Local Government Act 2002, the Annual Report must be adopted by Council. This decision cannot be delegated to a committee or to staff.

10. RELEVANT LEGISLATION

Local Government Act 2002, sections 98 and 99, and Part 3 of Schedule 10. These provisions require Council to prepare and adopt an Annual Report, specify the information to be included, require an audited summary, and require the Auditor-General's report to be included.

11. COMMUNITY OUTCOMES SUPPORTED

The Annual Report reports Council's performance across all activities and therefore supports all five community outcomes: Community, Development, Services, Environment and Future.



Community
We communicate, engage and inform our community



Development
We promote and support the development of our economy



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



Environment
We value and protect our environment



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

Report to:	Council
Date:	28 October 2026
Subject:	Finance Report to 30 September 2026
Prepared by:	C Kaa, Finance & Business Partnering Manager
Input sought from:	P Kearney, Senior Manager Corporate Services
Authorised by:	P Kearney, Senior Manager Corporate Services

1. SUMMARY

Financial Update

- For the three months ended 30 September 2026, the adjusted management report records a net deficit of $93,262 compared with a budgeted deficit of $614,746, a favourable variance of $521,483 (85%).
- Total revenue was $4.6million, $559,827 above the adjusted year-to-date budget of $4.0million. Operating grants, rates revenue and user fees were above budget.
- Direct operating expenditure was $3.8million, $177,365 above the adjusted budget. The material driver for the current overspend is the immediate recovery works required following the July flood event.
- The variance showing across maintenance lines is driven primarily by roading due to the timing of the new Roading contract and addressing immediate road flood damage.
- Indirect operating expenditure was $923,708, $139,021 below budget. Depreciation has been entered as budget and depreciation costs will be trued up post completion of the audit and then posted as actuals thereafter.

2. RECOMMENDATION

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

Attachments:

i. Statement of Comprehensive Income
ii. Statement of Financial Position
iii. CAPEX Report

3. FINANCE TEAM FOCUS

- Finalise the Annual Report for Council adoption on 28 October 2026.
- Complete operational budgets and validate the IBIS Long Term Plan model, including activity funding, internal loans and reserves.
- Progress the Finance and Revenue Policy update.
- Complete the LWDW asset transfer and update the balance sheet.
- Continue rates recovery, including 21-day final notices and high-value arrears.
- Apply audit lessons learned to month-end reconciliations, documentation and wider organisational processes.
- Maintain core processing and reporting while Annual Report and Long Term Plan work continues.

4. OPERATING REVENUE AND EXPENDITURE

4.1 Revenue – $4.6M (actual) vs $4.0M (budget) up 14% on budget

- Note the budget has been adjusted for the IAF capital revenues given the current pause on the project.
- With the adjustment for Capital Subsidies (IAF driven), the overall revenue lines are broadly in line with budget. Grants and Subsidies – Opex materially reflect claims for IAF, MTFJ, NZTA and cost recoveries from NEMA for July Flood welfare related items

- The rates collected on behalf of the water services entity, together with relevant expenditure paid by Council, was processed in October and will be reflected in next months report. YTD Budgets have been adjusted to remove this timing variance (no change to full year budgets).

4.2 Direct Expenses – $3.8M (actual) vs $3.6M (budget) down 5% on budget

The following areas are the key drivers for variance from budget:

- Project expenses are $423,127 above budget and are driven primarily from the unplanned emergency-management costs associated with the July 2026 event.
- Utilities are $71,847 above budget. Actual costs include electricity, public-toilet cleaning ($48k) and fuel ($10k), with $35,000 of power invoiced to the water services CCO.
- Contractors are $58,683 above budget, including emergency-management and liquor-licensing costs.
- Personnel-related costs are $32,692 above budget largely due to EOC welfare costs
- IT and telecommunications are $29,800 above budget (includes IBIS implementation fees).
- Planned maintenance is $314,925 below budget and unplanned maintenance is $122,099 below budget driven largely by roading. Staff are assessing programme delivery and will develop a plan to provide assurance on the delivery of maintenance activities and the achievement of annual work programme objectives.

4.3 Indirect Operating Expenses

- Depreciation has been entered at budget and will be trued up post the completion of year end audit.
- Finance expenses reflect the release of prior year accrual.

5. CAPITAL EXPENDITURE

Capital expenditure for the three months is $116K

- IAF expenditure remains immaterial versus budget
- Roading and Footpath expenditure has been delayed with the recovery works undertaken in the district which is classified as operational rather than capital along with the transitional phase of the new roading contract.
- Purchase of a replacement vehicle was due to accident with costs offset by insurance.

6. FINANCIAL POSITION

At 30 September 2026:

- Total current assets were $5.3million – which includes $2.1million of receivables which is in line with budget
- Total current liabilities were $5.2million which includes the $2million LGFA loans due in April 2027 and payables and deferred revenue of $2.6million
- Net current assets were therefore approximately $206K
- Total borrowings were $9.3million, comprising $2million classified as current and $7.3million as non-current
- Once the asset transfer is completed for WSCCO the actuals will better reflect the investment in CCO position

7. KEY BUSINESS STATISTICS

Rates

Month	Arrears Bal	No. in Arrears	New DD	Active DD	DMC Cases	DMC Bal
Jul	$226,321	180	9	1797	3	$46,574
Aug	$703,005	167	4	1801	3	$71,116
Sep	$629,792	116	0	1,801	3	$69,886

- Rates arrears reduced by $73,243 (10.4%) and overdue assessments reduced by 51 during September.
- Active direct debits remained at 1,801. The Finance Department report notes further uptake during October. The internal direct debit target for rates payments is over 75%

Accounts Payable

Month	Posted - Scanning	e-Invoicing	Rejection Rate
Jul	362	9	31%
Aug	258	9	28%
Sep	255	5	23%

- Scanning volumes remained steady. The rejection rate improved from 28% to 23%; however, invoices without valid purchase orders remain an issue.
- A key focus is training, consistency of processing and maintaining payment timeliness while new staff settle in

Debtors

Month	Debtors Outstanding	Aged Debtors	% Non-Current	DMC Bal
Jul	$668,903	$413,290	61%	$12,458
Aug	$1,236,929	$489,028	40%	$12,148
Sep	$832,844	$466,277	56%	$12,148

- Total debtors reduced by $404,085 (32.7%). Aged debtors reduced by $22,751, while the non-current proportion rose to 56% because total debtors reduced faster than aged balances.

8. FINANICAL IMPLICATIONS

Monthly monitoring and reporting on the Council financials are required as there is a risk that the Council's financial position could deteriorate with an increase in debt levels; lowered credit rating; or that revenue flows are lower than budgeted, and expenditure is higher than projected. Currently we are not running expected costs higher than budget and our core covenants are below thresholds e.g. LGFA thresholds for debt/revenue, interest cost etc.

9. SIGNIFICANCE OF DECISION

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

10. RELEVANT LEGISLATION

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

11. FINANCIAL STATEMENT GUIDE AND GLOSSARY

Council's financial performance and position should be assessed using four connected reports. Each answers a different question, and no single statement provides a complete view on its own.

Report	What it shows	Primary question
Statement of Comprehensive Income (P&L)	Revenue, operating costs, depreciation, finance costs, and the resulting surplus or deficit over the reporting period.	Did Council perform better or worse than budget, and why?
Statement of Financial Position (Balance Sheet)	Assets owned, liabilities owed, borrowings, and the community's net equity at the reporting date.	What does Council own, what does it owe, and what is its overall financial position?

Statement of Cash Flows	Cash received and paid through operating, investing, and financing activities.	Where did cash come from, where did it go, and how did the cash balance change?
Capital Expenditure Report	Delivery of planned infrastructure and asset investment against budget and forecast.	Is Council delivering the approved capital programme, and what remains to be completed?

What councillors should look for (suggested only):

- Whether revenue and operating expenditure are tracking to budget, whether material variances are timing-related or likely to remain at year end.
- Whether operating activities are generating enough cash to support day-to-day services and contribute to asset investment.

- Whether approved capital projects are progressing, delayed, rephased, or forecast to exceed budget.
- Whether Council retains sufficient short-term resources to meet obligations as they fall due and whether borrowing remains affordable

The Statement of Financial Position is a snapshot at a specific date. For the September report, the source statement is as at 30 September 2026 and presents actual, budget, and prior-year comparatives.

Financial position item	Plain Explanation
Current assets	Assets expected to be converted to cash, used, or realised within the next 12 months. They support Council's short-term operations and obligations.
Cash and cash equivalents	Cash held in bank accounts and short-term deposits that are readily available. This is Council's immediate liquidity, although some cash may be reserved or committed for specific purposes.
Receivables	Amounts owed to Council, including rates, grants, fees, subsidies, and other debtor balances. A receivable is an asset, but it is not cash until collected.
Prepayments	Amounts paid in advance for goods or services that Council will receive in a future period, such as insurance, licences, or service contracts.
Inventory	Goods or materials held for future use or sale (not usual for Council).
Non-current assets held for sale	Assets available for sale where recovery is expected principally through sale rather than continued use.
Other financial assets	Financial investments or balances not included within cash or receivables.
Total current assets	The total of assets expected to be realised or used within 12 months.
Non-current assets	Assets held for longer-term use or benefit, normally beyond 12 months.
Derivative financial instruments	Financial contracts used to manage exposures such as interest-rate risk. Their value can be an

	asset or liability, depending on market conditions (not currently relevant for KDC).
Investments in CCOs and similar entities	Council's recognised ownership interests in council-controlled organisations and related entities.
Property, plant and equipment	Council's physical assets used to deliver services, including infrastructure, roads, buildings, land, plant, equipment, and vehicles.
Intangible assets	Non-physical assets controlled by Council, commonly including software and system-development costs that meet recognition requirements.
Forestry assets	Council-owned forestry assets recognised separately due to their biological growth and valuation treatment.
Investment property	Land or buildings held primarily to earn rental income, for capital appreciation, or both, rather than for direct service delivery.
Total assets	The combined value of Council's current and non-current assets.
Current liabilities	Amounts Council expects to settle within the next 12 months.
Payables and deferred revenue	Amounts owed to suppliers and other parties, together with money received in advance where Council has not yet delivered the related service or met the funding conditions.
Borrowings and other financial liabilities - current	Debt and related financial obligations due for repayment or refinancing within the next 12 months.
Employee entitlements	Amounts owed to employees, such as annual leave and other accrued employment obligations.
Provisions	Estimated obligations arising from past events where payment is expected but the timing or amount remains uncertain.
Total current liabilities	The total obligations expected to be settled within 12 months.
Non-current liabilities	Obligations expected to be settled more than 12 months after the reporting date.
Other term liabilities	Long-term obligations that do not fall within the main borrowing, employee entitlement, or provision categories.
Borrowings and other financial liabilities - non-current	Loans and related financial obligations due beyond the next 12 months.
Deferred tax liability	Tax expected to become payable in future periods because of differences between accounting and tax values. This may be nil for many Council activities.
Total liabilities	The combined value of all current and non-current obligations.

Net assets	Total assets less total liabilities. This represents the net accounting value of the resources held for the community.

12. 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

KAIKŌURA
DISTRICT COUNCIL

STATEMENT OF FINANCIAL POSITION - ANNUAL REPORT

AS AT 30 SEPTEMBER 2026

	2027 Actual $000s	2027 Budget $000s	2026 Actual $000s
Assets			
CURRENT ASSETS			
Cash and cash equivalents	2,845	521	1,633
Receivables	2,091	1,875	1,916
Prepayments	43	254	123
Inventory	0	0	0
Non-current assets held for sale	330	330	330
Other financial assets	75	20	75
Total Current Assets	**5,383**	**3,000**	**4,077**
NON-CURRENT ASSETS			
Derivative financial instruments	0	0	0
Investments in CCO and other similar entities	419	68,199	425
Property, plant, and equipment	355,237	269,153	355,049
Intangible assets	76	0	76
Forestry assets	2,626	2,865	2,626
Investment propery	4,425	10,124	4,425
Total Non-current Assets	**362,784**	**350,340**	**362,603**
Total Assets	**368,167**	**353,340**	**366,680**
Liabilities			
CURRENT LIABILITIES			
Payables and deferred revenue	2,591	1,778	2,157
Derivative financial instruments	0	0	0
Borrowings and other financial liabilities	2,000	1,300	2,000
Employee entitlements	501	194	301
Provisions	86	0	86
Total Current Liabilities	**5,177**	**3,272**	**4,544**
NON-CURRENT LIABILITIES			
Payables and deferred revenue	0	0	0
Other Term Liabilities	498	545	498
Borrowings and other financial liabilities	7,300	8,902	7,300
Employee entitlements	0	0	0

Provisions	207	381	207
Deferred tax liability	0	0	0
Total Non-current liabilities	**8,005**	**9,828**	**8,005**
Total Liabilities	**13,182**	**13,100**	**12,549**
NET ASSETS (Assets minus Liabilities)	**354,985**	**340,241**	**354,131**

KDC - CAPITAL PROJECTS 2026
Summary as at 30 September 2026

		Budget 2026	Actual Cost for Month	Previous Costs	Actual YTD Costs	Actual/Budget	Cost to Complete	Previous Forecast Cost	Revised Forecast Cost	Remaining Budget	Variance from Budget	FFC Movement for Month	October	November	December	January	February	March	April	May	June	Carried Forward	Not Progressing	TOTAL
WO	Description	a			b		(d-b)	a	d	(a-b)	(a-d)	(c-d)	2,027	2,027	2,027	2,028	2,028	2,028	2,028	2,028	2,028	2,028	2027/28	2,027	
8700	Amphitheatre & Bridge	50,000		1,142	1,142	0%	48,858	50,000	50,000	48,858	48,858	0	5,429	5,429	5,429	5,429	5,429	5,429	5,429	5,429	5,429			48,858
8400	Road Renewals	1,485,929	810	2,181	2,991	0%	1,482,938	1,485,929	1,485,929	1,482,938	1,482,938	0	164,771	164,771	164,771	164,771	164,771	164,771	164,771	164,771	164,771			1,482,938
8001	IAF - Transport	10,800,000	21,965	41,462	63,427	0%	10,736,573	10,800,000	10,800,000	10,736,573	10,736,573	0	1,192,952	1,192,952	1,192,952	1,192,952	1,192,952	1,192,952	1,192,952	1,192,952	1,192,957			10,736,573
8401	Footpaths	110,000			0	0%	110,000	110,000	110,000	110,000	110,000	0	12,222	12,222	12,222	12,222	12,222	12,222	12,222	12,222	12,222			110,000
8601	Refuse & Recycle	56,000		2,248	2,248	4%	53,752	56,000	56,000	53,752	53,752	0	5,972	5,972	5,972	5,972	5,972	5,972	5,972	5,972	5,972			53,752
9000	Vehicles			16,513	16,513		16,513	0	16,513	-16,513	-16,513	-16,513												16,513
8801	Airport	19,000			0	0%	19,000	19,000	19,000	19,000	19,000	0	2,111	2,111	2,111	2,111	2,111	2,111	2,111	2,111	2,111			19,000
8802	Pensioner Flat	20,000		1,320	1,320	7%	18,680	20,000	20,000	18,680	18,680	0	2,076	2,076	2,076	2,076	2,076	2,076	2,076	2,076	2,076			18,680
8803	Civic Centre	4,000			0	0%	4,000	4,000	4,000	4,000	4,000	0	444	444	444	444	444	444	444	444	444			4,000
8703	Link Pathway	190,000	2,635	5,873	8,508	4%	181,492	190,000	190,000	181,492	181,492	0	20,166	20,166	20,166	20,166	20,166	20,166	20,166	20,166	20,166			181,492
8704	Walking & Riding	20,000			0	0%	20,000	20,000	20,000	20,000	20,000	0	2,222	2,222	2,222	2,222	2,222	2,222	2,222	2,222	2,222			20,000
9400	Books Purchases	35,000	-2,029	8,154	6,125	18%	28,875	35,000	35,000	28,875	28,875	0	3,208	3,208	3,208	3,208	3,208	3,208	3,208	3,208	3,208			28,875
9300	Office Furniture	15,000	1,869	11,779	13,648	91%	1,352	15,000	15,000	1,352	1,352	0	150	150	150	150	150	150	150	150	150			1,352
9301	IT - Equipment	46,000			0	0%	46,000	46,000	46,000	46,000	46,000	0	5,111	5,111	5,111	5,111	5,111	5,111	5,111	5,111	5,111			46,000
9701	Forestry - Pine Tree Replacement	120,000				0%	120,000	120,000	120,000	120,000	120,000		13,333	13,333	13,333	13,333	13,333	13,333	13,333	13,333	13,333			120,000
	TOTAL	12,970,929	25,250	90,671	115,922	124%	12,888,033	12,970,929	12,987,442	12,855,007	12,855,007	-16,513	1,430,168	1,430,168	1,430,168	1,430,168	1,430,168	1,430,168	1,430,168	1,430,168	1,430,173	0	0	12,888,033

DRAFT

Report to:	Council Meeting
Date:	28 October 2026
Subject:	Mayoral Update
Prepared by:	B Makin – Governance, People & Capability Lead C Morris-Oswald – Administration Support
Input sought from:	Mayor C Mackle
Authorised by:	W Doughty – Chief Executive Officer

1. EXECUTIVE SUMMARY

This report provides the Mayor's written update outlining recent activities undertaken in his official capacity. The purpose of this report is to keep Council informed of engagements, discussions, and meetings relevant to the governance and strategic direction of the district.

2. RECOMMENDATION

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

3. BACKGROUND

As part of Council's commitment to strong governance and transparency, written Mayoral updates are now provided as part of the formal agenda. This approach ensures consistent reporting, supports accurate record-keeping, and provides clarity on key activities and engagements undertaken by the Mayor on behalf of the Kaikōura community.

The update below outlines the Mayor's engagements for the reporting period. These updates do not require Council decision-making and are provided for information only.

