

KAIKŌURA DISTRICT COUNCIL MEETING

Date:	Wednesday 30 September 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 whakamaui kia tina, TINA!, Haumi e, Hui e, TAIKI E!

2. Apologies

3. Declarations of Interest

4. Public Forum

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

9.01am Darryn Hopkins

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 26 August 2026 page 3

7. Review of Action List page 15

8. Matters of Importance to be raised as Urgent Business

9. Matters for Decision:

- | | | |
|------------|---|---------|
| 9.1 | Kaikoura Skate and Pump Track – South Bay Domain Recreation Reserve | page 16 |
| 9.2 | Section 35 and District Plan Review | page 33 |
| 9.3 | Feedback on the Illustrative National Policy Direction Report | page 44 |
| 9.4 | Procurement Policy 2026 | page 52 |
| 9.5 | KHWS Statement of Expectations | page 65 |
| 9.6 | Water Meter Reading Charge Correction | page 76 |

10. Finance:

10.1 Finance Report to 31 August 2026 page 78

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 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 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)(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.

12. Matters for Information:

12.1	Mayoral Verbal Update	page 84
12.2	Elected Member Updates	page 86
12.3	CEO Monthly Verbal Update	Verbal Update
12.4	Operations Team Monthly Report	page 88
12.5	Community Services Team Update Report	page 94
12.6	Planning Update Report	page 98
12.7	Building Control Authority Update Report	page 106
12.8	Regulatory Services Update	page 109

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 26 AUGUST 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

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

1. KARAKIA

2. APOLOGIES

Apologies were received from Councillor J McInnes.

Moved: Deputy Mayor V Gulleford
Seconded: Councillor M Redwood

CARRIED UNANIMOUSLY

3. DECLARATIONS OF INTEREST

Deputy Mayor V Gulleford declared an interest in Item 9.5, Plan Change 6: Ocean Ridge Development Area.
Councillor M Redwood declared an interest in Item 12.13, Innovative Waste Kaikōura Limited (IWK) Quarterly Report.

4. PUBLIC FORUM Nil

5. FORMAL DEPUTATIONS Nil

6. MINUTES TO BE CONFIRMED

6.1 Council meeting minutes dated 29 July 2026

RESOLUTION

THAT the Council confirms as a true and correct record, the circulated minutes of the council meeting held on 29 July 2026.

Moved: Councillor T Blunt
Seconded: Deputy Mayor V Gulleford

CARRIED UNANIMOUSLY

6.2 Extraordinary Council meeting minutes dated 5 August 2026

RESOLUTION

THAT the Council confirms as a true and correct record, the circulated minutes of the extraordinary council meeting held on 5 August 2026.

Moved: Councillor M Redwood
Seconded: Councillor K Heays

CARRIED UNANIMOUSLY

7. REVIEW OF ACTION LIST

The action list was reviewed and noted.

An update was provided regarding the road safety concerns on State Highway 1 north of Schoolhouse Road. NZTA had initially intended to undertake the required works in early August; however, following further assessment it was determined that additional work was required and a survey needed to be completed before works could proceed. NZTA has now confirmed the works are expected to commence within the next couple of weeks.

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

9. MATTERS OF DECISION

9.1 Audit Exemption from LGA 2002 for KHWS

Council officers advised that the exemption would remove the requirement for KHWS to be included within the audit for the period ending 30 June 2026. It was noted that KHWS would still be independently audited.

RESOLUTION

THAT the Council:

a) Exempts Kaikōura Hurunui Water Services Limited pursuant to section 7 of the Local Government Act 2002.

Moved: Deputy Mayor V Gulleford

Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

9.2 Economic Development Strategy for Consultation

Council officers advised that community feedback had helped shape the strategy and supporting action plan. It was noted that the action plan focuses on foundational actions and early implementation opportunities. Council officers provided clarification on the use of the term "regenerative" and advised that the proposed implementation phase would include establishing a governance group to develop detailed actions, consider Long Term Plan alignment and support community and business involvement.

Council agreed that the reference under Constraints and Risks relating to families leaving for better schooling opportunities should be amended to refer to "targeted schooling opportunities". Council officers advised that some recruitment challenges were influenced by schooling constraints and that the strategy focused on areas where Council could have the greatest influence.

It was suggested that the Mayor's Taskforce for Jobs could potentially be incorporated into the action plan depending on future Government priorities.

It was clarified that the governance group would determine accountability measures and data sources for the monitoring dashboard. Furthermore, the project remains within Year 4 of the Long Term Plan, with implementation and monitoring yet to be determined, for example it could be led by either the governance group or operations depending on resourcing.

RESOLUTION

THAT the Council:

- a) Receive the report.*
- b) Approve the Statement of Proposal, Draft Economic Development Strategy, Draft Five-Year Action Plan (2026-2031), Draft Implementation and Implications Statement, and Public Notice for public consultation using a Special Consultative Procedure under section 83 of the Local Government Act 2002.*
- c) Note that the Draft Five-Year Action Plan (2026-2031) and Draft Implementation and Implications*

Statement were developed in response to feedback received during the March-April 2026 engagement process and form part of the consultation material.

- d) Note that approval for consultation does not constitute approval of funding, project delivery, governance arrangements, or implementation of any initiatives identified within the consultation documents.*
- e) Note that any future projects, programmes, funding commitments, or statutory processes arising from the Economic Development Strategy will be subject to separate Council consideration and decision-making processes.*

Moved: Councillor C Smith
Seconded: Councillor M Redwood

CARRIED UNANIMOUSLY

9.3 Local Alcohol Policy for Consultation

Council officers advised that a hospitality industry engagement session would be held at Donegal House on 1 September 2026.

Council officers outlined the proposed 100 metre separation requirement for new licensed premises from identified sensitive sites and noted that the Commercial Zone was excluded from the provision.

Events with more than 400 attendees would require an Alcohol Management Plan and crowd control, reflecting feedback received from New Zealand Police. It was noted that an Alcohol Management Plan would include matters such as security, crowd control, traffic management and food provision.

It was suggested that a two-drink purchase limit could be included as a discretionary condition within an Alcohol Management Plan to assist the District Licensing Committee when considering applications.

In response to a query, it was clarified that including special conditions within the Local Alcohol Policy assists with decision making.

Council officers provided further information on how the Local Alcohol Policy operates in practice and advised that any changes to the policy must be evidence based.

There was consensus that the wording of Policy 2.4 relating to crowd control for special licences provided sufficient flexibility.

RESOLUTION

It is recommended that the Council:

- a) receive this report*
- b) approve the release of the attached Statement of Proposal for consultation under the Special Consultative Procedure. (Attachment A)*
- c) approve the release of the attached draft Local Alcohol Policy for consultation. (Attachment B)*
- d) approve the release of the attached Public Notice. (Attachment C)*
- e) delegate authority to the Chief Executive to approve minor editorial amendments and any changes directed by Council prior to the commencement of consultation.*

Moved: Deputy Mayor V Gulleford
Seconded: Councillor C Smith

CARRIED UNANIMOUSLY

9.4 Regional Spatial Plans

The Chief Executive provided an update on discussions through the Canterbury Mayoral Forum and Chief Executives Forum regarding the proposed Regional Spatial Plan. It was noted that the legislation is expected to be enacted before Parliament rises and that the timing does not align well with other reform programmes.

It was noted that Kaikōura's position differs from other Canterbury councils due to the Head Start proposal and that any financial contribution would be deferred until the outcome of the proposal is known. Council officers advised that aspects of Kaikōura's existing Spatial Plan could potentially be incorporated into the wider Regional Spatial Plan.

An amendment was proposed to nominate representatives to the Regional Spatial Plan Committee. It was noted that recommendations d) and e) required Council to appoint both a representative and an alternate representative.

AMENDED RESOLUTION

THAT the Council subject to the enactment of the Planning Act and subject to the outcome of the Head Start proposal:

- a) Approves in principle the establishment of the Waitaha Canterbury Regional Spatial Plan Committee (as a joint committee under the Local Government Act)*
- b) Approves the draft terms of reference for the Waitaha Canterbury Regional Spatial Plan Committee*
- c) Notes: that the Waitaha Canterbury Regional Spatial Plan Committee might reasonably seek amendments to the Terms of Reference as the establishment phase progresses.*
- d) Appoints Councillor J Diver as Kaikōura council's representative on the Waitaha Canterbury Regional Spatial Plan Committee.*
- e) Appoints Deputy Mayor V Gulleford as Kaikōura council's alternative representative on the Waitaha Canterbury Regional Spatial Plan Committee*
- f) Agrees to withhold its share of funding (\$18,137.50) for the \$725,000 requested for 2026/2027 financial year until the outcome of our joint Head Start proposal with Marlborough District Council is known from central government at the end of October 2026, noting that should no decision be made by government by that time Kaikōura District Council will progress with the financial contribution in full.*
- g) Notes: that appropriate in-kind resource support from Kaikōura District Council will continue in the interim.*
- h) Notes: that should Kaikōura District Council continue to be part of the Canterbury regional spatial plan process, a funding share split of 2.5% is expected for the overall development and delivery of the Waitaha Canterbury Regional Spatial Plan.*
- i) Notes: the funding arrangements for the development of the Regional Spatial Plan, including additional costs beyond the establishment phase in FY 2026 2027, will be considered and agreed as part of the establishment phase.*
- j) Notes: that resourcing and budgets will be refined through the establishment phase of the Programme with future reports for updated funding requirements provided to council as required.*
- k) Delegates authority to the Waitaha Canterbury Regional Spatial Plan Committee to appoint an independent chair at its first meeting.*
- l) Notes: the next decision for the council, with respect to the Waitaha Canterbury Regional Spatial Plan, is the approval of the Process Agreement to enable preparation of the regional spatial plan to formally commence.*
- m) Notes: the Christchurch City Council has confirmed through the Mayoral Forum to host the Independent Waitaha Canterbury Regional Spatial Plan Programme Director, the associated programme management office and the secretariat.*

Moved: Councillor M Redwood

Seconded: Councillor C Smith

CARRIED UNANIMOUSLY

9.5 Plan Change 6 Decision

Gary Rae attended the meeting remotely to answer questions regarding the Hearing Panel recommendation. Council officers outlined the Plan Change 6 process and advised that no submitters remained opposed to the proposal at the conclusion of the hearing process. It was noted that the two key issues considered by the Hearing Panel were the proposed building height increase and flood risk matters raised by Environment Canterbury.

Council officers clarified that the proposed provisions were specific to the Ocean Ridge Development Area and would not set a precedent for other developments. It was noted that any future proposals would need to be considered under the relevant zoning rules and planning processes.

Council officers advised that the Hearing Panel considered contrasting evidence through a robust process, including additional information following the July flood event.

It was noted that, if approved, the plan change would be incorporated into the District Plan, subject to any appeal rights.

The Hearing Panel and Council officers were thanked for their work on the plan change process.

RESOLUTION

It is recommended that the Council:

- a) Receives the report titled Proposed Private Plan Change 6: Ocean Ridge Development Area – Recommendation Report of the Independent Hearing Panel to the Kaikōura District Council.*
- b) Notes that Private Plan Change 6 was requested by Cargill Station Limited and applies to the existing Ocean Ridge Development Area.*
- c) Notes that the section 42A report recommended that Private Plan Change 6 be approved, subject to amendments to the proposed provisions.*
- d) Notes that submissions on Private Plan Change 6 were generally supportive, with no original submitters remaining in opposition following withdrawals and changes in submitter positions.*
- e) Notes the Hearing Panel recommendation report dated 18 August 2026, as attached*
- f) Having considered the Hearing Panel recommendation report, adopts the recommendations of the Hearing Panel on Private Plan Change 6 as Council's decision on the plan change and on the matters raised in submissions, in accordance with Clause 10 of Schedule 1 of the Resource Management Act 1991.*
- g) Approves Plan Change 6 in the form set out in Appendix 1 to the Hearing Panel recommendation report, including the further advice note to the new Native Restoration Planting Management Plan relating to Wildlife Act 1953 obligations for lizard populations.*
- h) Authorises 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.*
- i) Notes that staff hold existing delegated authority under Clause 16 and Clause 20A of the First Schedule to make minor editorial corrections to the decision version of the plan provisions, where such corrections are of minor effect or correct minor errors, with approval requiring two authorised staff members.*

Moved: Councillor J Diver

Seconded: Councillor K Heays

Abstain: Deputy Mayor V Gulleford

CARRIED

The meeting adjourned at 10.33am and reconvened at 10.51am.

The meeting moved to Item 12.13 IWK Quarterly Report.

12.13 IWK Quarterly Report

Jacki Remihana, General Manager, Innovative Waste Kaikōura Limited (IWK), presented the year-end report and advised that the majority of Statement of Intent measures had been achieved. Revenue and operating surplus were ahead of budget, service delivery performance remained strong, health and safety performance had improved, and education and community engagement targets had been achieved. It was noted that the transition of Three Waters services to the new water services CCO from 1 July 2027 remains a significant focus for the organisation.

In response to queries, it was clarified that:

- The diversion rate remains below target at 49%, with the November fires increasing landfill volumes and impacting diversion results.
- Contamination of recycling streams also impacts diversion rates, as contaminated material must be disposed of to landfill.
- A Waste Minimisation Educator commenced in July 2026 and has assisted Kaikōura Primary School and St Joseph's School to join the EnviroSchools programme, with contact made with all schools except Hapuku School.
- IWK was formally advised the previous week that its Three Waters contract would not be renewed by the new water services CCO.
- IWK currently employs the Three Waters staff and continues to receive payment through the existing contractual arrangements. The Three Waters Engineer has transferred to the CCO. The CCO has indicated a desire to retain local staff resources, although not through the existing IWK contract model.
- The narrative regarding Local Water Done Well would be updated as the transition process progressed.
- Council discussion on the future of IWK would be beneficial given the uncertainty created by the transition.
- IWK continues to manage after-hours Three Waters callouts.
- Future reporting could include actual waste minimisation education measures rather than reporting measures as achieved only.
- Outstanding accounts receivable relating to Council had been resolved.
- Costs associated with flood recovery activities had been invoiced to the CCO.

An action was taken to arrange for the Waste Minimisation Educator to attend a Council workshop in October 2026 (**ACTION**).

RESOLUTION

- a) receives the Innovative Waste Kaikōura Limited Year End Report for the year ended 30 June 2026 for information*
- b) notes the financial statements remain in draft and are subject to completion of the external audit*
- c) provides any feedback for consideration in future shareholder reporting.*

Moved: Councillor J Diver
Seconded: Councillor K Heays

Abstain: Councillor M Redwood

CARRIED

12.7 Kaikōura Youth Council

Members of the Kaikōura Youth Council provided an update on activities undertaken since May. It was noted that Youth Week was held under the theme *"Our voices matter, we deserve to be heard"*, with a number of events held throughout the week, including a poster-making event at the Scout Hall.

The Youth Council had considered the Simplifying Local Government reforms and had made a submission on the proposals. It was noted that Deputy Mayor V Gulleford had attended a meeting to explain the proposed

changes and their implications. Members expressed hope that future governance arrangements would continue to support the Youth Council's role and engagement with Council.

Upcoming events were highlighted, including a public quiz night at the Scout Hall on 18 September 2026 and a proposed Fear Factor event in late October. The Youth Council AGM would be held on 3 September 2026.

The Youth Council were thanked for taking the time to complete a submission on the Simplifying Local Government reforms.

RESOLUTION

THAT the Council receives this report for information.

Moved: Deputy Mayor V Gulleford

Seconded: Councillor C Smith

CARRIED UNANIMOUSLY

10. FINANCE

10.1 Report from the Chair of the Audit & Risk Committee

RESOLUTION

THAT the Council receives this report for information.

Moved: Councillor M Redwood

Seconded: Councillor J Diver

CARRIED UNANIMOUSLY

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 Extraordinary Council meeting minutes dated 29 July 2026
- b) Roading Maintenance Contract Award
- c) Wakatu Quay Joint Venture Heads of Agreement
- d) Legal Issues States report
- e) Future Use and Tenure Arrangements for 34 beach road
- f) Verbal Update from Chair of Audit & Risk Committee

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

General subject of each to be considered	Reason for excluding the public	Grounds of the Act under which this resolution is made
Public excluded council meeting minutes dated 29 July 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)(e) maintain legal professional privilege Section 7(2)(a) - To protect the privacy of natural persons
Roading Maintenance Contract Award	To protect commercially sensitive tender information and the commercial position	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

	of the tenderers during the contract award process.	Section (7)(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
Wakatu Quay Joint Venture Heads of Agreement	The report contains commercially sensitive information relating to the proposed Wakatu Quay joint venture, including negotiations, governance arrangements, funding proposals, and confidential commercial intentions, where public release could prejudice ongoing negotiations and the commercial position of the parties.	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)(b)(ii) To protect information where release would be likely to unreasonably prejudice the commercial position of the person who supplied or is the subject of the information
Legal issues status report	To update the Council on a Legal Issue. The report is withheld to maintain legal professional privilege.	Section (7)(2)(e) maintain legal professional privilege
Future Use and Tenure Arrangements for 34 Beach Road	To protect Council's position in negotiations relating to 34 Beach Road.	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)
Verbal Update from the Chair of the Audit & Risk Committee	Commercially sensitive, private and legally privileged risk items - To protect information that is commercially sensitive, private, and subject to legal professional privilege.	Section (7)(2)(b)(ii) would be likely unreasonable to prejudice the commercial position of the person who supplied or who is subject of the information Section (7)(2)(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) 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:

- Disclosure would likely prejudice the Council by weakening its commercial position, compromising legally privileged advice, and exposing sensitive risk information that could be misused or misunderstood. This may lead to financial loss, reduced bargaining power, reputational harm, or increased operational risk.

Moved: Deputy Mayor V Gulleford
Seconded: Councillor M Redwood

CARRIED UNANIMOUSLY

The meeting moved into Public Excluded Session at 11.19am. The meeting adjourned for lunch at 12.15pm and reconvened at 12.47pm while remaining in Public Excluded Session.

The meeting moved out of Public Excluded Session at 2.06 pm

12. MATTERS FOR INFORMATION

12.1 Mayoral Update Report/Verbal Update

In response to a query, the Mayor advised that the recent river management discussion with MP Stuart Smith had not resulted in any specific outcomes at this stage.

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

Councillor K Heays clarified that the comments related to differing information on pāua survey results following the flood event.

RESOLUTION

THAT the Council receives this report for information.

Moved: Councillor T Blunt
Seconded: Deputy Mayor V Gulleford

CARRIED UNANIMOUSLY

Councillor C Smith left the room at 2.12pm and re-entered at 2.16pm.

12.3 CEO Monthly Report

The Chief Executive advised that recovery work was continuing, with site visits being arranged for Councillors and options reports for affected sites expected to be presented to Council in September. It was noted that longer-term infrastructure solutions may need to be considered through the Long Term Plan.

An update was provided on the Head Start proposal. The Chief Executive advised that no further information had been requested by Government and planning with Marlborough District Council was continuing should the proposal progress to the detailed design stage.

It was noted that Council was still awaiting a decision from NIFFCO regarding the Infrastructure Acceleration Fund remediation plan. Contracts relating to the Green Lane bridge and associated works could potentially be presented to Council in September, subject to approval of the remediation plan and satisfactory cashflow arrangements.

A decision on the International Visitor Levy (IVL) funding application was still pending.

It was further noted that Kaikōura Hurunui Water Services Limited would provide its first quarterly report to Council in November and that the Government had recently announced proposed rates capping measures. In response to a query regarding staffing within the water services CCO, recruitment of a Chief Financial Officer was underway and that the organisation continued to utilise shared services and transferred staff resources.

RESOLUTION

THAT the Council receives this report for information.

Moved: Mayor C Mackle
Seconded: Deputy Mayor V Gulleford

CARRIED UNANIMOUSLY

12.4 Operations Team Monthly Report

It was clarified that:

- Damaged rural roads would be included within the recovery work packages currently being developed and prioritised.
- Options for a water supply at Pōhōwera Reserve are being investigated, including a water tank, with interim arrangements currently in place.
- An update on the Pōhōwera Reserve budget would be provided in September. Funding had previously been allocated through the Annual Plan and masterplan budgets, and the project had also been identified as a potential IVL funding opportunity.
- Significant volunteer time and effort had contributed to the progress of the Pōhōwera Reserve project.

RESOLUTION

THAT the Council receives this report for information.

Moved: Deputy Mayor V Gulleford
Seconded: Councillor C Smith

CARRIED UNANIMOUSLY

12.5 Recovery Status Report

It was noted that three lessons learnt sessions had been held following the flood event. Key actions identified through the review process had been incorporated into a preparedness plan, which would be presented to Councillors at a future workshop.

