MINUTES OF THE KAIKŌURA DISTRICT COUNCIL MEETING HELD AT ON WEDNESDAY 28 OCTOBER 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), J Baker (Senior Manager Operations) B Makin (Executive Officer-Minutes)

1. KARAKIA

2. APOLOGIES Nil

3. DECLARATIONS OF INTEREST

4. PUBLIC FORUM

9.01am B. Ensor
Mr Ensor spoke regarding erosion and gravel build-up within the Kahutara river and the associated risks to Peketa, the rail corridor and surrounding properties. He outlined ongoing engagement with Environment Canterbury and invited elected members to undertake a site visit to view the affected area.
He commented that approximately 174 metres of riverbank had been lost and highlighted concerns regarding cracking of the riverbank upstream of the railway bridge. The existing stopbank was intended to protect Peketa and the railway corridor and he expressed concern that further significant rainfall could result in a river breakout. An action was taken for the Governance staff to include the Kahutara river in the upcoming joint site visit programme with Environment Canterbury on the 4th November. (**ACTION**).

5. FORMAL DEPUTATIONS Nil

6. MINUTES TO BE CONFIRMED

6.1 Council meeting minutes dated 30 September 2026

RESOLUTION
THAT the Council confirms as a true and correct record, the circulated minutes of the council meeting held on 30 September 2026.

Moved: Deputy Mayor V Gulleford
Seconded: Councillor M Redwood

CARRIED UNANIMOUSLY

7. REVIEW OF ACTION LIST
The action list was reviewed and the following was queried:

- **Accessibility Parking Requirements** - Clarification was provided that the action related to accessibility parking requirements for residential properties used as short-term accommodation. Reference was made to guidance and determinations regarding the application of accessibility standards to Airbnb-style accommodation.

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- **Chlorine Sample Results** – It was noted the original request sought regular reporting to assist in understanding system performance and water quality trends. Council Officers advised that reporting and regulatory arrangements have changed with the establishment of Kaikōura Hurunui Water Services and the role of the water regulator. It was agreed the action remain on the register pending further consideration.
- **Parsons Road Renewals** - It was noted that this matter would be discussed later in the meeting as part of the Operations Report.

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

9. MATTERS OF DECISION

9.1 Canterbury Water Management Strategy – Establishing the Waiau Toa/Clarence- Kaikōura Leadership Group

It was noted that the proposed local leadership group would replace the former Water Zone Committee following its disestablishment and that a number of Canterbury councils are progressing the establishment of local leadership groups.

Discussion occurred regarding the financial implications, noting the proposed model would result in a significant reduction in cost compared to the previous Water Zone Committee arrangement. Meeting fees would replace the annual honorarium model, with the estimated annual cost shared between Environment Canterbury and Kaikōura District Council.

Mayor Mackle nominated Councillor Blunt as Council's representative on the Leadership Group. Councillor Blunt advised that he did not wish to be appointed as Chair of the group.

Environment Canterbury staff noted the frustrations that had been expressed by the Kaikōura Mayor and CEO regarding loss of momentum on the process

An amendment was put forward to recommendation c) to appoint Councillor T Blunt.

AMENDED RESOLUTION

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 Councillor T Blunt on this Leadership Group.

Moved: Councillor M Redwood
Seconded: Mayor C Mackle

CARRIED UNANIMOUSLY

9.2 Delegations Manual Updates

RESOLUTION

THATt:

a) Council receives this report.

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

Moved: Councillor C Smith
Seconded: Deputy Mayor V Gulleford

CARRIED UNANIMOUSLY

UNCONFIRMED MINUTE

9.3 Kaikōura Hurunui Water Services Statement of Expectations
The feedback on the draft SOE from the KHWS Board was considered together with staff advice.

A discussion was held on community communications and concerns were raised that the Statement of Expectations did not contain a sufficiently strong commitment to keeping communities informed beyond legislative requirements. Council Officers commented that the Statement of Expectations is a formal governance document between the shareholders and the entity, and that further detail on community engagement and communications would be addressed through future strategic planning documents. The SOE clearly states that fit for purpose community communications will be required from KHWS.

Discussion occurred regarding a matter raised through the August Kaikōura Hurunui Water Services Board minutes relating to the proposed cessation of accepting stock effluent at the Kaikōura Wastewater Treatment Plant. Concern was expressed that a decision with potential implications for users had not been widely communicated to the community. The Chief Executive advised he would raise the matter with Kaikōura Hurunui Water Services and seek an update on the status of the proposal (**ACTION**).