4. MAYORAL UPDATE

A verbal update will be provided at the Council Meeting. The following engagements for the month were:

- **5 October -** Kaikōura Community Op Shop Trust – Board Meeting
- **7 October –** Closed Workshop
- **14 October** – Council Workshop
- **14 – 15 October –** LGNZ Super Local with CE W Doughty & Deputy Mayor V Gulleford
- **21 October –** Local Alcohol Policy Hearings and Deliberations, followed by a Council Workshop
- **23 October –** Meeting with Audit New Zealand

5. FOCUS FOR THE NEXT THREE MONTHS

The Mayor has a full schedule of regional and district commitments over the coming month. Key engagements include:

- **10 November –** Audit & Risk Committee Quarterly Meeting
- **11 November –** Economic Development Strategy Hearings and Deliberations
- **18 November –** Council Workshop
- **19 November -** Monthly hui with Te Runanga o Kaikōura (meeting with the Runanga Chair and representatives)
- **19-20 November –** Canterbury Mayoral Forum Meeting

6. COMMUNITY OUTCOMES SUPPORTED



Community
We communicate, engage and inform our community



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

Report to:	Council Meeting
Date:	28 October 2026
Subject:	Elected Member Updates
Prepared by:	B Makin – Governance, People & Capability Lead C Morris-Oswald – Administration Support
Input sought from:	Elected Members
Authorised by:	W Doughty – Chief Executive Officer

1. EXECUTIVE SUMMARY

This report provides the written updates submitted by Elected Members regarding their recent activities undertaken in their appointed roles on committees, organisations, and external bodies.

2. RECOMMENDATION

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

3. BACKGROUND

Elected Members are appointed to a range of committees, working groups, and external organisations as part of Council's governance responsibilities. These appointments support collaboration, strengthen community relationships, and ensure Council remains informed about matters affecting the district.

The written updates included in this report are provided for information purposes only and do not require Council decision-making.

4. ELECTED MEMBER UPDATES

For this meeting, written updates have been received from four Councillors. These updates are included below. Updates from the remaining appointed Members were not received at the time of agenda preparation.

The Mayor's update is provided separately within the agenda.

4.1 Councillor M Redwood

2nd September – Site Visits
8th September – IWK Board
9th September KDC Meeting
16th September – KDC Workshop LTP
23rd September – Council Meeting

7th October – Rates Workshop
14th October – Workshop (Kowhai Stop bank)
18th October – Community Meeting Mt Lyford
21st October – LAP Hearing
21st October – IWK Board Meeting
21st October – IWK Workshop

4.2 Deputy Mayor V Gulleford

Audit and Risk Chair meeting with Auditor
LGNZ Conference – notes following
LAP Hearing and workshop
DLC Decisions approved
A busy learning month -

- Making Good Decisions assessment completed and submitted

- Governance and Leadership 1st assessment completed and submitted
- Finance and Risk 1st assessment completed and submitted

LGNZ SuperLocal, Rotorua, 14/15 October 2026 - Craig, Vicki and Will attended
Brief highlights:
Building financial resilience (Russell Investments and Rautaki Consulting)

- Councils need to grow non rates revenue. Across NZ Councils hold $250bn assets, 64% infrastructure, 16% land and buildings ($40bn), 12% other assets, 8% investments and cast ($19bn).
- Having open mind to approach, what we can do with every $?
- What's our why? Intergenerational income? Alternative source of income? Self insurance? Better asset management and protection? Diversification of risk? Land or commercial infrastructure development?
- Defining the why provides the purpose. Need governance and structure that protect the purpose
- Example of a fund to manage rising insurance costs. Increase excess on insurance drops insurance cost. Put those savings into investment fund, claim needed for excess or below, pay out of investment instead of claiming on insurance. Reinvest yearly savings into fund.

MTFJ breakfast:
788 beneficiaries into work, 1200 including NEETs. 38 councils on board, another 2 coming on. 15-24 year olds, 1/3 are unemployed or underutilised ie over qualified for role.
Greens policy of 32,000 young people into work over 4 years. MTFJ Trust is seeking alternative funding. Lots of Outward Bound scholarships available.
Kaikōura in top ten for performance (placements per population) for 2025/2026 year!

Mike Wakefield and Paddy McNamara – Simpson Grierson. Future Fit – getting ready for Local Government reorganisation.
3 options with discussions on bespoke legislation and existing statutory processes

- Headstart
- Bespoke legislation (ie Auckland)
- Existing statutory processes – Schedule 3 of LGA – discussion on

Conor English – Navigating Uncertainty – Director Silvereye.
Likens local government to TMO – complying with the rules, slowing down the game too much. Central government is local government's TMO! Local govt squeeze – central govt wants us to go faster, do more… fast track. We need to diversify.

Triage… what's the diagnosis? Remember we can only control what we control.

Treat… show me the incentive and I'll show you the outcome! Section 17A + value for money framework. We have terrible value for money infrastructure spend. Eg traffic cones cost $1.70 per day to put in, stay there and be picked up. Have we incentivised contractors to use so many?

Thrive… Reclaim agency or control. Establish the right incentives, move to action. Are you living or are you dying? If you're dying, stop doing it!

Chris Hipkins and Tangi Utikere (Labour)
Want to change nature of relationship between central and local govt. LG should be partner in shaping communities. Structural reforms – there's a need for change. Highlighted policies and changes Labour would affect if voted in this year.

Climate risk, insurance and council liability – Meredith Connell (lawyers)
Financial sustainability – councils are being asked to balance 3 competing pressures:

1) Central govt direction
2) Community expectations
3) Financial and legal exposure

Liability landscape – courts are testing:

1) Negligence in flood protection and maintenance ie level of services isn't high enough or no infrastructure is in place
2) Negligent advice or failure to warn about hazard risk
3) Building consent and inspection liability
4) Statutory liability and good faith protections
5) Judicial review into decision making and process.

Discussed current Class Actions underway and other forms of scrutiny against councils
Insurance Trends - Rising costs and coverage gaps.

- Home insurance premiums are rising sharply while household affordability is under increasing pressure
- Insurers are adopting more granular risk-based pricing, at the same time councils are identifying and disclosing more natural hazard risks
- Council asset insurance costs have increased significantly while available cover and policy terms have become more restrictive
- Councils face growing exposure to insurer subrogation claims, often from their own insurer.

Make defensible decisions – councils need to focus on processes that are transparent, evidence based and proportionate:

1) Clarify climate assumptions and planning scenarios
2) Use adaptive pathways and staged investment / risk based decision making
3) Strengthen hazard information and communication
4) Document decision making and stakeholder engagement
5) Align with national guidance and sector best practice
6) Prepare for information requests and potential litigation

Strongly recommend…

- Audit all the technical reports we have ie Geotech, flooding etc
- Audit and Risk Committee need to better understand insurance arrangements – need to ask, are we covered for all risk? Ensure we document all decisions well.

Practical Levers for Financial Sustainability – Martin Jenkins
Rates affordability is a significant issue across the country…! Rural councils' rates cost between $3,700 (Grey/Otorohanga) to $4,100 (Kaikōura) to $5,400 (Hauraki). Figures 2025, include water and regional.

Majority of council service expenditure is on core services – for rural councils 52% network infrastructure, 15% community services, 6% planning and regulatory, 24% other activities, 3% governance and corporate.

To get to a 4% max rates rise, need to combine:

- Cost discipline and efficiency
- Service level changes
- Revenue

National Party – Simon Watts, Minister for Local Govt

- Councils are a monopoly so need economic regulation, hence LWDW and rates cap.
- Resilience and adaptation for weather events and post cleanup phases – recognises work and leadership in this area.
- Headstart preparations were council decisions and councils need to take personal responsibility for these. No reimbursements of costs will be made – this was an investment as amalgamation is coming regardless.
- Managed retreat costs are still to be worked on. A national flood map is coming.
- Unfunded mandates eg RMA, Regional spatial plans, more frequent CEO recruitment – it is all up to local govt to figure out how to pay for this, but the new RMA means less costs in the long run even though it is recognised there are high roll out and adjustment costs.

4.4 Councillor J McInnes

30th September – Community Initiatives Funding Meeting

4.5 Councillor K Heays

Aging Well Kaikōura - Although unable to attend I have received minutes which simply read as.

Aging Well Trust - still being formed and finalised- intended to make applications for funding and Abbeyfield housing easier, includes Incorporation as a charitable trust & Registration as same.

Canterbury Waste Joint Committee - continues on a long and winding road. This month's meeting focused on the "Why " and the future of the committee. - Results pending.

Canterbury Biodiversity Group - we (Daniel & I) have submitted thoughts on Kaikōura's input to its direction, results pending.

Again, timing is not ideal due to uncertainty around committing to anything new with both these groups.

5. COMMUNITY OUTCOMES SUPPORTED



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Report to:	Council
Date:	28 October 2026
Subject:	Operations Team Monthly Report
Prepared by:	O Joensuu – Operations Manager
Input sought from:	M Russell – Facilities Manager J Prentice – Roading Engineer L Te Moananui – Operations Administrator
Authorised by:	J Baker – Executive Leader Operations

1. PURPOSE AND ORIGIN

This report provides an overview and status update on works and services activities.

2. RECOMMENDATION

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

3. GENERAL

September activity and subsequent October progress focused on flood recovery, roading renewals, parks and facilities maintenance, and future asset and funding planning.

There were 21 routine service requests, with six currently open, and 27 approved works and services applications. Minor flood recovery repairs progressed, while larger packages remain under assessment and pricing evaluation, with delivery dependent on funding confirmation.

Road maintenance delivery is increasing, with pre-seal repairs under way and Clarence pavement renewals planned for late October. Footpath tender advertising is expected by the end of October 2026.

Asset management plans, Long Term Plan budgets and the National Land Transport Programme submission are progressing. Priorities include recovery funding, footpath procurement and capital works, subject to funding and approvals. The Infrastructure Acceleration Fund programme remains on hold due to economic conditions and developer timing.

Parks work included vegetation clearance, playground repairs and increased spring mowing. At Pōhowera Park, track clearance, heritage approvals and development planning continue, the lookout platform requires finishing work, and the working bee is rescheduled for later in October.

The previously vacant pensioner housing unit is now occupied following maintenance, and the property manager’s maintenance list is complete. Longer-term facilities needs are being considered through asset planning and budgets, with routine maintenance continuing over summer.

Service Requests and Applications

Period – September 2026			
Service Requests			
Type Subtype	**Routine**	**Urgent**	**Currently Open**
Streetlights	2		2
Road - general	9		3
Public toilets	1		
Parks and Reserves vegetation	2		
Graffiti			
Signage	4		1
Footpaths	1		
Illegal Dumping	1		
Park maintenance	1		
TOTAL	**21**		**6**

Works and Services Applications	**Approved**
Traffic Management Plans	5
Corridor Access Requests	7
Overweight Permits	
Before U Dig Permits	14
Vehicle Crossing	1
TOTAL	27

1.1 ROADING

Flood Recovery Works

In addition to progressing the larger flood recovery programme, significant effort has been directed toward preparing project packs and supporting documentation to ensure projects are ready to proceed as funding becomes available. This has included undertaking MCA (Multi-Criteria Assessment) evaluations to assess and prioritise work options, developing and refining potential treatment options, and preparing preliminary pricing estimates to enable informed decision-making once funding is confirmed.

The works packs pricing has bene received by the contractors and is being evaluated at the time of this report.

Alongside this planning work, several minor works projects have also been progressed, including the Bay Paddock Road culvert works, Waitane culvert works, and the Grange Road washout repair, ensuring critical defects and resilience issues are addressed while larger projects continue through the planning and funding process.



Figure 1 Grange road new access

Footpath renewals

No change on the budget constraints or status of Scarborough St footpath.
The tenders for the footpath renewals are being updated to include concrete surfacing and will be put out to GETs by the end of October.
The sites will include Beach Road from Old Beach Road to NPD plus Brighton and Margate St.

New Roading Maintenance Contract

The new roading contract is starting to wind up with multiple works being undertaken for the Preseal repairs as well as a large amount of unsealed renewal in the Clarance area programmed for the end of October.

There has been a large amount of cyclic maintenance works around the town with sweeping and potholes being the priority.



Figure 2 Mt Fyffe Road rip and remake



Figure 3 Inland Route Pothole before and after

Roading Contract Hand Over
The handover for the roading contract is complete however the final claim is being contested due to lack of supporting evidence from Downer.

IAF Programme
The wider Infrastructure Acceleration Fund (IAF) programme remains on hold due to economic conditions and the Developer's timing considerations. Construction and procurement activities remain paused, with current activity limited to finalising outstanding matters and completing the programme's transition to hold.

Focus Areas for the next 3 months:
- Start of formal KPIs for the new Roading Maintenance Contract.
- Post-weather event recovery works and NZTA funding request.
- Resumption and completion of the Scarborough Street Footpath Renewal project.
- Development and completion of the Activity Management Plan (AMP).
- Finalisation of the National Land Transport Programme (NLTP) funding submission.
- Procurement and delivery of capital works projects.

4. SOLID WASTE, PARKS RESERVES AND PROPERTIES

Parks and Reserves
Parks and Reserves have been the focus over the last month with cutting back of in a lot of areas that have been too difficult to get access to over the winter months.

Work has included the banks of the cutting on the entrance into Kaikōura. We are removing the gorse and wilding pine seedlings and then will be planting in Ngaio's.

More repairs of the swings and rusted playground components were also completed. Due to the large increase in spring growth our contractor is now having to mow several of our main parks and reserves every 6 days.

We are also working on the asset management for the LTP on all facilities as well as the budgets.

Pohowera Park
The third working bee, which was focused on maintenance of the planting already completed was cancelled due to adverse weather conditions. This has been rescheduled for later this month. A site

meeting was held with the Archaeologist and Cultural monitor as part of the application to Heritage New Zealand for the ongoing development of the park.

We have also started clearing the new track to the 360-lookout platform that is now in place and soon to be finished.

Plans are being put together for dealing with the slash piles and clearing the planed main parking area as well as the larger planting next year.

Facilities
Work on the Pensioner unit that was vacant has been completed and is now occupied. The maintenance list compiled by the property manager has been completed and we are working on some of the longer-term requirements such as fencing replacement etc.
General maintenance will continue over the summer months.

Harbour
Planning is underway for upgrades to the Marina toilets in South Bay. A meeting has been arranged with the Harbour Master, Gordon McKay and Destination Kaikōura re signage and selected handrails at South Bay and Wakatu Quay. Additional central government tourism funding has been received through the International Visitor Conservation and Tourism Levy (IVL) to support these enhancements and improve the visitor experience.

West End / Town Centre
Work is about to restart on the repairs to the amphitheatre. The screen has arrived for the front of the West End toilet block and will be installed in the coming weeks.
We will also be relaying some of the cobblestones on the footpath in front of the west End toilets.

Solid Waste
The consent exemption for the Pole Shed has been submitted to the building team with the materials arriving next week. Work will start on the construction the next few days. This will provide more room for the recycling shop and an area that can be used for education purposes.

Engineered stormwater design is underway to meet one of the consent conditions for the closure of the landfill in Scarborough Street.

The closed landfills in Clarence and Kekerengu continue to be an issue. Staff have made every effort to locate the old bores to no avail. ECAN have requested new bores be implemented, so work on this is currently underway.

Focus Areas for the next 3 months:
- Pohowera Park project
- Recycling centre Pole Shed
- ECAN abatement notices







5. COMMUNITY OUTCOMES SUPPORTED

The outcomes below are being supported.



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Report to:	Council	File #
Date:	28 October 2026	
Subject:	Kaikōura Youth Council	
Prepared by:	KYC Coordinator and members	
Input sought from:		
Authorised by:	W Doughty - Chief Executive Officer	

1. SUMMARY

Kaikōura Youth Council are getting busy in the build up to end of year! Term 4 is always big for senior students with assessments and coming up to exams. We are hoping to make the most of the summer weather for our next few events.

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. Discussion

What's been happening?

Since our last report we have;

- Had our AGM on 03/09/26
- Run a Quiz Night on 18/09/26
- Supported the Meet the Candidates Evening on 15/10/26
- Gone on camp from 17/10/26 - 18/10/26

Coming up…

YCD Pool Party - 15th November at the Kaikōura Aquatic Centre
Youth Creative Arts Show - (change of date) 29/11/26 in collaboration with Kaikōura Seaward Lions

5. COMMUNITY OUTCOMES SUPPORTED



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Report to:	**Council**	
Date:	28 October 2026	
Subject:	Community & Resilience Team	
Prepared by:	J York – Community & Resilience Manager	
Input sought from:	Community Development, Library, Civil Defence, Regulatory teams	
Authorised by:	P Kearney – Senior Manager Corporate Services	

1. SUMMARY

Jo York commenced as community & Resilience manager on 25 September 2026, leading a team encompassing regulatory services, civil defence, community development and events, and the library.

This is the first combined report from the Community & Resilience Team, providing the Mayor and Councillors with an overview of activities, progress and priorities, while highlighting our strong partnerships with the Kaikōura community. Feedback on the report's content and format is welcomed to help shape future reporting.

2. RECOMMENDATION

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

3. COMMUNITY DEVELOPMENT & EVENTS

3.1 Community Events

Since the last report, planning and coordination activities have continued across Council-supported community events. Sparkle in the Park was rescheduled from 26 August 2026 to 23 September 2026 and was a success.

The Community Development and Events Officer has been working closely with Lisa Bond, Destination Manager, and key stakeholders to coordinate arrangements for the Earthquake 10-Year Commemoration event. Planning for the commemorative programme is progressing well, with work ongoing across a range of event and community engagement activities.

Planning for the Christmas Late night market is currently underway, with event arrangements and timing yet to be confirmed.

Upcoming events supported by Council include:

- Earthquake 10-Year Commemoration (Saturday 14 November 2026)
- Christmas late night markets (date to be confirmed)
- Santa Parade

3.2 Citizenship Ceremony

There are currently three people on the citizenship ceremony waiting list. The Community Development and Events Officer is working with the Department of Internal Affairs to schedule a citizenship ceremony before the end of 2026.

3.3 Community Networkers

Two Community Networkers hui have been held during this reporting period. These monthly gatherings continue to attract strong participation from local government, health, social service agencies, community organisation and community members.