RESOLUTION

- a) *That Council receives this July 2026 Flood Recovery Update.*
- b) *That Council notes the local transition period has been extended to 12.00 pm on 7 September 2026, reflecting the need to retain recovery coordination and powers while residual hazards are managed.*
- c) *That Council records its appreciation to the New Zealand Government, the National Emergency Management Agency and the Hon Mark Mitchell, Minister for Emergency Management and Recovery, for the \$50,000 contribution to the Kaikōura Mayoral Relief Fund and ongoing support.*
- d) *That Council notes the financial impacts on local businesses, rural operators and the visitor economy are still being assessed and that a final district-wide economic impact figure is not yet available.*
- e) *That Council notes the capacity and continuity risks created by the core local recovery programme being delivered by one Recovery Manager and one Recovery Administrator, both of whom retain substantive Regulatory Services responsibilities.*

Moved: Councillor T Blunt
Seconded: Deputy Mayor V Gulleford

CARRIED UNANIMOUSLY

12.6 Community Services Team Update Report

A Councillor queried the decision-making process relating to the appointment of a property manager for the pensioner flats. Council officers advised that the matter had been progressed under existing operational delegations.

RESOLUTION

THAT the Council receives this report for information.

Moved: Councillor K Heays
Seconded: Councillor M Redwood

CARRIED UNANIMOUSLY

12.8 Planning Update Report

In response to a query regarding the Sudima resource consent application, Council officers advised that an independent traffic assessment had been peer reviewed and identified no significant congestion issues. It was noted that a parking strategy was currently being reviewed by an external transport consultant; however, planning assessments remain reliant on the District Plan.

Mayor C Mackle left the room at 3.04pm and re-entered at 3.16pm

RESOLUTION

THAT the Council receives this report for information.

Moved: Councillor T Blunt
Seconded: Councillor M Redwood

CARRIED UNANIMOUSLY

12.9 Building Control Authority Update Report

Council officers advised that Datascape is now being used for inspections on new building consents and that Council had regained accreditation as a low-risk Building Consent Authority.

It was also noted that the two red placards issued following the recent weather event had been removed and the remaining yellow placards were expected to be cleared by the end of the following week.

RESOLUTION

THAT the Council receives this report for information.

Moved: Councillor C Smith
Seconded: Councillor M Redwood

CARRIED UNANIMOUSLY

12.10 Regulatory Services Update

An update was provided on planning for HPAI H5N1. The Government was focusing on national-scale impacts, including potential extinction events. It was noted that consideration was also being given to impacts on local wildlife, including seals, and that Council was working with the Department of Conservation regarding potential disposal sites. In response to a query, it was advised that while a national response approach was being considered, agencies were currently required to operate within existing frameworks.

Clarification was sought on the alcohol licensing activity statistics included in the reported which totalled 186 licences issued during the reporting period. An action was taken to follow up on accessible carparking (ACTIONS).

RESOLUTION

THAT the Council receives this report for information.

Moved: Mayor C Mackle
Seconded: Councillor C Smith

CARRIED UNANIMOUSLY

12.11 Emergency Management Quarterly Report

RESOLUTION

THAT the Council receives this report for information.

Moved: Mayor C Mackle
Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

12.12 Destination Kaikoura Quarterly Report

RESOLUTION

THAT the Council receives this report for information.

Moved: Councillor T Blunt
Seconded: Mayor C Mackle

CARRIED UNANIMOUSLY

12.14 Discretionary Grants Reports

RESOLUTION

THAT the Council receives these reports for information.

Moved: Councillor M Redwood
Seconded: Councillor K Heays

CARRIED UNANIMOUSLY

13. CLOSE OF MEETING

There being no further business the meeting was declared closed at 3.30 pm.

CONFIRMED _____ Chairperson
Date

THIS RECORD WILL BE HELD IN ELECTRONIC FORM ONLY

**ACTIONS FROM COUNCIL MEETINGS
AS AT 24 SEPTEMBER 2026**

OPEN ACTION ITEMS

	ACTION ITEMS	ASSIGNED TO	DUE	STATUS
1	<i>Discretionary Grants Quarterly Progress Reports from 1-Jul FY 26-27</i>	-	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.	B Makin / Petra	November	Working on the induction – to hold prior to December 2026.
4	Provide a cashflow report.	C Kaa / P Kearney	Ongoing	In progress
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	W Doughty / Jo Y	September / October 2026	To be confirmed.

CLOSED ACTION ITEMS

	ACTION ITEMS	ASSIGNED TO	DUE	STATUS
	Explore feasible options for access issues at the cemetery in wet conditions	Ops Manager / Mike Russell	Closed	Looked into options - unable to proceed
	Develop an ESG-informed procurement framework, report to Council & workshop	D Hirst	TBC	Included in September agenda
	Consider insurance cost updates as part of financial reporting where relevant.	C Kaa / P Kearney	June 2026	Insurance updates completed
	Schedule fraud and corruption training.	P Kearney / B Makin	TBC	Scheduled for 7 th October.
	Arrange for the Waste Minimisation Educator to attend a Council workshop	P Kearney / IWK	October 2026	Scheduled for the 21 st of October.
	Clarify alcohol licensing activity statistics included in the reported which totalled 186 licences issued	Jo Y	September 2026	186 is current calendar year, the numbers in report were for the month of July only. A complete breakdown of the 186 in this month's report to clarify are: • Clubs – 4 • Managers – 107 • Off – 7 • On – 20 • Specials – 44 • TA – 4

Report to:	Council
Date:	30 September 2026
Subject:	Kaikoura Skate and Pump Track – South Bay Domain Recreation Reserve
Prepared by:	M Hoggard – Strategy, Policy and District Plan Manager
Input sought from:	P Kearney – Senior Manager Corporate Services
Authorised by:	P Kearney – Senior Manager Corporate Services

1 SUMMARY OF PROPOSAL

The Kaikōura Cycling Club Incorporated has approached Kaikōura District Council seeking approval to develop a skate park and pump track, together with associated facilities, on part of the South Bay Domain Recreation Reserve, legally described as Part Section 9 Block X Mt Fyffe Survey District.

The reserve is classified through a notice published in the New Zealand Gazette on 14 January 1982. The Gazette notice does not vest the reserve in Council. Record of Title 738662 relates to an easement in gross held by Council and does not establish Council ownership of the underlying land. Subject to confirmation that the reserve remains vested in the Crown and that Council is the administering body, the appropriate statutory mechanism is a concession lease under section 59A of the Reserves Act 1977 and Part 3B of the Conservation Act 1987.

This report seeks Council's support for the continued investigation and receipt of a formal concession application. If council is in support an application will be completed, an additional report will be required to go to Council.

Note this report sets out information as based on Department of Conservation internal report templates, in addition to Council report formats.

Purpose of this report

The Council controls and manages the proposed site as part of the South Bay Domain Recreation Reserve, and under delegation from the Minister of Conservation can grant a concession lease under the Conservation Act 1987 (Council's decision making as the Minister's delegate must be clearly separate from Council's other decisions/actions in relation to the proposed Skate and Pump Track).

This report seeks the Council's approval in principle (or otherwise) to granting a Concession Lease for the area of South Bay Domain Recreation Reserve needed by the Kaikōura Cycling Club who is an incorporated club. Final sign off of the lease is intended by the Mayor and Chief Executive Officer.

2 RECOMMENDATION

It is recommended 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 Kaikoura Recreation Reserve at South Bay.
- e) Notes that the land is included within the Kaikoura 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.

3 BACKGROUND

In a workshop with Councillors 11 February 2026 Tania Ross, Strategic Planning for the KCC discussed how the KCC are progressing a Skate/Pump Track and how it was intended that this development would be located next to the Kaikoura swimming pool. It was discussed that:

- Engagement has been undertaken with neighbouring properties, and written approval has been received from iwi, with the expectation that they will continue to be kept informed.
- A landscape skate design has been drafted, including potential planting, car parking, and toilet facilities.
- Discussions are ongoing with Council regarding the feasibility of a new access road and the adequacy of available car parking.
- It is anticipated that the facility may also increase patronage at the swimming pool.
- The Kaikōura Cycling Club has indicated it is willing to take responsibility for ongoing maintenance of the site.
- Estimated project cost is approximately \$2 million, with \$500–\$800k required for the pump track and skate park components however more information is needed before a detailed costing can occur.
- Funding is expected to be sourced through external applications made by the KCC, similar to the process used for previous trail developments.
- The Club previously met with the Op Shop (over a year ago) and intends to continue discussions as the project progresses.
- Similar to the swimming pool formal approval is required for the use of the land to allow the project to progress.

An opportunity was provided for Councillors to meet on site with KDC staff and KCC members Dwayne Fussell and Seth Percy by way of a field trip held on 2nd September 2026.

A further refresher workshop was held with Councillor on 9th September 2026. Councillors identified a number of matters that should inform further investigation and any future concession application and document. These matters are indicative only and do not constitute approval of concession terms.

They include:

- 10 years with rights of renewal to be linked to milestones
- Peppercorn approach to the lease
- Kaikoura Community Charitable Trust Board to be consulted
- Final plan to come to Council for approval to be consistent with the reserve management plan
- KDC operations team to be made aware of earthworks to ensure where possible capping of the landfill can add to the project
- Weed and pest control of the area will be an important aspect of any lease
- Any lease will need to address health and safety as well as other Council policies such as smokefree and vape free
- No liability to Council – The lease documents will need to consider maintenance costs and other financial implications potentially to Council and also any vesting of infrastructure.

KCC are now at the stage where to progress the proposal certainty is needed as to if a formal concession would be well received by the Council.

4 LEGAL PROCESS - OUTLINE

In order for the KCC to have a lease of the area required at the site, the relevant legislative provisions need to be followed.

Although Council administers the day to day running of the reserves and is responsible for the development of a reserve management plan the reserve is not vested in Kaikoura District Council. Certificate of title / computer register 738662 shows the ownership of area to be Kaikoura District Council, however this title relates to a deed of easement for the Council as opposed to the land itself. Subject to confirmation that the reserve remains vested in the Crown and that Council is appointed to control and manage it, the proposed occupation would be considered under section s59A(1) as opposed to a lease under s54. The Minister of Conservation may under Section 59A(1):

The Minister may, in accordance with [Part 3B](#) of the Conservation Act 1987, grant a concession in respect of any reserve vested in the Crown, including any reserve controlled or managed by an administering body under any of [sections 28, 29, 30, 35, and 36](#); and the said [Part 3B](#) shall apply as if references in that Part to a conservation area were references to such a reserve and with any other necessary modifications.

Section 59A(3) goes on to state:

In the case of any concession over or in respect of a reserve controlled or managed by an administering body, any reference in the provisions referred to in subsection (1) to any conservation management strategy or conservation management plan shall be read as if it were a reference to a management plan approved under [section 41](#).

The Minister of Conservation in 2013 delegated section 59A(1) of the Reserves Act to territorial authorities. Note, if the reserve was vested in Council then s54 would apply and a lease rather than a concession could be granted. Section 54 also addresses that before the granted of any lease public notification is required s54(2) however this section does not apply if the activity is in conformity with and contemplated by the approved management plan for the reserve or the activity has been subject to a notified resource consent. Unfortunately, in this case s59A(1) applies and as such no exception exists for notification and s17SC of the Conservation Act applies and notification is required.

Current Department of Conservation guidance describes the notification process as including:

- advertising the application in at least one regional or local newspaper where the matter is of regional or local interest;
- a submission period of at least 20 working days;
- receipt and consideration of written submissions;
- a hearing process where appropriate and requested; and
- preparation of a report assessing the submissions

Additional conformation of the process will be required once the outcome of the delegated authority of the Minister (Council Decision) is known.

It is noted, the South Bay Domain Recreation Reserve – Reserves Management Plan <https://www.kaikoura.govt.nz/council/plans-policies-reports/reserve-management-plans> is a Reserve Management Plan which has been created by way of the Reserves Act 1977 as such the plan must be seen as a management plan approved under section 41. In its creation the Reserve Management Plan in 2024 Council advertised for public input for desired uses or potential ideas for

the potential management of the Reserve including running workshops. The possibilities raised for the reserve are as follows:

1. Planting and windbreak from the Resource Recovery Centre
2. Spa Pool Development
3. Increase the useable area of the pool
 - a) Adding more seating and shade
4. Skate boarding and pump track
5. More community events
6. Land lease opportunities (grazing land)
7. Mountain bike track
8. More access
9. More ball sports opportunities (Football/Soccer)
10. A separate title for Little Oaks Preschool

The direction provided by Council for this Reserve Management Plan is to encourage enhanced use of the Reserve. The Skate and Pump Track fits well with this direction and objectives and policies provided for within the Reserve Management Plan however this Plan does not prevent notification given the requirement of section 59A(1) as opposed to s54.

Further Information – refer to Attachments:

- i) Te Taumanu Flow – Kaikoura Peninsula Park Proposal
- ii) Approval from Te Runanga o Kaikoura and surrounding property users
- iii) Aerial map of proposed lease area

5 COMMUNITY VIEWS

If approval is given by the Council acting as Minister of Conservation, a formal notification process of the lease can begin. This process will enable the community to have their view on this matter. It is noted a letter of approval has been provided by Te Runanga o Kaikōura, Kaikōura Aquatic Centre, Kaikoura Trotting Club Inc. and Innovate Waste Kaikōura, some of these letters are conditions and are attached as Appendix 2

6 FINANCIAL IMPLICATIONS AND RISKS

6.1 Financial Implications

Typically, with these processes no further financial implications arising for Council out of the proposed concession lease. In this case Council may consider meeting some of the costs associated with staff time by support given to assisting with the formal lease application such aspects can be considered by the appropriate managers within existing budgets. Future consideration will need to be given to how any lease (if any) will address maintenance costs and or other financial implications potentially to Council and if vesting of infrastructure is required.

6.2 Community Implications

The Kaikoura Cycling Club has been discussing the need for an improved skate park and pump with our community for around six years. Submissions were received on the reserve management plan for this area and support for this proposal fits with present community direction.

7 RELEVANT LEGISLATION

- Reserves Act 1977
- Instrument of Delegation for Territorial Authorities 2013
- Conservation Act 1987

8. COMMUNITY OUTCOMES SUPPORTED.



Community

We communicate, engage and inform our community



Development

We promote and support the development of our economy



Services

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



Environment

We value and protect our environment



Future

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

Attachments:

Appendix 1 Te Taumanu Flow – Kaikoura Peninsula Park Proposal

Appendix 2 Approval from Te Runanga o Kaikoura and Surrounding Occupiers

Appendix 3 Aerial map of proposed lease area

Appendix 2 Approval from Te Runanga o Kaikoura and Surrounding Occupiers



10/02/2026

Kia Ora Tania,

We write to you to express our support (in principle) for the concept of a Skate and Recreational Centre.

As explained the Kaikoura Peninsula is of high significance and importance to the people of Ngati Kuri. Historically the Peninsula housed 14 Pa site (villages). One of the Pa very close to the vicinity of this proposed site was home to one of our Chiefs Te Rakiwhakaputa.

Due to this significance, we ask that we be fully informed or involved in the development of this land. This includes but not limited to:

- Planning hui
- Design hui
- Construction hui
 - Pre commencement
 - During
- Consultation with our He Mahi Poha team
 - Regarding cultural monitoring
- In the event of any plan change
 - We ask that we be contacted immediately

Na,



Hariata Kahu
Chair of Te Runanga O Kaikoura Inc



10 September 2024

Att: Tania Ross

Re: Cycle Club proposal for bike track

We the Kaikoura Aquatic Centre would like to say this is a great idea with the location being perfect for your plans.

We certainly look forward to conversations with you in planning your track and think there may be an opportunity where some of our infrastructure could help you in the future.

Rosie Clemet - Chairperson

All present and confirmed support were:

Toni Batey- Secretary

John Diver – Treasurer

Tony Anker – committee



KAIKOURA TROTting CLUB INC.

South Bay Racecourse, Kaikoura

Administration Manager: Glenn Hames

P O Box 37178 Halswell, Christchurch 8245

Email: kaikouratc@xtra.co.nz Ph: 027 203 2746

www.kaikouraraces.co.nz

11 September 2024

Kaikoura Cycling Club

Attention: Tania Ross

On behalf of our President and Committee, I thank you for attending our Committee Meeting on 8 September 2024 and explaining your plans for the construction of the Pump Cycle Track and Skate Park.

We expect all aspects will be completed professionally in partnership with the Kaikoura District Council and due diligence will be carried out around drainage and construction.

Our Club is fully supportive of your project and can see it as a great asset to the Community. We wish you the best for a speedy completion.

Kind regards

Glenn Hames
Administration Manager

From: <jacki@iwk.org.nz>

Date: Tue, Aug 27, 2024 at 1:05 PM

Subject: RE: Request for Consultation and Support for Kaikoura Pump Track and Skate Park Project

To: <tsross76@gmail.com>

Kia ora Tania

IWK are more than happy to support the project, we would like to see bunding and planting along the fence lines for aesthetic purposes (so users aren't looking into the transfer station) and are happy to work in with the Club to make that happen as part of the project.

We understand that the club is still in initial stages of planning etc and that these are concept plans, but just need to highlight the swale that runs along our shared fenceline, where it looks like the plans have sealed access and that initial access is off the Aquatic centres drive running through the bunding and planting that the centre has installed?

We are happy to support your application to Council – I am unsure what exactly you require but can write a letter of support, if there are key messages you'd like me to include, please let me know.

Nga mihi

Jacki Remihana

Jacki Remihana

General Manager

IWK

P: 03 319 7148 | M: 022 082 7251

www.iwk.org.nz



Appendix 3 Aerial map of proposed lease area

Figure 1 Location of XXX



Figure 2 – Location of Existing and Proposed Lease



Te Taumanu Flow*

Kaikōura Peninsula Park Proposal



*Te Taumanu Flow - suggested name of the park, derived from Te Taumanu (o te Waka a Māui) – The Seat (of the Waka of Māui), the name given to the Kaikōura Peninsula, as the location of where Maui's foot stood when he fished up Te Ika a Māui - The North Island

Kaikōura Skate and Cycle Recreation Centre Proposal Context

PROJECT CONTEXT

Local skaters and bikers have teamed-up with the Kaikōura Cycle Club (KCC) and HM Landscape Architecture to develop plans in conjunction with the Kaikōura District Council (KDC), to create a mixed-use recreational area centred around a world-class progression (cycle) park, and skate park.

There has been an interest in the community for years to upgrade the existing skate park on The Esplanade, and a surge of interest in cycling, with the development of the much loved community assets of the Kaikōura Trail and the Kaiterau Trail Loop, thanks to the volunteer efforts of KCC.

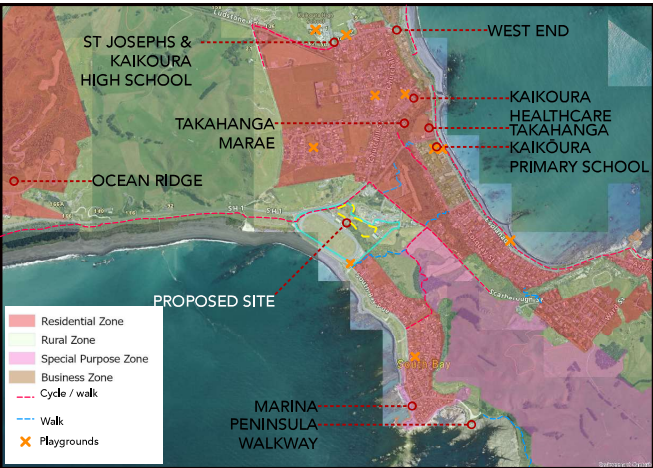
The land on offer for development adjoins the recently constructed Kaikōura Aquatic Centre (KAC), Innovate Waste Kaikōura (IWK) and the South Bay Racecourse (SBR).

COMMUNITY CONTEXT

The proposed site is within the land parcel shared by the SBR, zoned as 'Local Purpose Reserve'. This is flanked by Residential Zones of South Bay, and hilltop areas of Scarborough Tce, Churchill Street and Seaview, which has room to grow.

Kaikōura's Business Zone of West End and The Esplanade are close-by, along with local schools and recreational areas of Takahanga, which has new clubrooms and newly finished tennis courts. Takahanga Marae, Kaikōura Healthcare, Fire & Emergency and St Johns are five minutes by bike.

PLANNING MAP



CYCLE AND SKATE SCENE

Kaikōura's dramatic landscape has long fostered a strong adventure sport culture. Skaters and bikers have built their own scene—starting in the 1990s with a repurposed High School quarter pipe behind the BP carwash, which led to community fundraising and the creation of the Esplanade Skate Park in the early 2000s. A mini-ramp was later added at Gooches Beach. Both are popular but limited, with the Esplanade facing issues like uneven surfaces from Norfolk pine roots and dropped needles—locally known as "monkey tails"—which can cause riders to slam. Drainage is also a problem.

Kaikōura's Longboard Festival, held on Ocean Ridge's quiet foothill roads, attracts downhill skateboarders reaching speeds up to 80km/h—a sport gaining quiet momentum.

While cycling has always been more mainstream than skating, purpose-built trails and tracks grew from various high school students and youth. From the Mill Road dirt track, with its lofty ramps leading to some advanced grass-roots riding, along with the informal tracks in South Bay's pines and near IWK which still see some action today by a core group of youth.