It was clarified that in Year One Kaikōura District Council would set and collect the rates on behalf of the entity, in Year Two the entity would set the water charges with Council continuing to collect them as an agent, and from Year Three the entity would both set and collect the water charges. Clarification was also provided that the constitution agreement includes provisions relating to termination should either council seek to withdraw from the arrangement.

Councillor J McInnes left the room at 9.43am and re-entered at 9.46am.

RESOLUTION
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

Moved: Councillor T Blunt
Seconded: Deputy Mayor V Gulleford

CARRIED UNANIMOUSLY

9.4 Adoption of the Annual Report to 30 June 2026
An officer's report, Changes to Annual Report, together with the Audit New Zealand Report to Council for the audit of Kaikōura District Council and Group for the year ended 30 June 2026, was tabled at the meeting and forms part of these minutes.

Jenna Hills and Laura Song from Audit New Zealand attended the meeting remotely and spoke to the completion of the audit process. It was noted that the audit had been undertaken against the backdrop of the Datascape implementation, the establishment of the water services entity and ongoing reform within the local government sector.

The audit focused on a number of key areas including Three Waters asset valuations, property and equipment valuations, investment property valuations, capitalisation of costs, future water delivery arrangements, data migration and management override controls. No material issues were identified. Recommendations were made regarding improvements to asset information used for valuations and several minor internal control improvements were identified.

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A further management report containing additional minor findings would be provided following completion of the audit process. It was also noted that this represented the second consecutive year the Council had received an unqualified audit opinion.

The following clarifications were provided during discussion:

- The Wakatū Quay valuation difference was not considered material and that a market valuation would be undertaken as part of any joint venture due diligence process.
- Appendix 3 Service Performance Reporting represented the most significant audit risk area when considering the ability to achieve an unqualified audit opinion.
- A very temporary issue within Datascape had allowed users to approve their own requisitions. The issue was resolved quickly and appropriate controls implemented.
- Only replacement expenditure is treated as renewal expenditure for the purposes of the Funding Impact Statement.
- An audit summary report must be completed and published by the end of November 2026.

Councillor Blunt provided an update on Marlborough Regional Forestry and noted an updated estimate is expected early in 2027 following harvesting activities of one area planned for February and March 2027.

Elected members noted the significant time and work that had gone in to the Audit process by Council staff and thanked them for their considerable mahi. It was noted this was the second year of receiving an unqualified audit opinion.

RESOLUTION

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 in line with auditor requirements.

Moved: Councillor M Redwood
Seconded: Councillor J Diver

CARRIED UNANIMOUSLY

RESOLUTION

THAT the Council:

a) Approves the final Annual Report for the year ended 30 June 2026 as tabled at the meeting along with the changes outlined below

b) Notes that the Mayor and Chief Executive have signed the Letter of Representation to the auditor

c) Receives and notes the Audit Office report on the audit of the Annual Report to Council for the year ended 30 June 2026

d) Delegates the Chief Executive authority to approve minor editorial changes to the Annual Report 2025/26 as necessary; and

e) Adopts the Annual Report 2025/26 in accordance the Local Government Act 2002.

f) Notes the Annual Report 2025/2026 Summary will now be prepared and made available on the website no later than 30th November 2026.

Moved: Councillor K Heays
Seconded: Councillor J McInnes

CARRIED UNANIMOUSLY

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The meeting adjourned at 10.32am and reconvened at 10.48am.
The meeting moved to Item 12.9 Innovative Waste Kaikōura Quarterly Report.

12.9 Innovative Waste Kaikōura (IWK) Quarterly Report

Jacki Remihana, General Manager of IWK, joined the meeting. It was noted that revenue was ahead of budget, with increased expenditure largely attributable to flood remediation works. The operating cash position remained positive. It was noted that waste diversion remains below target, however results improved significantly during September.

An update was provided on the transition of water services to Kaikōura Hurunui Water Services. IWK has indicated it is open to an earlier transfer date than 1 July 2027, with 1 March 2027 currently being discussed. It was noted that the transfer process will be led by Kaikōura Hurunui Water Services.

It was further noted that an operational plan for the Polymelter project had been received and implementation work would commence once the fees had been confirmed.