The September Spotlight presentation featured Nurse Maude Services, increasing awareness of available in-home support services and referral pathways for older residents and those requiring additional care and support.

3.4 Community Groups Liaison

Kia Kaha Kaikōura continues to provide a valuable community-led oversight and coordination rōpū focused on mental health, wellbeing and resilience. A significant milestone is the upcoming cultural handover of a documentary resource sharing one whānau's journey following the loss of their granddaughter to suicide. The rōpū will become kaitiaki of this important community resource.

Ageing Well Kaikōura continues to make positive progress across service mapping, housing initiatives and trust establishment. Registration of the proposed trust is expected following the next meeting on 6 November 2026.

Te Ahi Wairua and Te Tai o Marokura and Kaikōura District Council community development team collaborate across a range of community initiatives including Waitangi Day planning, community funding programmes and the Kaikōura Discovery Trail.

The Kaikōura Discovery Trail is a positive example of community-led collaboration. Phase One is ready for printing, community feedback has been overwhelmingly positive, and planning is underway for future development opportunities.

Whānau Tauiwi provides opportunities for people of all cultures and backgrounds to connect through a Te Ao Māori lens.

MSD Office for Seniors representative Nicky McDonald will visit on 4 November 2026, providing an opportunity to showcase local initiatives supporting older residents and strengthen relationships with central government agencies.

3.5 Community Grants Dashboard



3.6 Te Hā o Mātauranga

Youth Development

We have lots of after school activities happening in term 4 - these include Friday Scout Hall hangouts, Making and Baking with Tarns, Josh's Random Question Club and Wild Swimming with Jane. These are all aimed for year 7 and up.

Adult Education

Our last first aid course for the year is 30 Nov. We are currently working on locking in dates for 4 courses in 2027.

Mayor's Taskforce for Jobs

We are working with 3 clients currently. We are hopeful that MSD will get some referrals through to us shortly. Sharon has been marketing the *jobskaikoura* website to local businesses and has met with several employers to discuss the MTFJ programme and how we hope to work with them.

Driving:

Our new driving instructor vehicle has arrived and by the time this report comes to council it will have been sign written and have the dual brake control installed. The purchase of this vehicle has been possible with support from our fabulous Community Op Shop - we are incredibly grateful for their donation.

We have been investigating the potential of delivering an approved practical driving course for learner drivers. This would require us to be approved by NZTA as a course provider, and we would work with an organisation who has an approved course, for us to deliver. The new licence changes from 27 January increase the learner licence period for under 25-year-olds, from six months to twelve months. If a learner completes an approved course or if they complete 60 supervised driving hours, they may have their time reduced to six months. Providing a course will have costs associated with it and we need to be pragmatic about what the actual costs are, as well as affordability for our community.

There is a lot of messaging to get out to the community around the driver licences changes - one of the main differences is for people on a restricted licence. Getting demerit points on a restricted licence will mean waiting longer for a full licence. Each time a person gets demerit points, six months will be added to their restricted licence period. Get them again, and another six months will be added. The extra time will be added on 25 January 2027 as part of changes to the driver licensing system. How do people get demerit points? There are a range of demerit offences, including: speeding, drink-driving or drug-driving, breaking their restricted licence conditions, such as carrying passengers without a supervisor (unless an exception applies, like work hour requirements or medical care), driving between 10pm and 5am without a supervisor.

This change is designed to encourage inexperienced drivers to follow the rules and drive safely. The good news? Keep a clean driving record and no extra time will be added. If a person gets their full licence before 25 January 2027, the new rule won't apply to them.

2026				
Jul	Aug	Sep	Totals	
2	2	2	**6**	Passed Learners
2	2	2	**6**	Learners Sat
6			**6**	Passed Restricted

7			**7**	Restricted Sat
1		1	**2**	Passed Full
1		2	**3**	Full Sat
15	13	15	**44**	Mentoring Sessions
31	55	50	**143**	Driving Lessons
4	8	6	**21**	Theory lessons

4. CUSTOMER SERVICES (NOTE: FOH SERVICES NOW FALL UNDER THE EXECUTIVE OFFICE)

4.1 Service Requests

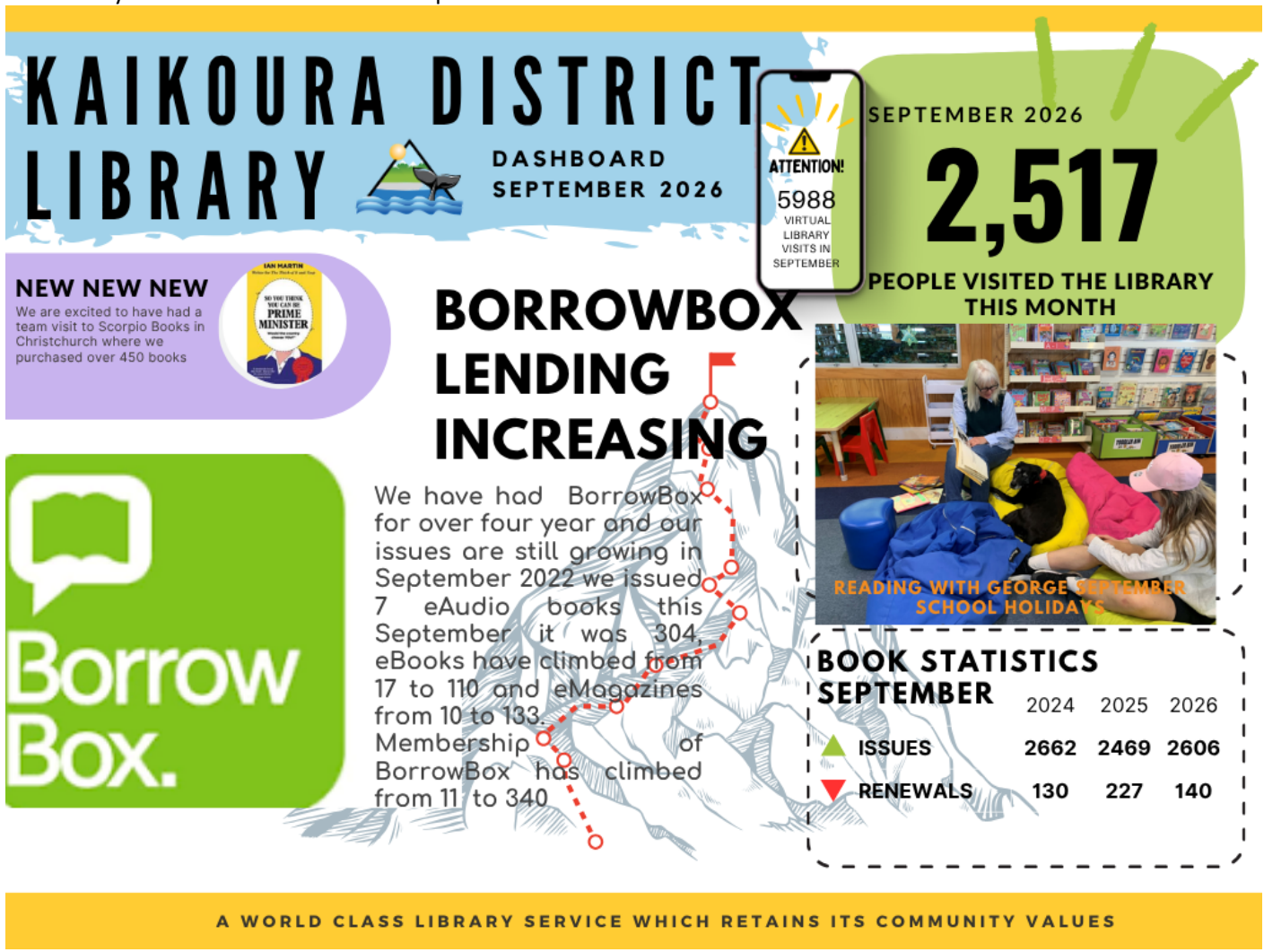
During the reporting period, we received **204** customer service requests. Of these:
102 were completed (50%)
70 were resolved at first contact (34.3%)
19 were in progress (9.3%)
8 were cancelled (3.9%)
3 were awaiting investigation (1.5%)
1 was awaiting further information (0.5%)
1 was new and awaiting further information (0.5%)

The highest volume of requests related to rates enquiries (39 requests), followed by general requests (16), general enquiries (14), PFR/LIM enquiries (10) and requests to pay rates by direct debit (10). Together these categories accounted for approximately 44% of all service requests received during the reporting period.

Of the 204 requests received, 102 were completed and a further 70 were resolved at first contact during the reporting period. This represents 172 requests, or approximately 84% of all requests received.

5. KAIKŌURA DISTRICT LIBRARY DASHBOARD

The Library Dashboard is included for September 2026.



6. REGULATORY SERVICES

6.1 Recruitment

The role of Regulatory Services Team Leader has now closed, and a successful applicant has accepted the role starting on 16 November.

6.2 Freedom camping/ Parking

Numbers of freedom campers are increasing across the district. There is now an online app available for Council staff to check number plates against the self-continued certified website and, all non-compliance will be infringed. We continue to monitor and work closely with police regarding any homeless people. Monitoring of all sites and reserve areas happens twice daily over the summer months. The parking machines are being checked and a monitoring system is in place for all metered and timed carparks; non-compliance will result in enforcement action.

6.3 Visitor accommodation

September saw 5 warning letters issued, 4 abatements, 2 properties removed listings, 11 outstanding infringements.

6.4 Animal Control

Twice daily patrols are underway to enforce the Animal Bylaw; there has been an uptake of cats being de-sexed and microchip and the animal control team and Vetcare Kaikōura continue to work together to educate the community. Signage has been erected around beaches and non-compliance is being enforced.

Dog registrations are now entering the penalty stage. This will be followed by infringements.

Animal Control Dashboard

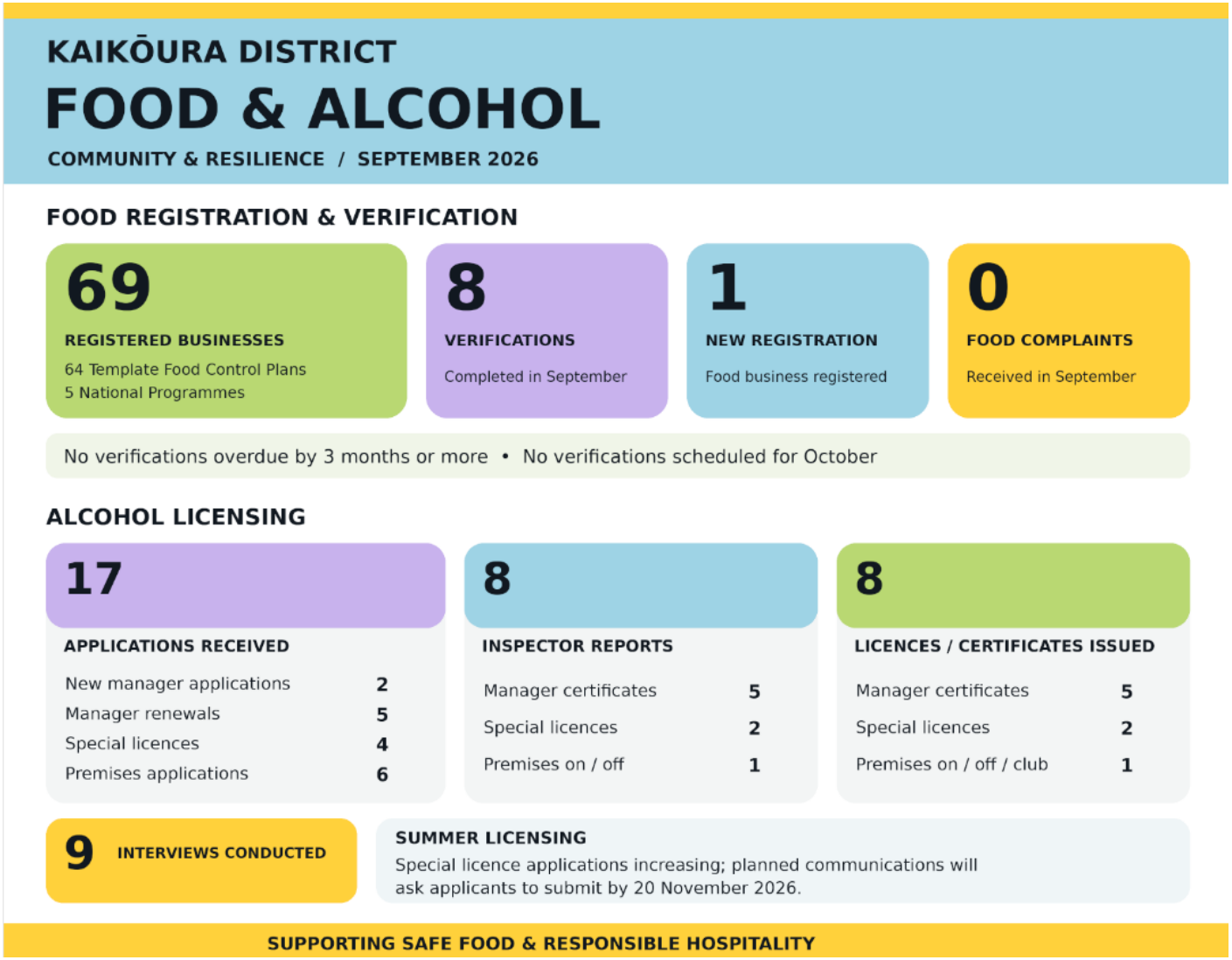


6.5 Environmental Health

There have been no infectious disease notifications this month. Annual Health inspections will begin October/November 2026.

Continuing education around Food Act compliance and changes is ongoing and feedback has been good. There has been an increase in applications and renewals as we head into the summer season. Food Safety Officer training is scheduled for Lara Jacobs and Mark Tambisari

Food and Licensing Dashboard



7. EMERGENCY MANAGEMENT

7.1 Training & exercises

National "Shake Out" New Zealand's national earthquake and tsunami evacuation drill on October 21 at 1:30pm. The Council Staff, Environment Canterbury, The Library and The Museum will all be participating in an evacuation scenario.

Exercise Pandora Exercise Pandora is a recurring South Island-wide Civil Defence and Emergency Management (CDEM) exercise in New Zealand designed to test inter-agency response protocols and emergency operations

The Group exercise will take place on 3 November. This scenario will involve Space Weather and will be enacted as a whiteboard exercise utilizing the entire council staff in an activated EOC.
An observer from Canterbury Group will be onsite for the day, and Kaikōura Health will also be active in the room.

We continue to work on the lessons learnt from the July flood with a primary focus on the basis for enabling an effective and efficient EOC.

7.2 Tsunami sign changes

Canterbury went 'Live' with the new blue zone coloured Tsunami Evacuation maps on 14th October. Our website links to the correct ECan site to view location information. The new design for the signs will use a single, metal post in a flag shape. Canterbury group have agreed to pay production and posts for 26 recommended locations in our district.

7.3 The Emergency Management Act 2026

Received Royal assent on 4 September 2026.
It replaces the Civil Defence Emergency Management Act 2002 with a new legal framework for emergency management.

The new Act retains New Zealand's existing philosophy for emergency management, which is based on three key principles:

- consideration of all hazards – natural and man-made
- taking an end-to-end approach to managing risks – that means acting across the "4 Rs" of risk reduction, readiness, response, and recovery
- all parts of society have a role to play – risks should be managed by those who are best placed to manage them, at the lowest appropriate level
- Local Authorities have a mandatory role to place in Emergency Management
- Entities that were known as 'lifeline utilities' under the CDEM Act have been renamed as 'essential infrastructure providers' (EIP) and will be listed in Schedule 3 of the EM Act.

There are some delayed provisions including:

- Compliance Orders
- Controller & Recovery Manager changes
- Lead Agency responsibilities

Some relevant changes to be aware of:

- CDEM Groups are now referred to as Emergency Management Committees. There are separate arrangements for multi-member and unitary authority EMCs.
- Individual councils have more specific roles within their own geographic and functional areas of responsibility.
- New lines of accountability between Territorial Authority Chief Executives and Controllers/Recovery Managers appointed at the district level.
- Mayors are primarily responsible for declarations within their districts.

- Explicit links between regional emergency management plans and long-term plans, clearer relationship between councils' emergency management responsibilities and their other related responsibilities.

CDEM Group and NEMA are currently running several information sessions for Response Managers and TA's to decipher the practical changes at the local level.

Information on the Act, including commencement arrangements and implementation guidance, is available on the NEMA website. This includes a selection of information sheets, factsheets and FAQs.
www.civildefence.govt.nz/emergency-management-act
The full text of the Act can be found on the New Zealand Legislation website, here:
www.legislation.govt.nz/act/public/2026/53/en/latest/#LMS1022328.

7.4 Recovery
The recovery transition period was extended another 28 days.

FORM 4B Extension of duration of local transition period
Section 159, *Emergency Management Act 2026*

Declaration extending local transition period
I, Craig Mackle extend the local transition period declared at 12:00pm on 13 July 2026, further extended on 10 August, then 7 September 2026, for the Kaikōura District owing to the Kaikōura rain event July 2026.
This extension of the transition period—

a) comes into force immediately before 12.00pm on 5 October 12:100pm 2026, which is when the current transition period ends;
b) is in force for 28 days;
c) ends at 12:00pm on Monday 2 November unless terminated or further extended earlier.

Declared by:
Designation: Mayor of territorial authority responsible for the area
Time and date of declaration: 10.30am 2 October 2026

8. FINANCIAL IMPLICATIONS AND RISKS
There are no financial implications or risks to highlight.

9. COMMUNITY OUTCOMES SUPPORTED



Community
We communicate, engage and inform our community



Development
We promote and support the development of our economy



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



Environment
We value and protect our environment



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

Report to:	**Council**
Date:	28 October 2026
Subject:	Planning Update Report
Prepared by:	A Crighton – Land Information Memorandum and Planning Administration Officer and M Hoggard – Strategy, Policy and District Plan Manager
Input sought from:	D Hirst – Senior Adviser Strategy and Policy R Hurley – Consents Planner
Authorised by:	P Kearney – Senior Manager Corporate Services

1. SUMMARY

Planning activity remains steady across both regulatory and strategic work programmes, changes to staff are likely to see continued use of consultants until a new appointment occur.