HISTORICAL CONTEXT

The site is perched along the slope of the limestone terrace of the Kaikōura Peninsula, with silty loam soils over clay. Such hilltop sites hold relative safety for development, and historically were preferred by Māori, with the adjacent South Bay Pa being one of c.14 pa on the Kaikōura Peninsula. Also known as Te Taumanu o te Waka a Māui (the seat of Māui's canoe) the Kaikōura Peninsula holds great significance to manawhenua.

Images sourced: canterburymaps.co.nz, <https://kaikouracycling.co.nz>, <https://www.nzgeo.com/stories/the-town-that-whales-built/>

KAIKOURA TRAIL NETWORK



Today, cycling is booming, reflecting national trends. Thanks to the Kaikōura Cycling Club (KCC), the Kaikōura Loop and Kaiterau trails have become world-class experiences, showcasing the area's natural beauty and the impact of dedicated volunteers. KCC continues to maintain and expand the trail network, supported by major projects like the Whale Trail (linking Kaikōura to Blenheim) and the Middle Hill bike park in the Clarence Valley.

The Kaikōura District Council also supports active transport, including the smooth-surfaced Link Pathway along the Esplanade—ideal for both cyclists and skaters.

Cycling and skating have a vibrant future in Kaikōura. This proposal seeks to anchor that potential with a high-quality, multi-discipline facility at the heart of the community that will endure multiple generations of riders.



Kaikōura Skate and Cycle Recreation Centre Proposal Context

LOCATION

The site is centrally located between residential areas, and an eight minute bike ride from West End's retail area. Zoned as recreational reserve this area already services locals and visitors recreational needs, with this development diversifying and enhancing existing options at the KAC and SBR.

The site remains under-utilised as a greenfield development. Adjoining the recently capped landfill and overlooking South Bay and the SBR, there is a prime opportunity here to optimise the outlook, open space and undeveloped land, given the lack of flexible, mixed-use recreational space and quality playgrounds central to Kaikōura.



PLAY

Kaikōura offers endless natural play opportunities, but for whānau seeking the safety and structure of a playground, options are limited.

While there are several playgrounds nearby (see Community Context map), half are attached to schools or preschools and all are basic, largely prefabricated designs lacking creativity (see images right).

Given Kaikōura's small population, it's understandable a modern, diverse playground hasn't yet emerged—locals value the natural environment as the ultimate playground. However, recent Council Reserve Management discussions and Facebook feedback show a clear community desire for better play spaces.

This proposal considers integrating a playground—or a variety of play zones—including nature play, using simple materials like logs, culverts, landforms, and planting to encourage creative, resourceful play.

DOG PARK

For years, dog walkers and conservationists have called for a safe, dedicated dog walking area, as many local beaches are vital breeding grounds for banded dotterels (pohowera, pictured right) and other ground-nesting birds.

The capped landfill at IWK has been identified as a suitable location. Its proximity to the proposed recreation area presents a timely opportunity to integrate a dog park into this development.

ECOLOGICAL VALUES

While the site is largely dominated by exotic grasses and brushweeds like gorse, it holds ecological potential. Pockets of secondary mahoe—ngaio forest line the hillside above the racecourse, with native ferns such as hound's tongue common in the understory. Ngaio fringe the hill's edge, and mahoe is likely to regenerate with active management.

Extensive revegetation has already taken place along the 'New Beginnings' track (with view over South Bay, pictured right). Recent pine removal on the northern hillside opens up opportunities for further planting and the development of public spaces overlooking the racecourse and South Bay.

Gooches Beach playground



Churchill Park playground



Dog roaming in dotterel habitat



Banded dotterel nesting in South Bay



New Beginnings track



Images sourced: doc.govt.nz, Kaikōura Dotterel study, google maps, canterburymaps

Kaikōura Skate and Cycle Recreation Centre Proposal Context

SKATEPARK VISION

WONDERLAND CONCRETE SOLUTIONS, in collaboration with DOMS ARCHITECT SOLUTIONS, have developed a concept for the Kaikōura Skatepark that has the potential to be one of the most unique and versatile facilities in New Zealand—and internationally.

The design reflects Kaikōura’s whaling heritage and strong surf culture, incorporating a distinctive whale tail form and flow-surf elements. Key features include an Olympic-standard flow bowl suitable for national and international competitions, a beginner-friendly street and flow zone ideal for skate schools and workshops, and a snakerun that mimics a “concrete wave” for surf-style riding.

This thoughtfully designed skatepark caters to all ages and skill levels. It is intended not only as a space for progression and recreation, but also as a destination to attract visitors, support local tourism, and strengthen community connections.

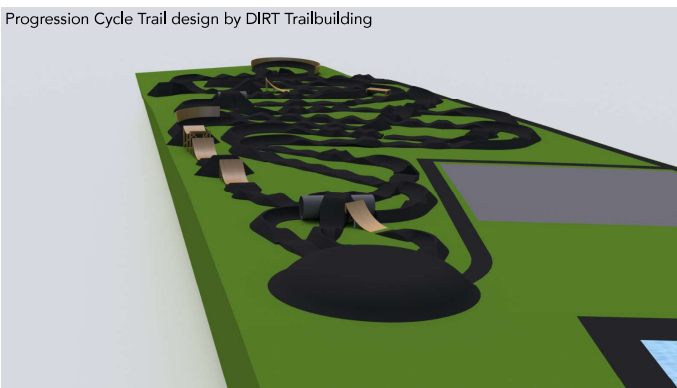
PROGRESSION CYCLE TRAIL

Cycling is one of the fastest-growing sports globally, with well-known physical, mental, and economic benefits. This proposal by DIRT Trailbuilding introduces New Zealand’s first asphalt downhill flow trail system—designed for all ages, abilities, and bike types.

It features three distinct trails: a gentle novice line with safe underpasses, an intermediate trail with progressive jumps and berms, and an advanced line with wooden kickers, gap jumps, a whale tail on-off jump, and wall rides.

The smooth asphalt surface allows for all-weather use, low maintenance, and immediate rideability. Blending the thrill of downhill flow with pump track and skills loop elements, the design is innovative and inclusive.

Themed features will reflect Kaikōura’s identity, while its striking form is set to attract visitors, promote local pride, and support the regional economy.

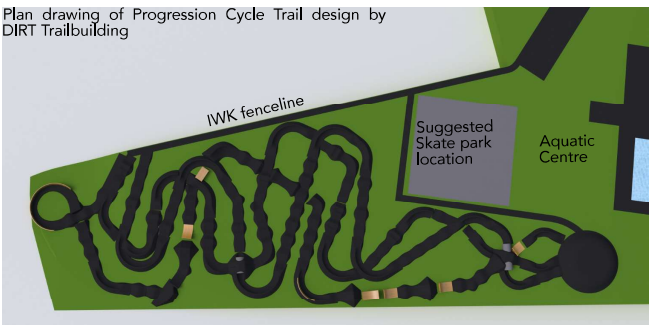


WATER AND DRAINAGE

The site has poorly draining clay soils, with runoff flowing into a seasonal stream connected to the nearby capped landfill which cut under SH1 further down. A stormwater basin currently serves the Aquatic Centre, but additional hard surfaces in this proposal will require increased stormwater capacity.

This creates an opportunity to incorporate natural water management features—such as shallow basins and wetlands—that reduce runoff, enhance biodiversity, and create engaging, water-focused spaces.

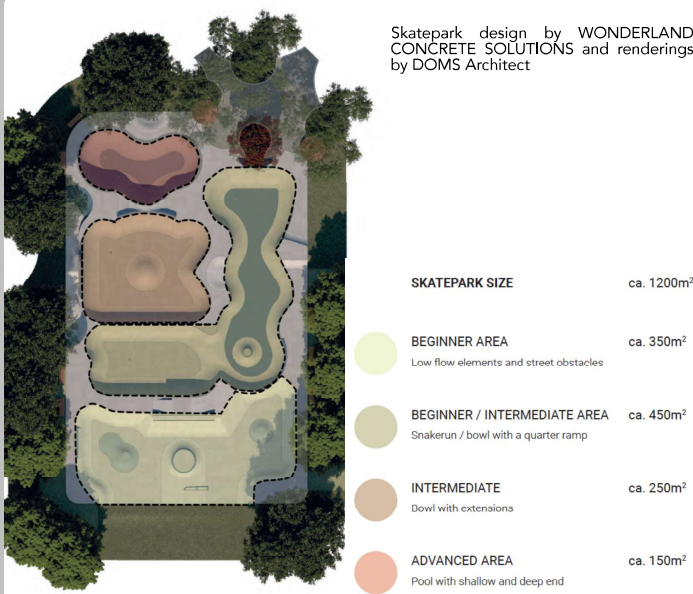
Permeable surfaces and native planting will be used wherever possible, with hard surfaces designed for multiple uses like skating, cycling, and accessibility. On-site clay is useful for stormwater retention, but not detention. All excavation will require cultural monitoring due to the high likelihood of archaeological material. Collaboration with Te Rūnanga o Kaikōura will be essential.



Skatepark render showing seating and trees for shade



Skatepark with whale tail feature similar to WONDERLAND Ltd design



Kaikōura Skate and Pump Recreation Centre Proposal Inspiration | Design Vision

SOCIAL, RELAXING, MIXED-USE RECREATIONAL SPACES

Nodes of activity generated by people utilising a space can become attractive for spectators to watch, linger and gather. Especially when there are opportunities for a mix of activities in a concentrated area, and a variety of spaces for people to relax, mingle and watch.



A'beckett Urban Square, Melbourne is considered a 'popup' park, with movable furniture and planter boxes, with long bench seats featuring. The mix of flexible social spaces and mixed recreation such as table tennis and basketball. Artwork features heavily in large murals and painted planters.

PLACE MAKING DESTINATION

A successful public space is measured by how often it's used and by how many. While small towns face challenges with limited populations, tourism can boost vibrancy through increased activity. Designing recreational areas as destinations—well-connected, near amenities, and rich with local character—helps anchor them in place and strengthen community identity.



Steampunk Park, Oamaru

The waterfront park cements Oamaru as New Zealand's Steampunk capital. Bespoke playgrounds, including giant Penny Farthing swings, celebrate the port's rustic, post-industrial charm. Ample seating, open lawns, sea views, and nearby amenities create flexible spaces that draw visitors off SH1 and encourage them to linger and explore.

Israels Plads, Copenhagen, Denmark

Celebrates heritage, diversity, inclusivity, and user experience through organic, flexible design. Mixed recreational spaces, rideable forms with integrated seating, day-lit water features, and epic vantage points for spectators create playful yet tranquil places that invite exploration and activity.



BIODIVERSE AND INTERACTIVE STORMWATER INTEGRATION

With more hard surfaces, stormwater management becomes an opportunity to shape the landscape. Swales, basins, and wetlands can turn runoff into lush features that improve water quality, boost biodiversity, and create inspiring spaces for connection and exploration.



Waitangi Park, Wellington

Once a brownfield site, Waitangi Park is now a vibrant waterfront space. Green infrastructure improves water quality before entering the harbour, while also enriching recreation, culture, and identity through interactive and engaging design.



Simon Elementary, Washington DC

Upgrades to the schoolyard transformed it with an interactive rain garden within the nature play areas, creating a dynamic, educational space that slows runoff, reduces erosion, and connects children with nature.

NATURE PLAY

Play elements are often woven into larger playgrounds or restoration areas, or added as inventive, often temporary features in neighbourhood parks. Logs serve as climbing poles, boardwalks, and stepping stones at varying heights, creating playful, natural experiences that evolve over time and will be renewed as needed.



Willow Bank Reserve, Tawa

The upgraded playground blends into the native bush, with timber poles and rocks for nature play along the embankment. Paths, seating, and subtle surfacing connect to the Ara Tawa shared path, creating a playful, immersive space that celebrates the local environment.



Yaldhurst Park Nature Playground, Christchurch

In a new reserve of native trees and restored riparian zone, this nature playground connects children with their environment through logs, boulders, slides, swings, and a sensory garden framed by Canterbury natives.

DESIGN VISION

Te Taumanu Flow will be an inclusive, people-centred destination to roll, relax, and play—whether skating, biking, scootering, blading, wheelchair, or watching from the sidelines. Rooted in Kaikōura's landscape and culture, it blends rideable terrain, nature play, and flexible open spaces with native plant communities and stormwater features that enhance ecology and water quality. As a central crossroads, it will connect paths and people, host everyday recreation and major events, and foster a strong sense of place that inspires rangatahi, mana whenua, and the wider community while drawing visitors to share in Kaikōura's unique energy.

GOALS

Inclusive for all – welcoming people of all ages and abilities to ride, roll, watch, and linger.

Playful and people-centred – rideable terrain shaped by the slope, with gathering spaces and outlooks over South Bay and the mountains.

Rooted in nature – native planting, local materials, and stormwater features that manage runoff and create ecological spaces.

Well-connected crossroads – a central hub encouraging walking, cycling, skating, and other active transport.

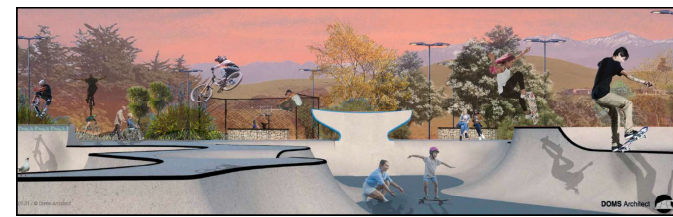
Flexible and adaptable – open space for events, contests, festivals, and Racecourse event overflow.

Endless play – from simple nature play to more elaborate, locally inspired playground elements.

Room to grow – grassed areas for informal sports now, with flexibility for future expansion.

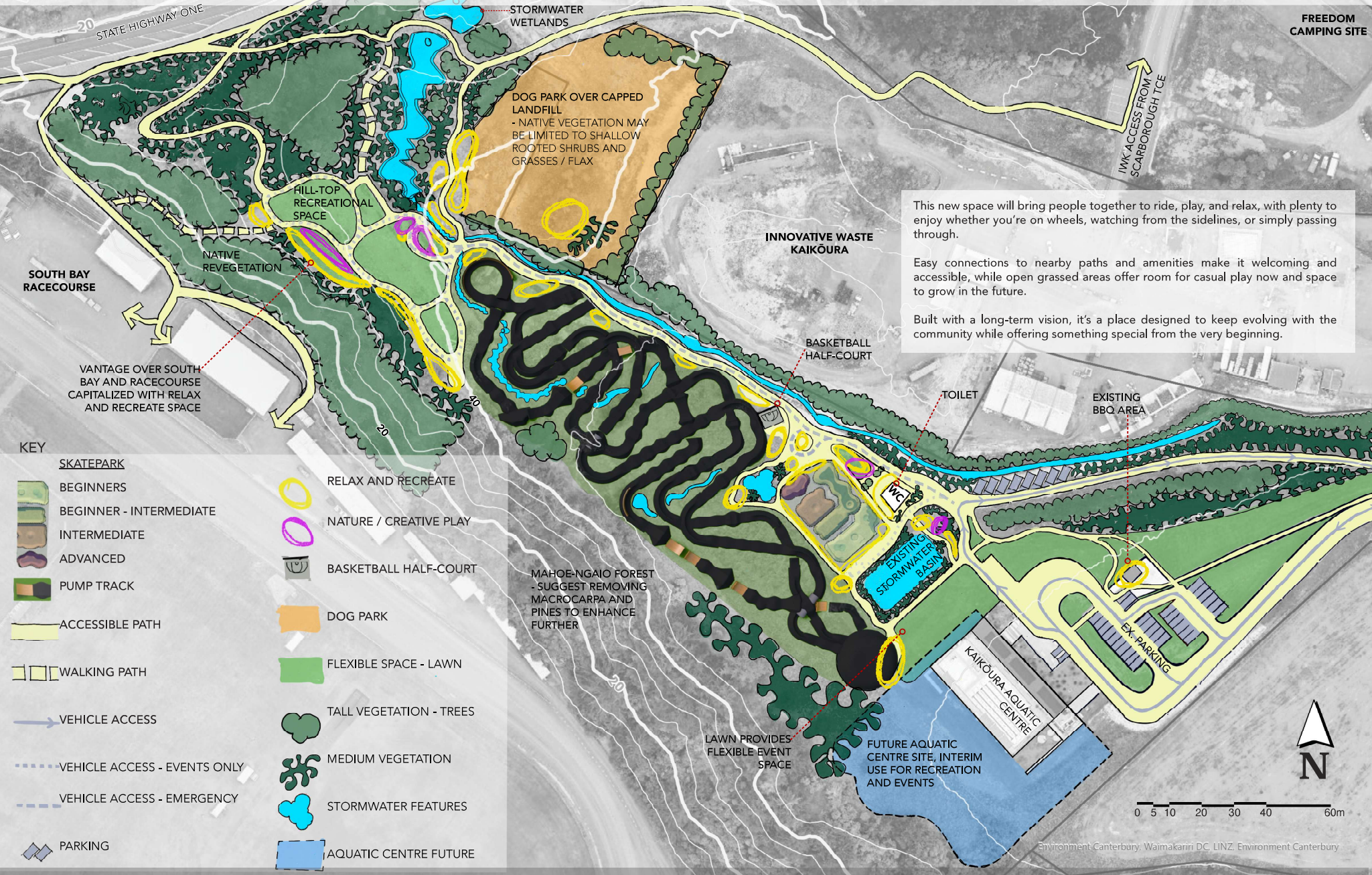
A strong sense of place – reflecting Kaikōura's identity, inspiring rangatahi, mana whenua, and community pride.

An iconic destination – a recreational hub locals cherish and visitors seek out.



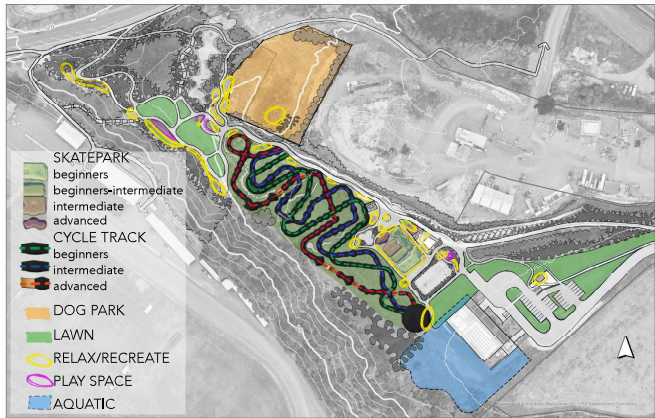
References: <https://www.pps.org/places/abeckett-urban-square>
<http://pink-thatchcraftybitch.blogspot.com/2013/11/oamaru-steampunk-capital-of-new-zealand.html>
<https://landzine.com/waitangi2/>
<https://landdesign.com/behind-the-design-simon-elementary-school/>
<https://www.letstalk.wellington.govt.nz/willowbank-reserve-play>

Kaikōura Skate and Cycle Recreation Centre Proposal Schematic Concept Plan



Kaikōura Skate and Cycle Recreation Centre Proposal Concept Programming

ACTIVATE / RECREATE / RELAX



Alongside the skate and cycle features, the park includes spaces to relax, socialise, and spectate—such as a basketball half-court and open lawns for flexible use.

An enclosed dog park makes use of the capped landfill area, where vegetation will be shallow-rooted to protect the clay cap.

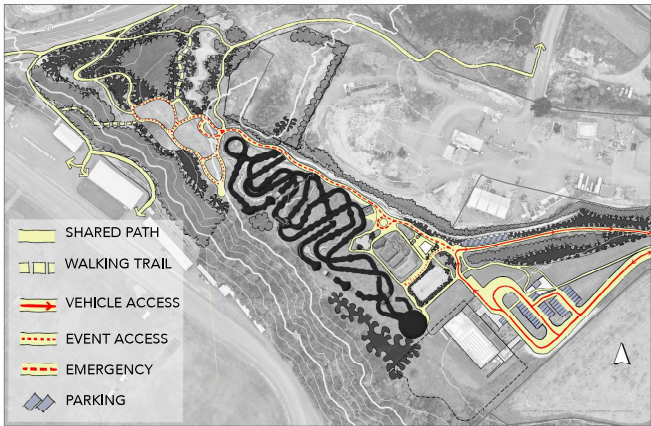
Open space overlooking the racecourse and South Bay provides room for casual sports like frisbee or overflow for events—offering stunning views.

Grassed areas around recreational zones allow for informal play and sports events, while nature play spaces and quiet areas for relaxation are also planned.

Lawn space around the Aquatic Centre is kept clear for possible future expansion.

By grouping activity zones close together, the design boosts energy, interaction, and spectator enjoyment.