RESOLUTION

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.*

Moved: Councillor M Redwood
Seconded: Councillor J Diver

CARRIED UNANIMOUSLY

12.5 Youth Council Update Report

Representatives of the Youth Council attended the meeting and provided an update on recent and upcoming activities, including the Meet the Candidates event, Youth Development Camp, Quiz Night and the upcoming Youth Arts Show. It was noted that Youth Council members will receive training from Council staff on departmental areas on 19 November 2026. They are also working on a banner to commemorate the 10-year anniversary of the Kaikōura earthquake.

RESOLUTION

THAT the Council receives this report for information.

Moved: Councillor J McInnes
Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

10. FINANCE

10.1 Finance Report 30 September 2026

It was noted that the Infrastructure Acceleration Fund (IAF) expenditure would be reported as a separate line item in future financial reports, as it materially distorts the year-to-date capital expenditure figures.
It was clarified that financial information relating to the IAF programme would continue to be reported through the Finance Report, with operational progress and project updates reported separately through the Operations Report.

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RESOLUTION
THAT the Council receives this report for information.

Moved: Deputy Mayor V Gulleford
Seconded: Councillor K Heays

CARRIED UNANIMOUSLY

12.4 Operations Team Monthly Report

Three options for the Cribb Creek Bridge have been submitted to NZTA through the business case process as part of the recovery [programme funding equest, ranging from restoring access through to an option providing greater resilience. Preliminary estimates indicate the minimum bulk fill restoration option could require Council funding of approximately $300,000 to $500,000.

Discussion occurred regarding the Funding Assistance Rate (FAR) and Council's potential financial exposure. It was clarified that the minimum emergency FAR funding is currently guaranteed at 51% for the first 10% of the approved annual roading programme and 71% thereafter. A request has been lodged with NZTA for a higher bespoke FAR rate, however this remains subject to their Board approval. The FAR applies across the wider roading programme rather than to an individual project. While the bespoke funding request remains unresolved, a minimum access restoration option could still be progressed based on the guaranteed funding rates.

The following updates and clarifications were provided:

- Any long-term solution for Cribb Creek Bridge will also need to consider associated flood protection requirements. It was noted that Environment Canterbury's flood protection programme is generally focused on rated rivers, rather than unrated rivers.
- A report will be presented to the November Council meeting outlining the available options, associated costs and potential Council funding exposure to enable a decision on the preferred approach.
- Council Officers were unable to confirm whether works could be completed before Christmas, as delivery would be dependent on contractor availability and programming.
- It was noted that Council Officers are unable to undertake works on iwi-owned land.
- Repair works for Bay Paddock Road are ready to proceed, with the scope of works dependent on funding decisions from NZTA.
- The Parsons Road renewal project is considered a necessary renewal to prevent further deterioration of the road.
- An update was requested on the Mount Fyffe walking and cycling project, including the status of funding and future delivery. A further update will be provided through a future Planning or Operations update.
- Confirmation of the costs associated with the new bores at Clarence and Kekerengū is being obtained from suppliers.

RESOLUTION
THAT the Council receives this report for information.

Moved: Vicki
Seconded: Corrina

CARRIED UNANIMOUSLY

The meeting adjourned at 12.00pm and reconvened at 12.32pm

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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 30 September 2026
b) CEO Performance Objectives 2026/2027

UNCONFIRMED MINUTES

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.

Moved: Mayor C Mackle
Seconded: Deputy Mayor V Gulleford

CARRIED UNANIMOUSLY

UNCONFIRMED MINUTES

The meeting moved into the public excluded session from 12.32pm until 1.22pm. There was an adjournment and the public meeting re-opened at 2.04pm.

Councillor M Redwood did not re-join the meeting.

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 T Blunt

CARRIED UNANIMOUSLY

12.2 Elected Members Updates

The Mayor encouraged elected members to provide monthly updates, although it was highlighted that verbal updates were beneficial, as information is often received after the agenda publication deadline.

RESOLUTION
THAT the Council receives this report for information.

Moved: Councillor J McInnes
Seconded: Deputy Mayor V Gulleford

CARRIED UNANIMOUSLY

12.3 CEO Monthly Report – Verbal Update

The Chief Executive provided a verbal update on current activities and projects across the district.