The Planning Act and Natural Environment Act commenced on 1st October 2026, with the transitional period beginning on 30th October 2026. This new legislation will require significant commitment of staff resources.

Policy and strategic planning work has also progressed; hearings and deliberations have been held on the draft Local Alcohol Policy, and public consultation on the Economic Development Strategy closed on 26th October 2026.

Overall, the Planning Team remains focused on delivering statutory responsibilities, advancing Council's strategic objectives, and managing the risks and opportunities arising from significant national legislative change while maintaining service delivery to the community.

Rex Hurley has accepted a position at Marlborough District Council and recruitment is occurring for his replacement. We would like to acknowledge and thank Rex for all of his contributions during his time with us and wish him well in his next venture.

2. RECOMMENDATION

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

3. RESOURCE CONSENT STATUS

In the reporting period 16 September to 21 October;

- 1 Building PIM and exemption application has been considered for the Building team;
- 16 Public Service Requests have been processed via the Datascape S/R Module;
- 5 pre-application meetings have been undertaken with interesting parties;
- 14 Resource Consents have been issued,
- 3 new 223/224 certificates have been processed and issued.

As at 21 October 2026, 29 applications remain active, comprising resource consent, right-of-way and section 223/224 applications.

Status:

- New – 1
- Awaiting Payment – 3
- Payment Received - 1
- In progress – 10
- S92 RFI Hold – 14

Details can be found in Appendix 1.

Consent Processing Performance		
Who	**Allocated September/October**	**Issued/ Withdrawn/% complying with time**
Internal	14	5/0/40.00%
External	31	9/0/44.4%

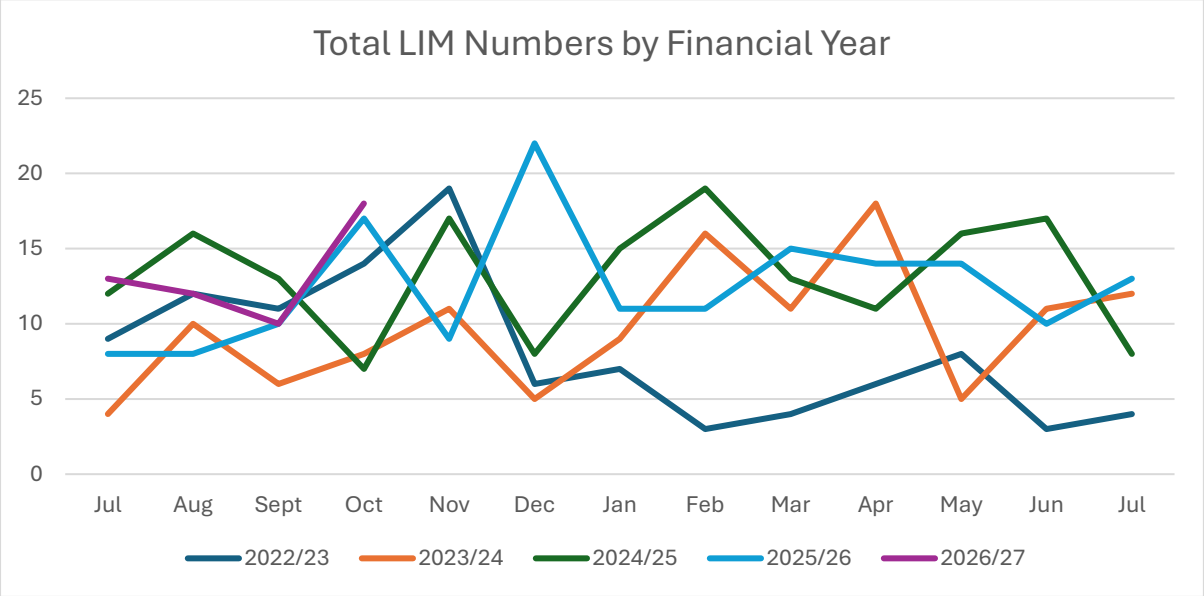
4. PLAN CHANGES

Plan Change 6 – Public notification of the decision has occurred and the appeal period closed on 15th October. No appeals have been received by the Kaikōura District Council. The report to Council on 26th August 2026 authorised the Chief Executive to publicly notify Council's decision on Private Plan Change 6 in accordance with Schedule 1 of the Resource Management Act 1991 and that provided no appeals are received, that Council affix the seal of Kaikōura District Council at which time the Plan Change becomes operative as per Schedule 1 requirements.

The District Plan is currently being updated for the seal to be affixed as per the above resolution. In addition it is noted the Planning Act 2026 inserts s104(1A) which requires changes to the current plan. It is considered more prudent by planning staff to have both matters approved at the same time along with any historic minor corrections which may be required.

5. LAND INFORMATION MEMORANDUMS

14 September to 20 October: 18 LIMs received; 0 yet to be completed; 0 withdrawn



6. DISTRICT PLAN REVIEW AND RMA REFORMS

The Planning Bill and Natural Environment Bill are now in force. Staff will need to undertake a range of implementation activities to prepare for the transitional provisions that come into force on 30 October 2026. This includes updating Council's website with information on the new consenting regime, preparing guidance for applicants on how the changes will apply to consent applications, and assessing what provisions in the District Plan may become ineffective, misleading, or inconsistent under the new framework and determine whether targeted plan amendments are required to align the Plan with the legislative changes.

The following table indicates the matters councils must disregard when accepting, assessing and deciding the application or making a recommendation from 30 October.

Table 1: Matters councils must disregard

For all district land-use activities and notices of requirement	For residential activities (unless it's protecting historic heritage)
Negative effects on trade competition, including effects on competing suppliers of goods and services	The area of glazing
Effects on retail distribution	The presence or absence of balconies
Any lack of demand for a project	The outdoor living space
That the project is not financially viable	The internal layout
The type of residents to be housed in a new development	The size of a residential unit
Views from private property	The size of landscaped areas (except in relation to permeability)

7. POLICY PLANNING UPDATE

Strategic projects

Economic Development Strategy

Council is currently undertaking a special consultative procedure for the Economic Development Strategy and associated five-year Action Plan. Staff are reviewing submissions and will present a summary and recommendations to Council during the hearings and deliberations on 11 November 2026. It is anticipated that the final Strategy and Action Plan will be presented to Council for endorsement at the November Council meeting.

Bylaws and Policies

Local Alcohol Policy

Consultation on the Local Alcohol Policy was undertaken from 31 August to 2 October 2026. The results of the submission process were presented to Council at an extraordinary meeting on 21 October 2026. Staff are now preparing the final policy for Council's consideration, the revised recommendation have generally been agreed and a formal decision on adoption and endorsement is scheduled for the 25th November Council meeting.

Development Contributions Policy

Staff have been reviewing and updating the Development Contributions Policy as part of the Long-Term Plan process. The proposed policy has been simplified and updated to better align with the Local Government Act 2002. Key changes include a clearer Household Equivalent Unit (HEU) methodology, improved guidance on contribution calculations, a framework for developer agreements, and greater transparency around how growth-related infrastructure costs are funded and recovered.

A potential significant change is the replacement of the existing reserve contribution approach, which was based on land value, with a project-based model linked to identified reserve projects. The draft policy also updates growth assumptions and funding calculations, provides different treatment for visitor and permanent accommodation, expands eligible reserve projects, and allows greater flexibility through developer agreements where standard contribution assessments do not adequately reflect development impacts.

Procurement Policy
Following Council's decision on the Procurement Policy, staff are finalising the procurement plan template and will shortly launch it across the organisation, supported by communications and guidance material.

8. Staffing Update
Rex Hurley joined the planning team in March 2025 and has been instrumental in the successful implementation of the Planning Module of Datascape. Rex has accepted a position at Marlborough District Council. His last day within the office at KDC will be 23rd October 2026. Recruitment is currently occurring his replacement. Juliet remains on maternity leave until March 2027.

9. Legislative changes
Planning Act 2026 and Natural Environment Act 2026 Reform Timeline
2026: Enactment and Start of Transition
September 2026
- Planning Act 2026 and Natural Environment Act 2026 enacted.
- Automatic extensions apply to the expiry dates of some existing resource consents.

30 October 2026
- Transition period begins.
- Existing Resource Management Act (RMA) plans, consenting processes, and notices of requirement remain in place during the transition to the new system although some matters are excluded as per 104(1A).
- Transitional consenting amendments come into force, including:
    - New procedural principles for decision-making.
    - Reduced scope of effects that can be considered for district land-use consents.
    - New and modified permitted activity pathways.
    - Removal of the special circumstances test for public notification.
- Compliance and enforcement amendments commence, including the introduction of Adverse Publicity Orders which allow the Environment Court to order an offender to publicly publish details of their environmental or planning law breach.
- National implementation support provided to councils and practitioners.

Late 2026
- Engagement on illustrative national policy direction completed.

2027: National Direction and Early Implementation
Mid-2027
- Planning Tribunal established.

By September 2027
- First National Policy Direction issued.
- National standards for Regional Spatial Plans finalised.

Late 2027
- Initial national standards introduced, expected to include:
    - Marine farms in aquaculture settlement areas.
    - Vegetation and earthworks standards for infrastructure.
    - Freshwater management standards.
    - Minor works in waterways and temporary infrastructure activities.
    - Residential and small-to-medium scale solar installations (under 300kW).

2028: Spatial Planning and National Standards

By March 2028

- National standards relating to environmental limits finalised.

By June 2028

- National standards supporting standardised plan provisions finalised.
- Draft Regional Spatial Plans publicly notified.

2029: New Plans Developed

By March 2029

- Regional Spatial Plans decided following submissions and hearings.

By December 2029

- Councils notify proposed Natural Environment Plans and Land Use Plans.
- Minister recommends a transition date through Order in Council.
- Resource Management Act 1991 repealed on the specified transition date.

2030 and Beyond: Full New Planning System

From 2030

- Proposed Natural Environment Plans and Land Use Plans have legal effect.
- Councils must make decisions on plans within 12 months of notification.
- New consent and permit applications are processed under the Planning Act and Natural Environment Act.
- Integrated digital planning and consenting systems become operational.
- New planning framework is fully implemented across New Zealand.

8. COMMUNITY OUTCOMES SUPPORTED

This report supports communication and transparency by ensuring elected members and staff are informed of planning-related activities, strategic initiatives, and legislative changes affecting the district.



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

No	RC ID	Applicant Name	RC Description	RC Location	Status / Notes	Days
1	2009	John Drew	Variation to Consent notice, building outside of the required buildable area, retrospective consent for clearance of indigenous vegetation in the significant landscape area	1481D State Highway 1	On hold, external (RMG) Limited notified and outstanding RFI's Geotechnical report.	96
2	2053	Black Millar	Visitor Accommodation (14 Guests)	2771 State Highway 1	On hold, external (RMG) Kiwirail approval provided, currently being reviewed for completeness	6
3	2058	Ocean Ridge	Private Plan Change – Plan Change 6	Ocean Ridge	Active, external (PLANZ) Public appeal period closed 15th October 2026 with no submissions received. To be closed out in D/s	257
4	2072	Dunlea	2 Lot subdivision	190 Mt Fyffe Road	Granted – Limited notified External (RMG)	131
5	2073	Dunlea	Land use consent – undersized allotments and transport yard	190 Mt Fyffe Road	Granted – Limited notified External (RMG)	154
6	2082	Europacific Resorts Ltd	Hazard sensitive building within a flood hazard area	48-52 West End	On hold., External (RMG),	30
7	2084	The Old Commercial Development Limited	Subdivision 5 Allotments Together with LU 2086	20 Brighton Street	Active, External (PLANZ) Officer Report with MH for final approval	77
8	2086	The Old Commercial Development Limited	Land use – residential use Together with LU 2084	20 Brighton Street	Active, External (PLANZ) Officer Report with MH for final approval.	77
9	2088	Acland, George Christopher	New pole shed 2 bay garage	1481E State Highway 1	In progress, Internal Awaiting MH approval	43
10	2092 2099	Gibson, Korey Paul	Visitor accommodation for 126 Kiwa Road (4 guests) and 83 Kiwa Road (2 guests)	83 & 126 Kiwa Road	Granted, External (RMG)	19

11	2094	Kaikōura District Council	Consent is being sought under the NESCS for soil disturbance related to the final capping of the remaining uncapped area of the KDC landfill	Scarborough Street	On hold, external (RMG) Applicant updating application	4
12	2097	Paul & Jennifer Andrews	10 guests VA	74 Churchill Street	On hold, external (PLANZ) RFI - Affected Party Approval	29
13	2102	Peter Huxford	Land Use: To operate a 24/7 vending machine on the fringe of the residential zone.	238 Beach Rd	Withdrawn, external (PLANZ)	16
14	2107	Anna Taylor	4 guests VA	19 Whitby Place	On Hold, external (PLANZ) RFI - Affected Party approval	21
15	2108	Tim Elley & Tong Liu	10 guest VA	2 Austin Close	On Hold, external (RMG) RFI - Affected Party approval	1
16	2109	Anthony & Lisa Watkins	6 guest VA	13 Knowles Crescent	On Hold, external (RMG) RFI – requirement for vehicle crossing to be constructed	2
17	2117	Hamish King	10 guest VA	194 Parsons Road	On Hold, external (PLANZ) RFI - Affected Party approval. Enforcement action to be undertaken	53
18	2122	Black Cat Group Limited	Commercial Activity in a Residential Zone	22 Moa Road	On hold, external (RMG) RFI for Noise, Transport Reports	0
19	2146	Emmett Williams	Subdivision and land use consent to create an additional record of title, establish relocatable dwellings, reconstruct a rock seawall and visitor accommodation	53 Avoca Street	Active, external (RMG) KDC receiving legal advice on decision	39
20	2149	Little Oaks Preschool	Extension to the existing preschool	South Bay Parade	Active, Internal Was on RFI hold for further notification assessment, returned to KDC 20 October.	26
21	2156	K J Flanagan	VA 8 guests	9 Pukeko	Active, Internal Limited notification is being undertaken	11

22	2159	Complete Projects	Land use non compliances and VA 4 guests	1/2 Weka Road	Active, Internal With MH for final approval	20
23	2160	A Hickey	VA 2 guests	5 Clemett Court	Granted, Internal	19
24	2161	D Tee, J Tee	VA 4 guests	235 Bay Paddock	Granted, Internal	15
25	2162	Mainpower	New Oaro Substation	Birches Rd	Granted, External (Baseline)	18
26	2163	W L Mitchell	VA 4 guests	13 Maui	Granted, Internal	13
27	2168	J Petelo	VA 4 guests	8 Makura Road	Granted, Internal	7
28	2169	KE Miles	VA 8 guests	130 Torquay	On Hold, Internal RFI for missing application information	1
29	2170	KM Power and NJ Ford	VA 4 guests	29 Knowles Crescent	Granted, Internal	23
30	2171	P Dewhirst	VA 6 guests in the main house and 2 guests in the bottle house	60 Valhalla Road	On Hold, External (Baseline) RFI confirming guest occupancy	9
31	2172	D Lamb	Operate a mobile coffee business	53 Avoca Street	On Hold, External (Baseline) RFI confirming information regarding TRAN standards	10
32	2174	R Hewison	VA 6 guests	219d Beach Road	On Hold, External (Baseline) Awaiting fees	2
33	2175	M C Fryer	Change of consent conditions to lower VA occupancy levels	35 South Bay Parade	Granted, Internal	2
34	2176	Mainpower	Outline Plan	22 Mt Fyffe Road	Active, External (Baseline)	6
35	2177	J Leeder	Subdivision to convert cross lease titles to freehold titles	151 Beach Road	On Hold, External (RMG) Awaiting Fees	3
36	2178	Black Miller	VA and event hosting	2771 State Highway 1	On Hold, External (RMG) Awaiting Fees	1
37	2180	Mainpower	Upgrade works with NES-CS considerations	22 Mt Fyffe Road	On Hold, External (Baseline) Awaiting Fees	0
38	2181	Gilber Haymes	Right of Way	285f Bay Paddock Road	Active, Internal Awaiting Fees	0

Report to:	Council
Date:	28 October 2026
Subject:	Building Control Authority Update
Prepared by:	Glenn Vaughan – Building Control Manager
Input sought from:	R Laugesen & Kelsey Leatham - Building Administration Officers
Authorised by:	W Doughty – Chief Executive Officer

1. SUMMARY

This is a routine report on recent activity in the Building Control area of Council.