CIRCULATION / CONNECTION



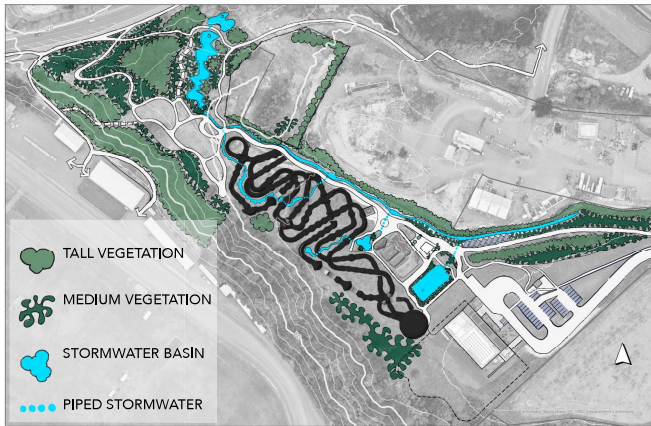
The site is easily accessed by shared paths for walkers, skaters, cyclists, and wheelchair users.

Vehicle access is limited to a one-way loop with parking at the top of the site. The lower area is accessible for emergency and event vehicles, managed with signage or removable bollards.

Pedestrian and cycle connections link to South Bay, State Highway 1, and Scarborough Terrace, with shortcuts through the site.

Additional parking could be added in future if needed, but is a low priority at this stage. The Aquatic Centre already provides ample parking, and the site's central location supports a strong focus on walking, cycling, and other active transport options.

GREEN INFRASTRUCTURE

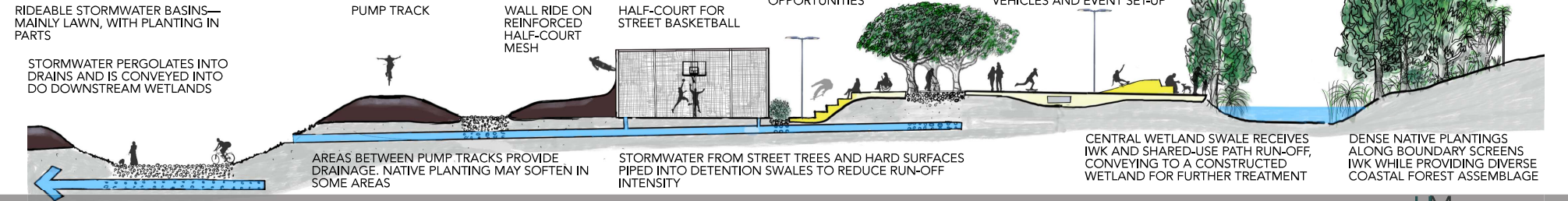


Native vegetation will be planted throughout the site, with the current drawing indicating areas of mass planting. Planting will boost native biodiversity, suppress weeds by reducing light availability, and reduce erosion and maintenance. It also enhances natural character, contributes to sense of place, and supports native birdlife.

Taller vegetation will be used to screen IWK and provide shade, while medium-height planting will retain key views, maintain sightlines, and reduce blind corners for safety.

Stormwater detention basins and wetlands will be carefully integrated into the landscape, serving as nature play areas and social spaces. These features will detain and treat runoff while adding ecological value, visual interest, and microclimate benefits.

INDICATIVE CROSS-SECTION: PUMP TRACK, HALF-COURT AND AXIAL SHARED USE PATH



Report to:	Council
Date:	30 September 2026
Subject:	Section 35 and District Plan Review
Prepared by:	M Hoggard – Strategy, Policy and District Plan Manager
Input sought from:	P Kearney – Senior Manager Corporate Services
Authorised by:	P Kearney – Senior Manager Corporate Services

1. SUMMARY

This report seeks Council direction on whether staff should proceed with the preparation, notification and processing of proposed Plan Change 7 (Housing Choice and Affordability) and Plan Change 8 (Commercial Development).

While there is a strong planning justification for both plan changes, the principal issue now before Council is not whether Plan Changes 7 and 8 are required, but whether the anticipated benefits arising from implementation of the Kaikōura Spatial Plan, improved housing affordability, increased housing choice, improved worker accommodation and more efficient commercial land use justify the financial investment and staff commitment required during a period of significant legislative reform and organisational change.

The proposal follows completion of the Section 35 Monitoring Report, adoption of the Kaikōura Spatial Plan, and the Minister for the Environment's July 2026 determination granting approval for Plan Change 7 to proceed under section 80W(2)(h) of the Resource Management Act 1991. The Minister concluded that PC7 and PC8 should proceed because it would resolve outdated and inefficient zoning, enable greater density and housing affordability, support implementation of the Kaikōura Spatial Plan and facilitate improved urban development. **Refer Appendix 1.**

The Section 35 Monitoring Report identified significant issues with housing affordability, housing choice, workers accommodation, subdivision standards and commercial land utilisation. These matters continue to affect social wellbeing, economic development and efficient infrastructure utilisation. In addition the Kaikōura Spatial Plan aims to update the local District Plan so more housing can be built closer together in residential areas.

Since Council endorsed progression of the plan changes in February 2026, the May 2026 Head Start Proposal was introduced and the Government has continued advancing the Planning Bill and Natural Environment Bill and the Local Government Bill. These Bills represent significant changes in both planning direction and the direction of how Council will operate. The planning changes should be seen as comparable with the changes which occurred between the Planning Acts of 1953, 1974 and in 1991 to the Resource Management Act. Such changes represent a fundamental restructuring of both the planning and local government systems rather than incremental legislative amendment. Likewise, the Local Government Bill and Head Start proposal will result in increased pressure on internal resources. Of the changes to legislation the largest risk is the Planning Bill which proposes a new planning framework including the need for a Regional Spatial Plan which will require significant resource allocation. The proposed reforms introduce uncertainty regarding the lifespan of any plan changes completed under the Resource Management Act framework.

Table 1: Key milestones of new planning legislation

Milestone	Indicative Date
Planning Bill becomes law	Sept 2026
Regional Spatial Plans notified	June 2028
Land Use Plans notified	March 2029
Decisions on Land Use Plans	Dec 2029

Milestone	Indicative Date
Existing RMA framework largely replaced	Around 2030

Notwithstanding the uncertainty associated with ongoing reform, current indications suggest that the operative Resource Management Act framework will continue to influence development outcomes until approximately 2030. Consequently, Council is effectively considering whether identified planning issues should be addressed now or remain largely unresolved for a further three to four years.

Council is therefore requested to determine whether the anticipated benefits of proceeding now outweigh the costs and risks associated with undertaking plan changes during a period of national legislative transition and uncertainty.

2. RECOMMENDATION

It is recommended 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 one of the following:
 1. Proceed with both Plan Change 7 and Plan Change 8;
 2. Proceed with Plan Change 7 only and defer Plan Change 8 pending greater certainty regarding national reform;
 3. Proceed with Plan Change 7 and Plan Change 8, subject to the Head Start Proposal being accepted and Kaikōura forming part of the Marlborough Regional Spatial Plan;
 4. Proceed with Plan Change 7, subject to the Head Start Proposal being accepted and Kaikōura forming part of the Marlborough Regional Spatial Plan, and defer Plan Change 8;
 5. Defer both plan changes pending implementation of the new planning system.

3. BACKGROUND

Section 35 of the Resource Management Act requires local authorities to monitor the effectiveness and efficiency of district plan provisions. Council's monitoring identified a range of issues with both residential and commercial chapters of the operative District Plan

As identified in the February 2026 report to Council key findings included:

- 94% of residential lots exceed 500m², restricting housing choice and affordability.
- Strong evidence of housing unaffordability, with households struggling to meet mortgage and rental costs.
- High reliance on visitor accommodation, impacting availability of long-term rentals and workers' housing.
- Housing choice is limited
- Ad hoc residential activity in commercial zones undermining commercial land supply and creating reverse-sensitivity issues.
- Existing commercial zoning is fragmented and does not efficiently utilise land or infrastructure capacity
- Approximately one third of commercially zoned land is occupied by residential activities

In addition the Kaikōura Spatial Plan adopted in December 2024 identified the need for additional housing capacity, greater housing diversity and a modernised commercial framework.

The following matters are firmly established through the Section 35 Monitoring Report, Kaikōura Spatial Plan and Ministerial exemption process:

- Housing affordability remains a significant issue within the district.
- Housing choice is limited.
- Workforce accommodation remains constrained.
- Existing residential provisions are creating inefficient outcomes.
- Existing commercial provisions are fragmented and do not maximise the efficient use of commercially zoned land.
- The Spatial Plan anticipates increased housing density and improved commercial development opportunities.
- Additional development capacity is required to support future growth.

Accordingly, the primary uncertainty facing Council is not whether change is required, but whether the benefits of implementing those changes outweigh the costs and risks associated with undertaking the work during the transition to a new planning system.

Council subsequently sought Ministerial exemptions allowing both plan changes to proceed despite the plan-stop provisions introduced by the Resource Management (Consenting and Other System Changes) Amendment Act 2025 and approval was granted refer **Appendix 1**.

External consultant support will be required if Council directs that the plan changes proceed. Existing staff capacity is substantially committed to the Head Start work programme, preparing for and responding to the Planning Bill and associated transition to the new planning system, and maintaining business-as-usual statutory and operational functions, including resource consent processing, policy advice, supporting other teams with monitoring and other District Plan work. The scale, specialist nature and time-critical sequencing of these concurrent workstreams means that the additional research, technical assessment, drafting, consultation and Schedule 1 processing required for Plan Changes 7 and 8 cannot be delivered within existing resources without delaying other priority work or creating unacceptable delivery risk. Engaging suitably qualified consultants provides additional capacity and specialist expertise needed while allowing staff to retain oversight, ensure local context is appropriately reflected and continue core Council functions. Such resource support can be considered in a similar manner as the resources that would have been required to progress the District Plan review.

4. COMMUNITY EXPECTATIONS AND THE SPATIAL PLAN

The Kaikōura Spatial Plan was adopted by Council in December 2024 following extensive community engagement. The Spatial Plan establishes a long-term strategic growth framework for the district and identifies the need for:

- increased housing choice;
- improved housing affordability;
- greater residential density in appropriate locations;
- improved walkability;
- more efficient use of infrastructure;
- commercial redevelopment opportunities; and
- provision of sufficient development capacity.

While adoption of the Spatial Plan does not legally require Council to undertake Plan Changes 7 and 8, it does create a reasonable expectation amongst landowners, developers, infrastructure providers, mana whenua and the wider community that Council will progressively implement the agreed strategic direction through statutory planning mechanisms.

Failure to progress implementation may reduce confidence in future strategic planning exercises and continue the disconnect between Council's adopted growth strategy and the operative District Plan provisions.

5. DISCUSSION

Overview

Based on the work undertaken in the Kaikōura Spatial Plan, the Section 35 Monitoring Report and the recent approval from the Minister there is strong evidence supporting progression of Plan Changes 7 and 8. The challenging question for Council is whether sufficient public benefit can be realised before replacement planning legislation becomes operative, such that progression represents a prudent use of rates funds and staff resources. In simple terms, the question for Council is whether the benefits delivered to the community between now and the introduction of replacement Land Use Plans are likely to exceed the estimated external costs of approximately \$450,000. The matter can be considered as whether to purchase some level of certainty or not.

Plan Change 7

Plan Change 7 proposes amendments to the residential zones to enable increased housing density, smaller allotments and greater housing choice. It would also improve provision for workers' accommodation, provide potential opportunities for papakāinga development, and update the subdivision and urban form provisions.

The case for proceeding is strengthened by the Section 35 monitoring results, Ministerial approval, housing affordability pressures and workforce accommodation shortages. Progression would also implement the Kaikōura Spatial Plan and align with Government housing growth objectives.

Plan Change 8

Plan Change 8 proposes amendments to the commercial zones to provide a more coherent and efficient commercial framework. It would address fragmented zoning, clarify the appropriate location and management of residential activities within commercial areas, improve the utilisation of commercially zoned land and infrastructure, and update provisions relating to commercial development and urban form.

The case for proceeding is strengthened by the Section 35 monitoring results, Ministerial approval, evidence that approximately one third of commercially zoned land is occupied by residential activities, and the need to reduce ad hoc development and reverse-sensitivity effects. Progression would also implement the Kaikōura Spatial Plan, protect sufficient land for commercial activities and support more efficient use of existing infrastructure.

Staff Assessment

Staff consider:

1. The planning justification for Plan Changes 7 and 8 is strong.
2. The Section 35 Monitoring Report provides clear evidence of existing inefficiencies within the District Plan.
3. The Minister's approval supports the planning merit of the proposed residential changes.
4. The Kaikōura Spatial Plan identifies the need for the proposed changes.
5. The principal risk relates to timing, cost and resource allocation rather than planning merit.
6. Current planning reform timelines suggest a potential implementation window of approximately four years before replacement Land Use Plans become operative.
7. Growth pressures, housing affordability issues and commercial development constraints are occurring now and will continue irrespective of future reform.

Staff consider there remains a sound basis for progressing both plan changes despite the uncertainty surrounding national planning reform. However, given the associated costs and strategic implications, the decision on whether to proceed should be made by Council

4.4 Planning Bill Considerations

The Planning Bill proposes a substantial restructuring of New Zealand's planning framework, including regional land use plans and greater use of nationally standardised provisions. The Government has indicated that future plans will be prepared at a regional level rather than through separate district plans. This creates a risk that work undertaken on PC7 and PC8 may ultimately be superseded by future regional planning instruments. The timeframes for when planning provision are superseded is currently unknown given the Bill is yet to become law. Based on the current draft of the Bill Simpson Grierson have provided a timetable for RMA and Local Government Reforms, refer **Appendix 2**.

It is important to distinguish between uncertainty regarding the future planning framework and uncertainty regarding current planning issues. While the final form of the Planning Act has yet to be determined, housing affordability pressures, worker accommodation shortages, development capacity constraints and commercial land use inefficiencies are occurring now and are expected to continue irrespective of future reform.

Key steps and costs are outlined in Table 1. These steps and costs have been based on advice from Perspective Consulting and knowledge of the recent Plan Change 6.

Table 1 – Plan Change 7 & 8 Estimated Costs and Timeframes

Work	Costs* – excluding GST	Time^
Drafting of proposed chapters/ Consultation	\$70,000	Late 2026
Notification	\$10,000	Early/Mid 2027
Close of submission / Summary of submissions/ Further submissions close/ Staff report	\$300,000	Mid 2027
Hearing	\$70,000	Late 2027
Decisions		Late 2027 Early 2028
Appeals (if any)	Too much uncertainty to price	Too much uncertainty to set timeframes
	Total Costs \$450,000	Estimated Time 9 months plus

*Rounded to the nearest \$10,000 and including cost of consultants and hearing commissioners – excludes appeals and disbursements.

^Based on Plan Change 6 and Perspective Consulting discussions

Conversely if Council does not proceed the following matters need to be considered:

- the transition to the new system will take several years, changes in government has seen wholesale changes to planning legislation which has created uncertainty and delayed previously programmed work;
- growth and development pressures, including housing affordability, exist now;
- Developers are still able to apply under Resource Management Act on a resource consent by resource consent basis.

In summary any planning decisions made have long-term land use consequences these can be both positive and negative the decision not to act is still a decision.

6. FINANCIAL IMPLICATIONS AND RISKS

Financial Implications

Based on advice received from Perspective Consulting and MLPC, the estimated consultant cost for Plan Changes 7 and 8 is approximately \$400,000 excluding GST, legal review, specialist studies, hearing panel costs and internal staff time and disbursements.

Where Plan Change 7 and Plan Change 8 are progressed together, economies of scale are expected to reduce overall project costs compared with progressing both independently.

Much uncertainty exists about the development of the Regional Spatial Plan. At present Council is working with Canterbury Planning Teams however this may change to Malbrough depending on government direction. Where we site with regional spatial plans is important as each area will have a different approach and different costs. While Plan Change 8 also addresses genuine planning issues, Council may wish to carefully weigh the benefits against the cost and uncertainty associated with ongoing national planning reform. A staged approach, progressing PC7 immediately while deferring PC8 pending greater certainty on the new planning framework, is a defensible option.

Currently we have agreed to support Waitaha Canterbury Regional Spatial Plan and staff are attending workshops. However, Council has agreed to withhold our 2.5% funding share being \$18,137.50 of the \$725,000.00 for the next financial year until the outcome of headstart is known. With present estimates of the Waitaha Canterbury Regional Spatial Plan being around ten million without technical reports. Post development of the Regional Spatial Plans Council will also have to develop Land Use Plans. What is presently unknown is the level of technical reports which will be required from Kaikoura to provide meaningful input into the Regional Spatial Plan and the subsequent land use plans.

Table 2 – High-level Planning Budget – to nearest \$100,000

Scope of work	Costs	Time	Note
District Plan Review	\$3,000,000.00	Over 10 years	10 year LTP
Spending to date District Plan	\$ 200,000.00*		Section 35 Report Kaikoura Spatial Plan
Remaining District Plan Budget	\$2,800,000.00		
PC 7 & 8	\$ 500,000.00	26-27 financial year	Estimate
KDC share of Regional Spatial Plan Drafting (\$10m total)	\$ 300,000.00	26-28 financial years	Estimate
Remaining District Plan Budget for technical input and land use plans	\$2,000,000.00		

* Costs nearest 100k for development of Kaikoura Spatial Plan and District Plan Monitoring s35

Opportunity Costs

Progressing Plan Changes 7 and 8 will require staff oversight and governance resources at a time when Council is also:

- responding to the Planning Bill reforms;
- participating in Regional Spatial Planning work;
- undertaking Head Start-related activities;
- managing Long Term Plan implementation; and
- maintaining business-as-usual planning functions.

Cost of not proceeding

If Council does not proceed:

- Continued unaffordability and limited housing choice
- Delays of at least 3–4 years before changes can be implemented under the new planning system
- Ongoing inefficient and ad hoc commercial development
- Continued reverse sensitivity issues in commercial zones
- Deteriorating social, economic, and infrastructure conditions

Risk

The risks associated with not acting now should be weighed against the risk of the plan changes being overridden by the new standardised zones to be introduced as part of the coming Planning Act and Natural Environment Act.

If Council Proceeds

- National planning reforms may reduce the lifespan of the amended provisions.
- Regional Spatial Planning requirements may alter future priorities.
- Appeals may increase overall project costs and timeframes.
- Staff resources may require reprioritisation.

Relevant Legislation

Resource Management Act 1991, including:

Resource Management (Consenting and Other System Changes) Amendment Act 2025, which introduced the “plan-stop” until 31 December 2027.

Planning Bill 2025 and *Natural Environment Bill 2025*, signalling land use plan will become operative 12 months from their proposed notification in December 2029.

7. CONCLUSION

Staff consider there is a strong strategic and planning basis for progressing Plan Changes 7 and 8. The proposed changes directly respond to issues identified through Section 35 monitoring, implement the Kaikōura Spatial Plan and address matters already recognised by the Minister for the Environment as warranting progression.

The key question before Council is therefore not whether the changes are required, but whether sufficient benefit can be achieved before replacement planning legislation becomes operative.

While reform introduces genuine uncertainty, current timelines suggest the existing planning framework will remain influential until approximately 2030. On balance, staff consider there is a reasonable opportunity for the community to realise meaningful benefits from the proposed changes during that period.

8. COMMUNITY OUTCOMES SUPPORTED

Community: Supports social wellbeing by addressing unaffordability, enabling smaller housing typologies, and reducing pressure on workers’ accommodation.

Development: Enables more effective residential and commercial development, aligning with the Spatial Plan and improving land use efficiency.

Environment: Encourages more compact, infill-focused growth, reducing sprawl and infrastructure inefficiency.

Future: Improves long-term housing affordability, supports economic resilience, and brings forward development by at least three years compared to waiting for new legislation

**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

Attached:

Appendix 1 – Minister for the Environment's Exception Letters

Appendix 2 - Simpson Grierson - Timeline for RMA & Local Government Reforms

Appendix 1 – Minister for the Environment's Exception Letters

Hon Chris Bishop

Attorney-General
Minister of Housing
Minister for Infrastructure
Minister Responsible for RMA Reform
Minister of Transport
Associate Minister of Finance



23 July 2026

CB-COR3123

Matt Hoggard
Strategy, Policy & District Plan Manager
Kaikoura District Council
matt.hoggard@kaikoura.govt.nz

Cc: Craig Mackle, Mayor
Mayor@kaikoura.govt.nz

Dear Matt,

Thank you for applying for an exemption to the plan stop policy under section 80V of the Resource Management Act 1991 (the Act). I have considered your exemption request according to the criteria set out under section 80W of the Act and have taken the decision to approve in full your request.

Kaikoura District Council applied for an exemption for Plan Change 7 (PC7) under s80W(2)(b), s80W(2)(c) and s80W(2)(h) of the Act.

I am not satisfied that PC7 meets criteria s80W(2)(b) or s80W(2)(c) of the Act, however I am satisfied that PC7 meets the criteria under s80W(2)(h) of the Act and should proceed in full. This is because the plan change will resolve outdated and inefficient zoning, enabling greater density and housing affordability. The change will also support the implementation of the Kaikoura Spatial Plan which supports the need for greater housing choice to address predicated future demand and overall facilitate improved urban development in the community.

Should you have any further questions about the process from here, you are welcome to contact my officials at plan.exemptions@mfe.govt.nz.