- Preparations are underway for the 10-year anniversary of the Kaikōura earthquake on 14 November 2026, with a programme of events planned throughout the week.
- The International Visitor Levy (IVL) funding agreement has been signed, securing approximately $835,000 in funding. It was noted that significant work is underway at Pohowera Park.
- An update was provided on the recent LGNZ Conference, including discussions relating to rates capping and the potential implications for local government in Deputy Mayor V Gulleford's report.
- Following discussions at the Chief Executives Forum, work will be undertaken to review earthquake-related hazard risks and recommendations arising from the Davidson Report to ensure risks are identified, assigned and appropriately managed.
- The Long Term Plan process is underway. It was noted that proposed rates-capping legislation may have implications for future council planning and funding decisions.
- An update was provided on Head Start discussions, with indications that Kaikōura's proposal may progress should the programme proceed.
- Work continues with Marlborough District Council on matters of mutual interest.

12.6 Community & Resilience Monthly Report

Clarification was provided that the recovery period remains in place to ensure Council retains the necessary powers to undertake recovery-related works should further funding become available.

It was noted that there are currently insufficient numbers to hold a citizenship ceremony, with only three people on the waiting list. An update was also provided on cat management initiatives, including work being undertaken with VetCare to support desexing programmes and ongoing community education.

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RESOLUTION
THAT the Council receives this report for information.

Moved: Councillor T Blunt
Seconded: Councillor C Smith

CARRIED UNANIMOUSLY

12.7 Planning Update Report

It was clarified that the proposed legislative changes do not alter existing protections relating to recession planes, with communications being published on the website. A comment was raised that there should be a balance between enabling additional housing and the effects of development on neighbouring properties.

An update was provided on the Regional Spatial Plan Committee, with a meeting expected to be held before Christmas. Interim arrangements are being put in place to support consent processing while recruitment for a vacant position is underway.

An update was provided on the Walking & Riding walkway project from Seaview to the school through Mt Fyffe Road. Following delays associated with flood recovery activities, discussions have continued with the adjoining landowner on the preferred fencing arrangement. Councillor Heays volunteered to attend the next meeting with the Council Officer and landowner.

RESOLUTION
THAT the Council receives this report for information.

Moved: Deputy Mayor V Gulleford
Seconded: Councillor J McInnes

CARRIED UNANIMOUSLY

Councillor J McInnes left the meeting at 2.44pm.

12.8 Building Control Authority Update Report

Clarification was provided regarding accessibility requirements for short-term accommodation, noting that buildings open to members of the public may be required to provide accessible facilities and comply with relevant building standards. Reference was made to a recent MBIE determination and the potential implications for short-term rental accommodation. Council Officers will investigate the matter further and provide advice to Council (**ACTION**).

Discussion also occurred regarding the interpretation of comparative figures within the report and the presentation of percentage changes.

RESOLUTION
THAT the Council receives this report for information.

Moved: Deputy Mayor V Gulleford
Seconded: Councillor C Smith

CARRIED UNANIMOUSLY

12.10 Destination Kaikōura Quarterly Report

RESOLUTION
THAT the Council receives this report for information.

Moved: Councillor C Smith

UNCONFIRMED MINUTE

Seconded: Deputy Mayor V Gulleford

CARRIED UNANIMOUSLY

12.11 Discretionary Grants Quarterly Reports

RESOLUTION
THAT the Council receives this report for information.

Moved: Councillor T Blunt
Seconded: Councillor K Heays

CARRIED UNANIMOUSLY

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13. CLOSE OF MEETING
There being no further business the meeting was declared closed at 3.04pm.

CONFIRMED _____ Chairperson
Date

THIS RECORD WILL BE HELD IN ELECTRONIC FORM ONLY

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ACTIONS FROM COUNCIL MEETINGS
AS AT 30 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	Investigate issues relating to the Memorial Hall roof, wall and window leaks in the kitchen area.	M Russell	August 2026	Ongoing – looking into.
5	Staff to advise Council on the implications of the MBIE determination relating to short-term accommodation accessibility and fire egress requirements.	J Baker / G Vaughan	November 2026	To be confirmed.
6	Public Forum speaker – arrange site visit to the Kahutara for 4th November 2026	W Doughty / B Makin	November 2026	In progress. Included on site visit agenda.
7	Discuss with Kaikōura Hurunui Water Services the communication of the proposed cessation of stock effluent disposal at the Kaikōura Wastewater Treatment Plant and seek an update on the status of the proposal – reference to their August minutes.	W Doughty	November 2026	

CLOSED ACTION ITEMS

	ACTION ITEMS	ASSIGNED TO	DUE	STATUS
	Provide a cashflow report.	C Kaa / P Kearney	Ongoing	Included in agenda for 28 October 2026
	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.

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				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.

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