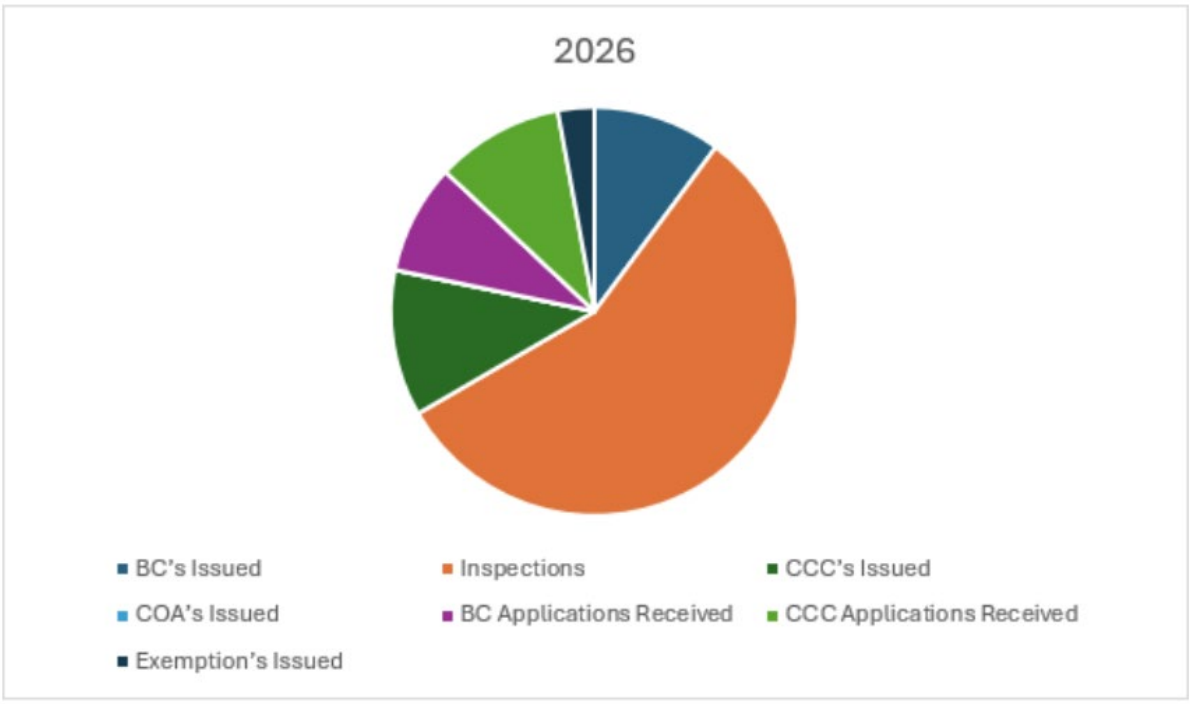
2. RECOMMENDATION

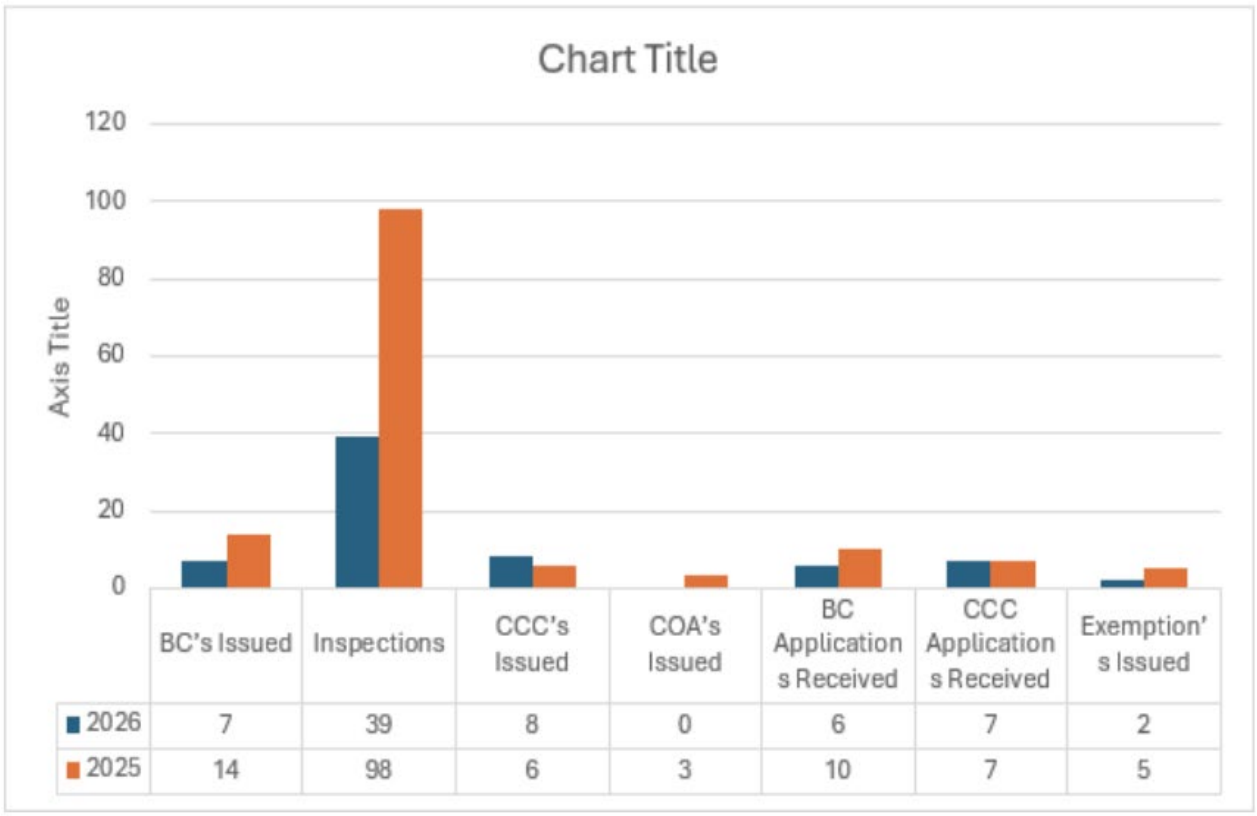
It is recommended that the Council receives this report for information.

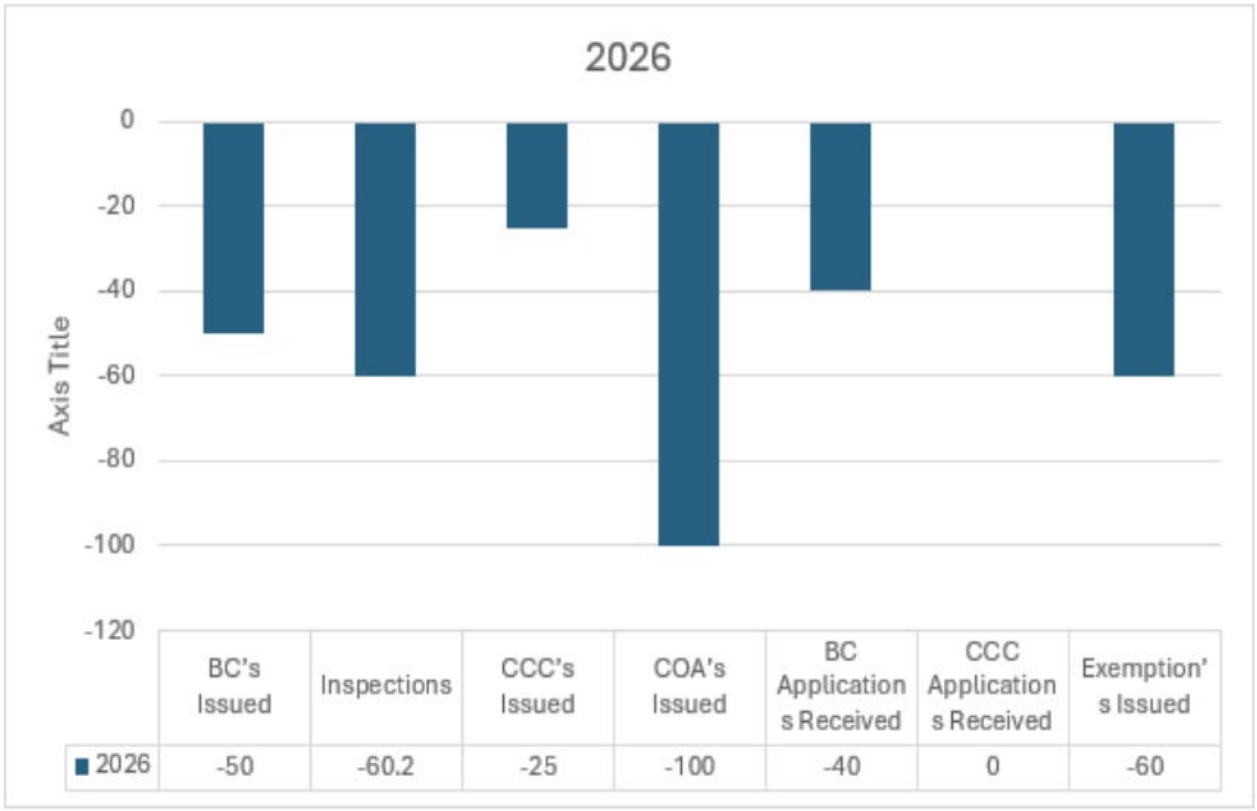
3. SUMMARY STATISTICS

BUILDING CONTROL STATISTICS FOR September 2026 vs August 2026 & September 2025

- BCs issued: 7 in Sept 2026 vs 14 in Aug 2026 – 14 in Sept 2025
- Inspections: 39 in Sept 2026 vs 77 in Aug 2026 – 98 in Sept 2025
- CCC issued: 8 in Sept 2026 vs 16 in Aug 2026 – 6 in Sept 2025
- COAs issued: 0 in Sept 2026 vs 1 in Aug 2026 – 3 in Sept 2025
- Number of BC applications received: 6 in Sept 2026 vs 10 in Aug 2026 –10 in Sept 2025
- Number of CCC applications received: 7 in Sept 2026 vs 16 in Aug 2026 – 7 in Sept 2025
- Exemptions issued: 2 in Sept 2026 vs 2 in Aug 2026 – 5 in Sept 2025.
- Inspection fail-rate percentage: 31% for Sept 2026 vs 42% for Aug 2026 – 34% in Sept 2025







4. NOTABLE EVENTS

Ongoing July 2026 Flood Recovery.

Kaikōura remained in the recovery phase following the July 2026 flooding event throughout September. The local transition period under the Civil Defence Emergency Management framework was extended, with ongoing concerns regarding land stability and landslide risks. This continued to influence building inspections, hazard assessments, and recovery-related building work.

Extension of the Local Transition Period.
On **7 September 2026**, Kaikōura District Council published a notice extending the local transition period associated with the flood recovery. This is significant for the BCA because recovery powers and building-related risk management measures often continue during such periods. Notably, the three Yellow Placards previously in place at 7 Old Beach Road have since been removed. This leaves one remaining Yellow Placard at 145 State Highway 1 and one remaining White Placard at 155 Beach Road.

Continued Strong Building Consent Performance.
MBIE performance data for 2026 indicates that the Kaikōura District Council BCA continues to perform strongly, achieving a median building consent processing time of five working days and 100% compliance with statutory processing timeframes. This places Kaikōura among the highest-performing BCAs in New Zealand.

5. Building Warrant of Fitness (BWOF) Audits

- 4 BWOF audits were completed in September. All were completed successfully.

- To meet the required three-year audit cycle (as mandated by MBIE, requiring at least one audit every three years for each commercial building with a Compliance Schedule), the Territorial Authority must complete approximately 3–5 audits per month.

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

Report to:	**Council**
Date:	28 October 2026
Subject:	IWK Quarterly Report July to September 2026
Prepared by:	Jacki Remihana - IWK General Manager
Input sought from:	Jacki Remihana - IWK General Manager
Authorised by:	Will Doughty - Chief Executive

1. SUMMARY

This report provides the Shareholder with an overview of Innovative Waste Kaikōura Limited's performance for the quarter ended 30 September 2026, including the management financial result, operational delivery, waste diversion, audit findings and the strategic issues affecting services beyond 30 June 2027.

Attachments:

i. IWK Quarterly Report for the quarter ended 30 September 2026
ii. Management Report for the three months ended 30 September 2026

2. RECOMMENDATIONS

It is recommended:

a) That Council receives the Innovative Waste Kaikōura Limited Quarterly Report for the quarter ended 30 September 2026.

b) That Council notes the management accounts record an operating surplus before tax of $114,831, which is $21,205 above budget for the quarter.

c) That Council notes the auditor raised four new medium-priority recommendations covering creditor Masterfile approvals, Statement of Intent timeliness, evidence for ACC levy approvals, and the Fraud Prevention Policy.

3. BACKGROUND

The 2026/27 Statement of Intent sets out IWK's objectives, activities, financial targets and non-financial performance measures. This report covers the first quarter of the financial year and should be read alongside the management accounts for the three months ended 30 September 2026.

The management accounts are prepared for management purposes and are unaudited. The quarterly report uses the operational information available at the date of preparation.

IWK welcomes ongoing feedback to ensure reporting continues to meet Council's expectations and information needs.

4. OVERVIEW

IWK recorded a positive first-quarter result. Total revenue was $823,708, which was $52,041 above budget, and the operating surplus before tax was $114,831, which was $21,205 above budget. Cash increased by $48,138 during the quarter to $357,260, and equity increased to $883,087.

Essential services continued across Three Waters, the Resource Recovery Centre, kerbside collections, public amenities and commercial waste activities. Staff also supported the July severe weather response, including water and wastewater issues, while Resource Recovery Centre access was adjusted for safety. In September, 21 reactive Three Waters jobs were recorded; 18 were attended within 60 minutes, 20 within 90 minutes, and all were completed on the day received. No new compliance events were identified.

Quarter 1 diversion data records 281.44 tonnes diverted, and 323.61 tonnes landfilled from a total waste stream of 605.05 tonnes. The quarterly diversion rate was 46.52%, which was 8.48 percentage points below the 55% target. September's monthly rate improved to 58.99%. The Waste Minimisation Educator commenced in July, contacted every local Kura, hosted two site tours and supported a Kaikōura High School waste audit.

The quarter health and safety report recorded four low-severity events, with no lost-time injuries, serious injuries or notifiable events. Two new Resource Recovery Centre employees completed their initial inductions and are training across the Centre.

The auditor's final report to the Board identified four new medium-priority recommendations and seven prior-year findings resolved, with no uncorrected audit misstatements. It anticipated an unmodified opinion with a material uncertainty paragraph related to going concern.

The main strategic issue remains the future delivery of services beyond 30 June 2027. Council's decision on weighbridge pricing for Polymelter services is also awaited. The KDC-run shed project for the Reuse Shop and education activities is due to start in Quarter 2.

5. COMMUNITY OUTCOMES SUPPORTED



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We value and protect our environment



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ATTACHMENTS

IWK Quarterly Report for the quarter ended 30 September 2026
Management Report for the three months ended 30 September 2026

INNOVATIVE WASTE KAIKOURA LTD

PO Box 107 - Kaikoura - New Zealand
Phone - (03) 319 7148
Email - iwk@iwk.org.nz

IWK QUARTERLY REPORT - 30 SEPTEMBER 2026

Executive Summary

Financial performance was ahead of budget in the first quarter of 2026/27. IWK recorded total revenue of $823,708 and an operating surplus before tax of $114,831 for the three months ended 30 September 2026. The operating surplus was $21,205 above budget. Cash increased by $48,138 to $357,260 and equity increased to $883,087.

Core services continued across Three Waters, the Resource Recovery Centre, kerbside collections, public amenities and commercial waste activities. Staff also supported the July severe weather response, including water supply and wastewater issues, while access to the Resource Recovery Centre was adjusted for safety. The September Three Waters report recorded 21 reactive jobs: 17 drinking water and four wastewater. Eighteen were attended within 60 minutes, 20 within 90 minutes, the average recorded response time was approximately 34 minutes, and all were completed on the day received. No new compliance events were identified.

Quarter 1 diversion data records 281.44 tonnes diverted and 323.61 tonnes landfilled from a total waste stream of 605.05 tonnes. The quarterly diversion rate was 46.52%, which was 8.48 percentage points below the 55% Statement of Intent target. September's monthly result improved to 58.99%.

The Waste Minimisation Educator commenced in July and engaged every local kura during the quarter. Two site tours were hosted, a Kaikōura High School waste audit was supported, and Enviroschools and waste minimisation professional development was completed.

The final audit report to the Board identified four new medium-priority recommendations and seven prior-year findings resolved. No uncorrected audit misstatements were identified.

Management responses cover independent review of creditor masterfile changes, earlier Statement of Intent planning, documented ACC levy approval, and an update of the Fraud Prevention Policy.

The main strategic risk remains the expiry of the Solid Waste, Public Amenities and Three Waters contracts on 30 June 2027. Work continues with KDC and Kaikōura Hurunui Water Services on future service arrangements. Council's decision on weighbridge pricing for Polymelter services is awaited, and the KDC-run shed project for the Reuse Shop and education activities is due to start in Quarter 2.

Key measure	Quarter 1 result	Comparison	Status
Total revenue	$823,708	$771,667 budget	Above budget
Operating surplus before tax	$114,831	$93,626 budget	Above budget
Cash and cash equivalents	$357,260	$309,122 at 30 June	Increased
Equity	$883,087	$768,256 at 30 June	Increased
Operating cash flow	$58,574	$(27,223) prior-year quarter	Positive
Diversion from landfill	46.52%	55% target	Below target

1 Performance Against Statement of Intent Objectives

The available information supports a positive financial assessment for Quarter 1. The non-financial measures below have been aligned to the approved 2026/27 Statement of Intent. Some measures are annual, only measures that can be reported are.

Statement of Intent objective	Quarter 1 position	Assessment
Deliver excellent services	Core contracted services were maintained, including during the July severe weather response. September Three Waters data is reported; full-quarter response and complaint measures remain to be confirmed.	In progress
Educate the community	The Waste Minimisation Educator commenced in July, engaged every local kura, hosted two site tours and supported a Kaikōura High School waste audit.	On track
Be a good employer	Four low-severity events were recorded in August and September, with no lost-time injuries, serious injuries or notifiable events. Two new RRC employees completed their initial inductions.	In progress
Be innovative	Implementation of Polymelter services is awaiting Council's decision on weighbridge pricing.	Pending
Consider expansion and diversification	The Board continued to consider commercial services and alternative service opportunities in the context of future contract certainty.	Ongoing

2 Financial Performance

The results below are from the management accounts for the three months ended 30 September 2026. They are prepared for management purposes and are unaudited.

Measure	Actual	Budget	Variance	Comment
Revenue	$723,397	$731,667	$(8,270)	1.1% below budget
Other revenue	$100,311	$40,000	$60,311	Above budget
Total revenue	$823,708	$771,667	$52,041	6.7% above budget
Operational costs	$251,656	$243,120	$8,536	3.5% above budget
Other operating expenses	$104,268	$106,414	$(2,146)	2.0% below budget
Finance costs	$2,723	$1,242	$1,481	Above budget
Depreciation	$27,849	$27,216	$633	2.3% above budget
Wages and salaries	$322,381	$300,049	$22,332	7.4% above budget
Total expenses	$708,877	$678,041	$30,836	4.5% above budget

Measure	Actual	Budget	Variance	Comment
Operating surplus before tax	$114,831	$93,626	$21,205	22.6% above budget
Net surplus after tax	$114,831	$93,626	$21,205	Management result

Financial Commentary

- Total revenue exceeded budget by $52,041. Other revenue was $60,311 above budget and more than offset the $8,270 shortfall in revenue.
- Total expenses were $30,836 above budget. This includes pre purchase of pipe for flood related remedial works yet to be invoiced.
- The operating surplus before tax was $114,831, which was $21,205 above budget and $105,381 higher than the prior-year quarter.