Yours sincerely,



Hon Chris Bishop
Minister Responsible for RMA Reform

Hon Chris Bishop

Attorney-General
Minister of Housing
Minister for Infrastructure
Minister Responsible for RMA Reform
Minister of Transport
Associate Minister of Finance



23 July 2026

CB-COR3124

Matt Hoggard
Strategy, Policy & District Plan Manager
Kaikoura District Council
matt.hoggard@kaikoura.govt.nz

Cc: Craig Mackle, Mayor
Mayor@kaikoura.govt.nz

Dear Matt,

Thank you for applying for an exemption to the plan stop policy under section 80V of the Resource Management Act 1991 (the Act). I have considered your exemption request according to the criteria set out under section 80W of the Act and have taken the decision to approve in full your request.

Kaikoura District Council applied for an exemption for Plan Change 8 (PC8) under s80W(2)(b), s80W(2)(c) and s80W(2)(h) of the Act.

I am not satisfied that PC8 meets criterion s80W(2)(c) of the Act, however I am satisfied that PC8 meets the criteria under s80W(2)(b) and s80W(2)(h) of the Act and should proceed in full. This is because this plan change will resolve outdated and inefficient zoning, enabling a more consolidated and functional commercial framework that supports mixed-use development and business growth. It will correct unintended constraints, improve land and infrastructure efficiency, and give effect to the Kaikoura Spatial Plan.

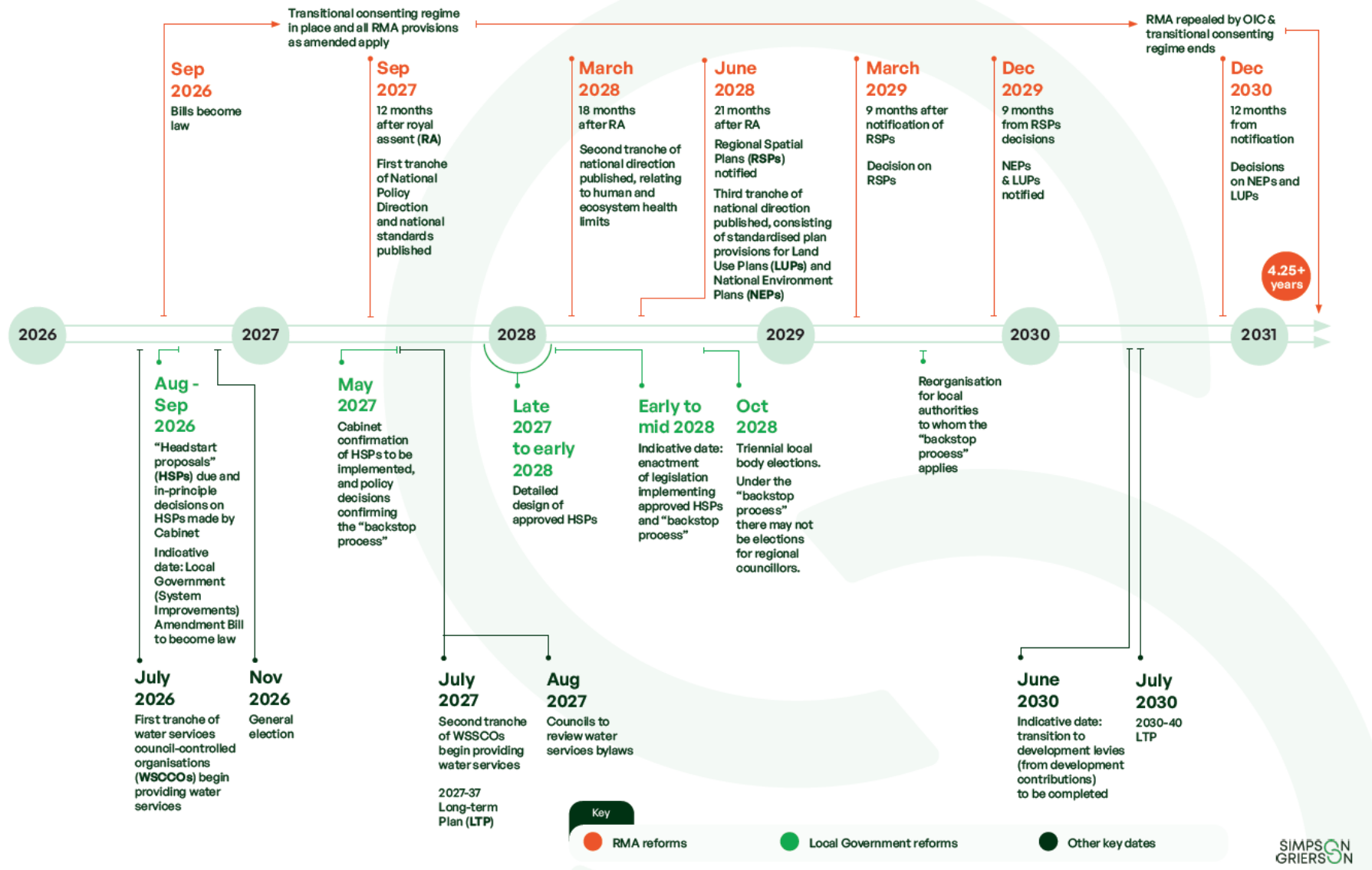
Should you have any further questions about the process from here, you are welcome to contact my officials at plan.exemptions@mfe.govt.nz.

Yours sincerely,



Hon Chris Bishop
Minister Responsible for RMA Reform

Appendix 2 – Simpson Grierson - Timeline for RMA & Local Government Reforms



Report to:	Council	
Date:	30 September 2026	
Subject:	Feedback on the Illustrative National Policy Direction	
Prepared by:	D Hirst, Senior Advisor Strategy and Policy	
Input sought from:	M Hoggard, Strategy, Policy and District Plan Manager	
Authorised by:	P Kearney, Senior Manager Corporate Operations	

1. SUMMARY

The purpose of this report is to seek Council approval of the attached feedback on the Government's Illustrative National Policy Direction (NPD) discussion document. The key issues, opportunities and strategic implications for Kaikōura District Council were presented to Council during the workshop on 9 September 2026.

The illustrative NPD provides the clearest indication yet of how national direction may operate under the proposed resource management system and how future Regional Spatial Plans may be expected to address growth, infrastructure, environmental outcomes, natural hazards, productive land and renewable energy considerations.

The proposed feedback supports many aspects of the reform direction, while seeking clarification on several matters that will significantly influence future planning and infrastructure decisions for Kaikōura. It focuses on the practical implementation of Regional Spatial Planning, infrastructure affordability, natural hazard management, growth management, productive land protection and strategic infrastructure planning.

2. RECOMMENDATION

It is recommended that 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).

3. BACKGROUND

The Government is progressing replacement resource management legislation through the proposed Planning Bill and Natural Environment Bill. As part of that reform programme, an Illustrative National Policy Direction (NPD) has been released to demonstrate how future national direction may be structured and implemented.

Officers presented a workshop to Council on 9 September 2026 outlining the key features of the illustrative NPD and the potential implications for Kaikōura. Matters discussed included:

- More permissive planning settings and a stronger emphasis on property rights and development enabling outcomes.
- Increased focus on infrastructure-supported growth and long-term infrastructure planning.
- The relationship between growth and natural hazard exposure.
- The proposed approach to High Value Growing Areas.
- Expectations regarding strategic infrastructure and renewable energy planning.
- The emerging role of Regional Spatial Plans in resolving competing planning objectives and trade-offs.

The attached submission reflects the matters raised during the workshop and seeks to ensure the final NPD appropriately recognises practical implementation challenges facing local government, including infrastructure funding constraints, natural hazard risk management responsibilities, and the need for Regional Spatial Plans to reconcile competing national, regional and local priorities.

Focus Areas for next three months

Over the next three months officers will:

- Monitor the progress of the Planning Bill and Natural Environment Bill through Parliament and map out the immediate implementation requirements.
- Monitor the development of the revised National Policy Direction and future National Standards.
- Continue assessing the implications of resource management reform for the Kaikōura Spatial Plan and future Regional Spatial Planning processes.
- Engage with potential regional planning partners and central government agencies on implementation matters.
- Report significant developments and emerging risks to Council as further information becomes available.

4. FINANCIAL IMPLICATIONS AND RISKS

There are no direct financial implications arising from approval of the feedback.

However, the reforms have the potential to create significant future financial and operational implications for local authorities through requirements associated with infrastructure planning, growth management, natural hazard adaptation, monitoring, plan development and implementation of national standards.

The key strategic risks identified through the workshop and reflected in the feedback include:

- Balancing growth aspirations against long-term infrastructure affordability.
- Managing future liabilities associated with development in hazard-prone areas.
- Reconciling urban growth, productive land protection and environmental outcomes.
- Making long-term infrastructure and renewable energy decisions in the face of uncertainty.
- Potential implementation costs associated with future National Standards.

5. RELEVANT LEGISLATION

- Resource Management Act 1991.
- Local Government Act 2002.
- Planning Bill.
- Natural Environment Bill.
- Future National Policy Direction and National Standards developed under the reformed resource management system.

6. COMMUNITY OUTCOMES SUPPORTED

6.1 Community

Supports resilient communities through consideration of housing, infrastructure provision, natural hazard management and long-term wellbeing.

6.2 Environment

Supports environmental stewardship, natural hazard resilience, protection of significant environmental values and sustainable resource management.

6.3 Development

Supports coordinated growth, infrastructure investment, economic development and efficient land-use planning.

6.4 Future

Supports long-term strategic planning, intergenerational decision-making, infrastructure resilience and sustainable district development.



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 A: KDC Feedback on the Illustrative National Policy Direction



Kaikōura District Council Feedback on the Illustrative National Policy Direction

Prepared by:

Daniel Hirst, Senior Advisor Strategy and Policy

Matt Hoggard, Strategy, Policy and District Plan Manager

Approved by:

Council at the meeting held 30 September 2026

Introduction

Kaikōura District Council (KDC) welcomes the opportunity to provide feedback on the illustrative National Policy Direction (NPD).

KDC supports the overall direction of reform. In particular, the NPD reflects a welcome shift from a predominantly reactive and effects-based system towards a more strategic, spatially integrated and growth-enabling model.

The thematic structure is clear and accessible. The use of policy intent statements, directives and conflict-management provisions assists readers to understand the Government's objectives and the frameworks intended to guide decision-making where competing priorities arise.

However, the NPD leaves several important strategic questions unresolved. In particular, further clarification is needed regarding:

- how competing national objectives are intended to be weighted and resolved in practice;
- the extent of Regional Spatial Plan (RSP) discretion once national standards are introduced;
- the scale of growth and intensification anticipated under the framework; and
- the mechanisms by which growth-enabling outcomes will be implemented where monitoring identifies constraints on urban land market performance.

These issues will substantially influence how the future planning system operates in practice.

Support for Regional Spatial Planning

KDC strongly supports the elevated role proposed for Regional Spatial Plans.

The Council's Spatial Plan already adopts a similar approach by directing growth towards appropriate locations, aligning development with infrastructure investment, incorporating natural hazard considerations, identifying strategic infrastructure needs, providing for housing choice and supporting papakāinga development.

The most significant feature of the proposed planning framework is not any individual directive, but the shift towards resolving strategic questions through spatial planning before development proposals arise.

The NPD signals that Regional Spatial Plans will become the primary mechanism for determining where growth, infrastructure investment, environmental protection, hazard management and economic development should occur. This represents a significant departure from the current system, where many of these questions are resolved through plan changes, resource consent processes and appeals.

KDC supports this approach. Resolving strategic issues through spatial planning has the potential to improve certainty, reduce conflict and support more integrated decision-making.

However, the effectiveness of this model will depend on how much discretion Regional Spatial Plans retain once national standards are developed. This relationship remains one of the most significant unresolved questions within the proposed framework.

Relationship Between Regional Spatial Plans and National Standards

KDC supports national consistency and recognises the Government's objective of reducing unnecessary variation between planning frameworks.

However, the implementation material suggests future national standards may prescribe housing growth targets, development capacity requirements, intensification requirements, zoning approaches, responses to non-competitive urban land markets and infrastructure monitoring requirements.

This raises an important question: what strategic decisions will remain for Regional Spatial Plans to make?

If national standards increasingly prescribe growth outcomes and implementation responses, the practical discretion available to Regional Spatial Planning committees may be narrower than the NPD currently implies.

KDC considers Regional Spatial Plans should retain sufficient flexibility to respond to local infrastructure constraints, natural hazards, environmental values (including dark sky), productive land, community preferences and growth dynamics. Their principal role should remain the strategic integration and balancing of competing objectives at a regional level.

Further clarification of the relationship between national standards, Regional Spatial Plans and Land Use Plans and Natural Environment Plans would improve certainty and assist planning authorities to understand their respective responsibilities.

KDC also notes that enabling development opportunities through planning provisions alone may not be sufficient to improve housing affordability where land ownership patterns or market behaviour constrain the release of development capacity. The NPD references monitoring of urban land market performance and responses to non-competitive markets, but provides little indication of the interventions that may follow where substantial zoned capacity exists but is not brought forward for development. Further guidance on the intended role of planning, infrastructure funding, market monitoring and potential intervention mechanisms would assist councils to understand how growth-enabling outcomes are expected to be achieved in practice.

Infrastructure-Led Growth, Development Sequencing and Infrastructure Efficiency

The NPD seeks to support both responsive development opportunities and efficient infrastructure planning. KDC supports both objectives but considers the relationship between them requires further clarification.

Planning provisions can enable development capacity, but they cannot create infrastructure capacity nor a willingness for the landowners to develop. The ability to service growth remains dependent on funding availability, asset condition, workforce capacity, delivery timeframes and resilience requirements.

For smaller districts with constrained rating bases and significant infrastructure costs, efficient infrastructure investment is essential to affordability, resilience and long-term fiscal sustainability.

KDC considers councils should retain the ability to sequence development where infrastructure funding is not secured, infrastructure capacity is constrained, or resilience investments must be made before growth can proceed. Without this flexibility, there is a risk that development expectations become disconnected from the infrastructure needed to support them, creating affordability, serviceability and resilience challenges over time. The planning framework should therefore enable growth that is both achievable and supported by appropriate infrastructure and resilience investment.

Natural Hazards and Resilience

KDC supports the move towards a nationally consistent and risk-based approach to natural hazard management provided this approach does not increase risk to our communities.

The NPD retains direction to avoid development in areas of very high risk while placing greater emphasis on adaptation, resilience, asset management, investment

planning and cost-effective mitigation. Collectively, these provisions appear to signal a shift away from reliance on planning restrictions alone towards a broader resilience-based approach to hazard management.

KDC supports this evolution. However, greater clarity is needed regarding how decision-makers should balance growth opportunities against long-term hazard exposure where risks are less than very high but may nevertheless create significant future consequences. A key uncertainty is the content of future National Standards. For example, Kaikōura's current flood hazard framework is based on a 500-year Average Recurrence Interval (ARI) event. If future national standards require a different return period, probability threshold, climate change allowance, or hazard mapping methodology, the extent of land identified as being subject to flood hazard constraints could change significantly. The practical impact of the reform will therefore depend as much on the subsequent standards as on the policy direction itself.

Development in areas subject to natural hazards can create significant long-term costs and risks for communities. This is particularly the case where growth increases infrastructure liabilities, adaptation costs, community vulnerability, or cumulative exposure to natural hazards. Regional Spatial Plans, Land Use Plans and Natural Environment Plans should therefore retain sufficient discretion to influence the location, timing and sequencing of development where future hazard exposure remains a significant concern.

Further guidance is needed on how the proposed framework is intended to operate in practice. In particular, greater clarity is required on when adaptation and mitigation measures are expected to enable development, what level of residual risk may be considered acceptable, and the circumstances in which natural hazard risks should appropriately constrain growth and infrastructure investment. Without this guidance, there is a risk of inconsistent decision-making and uncertainty for councils, infrastructure providers, developers and communities.

Development Within High-Value Productive and Environmental Areas

KDC notes that the NPD adopts a more flexible approach to productive land, natural character and outstanding natural features and landscapes than many existing planning instruments. This raises a fundamental question: How are decision-makers expected to balance these values against housing, infrastructure and economic development objectives?

While the Bills indicate no formal hierarchy between outcomes, the conflict-management provisions frequently direct decision-makers toward Housing and Development and Infrastructure directives when tensions arise. In practice, this may result in housing and infrastructure objectives exerting greater influence than other objectives. KDC does not oppose this approach. However, if this is the intended outcome, the framework should state this more explicitly.

Further guidance is needed regarding:

- the relative weighting of competing objectives;
- the circumstances in which development outcomes are expected to prevail;
- the circumstances in which environmental, productive land or landscape values are expected to prevail; and
- the decision-making framework Regional Spatial Planning committees should apply when conflicts arise.

Clarifying these matters would significantly improve certainty and consistency across the future planning system.

Conclusion

KDC considers the illustrative NPD provides a credible and generally well-designed foundation for national direction under the proposed planning framework. The emphasis on integrated spatial planning, nationally consistent direction, infrastructure planning and growth-enabling outcomes represents a positive shift towards a more strategic planning system.

The critical question for implementation is not whether the framework contains competing objectives, but how those objectives are intended to be reconciled in practice. The effectiveness of the new system will depend on whether planning authorities, infrastructure providers and communities have sufficient clarity regarding who makes strategic decisions, how conflicts are resolved, and how growth-enabling outcomes are translated into deliverable development opportunities.

In particular, KDC considers further clarification is needed regarding:

- the weighting and reconciliation of competing national objectives;
- the discretion available to Regional Spatial Plans once national standards are developed;
- the scale of growth and intensification anticipated under the framework;
- the extent to which councils and Regional Spatial Planning committees may sequence development to align with infrastructure funding, capacity and resilience requirements;
- how growth-enabling outcomes are intended to be implemented where monitoring identifies constraints on urban land market performance; and
- the decision-making framework to be applied where housing, infrastructure, productive land, environmental and natural hazard objectives come into conflict.

Addressing these matters would strengthen confidence that the future planning system can achieve its intended outcomes while supporting growth that is not only enabled, but also infrastructure-supported, resilient, affordable and sustainable over the long term.

Report to:	Council
Date:	30 September 2026
Subject:	Procurement Policy 2026
Prepared by:	A Crighton – LIM and Planning Administrator
Input sought from:	D Hirst – Senior Advisor- Strategy and Policy
Authorised by:	P Kearney – Senior Manager Corporate Services

1. SUMMARY

The purpose of this report is to present the attached Procurement Policy to Council for approval. The policy was requested by Council at the workshop held on 27 May 2026, following discussion of a public petition asking Council to avoid procuring goods and services from companies involved in Israeli settlement activity in occupied territories.

At the workshop, Council noted that decisions on foreign affairs sit outside the role of local government. However, Council also identified an opportunity to update the Procurement Policy to include Environmental, Social and Governance considerations.

The proposed policy incorporates Environmental, Social and Governance considerations into procurement decision-making, responding to the need for broader assessment of procurement impacts.

2. RECOMMENDATIONS

It is recommended that the Council:

- a) Receives this report.
- b) Approves the attached Procurement Policy subject to any minor amendments.

3. BACKGROUND

At the Council meeting on 29 April 2026, a group of Kaikōura residents presented a petition to elected members during the open session. The petition requested that Council adopt a procurement policy that would prevent the purchase of goods and services from companies involved in Israeli settlement activity in territories occupied by Israel since 1967, as recognised in United Nations resolutions.

Feedback was sought from Lynda Kitchingham, who was identified as the contact person for the community group interested in the policy's development. This feedback was considered and resulted in changes to include direct reference to the relevant New Zealand Government Procurement Framework. Feedback seeking specific reference to international matters was acknowledged but not incorporated, as these matters were considered outside the scope of an organisational procurement policy.

4. KEY CHANGES IN THE POLICY

The attached Procurement Policy updates Council's procurement framework by expressly incorporating Environmental, Social and Governance considerations into procurement planning, evaluation and contract management. The key changes are clearer procurement principles, a requirement to consider broader outcomes where relevant, inclusion of ESG weighting for procurement valued at \$20,000 or greater, recognition of local supplier and community benefits where value for money and capability are maintained, and stronger expectations for planning, approval, due diligence, contract management and recordkeeping.

5. NEXT STEPS

If adopted, the Procurement Policy will be finalised, published, and communicated to staff. Relevant procurement templates and internal processes will be updated so the policy can be applied to future procurement activity.

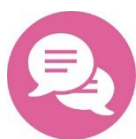
6. RELEVANT LEGISLATION

New Zealand Procurement Framework

The New Zealand Procurement Framework sets out good practice principles and rules to support fair, transparent, and accountable procurement decision-making.

7. COMMUNITY OUTCOMES SUPPORTED

This report supports community outcomes by responding to matters raised by members of the Kaikōura community and ensuring that their concerns are considered through a structured and transparent decision-making process.



Community

We communicate, engage and inform our community



Development

We promote and support the development of our economy



Services

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



Environment

We value and protect our environment



Future

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

Attachment A: Procurement Policy 2026



Procurement Policy

Name of Policy:	Procurement Policy
Purpose of Policy:	To set the mandatory requirements staff must follow when procuring goods, services, and works so that procurement is fair, transparent, lawful, accountable, and delivers public value for the community.
Policy Applies to:	All Council staff, contractors, consultants, and any person undertaking procurement on behalf of Council.
Approved by:	Executive Team
Responsible for Updating:	Strategy, Policy and Planning
Final Approval by:	Executive
Policy First Issued:	September 2026
Proposed Date of Review:	September 2029

1. PURPOSE

- a) This policy sets out what staff must do when planning, sourcing, approving, awarding, and managing the procurement of goods, services, and works.
- b) Procurement decisions must be made in a way that supports Council's strategic objectives, protects the proper use of public money, and maintains public trust and confidence.

2. GUIDING PRINCIPLES

1. Plan and Manage for Great Results

The Council will plan procurement activities to achieve the best outcomes for the community, ensuring procurement is aligned with strategic objectives, budgets, and long-term needs, and is managed effectively across the full lifecycle.

2. Be Fair to All Suppliers

The Council will act with integrity, impartiality, and transparency, ensuring all suppliers are treated fairly, procurement processes are open and unbiased, and conflicts of interest are effectively managed.

3. Get the Right Supplier

The Council will use appropriate procurement methods to identify capable suppliers with the skills, experience, and capacity to deliver required outcomes, while maintaining effective competition.

4. Get the Best Deal for Everyone

The Council will achieve value for money by considering the total cost of ownership and broader outcomes, including environmental, social, cultural, and economic benefits for the community.

5. Play by the Rules

The Council will comply with all relevant legislation, policies, and standards, maintain strong governance and accountability, and ensure procurement decisions are properly documented and auditable.

6. Promote ESG Outcomes

Procurement should support positive environmental and social outcomes, and ethical and accountable governance (see the definitions section below).

3. POLICY

3.1 Scope

- a) This policy applies to:
 - All goods, services, and works procured.
 - All staff, contractors, and temporary personnel engaged in work for the organisation.
 - Any business, service, or activity of Council.
- b) This does not include:
 - Employment contracts.
- c) This Policy is Council's primary procurement governance document. The Infrastructure Procurement Strategy 2021-2024 may be used for guidance on infrastructure procurement where relevant; however, where there is any inconsistency between the documents, this Policy prevails.

3.2 Planning and approval

Staff are to:

- Plan procurement before approaching suppliers, requesting quotes, issuing tender documents, or committing Council to expenditure.
- Confirm the business need, available budget, delegated authority, and proposed procurement approach before starting the procurement process.

- Ensure the level of planning, documentation, approval, and market engagement is proportionate to the value, risk, complexity, and strategic importance of the procurement.
- Undertake pre-tender market engagement for large procurement where appropriate to understand market capability, capacity, risks, supplier interest, and opportunities for innovation before commencing a formal procurement process. Any market engagement must be conducted fairly, transparently, and in a manner that does not give any supplier an unfair advantage.
- Encourage suppliers to propose innovative, efficient, or improved solutions where these can deliver better outcomes or value for money.
- Prepare and obtain approval for a procurement plan where the procurement is high value, high risk, strategically important, novel, complex, or otherwise required by Council procedures.
- Identify whether the procurement is subject to external funding conditions, NZTA procurement requirements, All-of-Government or Common Capability arrangements, or other mandatory procurement obligations.
- Consider wider implications of procurement in community spaces, specifically when it comes to play. Refer to Kaikōura District Council's Youth Policy for more information on how to utilise procurement for positive community outcomes.
- Assess the total value of the full requirement, including related stages, extensions, renewals, and foreseeable works. Work must not be split into smaller parts to avoid approval thresholds, procurement requirements, or delegation limits.

Procurement Value	Procurement Plan Required
Under \$40,000	No
\$40,000-\$100,000	Recommended
\$100,000 and over	Mandatory
High Risk at any value	Mandatory

3.3 Procurement method

Staff are to:

- Use procurement methods that are fair, transparent, competitive where appropriate, and proportionate to the value, risk, complexity, and market conditions of the procurement.
- Use open competition unless a closed, panel, direct, or emergency procurement approach is justified, documented, and approved in accordance with delegated authority and Council procedures.
- Publicly advertise open tender when required through the required channel, which may include GETS or Council's website, and must allow suppliers the minimum response period required by applicable rules, funding conditions, or Council procedures.
- **Direct procurement** means engaging a single supplier without competition. It may be used only where there is a clear and proportionate reason, such as limited market options, compatibility requirements, exclusive rights, or where competition would not provide value. Convenience, incumbent preference, or poor planning are not sufficient reasons.
- The reason for direct procurement must be documented and approved under delegated authority before commitment. Staff must demonstrate fair value, manage conflicts of interest, complete proportionate supplier checks, and retain the decision record.
- Follow the NZTA Procurement Manual when completing roading work.

Value	Requirement
Up to \$10,000	Direct or quotes
\$10,000-\$40,000	Three quotes
\$40,000-\$100,000	Open or invited competition
\$100,000 and over	Open tender generally expected

3.4 Fairness, integrity, probity, and conflicts of interest

Staff are to:

- Act honestly, impartially, and transparently in all procurement activities and supplier interactions.
- Identify, declare, and manage actual, potential, or perceived conflicts of interest before participating in procurement planning, evaluation, recommendation, approval, or contract management.
- Ensure that equal treatment of suppliers is met by giving all suppliers the same information, instructions, timeframes, and opportunities to respond.
- Keep procurement information confidential where required and ensure that procurement records are secure and auditable.
- Not accept gifts, hospitality, inducements, or other benefits that could influence, or be perceived to influence, procurement decisions – See Staff Handbook page 7.

3.5 Environmental, social and governance

Staff are to:

- Seek public value and value for money by considering quality, price, whole-of-life cost, risk, service performance, sustainability, and broader community outcomes.
- Give preference to the option that delivers stronger environmental or social outcomes where options are comparable in price, quality, and suitability.
- Consider environmental, social, human rights, labour practices, ethical conduct, and governance factors when evaluating suppliers. Council may decline to engage a supplier where there is credible evidence that the supplier's practices are inconsistent with applicable law, New Zealand sanctions, or recognised human rights standards, environmental responsibility, ethical business conduct, or Council procurement objectives, or where engagement would create a material legal, ethical, or reputational risk for Council.
- Local supplier benefits may be considered as part of the overall value assessment, but shall not override value for money, capability, risk, quality or procurement objectives.
- ESG factors should be considered where relevant and proportionate to the value, risk, complexity and strategic importance of the procurement.

For infrastructure procurement, the application of ESG requirements must be proportionate to the scale, funding requirements, market conditions, technical specifications, and objectives of the project, and have regard to the Long-term Plan Infrastructure Strategy.

3.6 Supplier selection and contract award

Staff are to:

- Select suppliers using documented evaluation, due diligence, and approval processes that are proportionate to the value, risk, complexity, and nature of the procurement.
- Where tender evaluation is required, use an evaluation methodology appropriate to the nature, value, and complexity of the procurement.
- Ensure a contract is not awarded until the successful supplier, procurement recommendation, funding, and required approvals have been confirmed.

- Confirm that the preferred supplier can meet the required legal, health and safety, insurance, privacy, security, financial, and performance requirements before award.

3.7 Contracting and records

Staff are to:

- Ensure all procurement commitments are supported by a purchase order or contract before goods, services, or works commence, unless emergency procurement applies.
- Ensure contracts include terms that are appropriate to the value, risk, and nature of the procurement, including deliverables, price, performance expectations, reporting, health and safety, privacy, confidentiality, intellectual property, insurance, and termination rights where relevant.
- Keep procurement records that are complete, accurate, retained in Council-approved systems, and sufficient to demonstrate compliance, transparency, and accountability.
- File the completed Procurement Report (Appendix I) to a dedicated folder within Laserfiche.
- Fill out of the 'Supplier Performance' section of the Procurement Report after the work is complete where a Procurement Report is required.
- Ensure contract terms allocate risk to the party best placed to manage it and do not transfer disproportionate or unnecessary risk to suppliers or Council.

3.8 Contract management

Staff are to:

- Actively manage contracts to ensure suppliers deliver agreed outcomes, risks are controlled, payments are accurate, and performance issues are addressed in a timely manner.
- Obtain approval for contract variations, renewals, and extensions before they take effect, and ensure they are not used to avoid competition, approval, or delegation requirements.
- Ensure contract close-out confirms that deliverables have been received, payments are complete, records are retained, assets or information are returned where required, and lessons learned are captured for significant procurements.

3.9 Emergency procurement

Emergency procurement may be used only where immediate action is required to protect people, property, critical infrastructure, the environment, or continuity of essential services, and normal procurement timeframes would materially increase risk. It must not be used because of poor planning or avoidable delay.

Emergency expenditure must be authorised by the Chief Executive, or by a Manager or Senior Manager within their financial delegation. Where prior approval is not practicable, the most senior available officer with an appropriate delegation may authorise only the minimum expenditure necessary and must notify the Chief Executive as soon as practicable.

The procurement must be limited to the immediate response, represent fair value so far as practicable, and comply with applicable conflict of interest, health and safety, and risk controls.

The reason, supplier, value, funding source, and approval must be documented as soon as practicable, with a purchase order or contract completed and any required retrospective approval obtained.

4. DEFINITIONS

Term	Definition
Broader Outcomes	Additional environmental, social, cultural, or economic benefits achieved through procurement.
Closed Competition	A process where a limited number of selected suppliers are invited to participate.
Community Impact	The positive or negative effects of procurement decisions, suppliers, goods, services, or works on the local community, including local employment, social wellbeing, cultural outcomes, accessibility, public safety, and the fair distribution of benefits and impacts.
Conflict of Interest	A situation where personal or financial interests could influence procurement decisions.
Contract	A formal agreement between Council and a supplier for goods, services, or works.
Council	Includes Kaikōura District Council employees, contractors, delegated decision-makers, and governing body where relevant to governance and approval functions.
Delegated Authorities	The authority assigned to staff to approve procurement decisions within defined financial and role-specific limits.
Direct Procurement	Engaging a single supplier without a competitive process.
Emergency Procurement	Urgent procurement required to respond to immediate risks to people, property, or service delivery.
Environmental, Social and Governance (ESG)	The assessment of a supplier's environmental practices, social impacts, labour standards, ethical conduct, and governance arrangements as part of procurement planning, evaluation, and contract management. <i>The three pillars are here defined as:</i> <i>Environmental – emissions, pollution, resource use, waste management, and biodiversity.</i> <i>Social – labour practices, cultural wellbeing, worker welfare, health and safety, human rights, local community impacts.</i> <i>Governance – organisational leadership, ethics, anti-corruption measures, accountability, transparency, compliance, and risk management.</i>
High Risk	Procurement where the nature, complexity, market conditions, public impact, legal obligations, health and safety exposure, environmental or social impacts, supplier dependency, information sensitivity, or reputational consequences create a material risk to Council, the community, public value, or service delivery.
Large Procurement	Procurement activities with a total value of \$100k or more.
Local Supplier	A supplier with a substantive business presence in the Kaikōura District, or wider Canterbury/Marlborough region.
Open Competition	A procurement process where all suppliers can respond to an openly advertised opportunity.
Panel (Pre-approved Suppliers)	A group of suppliers approved through a prior competitive process for ongoing or repeat work.
Procurement	The end-to-end process of acquiring goods, services, or works, including planning, sourcing, contracting, and managing delivery through to contract completion or asset end-of-life.

Procurement Plan	A document outlining the procurement approach, risks, and evaluation method. This document is to be discussed and approved by management prior to initiation of the procurement process.
Procurement Report	As shown in Appendix I. A report prepared following the completion of the procurement in order to assess key decision points throughout the procurement process.
Public Value	Achieving the best overall outcome for the community from expenditure, considering total costs, benefits, and broader community outcomes.
Supplier	A person or organisation providing goods, services, or works to Council.
Sustainable Procurement	Procurement that considers whole-of-life impacts and delivers positive environmental, social, cultural, and economic outcomes.
Total Cost of Ownership	The full lifecycle cost of a good or service, including purchase, operation, maintenance, and disposal costs.
Total Value	The total value of a contract over its full term, including renewals or extensions.
Value for Money	The best balance of cost, quality, and outcomes over the life of the procurement.

5. DELEGATED AUTHORITIES

Procurement value	Minimum procurement requirements	Chief Executive	Senior Manager	Manager
Up to \$10,000	- Apply the principles of this Procurement Policy. - Direct initial invitations to price to potential local suppliers where proportionate. - Obtain multiple prices where practicable, including indicative prices if formal quotes are not required.	✓	✓	✓
\$10,000–\$40,000	- Obtain at least three quotes unless waived by the Chief Executive or relevant Senior Manager. - Direct initial invitations to price to potential local suppliers where practical. - Where costs are greater than \$20,000, complete Appendix I (Procurement Report) to support consistency	✓	✓	✓
\$40,000–\$100,000	- Invite at least three tenders based on a written brief approved by the relevant Senior Manager. - Direct invitations to price as appropriate to the procurement, rather than only to local suppliers.	✓	✓	

	Prepare a written award recommendation for review by the relevant Manager, and at least one Senior Manager.			
\$100,000 and over	- Any waiver must be approved by the Chief Executive and if necessary, the Mayor, with reasons recorded in writing. - Prepare a written award recommendation for review by the relevant Manager, at least one Senior Manager, and the Chief Executive. - Any procurement done above the delegated authority of the Chief Executive must be approved by council resolution.	✓		

Fair value requirement: Regardless of value, Council staff must be satisfied that the offered price represents fair value before accepting it. If fair value cannot be obtained locally, the procurement should be extended beyond local suppliers.

Chief Executive sign-off: For procurements of \$100,000 and over, the Chief Executive must sign off the procurement decision, with an opportunity for group discussion before sign-off occurs.

6. REFERENCES AND RELATED DOCUMENTS

DOCUMENT
Council Delegations Manual
Council Sensitive Expenditure Policy
Council Conflict of Interest Policy
Council Risk Policy
New Zealand Transport Authority Procurement Manual
Local Government Act 2002
Land Transport Management Act 2003
Long-term Plan Infrastructure Strategy
Strategy for the Procurement of Transport, 3-Waters, Solid Waste and Community Facilities Infrastructure 2021-2024 (the "Infrastructure Procurement Strategy")

Council may have regard to Government Procurement Rules and Framework guidance as recognised good practice. These do not apply to Council unless required through legislation, funding agreements, contractual obligations or formal Council adoption.

7. DEVIATION FROM POLICY

Any material deviation from this policy must be approved by the Chief Executive or Executive Team, depending on significance.

APPENDIX I – Procurement Report

Contractor Recommendation

Project number and Name:

Memo:

To:

From:

Reviewed:

Date:

Subject:

Estimated Value	\$
Budget Confirmed	Yes/No
Procurement Method	Direct procurement / Closed Competition / Open Competition / Panel / Emergency Procurement / Other
Approval Pathway	Manager / Senior Manager / Chief Executive / Executive Team / Other

Tender Prices Received:

Please include the tender prices received

Decision Points	
Need and objective of procurement	
Contract term	
Delivery model	
Suppliers considered	- - - - -
ESG considerations	Environmental: Social: Governance:
Fair value and value for money	



Due diligence	
Risk	
Recommendation	Supplier: Reason: Total cost:

Approval	Name	Signature	Date
Prepared by			
Manager (if needed)			
Senior Manager (if needed)			
Chief Executive (if needed)			
Executive Team (if needed)			

Supplier Performance (to be filled on completion of work)



APPENDIX II – Procurement Checklist

- ☐ Need and budget confirmed
- ☐ Procurement Plan completed if necessary
- ☐ Total value, risk, and complexity assessed
- ☐ Procurement method selected and justified
- ☐ Delegated authority confirmed
- ☐ Conflicts declared
- ☐ ESG matters considered
- ☐ Supplier due diligence completed
- ☐ Fair value demonstrated
- ☐ Approval and contract completed
- ☐ Records and reports filed, and contract owner assigned

Report to:	Council
Date:	30 September 2026
Subject:	KHWS Statement of Expectations
Prepared by:	P Kearney – Senior Manager Corporate Services
Input sought from:	H Dobbie – Hurunui Chief Executive
Authorised by:	P Kearney – Acting Chief Executive Officer

1. PURPOSE

The purpose of this report is to seek Council approval of the Draft Statement of Expectations (SOE) for Kaikōura Hurunui Water Services Limited (KHWS) and authorise submission of the SOE to KHWS subject to approval by both shareholding councils. The SOE is intended to inform KHWS's preparation of its first Water Services Strategy and sets out the shareholders' expectations for the organisation.

2. RECOMMENDATION

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.
- 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.

3. SUMMARY

The Local Government (Water Services) Act 2025 provides for shareholding councils to issue Statements of Expectations to a council-controlled water organisation. The purpose of the SOE is to communicate shareholder expectations and provide strategic direction to the organisation. The attached draft SOE has been developed jointly with Hurunui District Council and sets expectations across a range of areas including governance relationships, community engagement, financial management, affordability, compliance, resilience, reporting and strategic priorities.

During development of the draft SOE and as part of the Council workshop in September 2026, feedback was received regarding the need for explicit expectations around transparency of water charges, affordability impacts and communication with consumers. In response, an additional provision has been inserted within the Financial Principles section as follows:

"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."

Staff consider the draft SOE appropriately balances shareholder oversight, organisational independence and community expectations while remaining consistent with the governance purpose of an SOE.

4. BACKGROUND

Kaikōura Hurunui Water Services Limited (KHWS) is established as the joint water services organisation for Kaikōura District Council and Hurunui District Council. The draft SOE has been prepared in accordance with sections 224 and 229(4) of the Local Government (Water Services) Act 2025 and relates to a ten-year period.

The SOE is intended to guide KHWS as it develops its first Water Services Strategy and establishes its operating framework.

The draft SOE contains expectations regarding:

- i. Relationships and information sharing between KHWS and the shareholding councils.
- ii. Community engagement and consultation.
- iii. Strategic risk and resilience.
- iv. Financial sustainability, transparency, affordability and prudent debt management.
- v. Establishment and transition arrangements.
- vi. Performance reporting and accountability requirements.

As KHWS is jointly owned, both Kaikōura District Council and Hurunui District Council are required to approve the SOE. Any amendments proposed by either council will need to be considered and incorporated where agreed before a final version is issued to KHWS.

5. OPTIONS

Option 1 - Approve the Draft SOE (Recommended)

Advantages:

- Meets shareholder obligations under the Local Government (Water Services) Act 2025.
- Provides clear expectations to KHWS prior to preparation of its first Water Services Strategy.
- Reflects feedback received from elected members regarding affordability, transparency and community communication.
- Enables progress toward establishment of KHWS.

Disadvantages:

- Minor amendments may still be required following Hurunui District Council consideration.

Option 2 - Request Further Amendments Prior to Approval

Advantages:

- Enables further refinement of the document.

Disadvantages:

- May delay coordination with Hurunui District Council and provision of the SOE to KHWS.
- May delay KHWS's strategic planning processes.

6. FINANCIAL IMPLICATIONS AND RISKS

The adoption of the SOE does not in itself create any additional financial commitments for Council. The SOE establishes shareholder expectations regarding affordability, transparency, prudent debt management, value for money and long-term financial sustainability.

The SOE also includes an expectation that KHWS will proactively communicate with consumers and communities regarding charges, pricing proposals, affordability impacts and significant funding decisions.

7. SIGNIFICANCE OF DECISION

This decision is not considered significant in terms of Council's Significance and Engagement Policy. The decision relates to shareholder governance and strategic expectations for KHWS rather than approval of service levels, charges, borrowing or capital expenditure.

8. RELEVANT LEGISLATION

Local Government (Water Services) Act 2025, including sections 224 and 229(4) relating to Statements of Expectations.

Section 18 of the Local Government (Water Services) Act 2025 relating to financial principles, including transparency, affordability and long-term financial sustainability, which are reflected within the SOE. Section 227(1) of the Local Government (Water Services) Act 2025, which provides that KHWS is expected to act in accordance with relevant statutory obligations applying to the shareholding local authorities.

Section 226 states that "A water organisation must give effect to a statement of expectations provided by the shareholders of the water organisation".

9. NEXT STEPS

Subject to Council approval, the SOE will be considered by Hurunui District Council in early October.

Any minor amendments arising from consideration by either shareholding council will be reviewed and incorporated where agreed by both councils.

Following approval by both shareholding councils, the draft SOE will be issued to KHWS for consideration and feedback as provided for under the Local Government (Water Services) Act 2025.

Any feedback from KHWS will need to be considered by the shareholders before finalising of the document as [er s229(4)(c) of the Act.

The final SOE will then be used to inform KHWS's preparation of its first Water Services Strategy.

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



30 September 2026

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

Dear Karl, Diane, Lee, Murray and Ross

Draft Statement of Expectations for Kaikōura Hurunui Water Services Limited

This letter is a draft 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 draft SOE relates to a 10-year period.