Financial Position and Cash Flow

At 30 September 2026, IWK held current assets of $729,061 and current liabilities of $511,926, producing net current assets of $217,135. This compares with net current assets of $86,884 at 30 June 2026. Cash and cash equivalents increased by $48,138 during the quarter to $357,260.

3 Service and Client Performance

IWK maintained its contracted services during the quarter. The July severe weather event placed additional pressure on operations. Staff supported the response to the Peketa boil-water notice, the Kincaid supply outage and issues at the Totara Lane pump station. The Resource Recovery Centre operated with limited access while conditions required. In September, drinking water work included network repairs and treatment and SCADA alarm responses, while wastewater work included pump faults and blockages at Beach Road, Esplanade and South Bay.

Performance area	Quarter 1 position	Status
Core contracted services	Services continued through the quarter. In September, 21 reactive Three Waters jobs were recorded; 18 were attended within 60 minutes, 20 within 90 minutes, and all were completed the same day.	On track
July severe weather response	Emergency support was provided and site access was adjusted to protect staff and the public.	Completed

4 Health Safety and Wellbeing

Health and safety performance remained positive during the August-September reporting period. Four events were recorded and all were classified as low severity. No lost-time injuries, serious injuries or notifiable events occurred, and no significant incident trend was identified.

Measure	August-September position	Status
Recorded events	Four low-severity events: two property damage incidents, one near miss and one discomfort report.	Recorded
Lost-time injuries	None reported.	Positive
Serious or notifiable events	None reported.	Positive
RRC induction and training	Two new employees completed their initial inductions and are training across the centre.	In progress

5 Waste Minimisation Education and Community Outcomes

Period	Landfilled tonnes	Diverted tonnes	Total tonnes	Diversion rate	Status
July 2026	107.34	73.81	181.15	40.74%	Reported
August 2026	106.90	50.33	157.23	32.01%	Reported
September 2026	109.37	157.31	266.68	58.99%	Reported
Quarter 1 total	*323.61*	*281.44*	*605.05*	*46.52%*	*Below target*

The monthly diversion rate declined from 40.74% in July to 32.01% in August, before improving to 58.99% in September. The Quarter 1 result was 46.52%, which was 8.48 percentage points below the approved 55% diversion target. The September improvement provides a stronger base for Quarter 2 activity.
The Waste Minimisation Educator commenced in July and engaged every local kura, hosted site tours for Sudima and Creation CSP, and supported a Kaikōura High School waste audit and is progressing outcomes from the Audit. Five school hui are scheduled for October and November, with Year 7 and 8 Zero Waste learning and a further site tour planned for Term 4. The KDC-run shed project for the Reuse Shop and education activities is due to start in Quarter 2.

Polymelter services remain subject to Council's decision on weighbridge pricing.

6 Governance, Audit and Internal Controls

The auditor's final report to the Board, dated 23 September 2026, identified going concern and management override as the two audit focus areas. The auditor gave an unmodified opinion with a paragraph drawing attention to the material uncertainty related to going concern. No management override issues or uncorrected audit misstatements were identified. Four new medium-priority recommendations were raised, no prior-year findings were repeated, and seven prior-year findings were resolved.

Current-year audit recommendations

Audit finding	Priority	Recommendation and management response
Creditor masterfile changes	Medium	Recommendation: document independent review and approval of all creditor masterfile changes. **Management response:** forward Xero masterfile changes to the accountants for independent review and updating.
Statement of Intent submissions	Medium	Recommendation: strengthen planning and monitoring so future SOIs meet legislative timeframes. **Management response:** start planning earlier.
ACC levy invoices	Medium	Recommendation: retain evidence of review and approval for ACC levy invoices to demonstrate consistent operation of the control. **Management response:** noted.

Fraud Prevention Policy	Medium	Recommendation: update the policy to better align with recognised good practice, Ministry of Justice guidance and AG (ISA) NZ 240. **Management response:** review and update the policy.

Other governance matters

Area	Quarter 1 position	Next step
2025/26 Annual Report and audit	The Annual Report was signed on 24 September 2026.	Continue implementing audit recommendations.
Going concern	The expiry of key contracts on 30 June 2027 remains a material uncertainty for planning.	Maintain downside planning and seek timely shareholder direction.
Cash management	The Board requested a formal Cash Management Policy and regular rolling cashflow reporting.	Present the policy and delegated authority settings to the Board.
Section 17A review	A Council workshop was held on 16 September 2026, with findings expected by the end of November.	Respond to the review outcome and align future planning.
Waste projects	Council's decision on weighbridge pricing for Polymelter services is awaited.	Respond to Council's pricing decision and coordinate

Area	Quarter 1 position	Next step
	KDC's Reuse Shop and education shed project is due to start in Quarter 2.	operational interfaces with the KDC-run shed project.

7 Strategic Environment and Outlook

The Solid Waste, Public Amenities and Three Waters contracts are due to expire on 30 June 2027. The Three Waters transition is being worked through with Kaikōura Hurunui Water Services, while the section 17A review and wider local government reform may also affect IWK's future role. These matters create uncertainty for staffing, asset planning and future revenue, making timely direction important.

Priorities for Quarter 2

- Improve diversion performance and deliver the scheduled Enviroschools hui and Kaikōura High School Zero Waste units.
- Maintain safe, reliable services and progress critical-risk readiness and staff competency.
- Implement and track the four 2025/26 audit recommendations, including approval evidence and policy updates.
- Continue section 17A and Kaikōura Hurunui Water Services transition planning, and seek direction on IWK's future role.
- Complete the Cash Management Policy and manage debtors, liquidity, wage costs and operational expenditure.
- Respond to Council's Polymelter pricing decision and coordinate the KDC-run Reuse Shop and education shed project.

8 Conclusion

IWK delivered a strong Quarter 1 financial result and maintained essential services, including during the July severe weather response. Immediate priorities are to improve diversion performance and secure clear direction on service delivery beyond 30 June 2027.

Appendix 1 Quarter 1 Performance Scorecard

Non-financial targets are from the approved 2026/27 Statement of Intent. Financial results are compared with the Quarter 1 management budget or the 30 June 2026 position, as shown.

Area	Measure	Quarter 1 target or comparison	Result	Status
Financial	Total revenue	$771,667 budget	$823,708	Above budget
Financial	Operating surplus before tax	$93,626 budget	$114,831	Above budget
Financial	Total expenses	$678,041 budget	$708,877	Over budget
Financial	Cash and cash equivalents	$309,122 at 30 June	$357,260	Increased
Financial	Operating cash flow	Prior-year quarter $(27,223)	$58,574	Positive
Diversion	Diversion from landfill	55% or higher	46.52% for July-September; 281.44 tonnes diverted from 605.05 tonnes	Below target

Service	Urgent response	98% within 2 hours for water and 1 hour for wastewater	September: 18 of 21 reactive jobs within 60 minutes; 20 within 90 minutes; average 34 minutes. Urgency classifications and full-quarter result pending	Achieved
Service	Non-urgent response	98% within 48 hours	The September report does not identify a non-urgent KPI classification; full-quarter result pending	Achieved
Service	Recycling requests and unresolved-service complaints	Fewer than 20 and fewer than 10 per year respectively	None	Achieved
Compliance	Abatement notices and infringements	Zero	No new compliance events identified in the quarter;	Achieved
Service	RRC residents survey	Continuous improvement from 73%	Annual result not yet available	Pending (annual result)
Health and safety	TRIFR LTIFR and near-miss rate	TRIFR reduction 5%; LTIFR <6; near-miss rate >=2.0	Four low-severity events in Aug-Sep; no LTI, serious or	Pending (annual result)
Area	**Measure**	**Quarter 1 target or comparison**	**Result**	**Status**
			notifiable events; rates pending	
Training	RRC staff competency	75%	Two new staff inducted and training; percentage not supplied	Ongoing (annual result)
People	Safe-work and staff-engagement surveys	Score of 4.0 or better for each	Annual	Annual
Education	Waste education officer	Engage an officer in partnership with KDC	Role commenced in July; all local kura contacted; two site tours and a school waste audit completed	Achieved

Management Report - Jul-Sept

Innovative Waste Kaikoura Limited
For the 3 months ended 30 September 2026
Prepared by WK Strawbridge Limited

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6 Statement of Movement in Equity

7 Balance Sheet

8 Statement of Cash Flows

Directory

Innovative Waste Kaikoura Limited
For the 3 months ended 30 September 2026
Date of Incorporation
30 June 2000

Company Number
1045695

Registered Office
82 Scarborough Street, Kaikoura 7300

Company Status
Registered Company

Issued Capital
100 Shares

Shareholders
Kaikoura District Council - 100 shares

Directors
D Yallop - Appointed on 28 August 2024
RM Roche - Appointed on 18 December 2025 AH Gulleford - Appointed on 18 December 2025 M Redwood - Appointed on 16 June 2026

Business Location
82 Scarborough Street, Kaikoura 7300

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

IRD Number
076-884-188

GST Status
Payments Basis, Two Monthly Returns, Coinciding with Balance Date

Chartered Accountants
WK Strawbridge
Limited Level 1, 47
Bridge Street
Nelson

Auditor
Audit New Zealand on behalf of Auditor-General

Barrister and Solicitors
Gascoigne Wicks 79 High Street, PO Box 2, Blenheim 7240

Bankers
Bank of New Zealand
Kaikoura

Statement of Profit or Loss

Innovative Waste Kaikoura Limited
For the 3 months ended 30 September 2026

	YTD	YTD BUDGET	VARIANCE	LYTD
Revenue				
Revenue	723,397	731,667	(8,270) ↓	638,124
Other Revenue	100,311	40,000	60,311 ↑	465
Total Revenue	823,708	771,667	52,041	638,589
Expenses				
Operational Costs	251,656	243,120	8,536 ↑	191,584
Other Operating Expenses	104,268	106,414	(2,146) ↓	119,767
Finance Costs	2,723	1,242	1,481 ↑	2,997
Depreciation	27,849	27,216	633 ↑	25,185
Wages & Salaries	322,381	300,049	22,332 ↑	289,605
Total Expenses	708,877	678,041	30,836	629,139
Operating surplus/ (deficit) before tax	114,831	93,626	21,205	9,450
Net surplus/ (deficit) after tax	114,831	93,626	21,205	9,450

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

Statement of Movement in Equity

Innovative Waste Kaikoura Limited

For the 3 months ended 30 September 2026

	JUL-SEPT 2026	JUL-SEPT 2025
Equity		
Opening Balance	768,256	699,656
Increases		
Profit for the Period	114,831	9,450
Total Increases	114,831	9,450
Total Equity	883,087	709,107

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

Balance Sheet

Innovative Waste Kaikoura Limited As at 30 September 2026

Assets

	30 SEPT 2026	30 JUN 2026	30 JUN 2025
Current Assets			
Cash & Cash Equivalents	357,260	309,122	361,613
Debtors	280,950	244,977	77,840
Prepayments	40,999	52,637	24,344
Stock on Hand	49,360	32,166	38,380
Work in Progress	493	13,742	-
Total Current Assets	729,061	652,645	502,177
Non-Current Assets			
Property, Plant & Equipment	750,339	765,210	796,030
Total Non-Current Assets	750,339	765,210	796,030
Total Assets	1,479,400	1,417,855	1,298,207

Liabilities

Current Liabilities			
Trade and Other Payables	199,358	198,747	307,351
Employee Benefit Liabilities	101,769	128,862	102,905
GST	25,766	33,063	23,259
Deferred Tax	34,708	34,708	505
Current Portion of Loans	58,301	78,357	57,831
Receipts in advance	92,024	92,024	-
Total Current Liabilities	511,926	565,761	491,851
Non-Current Liabilities			
Term Loans	84,386	83,837	106,699
Total Non-Current Liabilities	84,386	83,837	106,699
Total Liabilities	596,312	649,598	598,550
Net Assets	883,087	768,256	699,656

Equity

Share Capital	100	100	100
Retained Earnings	882,987	768,156	699,556
Total Equity	883,087	768,256	699,656

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

Statement of Cash Flows

Innovative Waste Kaikoura Limited
For the 3 months ended 30 September 2026

Cash Flows from Operating Activities

	JUL-SEPT 2026	JUL-SEPT 2025
Cash was provided from		
Receipts from Customers	876,628	682,329
Grants Received	23,000	-
Interest received	311	457
Total Cash was provided from	899,939	682,785
Cash was applied to		
Payments to suppliers and employees	(769,704)	(637,275)
Interest paid	(346)	(1,990)
Net GST	(71,315)	(70,744)
Total Cash was applied to	(841,365)	(710,008)
Total Cash Flows from Operating Activities	58,574	(27,223)
Cash Flows from Investing Activities		
Cash was provided from		
Other cash items from investing activities	(17,193)	-
Total Cash was provided from	(17,193)	-
Cash was applied to		
Payments to acquire property, plant and equipment	(22,177)	(141,153)
Total Cash was applied to	(22,177)	(141,153)
Total Cash Flows from Investing Activities	(39,370)	(141,153)
Cash Flows from Financing Activities		
Cash was provided from		
Proceeds from loans borrowed from other parties	59,332	8,773
Total Cash was provided from	59,332	8,773
Cash was applied to		
Repayments of loans borrowed from other parties	(30,397)	(26,329)
Total Cash was applied to	(30,397)	(26,329)
Total Cash Flows from Financing Activities	28,934	(17,556)
Net Cash Flows	48,138	(185,931)
Cash Balances		
Cash and cash equivalents at beginning of period	309,122	361,613
Cash and cash equivalents at end of period	357,260	175,682
Net change in cash for period	48,138	(185,931)

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

Report to:	**Council**	
Date:	28 October 2026	
Subject:	Destination Kaikōura Quarterly Report	
Prepared by:	L Bond – Destination Manager	
Input sought from:		
Authorised by:	W Doughty – Chief Executive Officer	

1. RECOMMENDATION

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

2. MAY 2026

KAIKŌURA DARK SKIES (KIDS)

Attend planning workshops and meetings where I am the chairperson.
Planning for the 2nd Anniversary of Kaikōura being an International Dark Sky Sanctuary

MOANA MARK

Attended the bi-monthly Moana Mark meeting.

WHALE TRAIL

To keep up with what is happening with the Whales Trail visit https://www.thewhaletrail.nz/news

The 3 creek bridges for Kaikōura are now funded, built and in Kaikōura. Work is underway with the bridges and tracks work on the Hapuku to Kaikōura section of the trail.



HOSTED KYLE FROM BAREKIWI

Kyle is one of New Zealand Go Pro Ambassadors. DK partnered with him on a tutorial video on how to capture astro on the latest Go Pro. This wen on the Go Pro International Page as well as shared many times over throughout the astro world. It was a privilege for Go Pro to recognise Kaikōura's night sky as worthy of this video.

Watch the full tutorial here: **https://youtu.be/ie_Klq5dmO0?si=ysdWcNkzX6b34zD-**

CENTRAL SOUTH ISLAND REGIONAL BOOST FUND #2 RESULTS

Discover Different was the campaign name.
Central South Wrap-up Report
January – April 2026

The campaign successfully converted awareness into measurable visitation outcomes, delivering strong results across flight stimulation, travel distribution partnerships and audience growth activity.

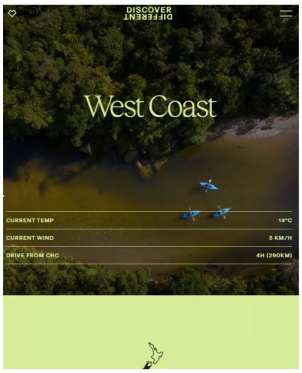
Snapshot of results

Flight Stimulation	1,817 passengers delivered
Flight Centre	2,916 Australian travellers
Tripadvisor	Generated 4,908 bookings
Website	61,966 sessions + 2,423 Webjet referrals
Audience Growth	8,570 new database contacts

Campaign Website

The Central South website was updated with learnings from our winter campaign to ensure all regions were highlighted and experiences were included in a curated way, highlighting around 10 must-do activities in each region.

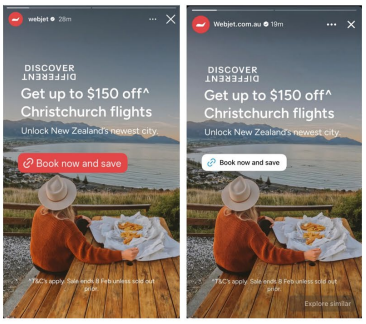


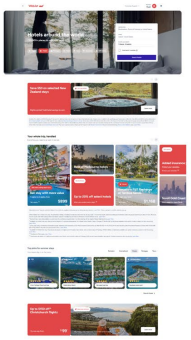


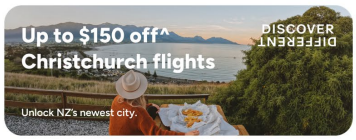


Webjet Flight Simulation

Here is a few Kaikōura adverts that Webjet ran







27 January – 8 February 2026

- Supported the Discover Different campaign, incorporating major events to align with the Events Boost Fund criteria.
- Campaign delivered through 3 eDMs, paid and organic Meta advertising, and Webjet homepage banners.
- Targeted travellers in New South Wales, Victoria and Queensland.
- Total investment: $175,000 (majority funded through ChristchurchNZ's Autumn Events Boost Fund).
- Generated 16,450 campaign webpage visits, with an average engagement time of 1.06 minutes.

Results

- 1,171 passengers were generated (exceeding the target of 1,167).
- Average length of stay: 8.5 nights.

Flight Centre
Over the month of February, Flight Centre ran the trade element of our campaign, adding a total of 4 itineraries that they would push in-market driving regional dispersal for Central South. (video below)

Between 29 January and 1 March 2026, Flight Centre generated **1,375 bookings** and **2,916 travellers** from Australia into the Central South Island, with an average trip length of **7.2 days**.

The campaign ran alongside a national Tourism New Zealand sale through Flight Centre, with ChristchurchNZ's investment increasing the Central South region's visibility and prominence within the campaign.

Overall, bookings increased **5.0%**, room nights **11.6%**, and travellers **9.3%** compared with the same period last year.

Overall, the Central South region accounted for **24.5%** of all Flight Centre Australian bookings to New Zealand.

Not Another Production Shoot
Not Another captured content in 4 out of 6 regions to present a united destination across our website and advertising.






Tripadvisor
Tripadvisor launched a destination campaign in early March highlighting the six regions and a Viator discount of 15% up until the end of June. Here are some screenshots from the campaign webpage.

Tripadvisor successfully connected with high-intent travellers, driving strong engagement and exceeding hotel and experience booking targets while showcasing Christchurch and the wider Central South Island.

- Reached high-intent New Zealand travellers through Tripadvisor's travel planning ecosystem.
- Delivered 2M+ paid social impressions, generating 19.5K clicks and 188K+ engagements on social video content.
- Drove strong intent with 27K+ clicks from Tripadvisor display advertising and 13.6K paid search clicks (9.51% CTR) to the campaign hub.
- Campaign content generated 36,303 page views, with Christchurch and the West Coast attracting the highest visitor interest.
- Exceeded booking targets, delivering 400 hotel bookings (107% of target) and 4,508 experience bookings (103% of target), while achieving 31,374 restaurant page views (90% of target).

TOURISM EXPORT COUNCIL CONFERENCE
I attended the Tourism Export Council of New Zealand Annual Conference, providing a valuable opportunity to connect with tourism leaders from across the country, share knowledge and gain insight into the trends and emerging issues shaping New Zealand’s visitor economy.

A particularly strong theme throughout the conference was the rapidly growing influence of Artificial Intelligence (AI) and the need for tourism organisations and businesses to understand and embrace this technology. AI is increasingly influencing how visitors research, plan and book travel, as well as how destinations communicate with potential visitors and operate more efficiently.

The conference reinforced the importance of Destination Kaikōura continuing to build its understanding and capability in this area, ensuring the organisation remains responsive to changing visitor behaviour and can identify opportunities to use emerging technology effectively.

Participation in national industry forums such as this also ensures Kaikōura remains connected to wider tourism conversations, emerging trends and best practice, while providing opportunities to learn from and collaborate with others across the sector.

ORGANISING TODAY SHOW AUSTRALIA FILMING

The TODAY Show is one of the top breakfast television programs in Australia. Airing across the Nine Network, the TODAY Show is live Monday to Friday from 6am - 9am. The program predominantly presents news, sport, weather, entertainment and current affairs with a focus on the first news of the day. Deliverables: 7 x live crosses on the 13th August into the home of Aussie viewers.

Filming took place from Fyffe House with the following operators featuring:

- Kaikōura Stargazing – picnic under the stars
- Seal Kayak Kaikōura
- Kaikōura Seafood BBQ
- Whale Watch Kaikōura

Key results as follows:

- **Reach:** 31 million
- **EAV:** $500 k NZD



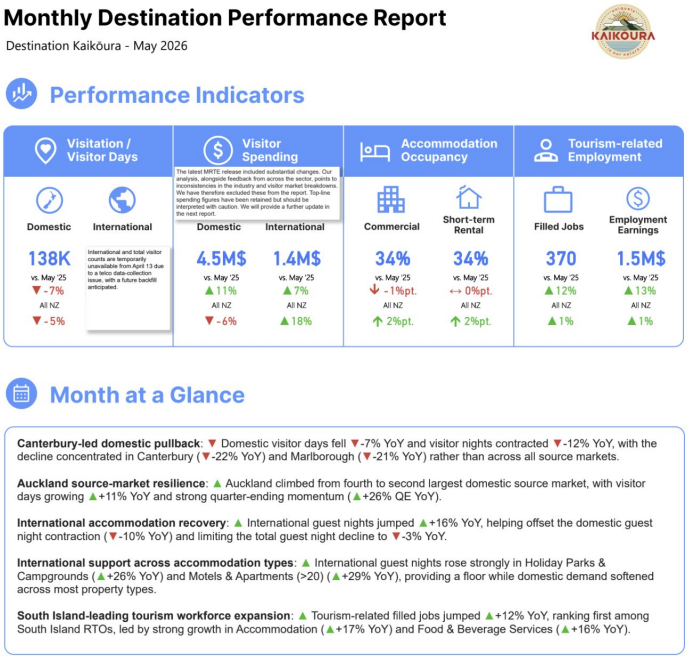
VISITOR & WILDLIFE INTERACTIONS DISCUSSIONS UPDATE

DOC, TECNZ. TNZ, TIA, RTNZ and Destination Kaikōura have had two online sessions now talking through what best practises are for the upcoming summer and wildlife interactions in just ion Kaikōura but around the nation. These have been productive conversations with TNZ and DOC being very proactive in putting together collateral, messaging for social media and create education pieces for trade etc…

Here is an example of one document that has been put together both in English and in Mandarin: Dcoument

KAIKŌURA EARTHQUAKE 10 YEAR ANNIVERSARY PLANNING
Kaikōura 10yrs on – Resilient by Nature Event
We have a working group that meets regularly for planning for this event.

DATA HUB WITH Vistr
Visit our dedicated Visitor Data page on the Destination Kaikōura website: https://www.kaikoura.co.nz/kaikoura-industry-support/visitor-data/



TOPS OF THE SOUTH TOURING ROUTE (TOTS)
Development and planning (on going with monthly meetings)

TE KOROWAI & KITI BOARD MEETING
Attend the monthly meetings.

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

SEPTEMBER 2026

KAIKŌURA DARK SKIES (KIDS)
2ND ANNIVERSARY
We had the 2nd Anniversary of Kaikōura being a Dark Sky Sanctuary on the 12 September with a night under the stars for whoever would like to join on the lawn of Fyffe House. It was a fantastic evening under the milky way. There has been lots achieved over the last two years with our small Dark Sky Trust.

Have a read: https://www.kaikoura.co.nz/stories/celebrating-two-years-as-an-international-dark-sky-sanctuary/



DARK SKY CALENDAR 2027

We have launched the 2027 Kaikōura Dark Sky Calendar which is a celebration of the incredible night skies we are so fortunate to enjoy here in Kaikōura.

The calendar features 12 images captured at different locations around the Kaikōura district, showcasing our stars, landscapes and the beauty of our internationally recognised dark skies.

And it's a fundraiser too. Every calendar sold helps the Kaikōura Dark Sky Trust continue its work to protect the Kaikōura International Dark Sky Sanctuary, reduce light pollution and preserve our night skies for future generations.

Calendars are $28 each and make a fantastic local gift for friends, family, staff or clients. Or for yourself of course!

Order online here: **https://kaikouradarksky.nz/2027-calendar-fundraising-to.../**



REGIONAL BOOST FUND #3 UPDATE

Kaikōura has been included in four of the six collaborative campaigns supported through the Government's $5 million Regional Tourism Boost Fund. These include a North American national campaign led by Tātaki Auckland Unlimited; the Australian-focused Top of the South campaign led by Visit Hurunui; a China market campaign led by ChristchurchNZ; and Food Trails Aotearoa, targeting Australian and US travellers.

While the funding is not a direct allocation to Destination Kaikōura or individual operators, our participation will provide valuable international exposure and access to marketing activity that would be difficult for a destination of our size to achieve independently. Destination Kaikōura will work closely with the lead regional tourism organisations to provide content and itineraries, identify suitable experiences and connect local operators with opportunities as each campaign develops.

Being represented in four of the six campaigns is an outstanding result for Kaikōura. It reflects the strength of our regional partnerships and provides an important opportunity to grow Kaikōura's international profile, support local operators and generate wider benefits for our visitor economy.

You can read the full Government announcement here.

There is now a lot of work going on in the background to make sure that Kaikōura features strongly in all the campaigns.

RTNZ WINTER 2 DAY HUI IN WELLINGTON

Day 1 = RTNZ Tourism Policy Discussion at Parliament

I attended Regional Tourism New Zealand's Tourism Policy Discussion at Parliament's Grand Hall on 1 September. This was the first time in many years that RTNZ had convened its membership at Parliament and provided an important opportunity for regional tourism organisations to engage directly with tourism spokespeople from the major political parties.

The panel included Tourism and Hospitality Minister Hon Louise Upston, alongside representatives from Labour, New Zealand First, ACT and the Green Party. Discussion focused on implementing the Tourism Policy Statement, environmental resilience, local government reform, sustainable tourism funding at a local level and the development of a national destination management plan.

The event reinforced the importance of regional tourism organisations and local visitor economies within national policy discussions. The topics were particularly relevant to Destination Kaikōura as we advocate for sustainable long-term funding, retain a strong destination identity through potential local government reform, and ensure smaller regions are recognised within future national tourism planning.

CENTRAL SOUTH ISLAND SHOWCASE – SEP 2026

The 2026 Central South Island Showcase was held at the Crowne Plaza Auckland on 15 September, bringing together tourism operators from the West Coast, Hurunui, Kaikōura, Christchurch, Mackenzie and Timaru regions with members of New Zealand's inbound travel trade. The event attracted 166 registrations, with 122 people attending on the day.

Sponsored by Christchurch Airport, the free-flow showcase provided operators with valuable face-to-face opportunities to strengthen existing trade relationships, develop new connections and present their products for inclusion in international visitor itineraries. It also reinforced the Central South Island as a connected visitor journey, encouraging international visitors to travel further and stay longer across the wider region.

Destination Kaikōura participated alongside our regional partners, supporting greater awareness of Kaikōura's experiences within international markets. The event was once again exceptionally well organised and managed by Geraldine Morisse.



CHINA READY WORKSHOP WITH TAYLOR TIAN

Taylor Tian ran a China Ready Workshop for operators who are wanting to know more about how to best prepare & work with the China market. There we 14pax attend this workshop, all found this very helpful and had lots of great questions.

The session provided operators with a practical refresher covering:

- Current China market update and visitor trends
- Key Chinese cultural norms and visitor expectations
- Important travel periods, including Chinese New Year
- Practical tips for welcoming and communicating with Chinese visitors
- Questions and discussion

VISITOR & WILDLIFE INTERACTIONS DISCUSSIONS UPDATE

Good progress has been made, with $12,000 confirmed for new wildlife-interaction signage in Kaikōura. The signage will be located primarily around the Seal Colony and will clearly demonstrate what respectful and responsible interactions with wildlife should look like.

The project is now in the design phase, with the aim of having the signage installed by early November. Reaching this point has involved significant collaboration through numerous Teams meetings with several working groups. I am proud that Kaikōura has had a strong voice at the table and that our advocacy has resulted in a positive and tangible outcome for our community, visitors and wildlife.

Below are several examples of locations where I suggested the signage could have the greatest impact, along with early concepts of how it might look. These preliminary mock-ups only are currently being developed into formal designs, which will also feature the DOC and Tiaki Promise logos.






HOSTED A DELEGATION FROM SHANGHAI

Spent the afternoon with a delegation of 17pax from the Shanghai Municipal Ocean Bureau wanting to learn about how destination management process, how we became a dark sky sanctuary and also our EQ recovery. Was a great afternoon with them.



KAIKOURA PRIMARY SCHOOL

I have been working with the Year 6 students at Kaikōura Primary School on their 7 Wonders of Kaikōura Project. They have identified 7 reasons Kaikōura is so special, created posters for each

wonder, created a play (which is fantastic) and also a song about the wonders to the tune of Country Roads, Take Me Home. I had the privilege of also attending their assembly where they presented all of this to their peers, plus parents in attendance. So proud of the amazing work they have done.



DATA HUB

A reminder that we upload monthly visitor data in the Kaikōura Industry Hub on the Destination Kaikōura website. Data is for two months previous.

Monthly Destination Performance Report

Destination Kaikōura - July 2026

KAIKOURA

Performance Indicators

Visitation / Visitor Days		Visitor Spending		Accommodation Occupancy		Tourism-related Employment	
Domestic	International	Domestic	International	Commercial	Short-term Rental	Filled Jobs	Employment Earnings
111K	10K	2.8M$	828K$	23%	32%	360	1.8M$
vs. Jul '25 ▼-20%	vs. Jul '25 ▼-11%	vs. Jul '25 ▼-28%	vs. Jul '25 ▼-35%	vs. Jul '25 ↓ -7%pt.	vs. Jul '25 ↓ -4%pt.	vs. Jul '25 ▲9%	vs. Jul '25 ▲18%
All NZ ▲6%	All NZ ▲14%	All NZ ▼-1%	All NZ ▲3%	All NZ ↑ 2%pt.	All NZ ↑ 5%pt.	All NZ ▲1%	All NZ ▲1%

Month at a Glance

Kaikōura: Total visitor days* ▼-19% YoY, one of the largest contractions in the South Island.

Visitor spending: Total visitor spending (as reported by the MRTEs) contracted ▼-29% YoY, with every product category declining.

Commercial accommodation: Guest nights contracted ▼-27% YoY and occupancy eased to 23% (▼-7%pt. YoY), with available capacity essentially unchanged (▼-1% YoY).

Tourism-related employment: Filled jobs jumped ▲+9% YoY, one of the strongest rates of growth in the South Island.

International source markets: Rest of Asia leaped to the largest international visitation market (▲+79% YoY, 26% share) as Australia contracted ▼-42% YoY to third.

TOPS OF THE SOUTH TOURING ROUTE (TOTS)

Development and planning (on going with monthly meetings)

TE KOROWAI & KITI BOARD MEETING

Attend the monthly meetings.

OPERATOR NEWSLETTER

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

OCTOBER 2026

KAIKŌURA DARK SKIES (KIDS)

Attend planning workshops and meetings where I am the chairperson.

REGIONAL BOOST FUND ROUND 3 UPDATE
Kaikōura will feature in four of the six campaigns supported by the Government's $5 million Regional Tourism Boost Fund. The funding goes to collaborative campaigns led by regional tourism organisations; it is not a direct allocation to Destination Kaikōura or individual operators.

The four campaigns are:

- **North America:** Positioning Kaikōura within wider New Zealand itineraries for visitors from the USA and Canada.
- **Top of the South:** Showcasing food, beverage and outdoor experiences to Australian travellers.
- **Christchurch and South Island:** Encouraging visitors from China arriving through Christchurch to explore further afield.
- **Food Trails Aotearoa:** Developing regional food trails for Australian and US travellers, with an opportunity to share Kaikōura's food story.

Being part of four campaigns gives Kaikōura valuable international exposure through our regional partnerships. Read the full Government announcement.

CONGRATULATION ARE IN ORDER FOR HAPUKU KITCHEN & ECOZIP ADVENTURES
A big congratulations to two Kaikōura businesses named as finalists in this year's New Zealand Tourism Awards! EcoZip Adventures is a finalist for the ServiceIQ Tourism Excellence Award – Small-Medium Business, and Hapuku Kitchen is a finalist for the Tourism Industry New Zealand Trust Tourism Excellence Award – Micro Business.

The awards recognise excellence across New Zealand's tourism industry, and it's wonderful to see both businesses acknowledged among their peers. We'll be cheering them on when the winners are announced on Wednesday 4 November at Te Pae Christchurch Convention Centre!



AND CONGRATULATIONS ARE IN ORDER FOR HAPUKU LODGE & TREEHOUSES
Hapuku Lodge & Treehouses recently received a One MICHELIN Key. A huge accolade.
Described as "splendidly located, stunningly designed, small, and personable" the following review captures what makes Hapuku distinctive, from their contemporary Tree Houses and considered architecture to their connection with the landscape, exceptional comfort, and locally sourced cuisine. "It's enough to make you wonder why anyone stays anywhere else."

They're honoured to be recognised by the MICHELIN Guide and are grateful to everyone who has helped shape Hapuku into the place it is today. Read the full review via the MICHELIN Guide:
https://guide.michelin.com/.../hapuku-lodge-tree-houses..

HOSTED KARL BURROWS FROM TOURISM NEW ZEALAND

Karl is the General Manager – Pou Ārahi Māori, during his visit to Kaikōura we visited various areas of cultural significance, introducing him to Māori tourism operators in the region.

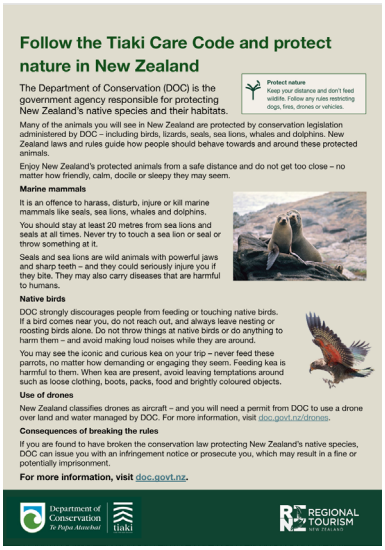
PROFESSIONAL DEVELOPMENT

Over the last couple of months, I have been taking part in two online classes.

1. AI Essentials, this is a 6-part series covering:
    a. **Foundations** - Understand the fundamentals of AI and how it's being used across the tourism sector.
    b. **Applied AI** - Explore practical tourism case studies and learn how operators are already using AI to improve productivity, marketing and customer experience.
    c. **Building with AI** - Create your own AI-powered tools, workflows and solutions to support your business.
2. DS Community of Practice
    a. **Programme Overview** -This programme is tailored for development managers and other appropriate staff within New Zealand's Regional Tourism Organisations (RTOs) who already have a solid grounding in destination stewardship. The focus is on deepening their practice, expanding their strategic capabilities, and building a robust community of practice.