The draft 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 draft SOE is intended to inform KHWS's preparation of its first Water Services Strategy (WSS). As provided for in the Act, the shareholding councils welcome the Board's feedback on the draft SOE.

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.

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

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.

- 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:	30 September 2026
Subject:	Water Meter Reading Charge Correction
Prepared by:	C Kaa, Finance & Business Partnering Manager
Input sought from:	
Authorised by:	P Kearney, Senior Manager Corporate Services

1. PURPOSE

To inform Council of an administrative discrepancy identified between the 2026/27 Rates Resolution and the 2026/27 Fees and Charges Schedule relating to the one-off water meter reading fee.

2. RECOMMENDATION

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.

3. BACKGROUND

As part of the adoption of the 2026/27 rates and charges, Council approved both the annual rates and the Schedule of Fees and Charges.

Subsequent to adoption, an inconsistency has been identified relating to the one-off water meter reading fee. The 2026/27 Rates Resolution records the fee as **\$75**, while the adopted Fees & Charges 2026-2027 records the fee as **\$79**.

The discrepancy has been brought to Council's attention to ensure transparency and provide an opportunity for Council to determine the appropriate course of action.

Rates Resolution – Report to set the Rates

Other Rates & Charges

▲ • Water Meter Charges

Extraordinary consumers, such as commercial properties and homes with swimming pools, and properties with more than one connection, have water meters attached to their property to measure water use. These water meters are read twice each year (in January and June), and the consumers are charged for the water they use. Charges are in addition to the water rates on the previous pages.

For water usage which exceeds 365m³ per annum, a charge of \$2.10 including GST per cubic meter applies. All properties with a meter will incur a twice-annual meter maintenance charge of \$30.00 (\$60.00 per year) to cover the costs of the meter as well as administration expenses. Final readings (such as when a property has been sold) or other one-off special meter reads are arranged as required and invoiced separately. A one-off \$75.00 reading fee applies.

Schedule of Fees and Charges

Water services fees

Fee/charge	Price (including GST)	
Water unit charges Applies to purchase of new units of water. These charges are in addition to service approval fees and development contributions (if any).	Fernleigh	\$1,213.00
	Kincaid	\$1,213.00
	Peketa	\$1,213.00
	Suburban	\$1,450.00
	Oaro	\$1,213.00
	East Coast	\$1,213.00
Service Approval fees Apply to each of water, wastewater, and stormwater services	\$285.00	Per service
Change in restrictor size Applies to either an increase or a reduction in the size of restrictor	All supplies	\$132.00
Physical works All costs associated with connection, shifting location, or other physical work related to water supply such as pipes, toby, restrictor, backflow preventer, meter, and any other components	Actual costs of plant, labour and materials.	
Meter reading fee (extra) Applies to any meter reading required to be taken outside the usual meter reading schedule (such as a final meter reading)	All supplies	\$79.00

4. 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).

5. COMMUNITY OUTCOMES

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Report to:	Council
Date:	30 September 2026
Subject:	Finance Report to 31 August 2026
Prepared by:	C Kaa, Finance & Business Partnering Manager
Input sought from:	
Authorised by:	P Kearney, Senior Manager Corporate Services

1. SUMMARY

Financial Update

- For the two months ended 31 August 2026, Council recorded total net surplus of \$1.9M, compared with a budget of \$1.6M.
- Revenue was \$4.4M, \$1.3M below budget. The largest council-wide variance was capital grants and subsidies, which were \$1.8M below budget, largely reflecting the timing of capital activity and associated grant revenue.
- Operating grants and subsidies, rates revenue and user fees were above budget and partly offset this shortfall.
- Direct operating expenditure was \$2.5M, \$908K below budget. The variances were in other expenses, planned and unplanned maintenance, professional services, and administration and office expenses. These were partly offset by project expenses, which were \$376,000 above budget.
- Indirect expenses shows no depreciation expense due to the 2026 end of year process still underway.

2. RECOMMENDATION

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

Attachments:

- Statement of Comprehensive Income – For the period Ended 31st August 2026
- Balance Sheet – As at 31st August 2026
- CAPEX Report

3. FINANCE TEAM FOCUS

- Annual Report preparation and completion of audit-ready workpapers, reconciliations and supporting documentation remain the team's main focus with audit on-site from the 21st September.
- Long Term Plan budget work is progressing through IBIS, with managers introduced to the model and support being provided where required.
- The team continues to manage core finance processing, staff training, rates debt management alongside audit work.
- Datascape workarounds and, in particular, the delays with asset migration has placed pressure on available capacity and reporting timeframes.

4. OPERATING REVENUE AND EXPENDITURE

4.1 Revenue – \$4.4M (actual) vs \$5.8M (budget) down 23% on budget

Revenue for the period continues to track below budget, primarily due to the timing of IAF – Revenue recognition for externally funded capital works depends on the timing of eligible project expenditure and funding claims. The budget phasing will need to be revisited to ensure timing differences are minimised.

Rates revenue to date is \$3.2M which includes the first instalment and is running in line with budget.

An adjustment relating to rates collected on behalf of the water services entity, together with relevant expenditure paid by Council, is expected to be processed in September.

4.2 Direct Expenses – \$2.6M (actual) vs \$3.5M (budget) down 26% on budget

The following areas are the key drivers for shifts away from budget:

- Emergency Management - \$450K over budget – showing in actual project expenses and largely reflects the immediate response infrastructure work e.g. Cribb Creek Ford and various welfare costs e.g. Accommodation
- Roothing \$471K under budget – transitional stage with rooding contract, the programme is expected to be completed
- Halls - \$86K under budget – no maintenance undertaken at the current time however work will need to be caught up in the year.
- Other expenses include the rates passed through council to WSCCO which are collected on the entities behalf, going forward this will be a quarterly payment in line with rates with the first payment in September.

4.3 Indirect Operating Expenses

- Depreciation has not been calculated for the two months as we are still in the year end process resulting in a large variance.
- Finance expenses are below budget; this is a timing issue as the budget is spread evenly over the twelve months. We expect the financing expenses to align with the end of year forecast. We accrue for interest annually at year end.

5. CAPITAL EXPENDITURE

Capital expenditure for the two months is \$115K

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

6. FINANCIAL POSITION

At 31 August 2026:

- Total current assets were \$6.3M – which included \$5.3M of receivables this is higher than usual due to rates receivable (instalment 1)
- Total current liabilities were \$6.2M which includes the \$2M LGFA loans due in April 2027 and payables and deferred revenue of \$3.8M.
- Net current assets were therefore approximately \$91K
- Total borrowings were \$9.3M, comprising \$2M classified as current and \$7.3M as non-current

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

- The team will continue monitoring arrears, direct debits and DMC cases as part of routine rates oversight – \$57K has been received in August relating to arrears.
- The top ten overdue total \$458,474 with 50% of this total made up by one ratepayer

Accounts Payable

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

- Accounts Payable processing continues to be supported by scanning and e-invoicing improvements.
- 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

- A large invoice was issued in August pushing outstanding debtors higher than usual.
- Active follow-up remains, focusing on aged and higher-value balances.
- Water Billing was invoiced in August.

8. FINANCIAL 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 BAU costs higher than budget and our core covenants are below thresholds e.g. LGFA thresholds for debt/revenue, interest cost etc. Emergency works related to the July flood remain a budgetary risk and the actual financial exposure will require confirmation on NZTA funding for this event.

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.

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KAIKŌURA
DISTRICT COUNCIL

STATEMENT OF COMPREHENSIVE INCOME FOR COUNCIL - FOR THE PERIOD ENDING 31 AUGUST 2026

	Year To Date				
	Actual	Budget	Var \$	Var %	Budget
Net Surplus/Deficit					
REVENUE	4,408,364	5,761,340	(1,352,976)	-23%	29,495,618
Rates Revenue	3,216,635	3,115,057	101,579	3%	12,460,214
Grants and Subsidies - Opex	588,592	133,631	454,961	340%	801,786
User Fees and charges	427,934	313,639	114,295	36%	1,881,834
Other Revenue	49,291	249,075	(199,785)	-80%	2,652,154
Gains	0	0	0	0%	0
Development and contributions	3,674	16,644	(12,970)	-78%	99,862
Interest revenue	3,230	9,705	(6,475)	-67%	58,229
Grants & Subsidies - Capital	119,009	1,923,590	(1,804,581)	-94%	11,541,539
DIRECT OPERATING EXPENSES	(2,552,161)	(3,459,932)	907,771	-26%	(15,814,565)
Personnel	(645,438)	(672,580)	27,142	-4%	(4,371,772)
Personnel Related Expenses	(89,337)	(61,971)	(27,366)	44%	(426,784)
Admin & Office Expenses	(7,984)	(61,819)	53,835	-87%	(305,025)
Contractors	(72,035)	(66,150)	(5,885)	9%	(396,902)
Professional Services	(656,122)	(779,942)	123,819	-16%	(1,919,246)
Grants Donations	(207,524)	(209,166)	1,642	-1%	(603,684)
IT & Telecommunication	(53,791)	(60,711)	6,920	-11%	(364,266)
MRF	0	(45,866)	45,866	100%	(275,196)
Utilities	(78,152)	(69,531)	(8,621)	12%	(417,185)
Project Expenses	(404,001)	(27,717)	(376,284)	1358%	(166,302)
Planned Maintenance	(144,299)	(361,978)	217,679	-60%	(2,171,866)
Unplanned Maintenance	(2,901)	(83,333)	80,432	-97%	(500,000)
Other Expenses	(190,576)	(959,167)	768,591	-80%	(3,896,337)
INDIRECT OPERATING EXPENSES	115,933	(708,486)	824,419	-116%	(4,250,859)
Depreciation	0	(631,420)	631,420	100%	(3,788,515)
Financing Expenses	(27,762)	(77,058)	49,296	-64%	(462,344)
Overheads and Internal Charges	143,695	(8)	143,703	-	0
Total Net Surplus/Deficit	1,972,136	1,592,923	379,214	24%	9,430,194



KAIKŌURA **DISTRICT COUNCIL**

STATEMENT OF FINANCIAL POSITION - ANNUAL REPORT **AS AT 31 AUGUST 2026**

	2027	2027	2026
	Actual	Budget	Actual
	\$000s	\$000s	\$000s
Assets			
CURRENT ASSETS			
Cash and cash equivalents	682	521	1,633
Receivables	5,265	1,875	1,916
Prepayments	(37)	254	(37)
Inventory	0	0	0
Non-current assets held for sale	330	330	330
Other financial assets	75	20	75
Total Current Assets	6,314	3,000	3,917
NON-CURRENT ASSETS			
Derivative financial instruments	0	0	0
Investments in CCO and other similar entities	419	68,199	425
Property, plant, and equipment	340,789	268,927	340,685
Intangible assets	35	0	35
Forestry assets	2,626	2,865	2,626
Investment property	6,797	10,124	6,797
Total Non-current Assets	350,666	350,115	350,568
Total Assets	356,980	353,115	354,484
Liabilities			
CURRENT LIABILITIES			
Payables and deferred revenue	3,841	1,778	3,313
Derivative financial instruments	0	0	0
Borrowings and other financial liabilities	2,000	1,300	2,000
Employee entitlements	296	194	301
Provisions	86	0	86
Total Current Liabilities	6,223	3,272	5,700
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	14,228	13,100	13,705
NET ASSETS (Assets minus Liabilities)	342,752	340,015	340,780

KDC - CAPITAL PROJECTS 2026
Summary as at 31 August 2026

Attachment C) Capex Report

		Budget 2026	Actual Cost for Month	Previous Costs	Actual YTD Costs	Actual/Budget	Cost to Complete
WO	Description	a			b		(d-b)
8700	Amphitheatre & Bridge	50,000	974	187	1,161	2%	48,839
8400	Road Renewals	1,485,929	345	1,836	2,181	0%	1,483,748
8001	IAF - Transport	10,800,000	23,689	41,462	65,151	0%	10,734,849
8401	Footpaths	110,000			0	0%	110,000
8601	Refuse & Recycle	56,000	2,248		2,248	4%	53,752
9000	Vehicles			16,513	16,513		16,513
8801	Airport	19,000			0	0%	19,000
8802	Pensioner Flat	20,000		1,320	1,320	7%	18,680
8803	Civic Centre	4,000			0	0%	4,000
8703	Link Pathway	190,000	5,873		5,873	3%	184,128
8704	Walking & Riding	20,000			0	0%	20,000
9400	Books Purchases	35,000	675	7,713	8,388	24%	26,612
9300	Office Furniture	15,000	11,779		11,779	79%	3,221
9301	IT - Equipment	46,000			0	0%	46,000
9701	Forestry - Pine Tree Replacement	120,000				0%	120,000
TOTAL		12,970,929	45,581	69,031	114,612	118%	12,889,343

Report to:	Council Meeting
Date:	30 September 2026
Subject:	Mayoral Update
Prepared by:	B Makin – Executive Officer 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

This month has been focused on progressing discussions around the Government's Simplifying Local Government reforms, alongside continued engagement with our community.

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

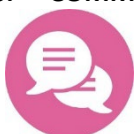
- **20 August** - Monthly hui with Te Runanga o Kaikōura (meeting with the Runanga Chair and representatives)
- **27 August** – CDEM Future Workshop
- **27 August** – Civil Defence emergency Management Joint Committee
- **27-28 August** - Canterbury Mayoral Forum Meeting

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:

- **5 October** - Kaikōura Community Op Shop Trust – Board Meeting – Council Representative
- **7 October** – Targeted Session – Finance & Revenue Policy and risk management session
- **14 October** – Council Workshop and LAP Hearings
- **14 – 15 October** – LGNZ Super Local with CE W Doughty & Deputy Mayor V Gulleford
- **21 October** – LAP Deliberations and closed workshop with IWK
- **23 October** – Meeting with Audit NZ

6. COMMUNITY OUTCOMES SUPPORTED



Community

We communicate, engage and inform our community



Environment

We value and protect our environment



Development

We promote and support the development of our economy



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

Report to:	Council Meeting
Date:	30 September 2026
Subject:	Elected Member Updates
Prepared by:	B Makin – Executive Officer 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

2 September – Council Site Visits

8 September – IWK Board Meeting - Attended

9 September – Council Workshop Meeting

16 September – Council Workshop LTP Meeting

4.2 Deputy Mayor V Gulleford

9 September - Workshop

14 September - Pensioner Cottages Committee

16 September - Workshop

21 September

- Applied Local Governance Micro-credential study starts - enrolled in Finance and Risk Practitioner and Governance and Leadership Practitioner. These courses have been developed by LGNZ in partnership with Victoria University specifically for local government elected members. They are practice based qualifications that build on the knowledge and skills learned in the elected member role. These are delivered over 18 weeks with several sessions online for each course.

24 September

- Making Good Decisions online training - renewing RMA Commissioner certification (postponed from attending online in July)

4.3 Councillor C Smith

- Communities Initiative Funding
- Creative Community Schemes Funding
- Wakatu Quay Steering Group
- Biosecurity-bird Flu Pre/Info
- KITI Board Meeting
- Wakatu Quay Steering Group

5. COMMUNITY OUTCOMES SUPPORTED



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Report to:	Council
Date:	30 September 2026
Subject:	Operations Team Monthly Report
Prepared by:	O Joensuu – Operations Manager
Input sought from:	M Russell – Facilities Manager J Prentice – Roothing 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

The Operations Team's August work programme was significantly influenced by the July weather event, with flood recovery remaining the key operational priority alongside routine service delivery and planned works.

Emergency roading works restored access to affected communities, with recovery packages now being developed to support NZTA funding applications. Council is seeking a bespoke Financial Assistance Rate (FAR), which is a tailored funding rate that reflects the specific scale, cost, and local affordability impacts of the recovery programme, to reduce the local share of recovery costs while the standard emergency works funding pathway remains available if this is not approved. A considerable amount of staff time has been invested into planning for flood recovery and meeting NZTA requirements.

Mobilisation of the new Roothing Maintenance Contract is progressing, alongside close-out of the previous contract and continued development of the Activity Management Plan and National Land Transport Programme submission. There was a robust tender process, including utilising the skillset of an independent infrastructure procurement assessor.

The Infrastructure Acceleration Fund (IAF) Ocean Ridge programme has been placed on hold following the Developer's decision not to commit to further expenditure at this stage due to tough economic conditions, with an option being considered to progress Cycleway SP3 re-measure and re-design to a shovel ready stage at no cost to KDC.

Routine maintenance and improvement works also continued across parks, reserves, facilities, harbour assets and solid waste facilities, including progress at Pōhowera Park, recycling centre improvements, and closed landfill compliance works.

Overall, the team remains focused on flood recovery, maintaining safe and reliable services, completing the roading contract transition, progressing key infrastructure planning and renewal activities, and continuing to support strong customer service outcomes.

Service Requests and Applications

Period – August 2026			
Service Requests			Currently Open
Type Subtype	Routine	Urgent	
Streetlights	7		
Road - general	8		
			2

Public toilets	2		
Parks and Reserves vegetation	4		
Graffiti	1		
Signage		2	
Footpaths	2		
Illegal Dumping	1		
Park maintenance	7		1
TOTAL	32	2	34

Works and Services Applications	Approved
Traffic Management Plans	4
Corridor Access Requests	6
Overweight Permits	
Before U Dig Permits	17
Vehicle Crossing	
TOTAL	27

1.1 ROADING

Flood Recovery Works

Flood recovery works associated with the July 2026 weather event continued to be the dominant roading activity during August. The immediate operational focus has been to maintain safe access across the network, respond to priority defects, and prevent further deterioration at vulnerable sites while the wider recovery programme is assessed and funded. Until external funding is confirmed, physical works are being limited to essential safety, access, and resilience priorities, including ongoing Cribb Creek ford maintenance and other urgent network maintenance requirements.

At the time of preparing this report, NZTA funding approval has not yet been confirmed. Council staff continue to work with NZTA to progress the funding request and confirm the scope, timing, and affordability of the recovery programme.

Council officers have continued discussions with NZ Transport Agency Waka Kotahi (NZTA) regarding the appropriate funding pathway for the recovery programme. Council's preferred option is to secure a bespoke Financial Assistance Rate (FAR), potentially up to 90%, to better reflect the scale of the event, the size of the local rating base, and the financial impact on the district. If a bespoke FAR is not approved, Council would still be eligible to seek funding through the standard emergency works pathway. Under the standard mechanism, the emergency works FAR would apply at 51% up to the 10% threshold and 71% for eligible costs above that threshold.

1. Preferred option: bespoke FAR application to NZTA
 - a. Bespoke FAR request for the full flood recovery programme
 - b. Minimum bespoke FAR request for Cribb Creek reinstatement and resilience works
2. Fallback option: standard WC141 emergency works funding approval pathway if bespoke FAR is not approved
 - a. 51% FAR applies up to the 10% threshold
 - b. 71% FAR applies to eligible costs above the threshold

A detailed funding report, *Kaikōura District Council – July 2026 Flood Recovery: All Sites Remedial Options Report*, has been completed. The report identifies the affected sites, outlines remedial options, and provides the cost information required to support the NZTA funding application. The remedial option costs are summarised below.

LOCATION	Option 1 - Do Min Low Capex High Opex	Option 2 - Balanced Capex/ Opex	Option 3 - High Capex/ Low Opex
Puhi Puhi Road			
Site 1	\$ 240,000.00	\$ 240,000.00	\$ 240,000.00
Site 2	N/A	N/A	N/A
Site 3	\$ 70,000.00	\$ 110,000.00	\$ 610,000.00
Site 4	\$ 160,000.00	\$ 1,390,000.00	\$ 1,380,000.00
Site 5	\$ 220,000.00	\$ 220,000.00	\$ 220,000.00
Minor Sites	\$ 1,701,500.00	\$ 1,701,500.00	\$ 1,701,500.00
Subtotal	\$ 2,391,500.00	\$ 3,661,500.00	\$ 4,151,500.00
Cribb Creek	\$ 720,000.00	\$ 1,560,000.00	\$ 2,990,000.00
Linton Creek	\$ 850,000.00	\$ 1,060,000.00	\$ 11,050,000.00
Postmans Ford	\$ 310,000.00	\$ 310,000.00	\$ 310,000.00
Swan Creek Bridge	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00
Harnetts Creek Bridge	\$ 70,000.00	\$ 70,000.00	\$ 70,000.00
Blunts Road	\$ 38,000.00	\$ 38,000.00	\$ 38,000.00
Dairy Farm Road	\$ 148,500.00	\$ 148,500.00	\$ 148,500.00
Inland Kaikoura Road RS00	\$ 227,500.00	\$ 227,500.00	\$ 227,500.00
Inland Kaikoura Road RS16	\$ 231,000.00	\$ 231,000.00	\$ 231,000.00
Scotts Road RP00-2454	\$ 269,000.00	\$ 269,000.00	\$ 269,000.00
Pre implementation Costs	\$ 381,185.00	\$ 543,585.00	\$ 1,377,285.00
Implementation Costs	\$ 466,134.80	\$ 664,726.80	\$ 1,684,222.80
Risk Contingency	\$ 1,887,845.94	\$ 2,692,143.54	\$ 6,821,102.34
TOTAL	\$ 8,180,665.74	\$ 11,665,955.34	\$ 29,558,110.14

Road Maintenance Contract

Alongside these operational activities, significant work has been undertaken to establish the new Roding Maintenance Contract, including contract negotiations, mobilisation planning, and transition activities between contractors.