VISITOR & WILDLIFE INTERACTIONS DISCUSSIONS UPDATE

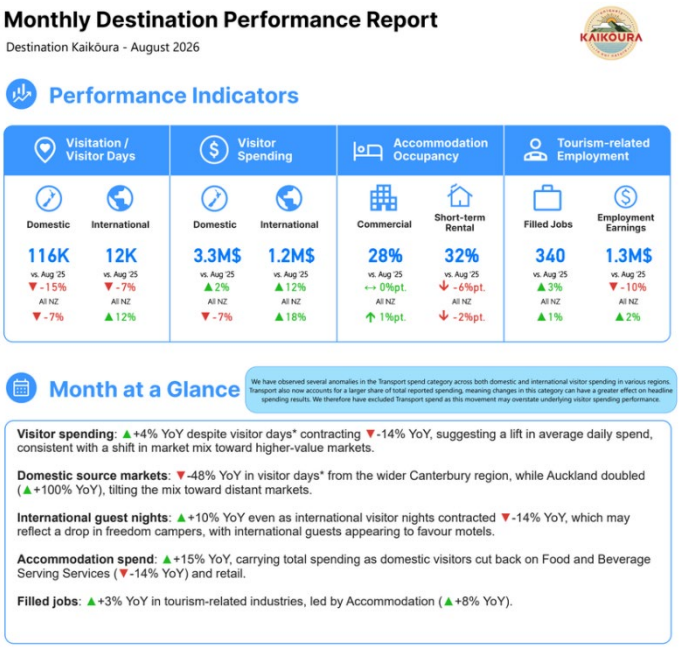
On top of the signage that is being created, DOC alongside TNZ & RTNZ have been working on new messaging to go out to trade partners, accommodation providers, information centres, tour bus companies etc… This messaging is now finalised and being distributed.





DATA HUB

A reminder that we upload monthly visitor data in the Kaikōura Industry Hub on the Destination Kaikōura website. Data is for two months previous.



TOPS OF THE SOUTH TOURING ROUTE (TOTS)
Development and planning (on going with monthly meetings)

TE KOROWAI & KITI BOARD MEETING
Attend the monthly meetings.

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

COMING UP

- 10Yr EQ Anniversary Event
- Tourism New Zealand India Famil
- Tourism New Zealand Expedia Campaign Filming
- Operator Breakfast
- Regional Boost Fund #3 Famils, Media Hosting and Campaign Preparation
- Preparation for Cruise Season
- Trade & Consumer Summer Newsletter

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

PLEASE NOTE

APT – Alpine Pacific Touring Route – 3 regions working together. Christchurch + Hurunui + Kaikōura

TOTS – Top of the South – 5 regions working together. Kaikōura + Hurunui + West Coast + Nelson Tasman + Marlborough

TNZ – Tourism New Zealand

RTNZ – Regional Tourism New Zealand

RTO – Regional Tourism Organisation

Report to:	Council Meeting
Date:	28 October 2026
Subject:	Discretionary Grants Fund – Progress Reports
Prepared by:	B Makin – Governance, People & Capability Lead C Morris-Oswald – Administration Support
Input sought from:	
Authorised by:	W Doughty – Chief Executive Officer

1. EXECUTIVE SUMMARY

This report presents progress reports from organisations that received funding through the Discretionary Grants Fund for the 2026/2027 financial year.

Completion Reports Attached:

1. Kaikōura Wildlife Centre Trust

Quarterly Progress Reports Attached:

2. Te Ha O Mātauranga
3. Kaikōura A&P Association
4. Kaikōura Bowling Club Inc
5. Kaikōura Historical Society Inc
6. The Kaikōura Croquet Club
7. Kekerengu Community Centre Inc
8. Kaikōura Red Cross

The following groups have advised that the funding remains unspent and will submit a report in the next reporting round.

9. Takahanga Bowling Club Inc
10. The Kaikōura Community Theatre
11. Takahanga Sport & Recreational Hub

2. RECOMMENDATION

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

3. BACKGROUND

The 2026/2027 financial year marks the fifth year of the discretionary grants process. Applications ran from 2nd March to 7th April 2026, with decisions being made at the 29th April Council meeting. Successful applicants could receive funding after 1 July 2026.

A total of fifteen applications were received, twelve were successful for funding through the discretionary grants process. The $100,000 fund was allocated across sport, environmental initiatives, arts and culture, and community wellbeing projects.

No update has been received from Te Haumui O Mangamaunu Manatopu Inc Society.

4. 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

Report to:	**Council**	
Date:	28 October 2026	
Subject:	Discretionary Grants Fund - Completion Report Kaikōura Wildlife Centre Trust - Project Well Bird	
Prepared by:	Sabrina Luecht - Trust Manager	
Authorised by:	Will Doughty - Chief Executive Officer	

1. EXECUTIVE SUMMARY

The purpose of this report is to provide a completion overview following **$4,955.00 grant** approval to assist with purchase of additional emergency veterinary care ICU units (Vetario T50 and T30 intensive care units) as part of the Trust's capacity building and vision to progress **Stage 1** of **Project Well Bird - Kaikōura Wildlife Hospital**. The Trust is grateful for Council support and acknowledges Council contribution in project updates and via social media.

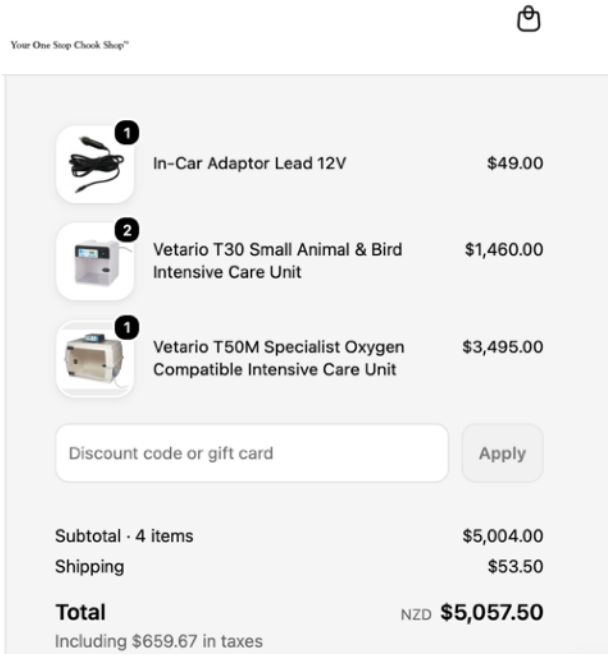
2. COMPLETION OVERVIEW

Discretionary Grant funding is kindly assisting with acquisition of additional **Vetario T50 and T30 intensive care units**, vital emergency equipment to stabilize critically ill avian patients (e.g. seabirds in renal failure and respiratory distress) and house neonatal chicks for transfer (e.g. penguins), as part of Trust capacity building towards wildlife hospital services in the district, in a region where resources lack regarding high biodiversity correlating to high wildlife patient care.

The Trust's current focus is on attaining relevant resources and equipment to enable progressing towards wildlife care, to achieve a biodiversity hub on behalf of the community and environment. Current priorities are to obtain funding for additional wildlife portacom units and progressing a site. hKps://www.kaikourawildlifecentre.org/our-project







Vetario Purchases - Bank Transfer Payment

Kaikoura Wildlife Centre Trust
to Sales

Kia ora Chook Manor,

Are you please able to provide banking details to facilitate payment via bank transfer for the following (see below and attached)? As a charity, the Trust's debit card has a loading limit regarding online purchases:

1x Vetario T50M Specialist Oxygen Compatible Intensive Care Unit - $3,495.00

2x Vetario T30 Small Animal & Bird Intensive Care Unit - $1,460.00

1x In-Car Adaptor Lead 12V - $49.00

Shipping: $53.50

Total: $5,057.50

Ngā mihi
Sabrina Luecht
Trust Manager (Voluntary)
Ph: 027 417 5518
Kaikōura Wildlife Centre Trust

3. COMMUNITY OUTCOMES SUPPORTED

Community Service - Animal Welfare
Development - Capacity building to increase resources and services in the district
Environment - Conservation Service (Biodiversity and Biosecurity)
Future - Partnerships enabling a regional community asset and biodiversity hub for future genera3ons.

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Future
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Report to:	**Council**	
Date:	28 October 2026	
Subject:	Progress Report Te Hā o Mātauranga	
Prepared by:	Vicki Gulleford	
Input sought from:		
Authorised by:	W Doughty – Chief Executive Officer	

1. EXECUTIVE SUMMARY

The purpose of this report is to provide an update on the progress following the funding to help towards rent costs for 14 Ludstone Road, Kaikōura.

2. PROGRESS OVERVIEW

We have used $5,600 of the grant so far, for rent costs for our Community Hub at 14 Ludstone Road. By having this space available for our community services, we continue to meet the varied needs of the Kaikōura community. The hub is the meeting point and the service delivery point, for a variety of programmes including:

Driving school (learner theory, practical driving lessons in Kaikōura and Blenheim, volunteer mentor)
Youth Services (coaching and support for young people in receipt of a benefit or NEETs aged 16/17)
Positive Youth Development programme (fun activities for young people including campfire cooking, rafting, afterschool groups etc)

Alternative learning support (helping young people who have disengaged from school to learn)
Attendance Services (supporting young people and their whanau to re-engage with learning and attend school more frequently)

Youth Council (coordinating/facilitating)

Mayors Taskforce for Jobs (helping youth find long term employment)

Community Shed (Making space – volunteer led)

Community Garden (Growing space – volunteer led)

Kapai Puku (Sharing space – volunteer donations)

Repair Café (Repairing project – volunteer led)

3. FOCUS OVER THE NEXT 3 MONTHS

We continue to provide these activities year round.

4. COMMUNITY OUTCOMES SUPPORTED



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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**	
Date:	28 October 2026	
Subject:	Kaikōura A&P Association Progress Report	
Prepared by:	Toni Batey	
Input sought from:	Laura Koopmans	
Authorised by:	W Doughty – Chief Executive Officer	

1. EXECUTIVE SUMMARY

The purpose of this report is to provide an update on Funding issued to the Kaikōura A&P association in support our annual A&P show held on Saturday 27th February 2027.

2. OVERVIEW

The past few months have been getting quotes and planning for 2027. We had a great review meeting in March discussing how successful the show had been and what didn't work. As it was following our show, March was mainly about paying bills and getting our books ready for our audit. We then set about gaining quotes for next year with a meeting held discussing our vision for 2027. September saw our planning meeting and we've a great show with some additions for 2027. Last show we had a speed shear, next year we plan to bring a Tug of War. It's been asked for in the past and so we're bringing it to Feb 27th 2027.

We are currently fixing some things at our storage shed at the racecourse, with new pin boards for the Photography area, replacing some boards for the Schools display and a broken panel to a wall. We have purchased some trestle tables and chairs, hiring them was proving costly and this will help considering we need at least 50 for the show.

3. FOCUS OVER THE NEXT 3 MONTHS

We are contacting judges, convenors and sponsors over the next few months. Our team have all been given tasks to get ready for the show, with new signage and a plan for better access to the pavilion for drop off entries. It's all go and with 5 months to go (with Xmas in between) it'll keep us on our toes.

4. COMMUNITY OUTCOMES SUPPORTED

- We are using only Kaikōura businesses ie Rubbish, Catering etc gaining Quotes for 2027.
- Communication, we've already started putting out Media via FB and are about to send out info to the schools on changes to the entry classes.
- Development: We have purchased items from ITM and have a local electrician replacing our switchboard in the shed.
- Environment: We value and protect our environment – with upkeep of the current yards and buildings.
- Future We work with our community and our partners to create a better Show for future generations.

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 cannot thank you enough.

5. COMMUNITY OUTCOMES SUPPORTED



Community
We communicate, engage and inform our community



Environment
We value and protect our environment



Development
We promote and support the development of our economy



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

Report to:	**Council**	
Date:	28 October 2026	
Subject:	Progress Report - Kaikōura Bowling Club INC	
Prepared by:	Bev Hurst	
Input sought from:		
Authorised by:	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 Help with Annual Insurance Premium.

2. PROGRESS OVERVIEW

We have received the Tax Invoice for the annual premium which is due for payment at the end of October.

3. FOCUS OVER THE NEXT 3 MONTHS

Once the payment has been made to Howden Commercial and Affinity Ltd, I will forward the Bank Statements and Tax Invoices/Statement to complete the final accountability report.

4. COMMUNITY OUTCOMES SUPPORTED



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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**	
Date:	28 October 2026	
Subject:	Progress Report – Kaikōura Museum	
Prepared by:	Stephanie Lange	
Input sought from:		
Authorised by:	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 operational costs and enabling free Museum entry for Kaikōura residents.

2. PROGRESS OVERVIEW

Free entry for Kaikōura residents

- With funding support from KDC we were able to introduce free Museum entry for Kaikōura residents. This has proven very popular and we've hosted as many locals in the last 3 months as we did for the whole of last year.



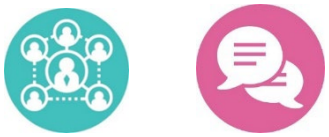
Hosting Community events

- Over winter, and continuing still, we have been hosting free regular Astronomy for All sessions with the Dark Sky Trust. These sessions aim to raise interest in, knowledge and enjoyment of our dark skies. The numbers have been good with a regular interest group now formed.
- Hosted a free Matariki commemoration film compilation for the month of July.



Community Outreach

- We continue to do regular history talks for the permanent hospital residents and support other seniors' activities in our community
- Supporting local schools with their learning programmes and hosting visits.



Collaborating on community initiatives

- EQ 10 anniversary planning with working group
- Supporting Destination NZ with winter campaigns to drive visitation
- Matariki Market



Qualmark Gold

- Following our annual review with Qualmark, we have retained our Gold status by demonstrating good business practice, environmental sustainability, heath and safety etc. This is good for us and also the tourism community in Kaikōura showcasing the high quality of our offerings.



3. FOCUS OVER THE NEXT 3 MONTHS

- Gearing up for summer
- Adding content more to our language translation service
- Starting our next strategic planning cycle
- Fundraising activities

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**	
Date:	28 October 2026	
Subject:	Progress Report - Kaikōura Croquet Club	
Prepared by:	Nicole Radermacher	
Input sought from:	Erica O'Connor	
Authorised by:	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 Discretionary Fund.

2. PROGRESS OVERVIEW

Thank you so much for this financial assistance!

So far, we have been able to:

- Purchase lettering for our tournament board $ 87.47
- Pay our much-needed mower man $90.00 (one mow thus far)
- Undertake the start of irrigation repairs to the value of $100.46
- Contribute to our Public Liability Insurance $132.50

3. FOCUS OVER THE NEXT 3 MONTHS

We will still need to spend money on the irrigation system, lawn mower servicing, lawn mower fuel, housekeeping costs', green waste and land fill fees for site maintenance including the access track.

4. COMMUNITY OUTCOMES SUPPORTED



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Future
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Report to:	**Council**	
Date:	28 October 2026	
Subject:	Progress Report – Kekerengu Community Centre Inc	
Prepared by:	Kim R Swords	
Input sought from:		
Authorised by:	W Doughty – Chief Executive Officer	

1. EXECUTIVE SUMMARY

The purpose of this report is to provide an update following the funding to help towards repairs and maintenance of outdoor area.

2. PROGRESS OVERVIEW/ OR COMPLETION OVERVIEW

One portion of the project has been completed which closes in one end of our large deck area with a safety glass pane shielding from severe cold southerly wind and rain while maintaining clear view of the play area. (Despite being a hardy bunch, watching the kids hoon around not realising they are cold is much more enjoyable) This has meant additional use of the facility during the winter months for both children play activities along with monthly social Thirsty Thursday get togethers and social / interest group gatherings.

3. FOCUS OVER THE NEXT 3 MONTHS

The tennis court fencing area is in the process of completion – after some weather hiccups and material shortages. This is expected in the next few weeks.

4. COMMUNITY OUTCOMES SUPPORTED



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Report to:	**Council**	
Date:	28 October 2026	
Subject:	Progress Report – Crafty Place – Kaikōura Red Cross	
Prepared by:	Marlene Ingram	
Input sought from:		
Authorised by:	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 Kaikōura Red Cross "Crafty Place".

2. PROGRESS OVERVIEW

- Attachment A: Progress Report Crafty Place

3. COMMUNITY OUTCOMES SUPPORTED



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Report to Kaikoura District Council

14th October, 2026.

Kaikoura Red Cross "Crafty Place" Progress Report.

Prepared by Marlene Ingram.

Overview:

The "Crafty Place" continues to fulfil a need in the Kaikoura community, catering for residents from Oaro to Mangamaunu, as well as the township and the Suburban area. It is a place where people can come together, on a regular basis, to do their Crafts, in the company of others. We all do our crafts at home, but appreciate the opportunity to join a group, at the "Crafty Place."

From 10:00a.m. to 1:00p.m. on Mondays, the Card makers, as well as some Knitters come together. They enjoy learning new skills, as well as sharing resources.

On Thursdays, from 10:00a.m. to 1:00p.m. the Knitters, Embroiderers & Crochet ladies, have continued to meet. They share resources, learn new skills, as well as sort out any problems with their projects. Some leave at 12 o'clock, while others stay and have their lunch. We have had a young mother, who has come along to learn to knit.

The Patchworkers, come together on Tuesday or Thursday evenings, as well as Wednesday mornings. They bring their sewing machines, so appreciate the fact that they can park their vehicle & walk up the ramp.

The Kaikoura Red Cross, have held their early evening meetings at the "Crafty Place."

Focus over the next 3 months:

Thanks to the Kaikoura District Council's Discretionary Grant, we plan to continue meeting regularly, to share ideas & resources, learn new skills and help others if required, in the company of others.

We are planning to participate in the 10th Anniversary of the Kaikoura Earthquake, planned for 14th November, as the "Crafty Place" started after the Earthquake, as a place where Craft people could come together regularly, to share their skills with others, and it is still operating.

We appreciate the facility, which has some off street parking and easy access. It is spacious, with good lighting, comfortable seating, large tables which are ideal for quilt making. There is a good heater, which was essential during the cooler weather. The walls are ideal for displaying quilts, which are very colourful & attractive. It is a very attractive working environment.