Progress has also continued on the development of the Activity Management Plan (AMP) and the National Land Transport Programme (NLTP) funding submission.

Footpath renewals

No change on the budget constraints.

Nigel Ross Contracting has completed the retaining structure works and excavation activities on the Scarborough Street Footpath Renewal project, with several sections prepared for asphalt surfacing. Works were temporarily placed on hold to allow resources to be directed towards storm recovery activities.

New Roding Maintenance Contract

Considerable effort has been dedicated to post-tender clarifications and contract finalisation. Mobilisation activities are currently underway. The initial programme will focus on lump sum activities, including:

- Network sweeping
- Pothole repairs
- After hours callout response
- Weed control.

Roading Contract Hand Over

The majority of handover activities from Downer have now been completed. Final account reconciliation and close-out documentation are being finalised to complete the transition process.

LTP and NLTP programme

Work continues on both the Activity Management Plan and National Land Transport Programme submission.

The focus remains on ensuring that recovery requirements, future maintenance needs, and network improvement priorities are clearly reflected within the supporting business cases and funding requests.

IAF Programme

The Developer has placed the wider Infrastructure Acceleration Fund (IAF) programme on hold due to tough economic conditions and current timing considerations, with Council consequently pausing construction and procurement activities. While the broader programme remains on hold, there is an opportunity to progress the Cycleway SP3 optioneering, redesign and remeasurement to bring this workstream to a shovel ready position for future delivery at no cost to KDC.

Focus Areas for the next 3 months:

- Mobilisation and commencement of the new Roothing Maintenance Contract.
- Completion of the Downer contract close-out and transition to Kaikōura Roads.
- 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

Playgrounds have been the focus over the last few weeks with several repairs required. Swings and rusted playground components, that we are replacing or making safe. Some of these will need long term fixes in the near future

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

Pohowera Park

The second planting day was held on the 11th September with 33 volunteers showing up to take part. Another planting day was held with 15 students from the Kaikoura High School. This was extremely successful with approximately another 300 native plants planted as well as the removal of 1,930 wilding pine seedlings! They completely exceeded our expectations.

Pōhowera is a community park, and it's special to have the school involved in the native revegetation project. This is just the beginning, over the next few years, we will be planting just under four hectares of native forest, so hopefully there will be plenty more opportunities for the students to be involved with lots of learning. The 300 hundred plants were a mix of seedlings from the park, some purchased locally and some donated plants from Eco Zip.

Facilities / Public Toilets

The Memorial Hall will have some of the windows resealed this week and some of the joinery repaired. Repainting of the Gooches Beach toilet has started with several door hinges and locks needing

replacement. One of the Pensioner units is currently vacant and will have some minor painting work completed as well as a new high-pressure cylinder installed. This unit will be ready for the new tenant in two weeks.

Harbour

Planning is underway for upgrades to the Marina toilets in South Bay, including replacement tapware, door hardware and related fittings. Signage and selected handrails at South Bay and Wakatu Quay will also be upgraded to stainless steel, alongside line marking and garden tidy-up works. 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

We have had an issue with the drinking fountain and the toilet basins being used by freedom campers to wash dishes. We will be installing small signage around our facilities to discourage this. 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.

Solid Waste

Pricing has been confirmed for the Pole Shed and it is planned that work will start on the construction early next month to provide more room for the recycling shop. 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. ECAN have requested new bores be implemented, and staff are currently working on the best options to address this issue.

Focus Areas for the next 3 months:

- Pohowera Park project
- Garden maintenance
- Recycling centre Pole Shed
- ECAN abatement notices



5. COMMUNITY OUTCOMES SUPPORTED

The outcomes below are being 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:	30 September 2026	
Subject:	Community Services Team and partners	
Prepared by:	B Makin – Executive Officer	
Input sought from:	Community Services Team and partners	
Authorised by:	P Kearney – Senior Manager Corporate Services	

1. SUMMARY

The purpose of this report is to keep the Mayor and Councillors informed of the activities delivered by the Community Services Team and showcasing the strong partnerships we have with the Kaikōura community.

2. RECOMMENDATION

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

3. COMMUNITY DEVELOPMENT & EVENTS

3.1 Recruitment

We are pleased to advise that effective from 25 September 2026, Jo York has assumed the position of Community & Resilience Manager. The position reflects the breadth of the portfolio, encompassing community development, events, emergency management, community partnerships, regulatory, and resilience-focused initiatives across the district.

3.2 Pensioner Cottages

Since the previous reporting period, one unit has become vacant. The Pensioner Cottages Committee met on 14 September 2026 and approved a new tenant for the property. Demand for the flats remains strong, with the current waiting list comprising 13 applicants.

The Committee has also received its first bi-annual property inspection report. The Facilities Manager is currently working through the associated maintenance schedule and any identified maintenance requirements.

As part of its governance oversight responsibilities, the Committee reviewed its Terms of Reference during the reporting period. No changes were recommended, and the Committee has agreed to implement a regular programme of quarterly meetings to support ongoing governance and oversight of the Pensioner Cottages portfolio.

3.3 Community Events

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

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 Festival 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 Festival (date to be confirmed)

3.4 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.

4. CUSTOMER SERVICES

4.1 Service Requests

During the reporting period, we received **185 customer service requests**. Of these:

- **101** were completed (54.6%)
- **36** were new and awaiting action (19.5%)
- **22** were in progress (11.9%)
- **19** were resolved at first contact (10.3%)
- **4** were cancelled (2.2%)
- **2** were in draft status (1.1%)
- **1** was awaiting investigation (0.5%)

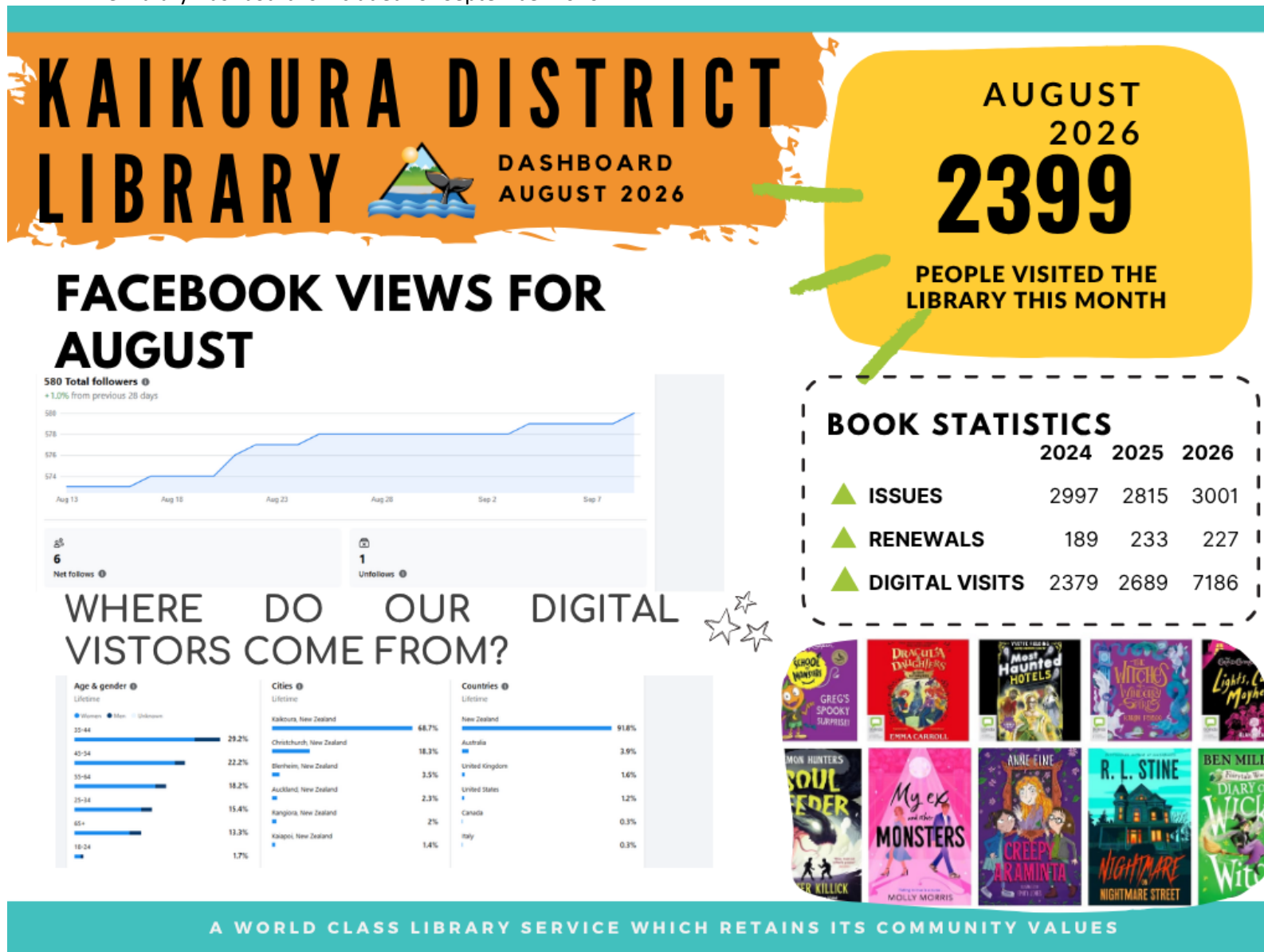
The highest volume of requests related to general requests (40 requests), followed by rates enquiries (33), general enquiries (13), and compliments (12). Together these categories accounted for over 50% of all requests received during the reporting period.

Request Type	Number
General	40
Rates (all rates queries)	33
General enquiry	13
Compliment (staff/council rep)	12
Cemetery General Enquiry	5
Building Enquiry	5
Resources consent enquiry	5
Pot Holes	5

Of the 185 requests received, 101 were completed and a further 19 were resolved at first contact during the reporting period. This represents 120 requests, or approximately 65% of all requests received.

5. KAIKŌURA DISTRICT LIBRARY DASHBOARD

The Library Dashboard is included for September 2026.



6. TE HĀ O MĀTAURANGA

Mayor's Taskforce for Jobs

The Mayor's Taskforce for Jobs contract has been confirmed for the 26/27 year. Council is contracted to place a minimum of 5 MSD clients and 8 NEETs into sustainable employment. We are delighted to confirm Sharon Hemmings has been appointed as the MTFJ and Driving Coordinator.

Driving

We continue with Driver Licence support. Currently, booking times for practical tests in Blenheim are two months out. This creates difficulty because the booking system doesn't let a person book a practical test until they have held their learner licence for the minimum of six months. Consequently, most people now hold a learner licence for 8 months before they can sit a test. Police are referring drivers to us to help them progress to the next stage. We can support most people via our MSD contract as the income limit is reasonably generous. For example, if a couple with children earn under \$121,524 per annum, they qualify for all their costs (lessons, test fees, travel) to be funded under this contract.

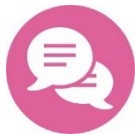
Youth Mentoring

The reactivation of this programme, supported by Violence Free Network funding, continues. We have inducted two mentors, are inducting another two shortly, and are waiting for clear police checks for all four before matching them with youth mentees.

7. FINANCIAL IMPLICATIONS AND RISKS

There are no financial implications or risks to highlight.

8. COMMUNITY OUTCOMES SUPPORTED



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Report to:	Council
Date:	30 September 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. During the reporting period, 14 resource consents and two right-of-way applications were issued, with 31 resource consents currently being processed covering visitor accommodation, subdivision, commercial development and infrastructure activities. Increased staff capacity has enabled a greater proportion of consent processing to be undertaken in-house, improving Council's capability and reducing reliance on external consultants.

A significant focus for the team is preparing for the replacement of the Resource Management Act 1991 through the new Planning and Natural Environment legislation. These reforms will fundamentally change planning and consenting processes across New Zealand and require Council to prepare for new statutory frameworks, transitional arrangements and implementation requirements. At the same time, Plan Change 6 has progressed to the appeal period, while Council is separately considering the future of proposed Plan Changes 7 and 8 in light of both planning reform and wider local government reform.

Policy and strategic planning work has also progressed, including public consultation on the Economic Development Strategy and the proposed Local Alcohol Policy, together with finalisation of a revised Procurement Policy. These initiatives support Council's strategic priorities, strengthen governance frameworks and help position the district for sustainable economic and community development. 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.

2. RECOMMENDATIONS

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

3. RESOURCE CONSENT STATUS

In the reporting period 12 August to 16 September;

- 2 On License applications have been considered for the Regulatory team;
- 15 Building PIM and Exemption applications have been considered for the Building team;
- 19 Public Service Requests have been processed via the Datascape S/R Module;
- 2 preapplication meetings have been undertaken with interesting parties;
- 14 Resource Consents have been issued,
- 2 Right of Way Applications have been issued,
- 22 s223/224 certification incomplete historical datasets have been rectified, and
- 3 new 223/224 certificates have been processed and issued.

As at 16 September:

A total of 31 resource consents are actively being processed.

Status:

- New – 1
- Awaiting Payment – 2
- In progress – 14
- S92 RFI Hold – 14

In addition, 1 s223/224 Certification process is being undertaken.
Details can be found in Appendix 1.

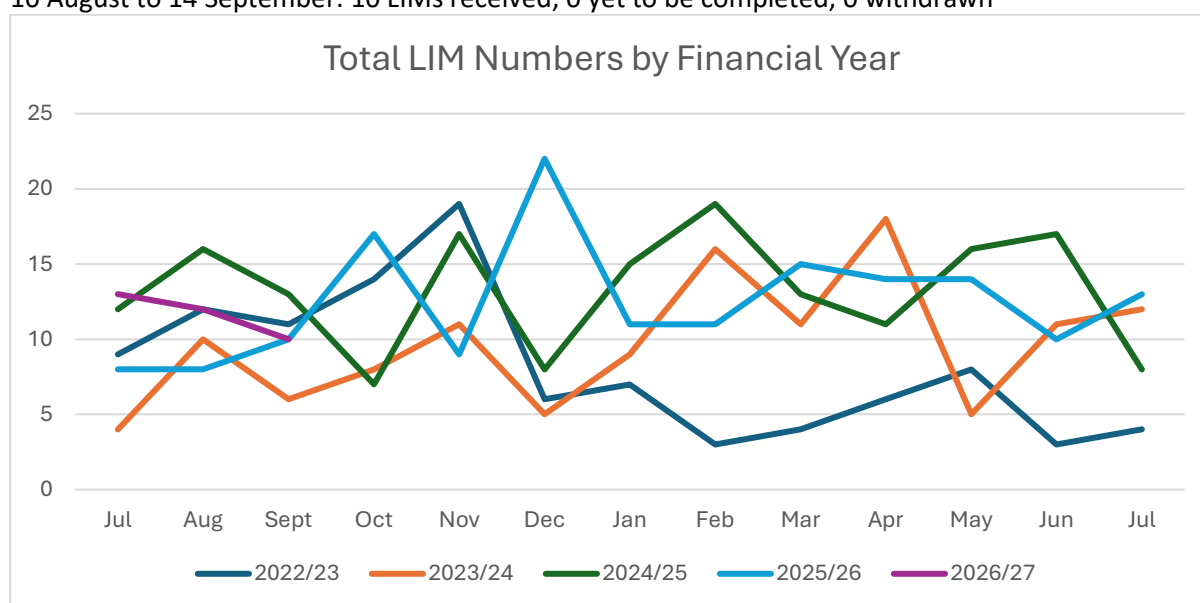
Consent Processing Performance		
Who	Allocated August/September	Issued/ Withdrawn/% complying with time
Internal	14	5/0/40.00%
External	31	9/0/44.4%

4. PLAN CHANGES

Plan Change 6 – Appeal period closes 15th October as 16th September no appeals have been received.
Possible Plan Changes 7 and 8 – Housing Affordability Choice and Commercial Review are addressed in a separate decision report included in this Council agenda.

5. LAND INFORMATION MEMORANDUMS

10 August to 14 September: 10 LIMs received; 0 yet to be completed; 0 withdrawn



6. DISTRICT PLAN REVIEW AND RMA REFORMS

The Planning Bill and Natural Environment Bill are expected to be in force by the date of this Council meeting on 30 September. Together, the legislation will establish a new planning and environmental management framework to replace the Resource Management Act 1991. The new Act will represent the fourth step change in planning legislation for New Zealand which will follow the Planning Act 1953, Planning Act 1974 and the Resource Management Act 1991. This is a significant change which will result in disruption to how planning in New Zealand currently occurs.

The Planning Team is preparing for the transitional consenting regime and assessing the resulting changes to statutory tests, national rules, procedures and day-to-day application processing. This preparation has included a meeting with several key external partners as well as colleagues working

for other Councils. Training held by the New Zealand Planning Institute will be attended by staff in early October to understand best practice for this transitional period.

Note: A separate report on this agenda seeks Council direction on whether to continue develop and proceed with proposed Plan Changes 7 and 8. The decision follows ministerial approval exempting both plan changes from the Government's plan-stop requirements and will need to account for the implications of the wider resource management and local government reforms, including the value and timing of further plan-making work during the transition to the new system.

7. POLICY PLANNING UPDATE

Strategic projects

Economic Development Strategy

Council has approved the draft Economic Development Strategy for public consultation at its meeting on 9 September. Consultation commenced on 21 September, providing the community and key stakeholders with an opportunity to comment on the proposed strategic direction before the Strategy is finalised and returned to Council for consideration.

Bylaws and Policies

Local Alcohol Policy

Consultation on the proposed Local Alcohol Policy opened on 31 August, followed by a meeting with alcohol licence holders on 1 September.

While overall feedback was mixed, the proposed policy received broad support. Concerns focused on the proposed requirement for crowd control officers irrespective of event size and the definition of sensitive sites, particularly the proximity of South Bay Domain to a preschool.

In response, the general crowd control requirement has been removed and will instead be managed through licensing committee delegations, enabling conditions to be tailored to individual applications. Special-licence events have also been excluded from the sensitive-site provisions.

Submissions are assessed under the Sale and Supply of Alcohol Act 2012, with particular regard to minimising alcohol-related harm and promoting the safe and responsible sale, supply and consumption of alcohol.

The assessment considered the quality and relevance of evidence, likely effectiveness, impacts on licence holders, businesses, consumers and property owners, economic and employment effects, lawful access and personal choice, and the availability of less restrictive alternatives. Proposed restrictions were tested for proportionality to ensure they were no more onerous than reasonably necessary, with greatest weight given to evidence demonstrating a clear link to reduced alcohol-related harm.

Procurement Policy

Following Council's workshop on 27 May 2026, officers completed the development of a revised Procurement Policy that strengthens Council's procurement framework and incorporates Environmental, Social and Governance (ESG) considerations into procurement planning, evaluation and contract management. The policy was developed in response to Council's request for a review of procurement practices following a community petition and includes engagement with interested members of the public on a draft version of the policy. Feedback received resulted in several refinements, including clearer alignment with the New Zealand Government Procurement Framework. The policy remains focused on supporting fair, transparent, accountable and value-for-money procurement decisions and does not extend into matters of foreign affairs, which are outside

the function of local government. Ongoing edits are being made to include feedback gained from new Operations staff members. Following internal sign-off, the policy is intended to be presented to Council for information purposes, demonstrating Council's response to the issues raised and the actions taken to strengthen procurement practice.

8. LEGISLATIVE CHANGES

Please refer to the RMA reforms section above.

9. COMMUNITY OUTCOMES SUPPORTED

This report enables a communication flow that improves our community service as KDC management (and other staff) and Council members are of the same understanding as to what we are doing and where we are going.



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	1574 *01	Kaikoura Hotel Investments Ltd	Cancellation of Conditions: Parking and Transport 13 - Remove reference to off-site parking 14 - Remove reference to off-site parking	114 Esplanade	Granted, external (RMG)	16
2	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
3	2053	Black Millar	Visitor Accommodation (14 Guests)	2771 State Highway 1	On hold, external (RMG) Kiwirail approval RFI outstanding	6
4	2058	Ocean Ridge	Private Plan Change – Plan Change 6	Ocean Ridge	Active, external (PLANZ) Decision made. In public appeal period.	233
5	2069	Deborah Dunfoy	2 lot Subdivision	850 State Highway 1	Granted, external (RMG) Officers report to KDC for approval within timeframes	47
7	2072	Dunlea	2 Lot subdivision	190 Mt Fyffe Road	Active – Limited notified External (RMG) One submission received	101 (D/s Bug)
8	2073	Dunlea	Land use consent – undersized allotments and transport yard	190 Mt Fyffe Road	Active – Limited notified External (RMG) One submission received	101 (D/s Bug)
9	2081	Arbuckle Investments Ltd	Three-Story Visitor Accommodation Building	86 Esplanade	Granted, external (RMG),	111
10	2082	Europacific Resorts Ltd	Hazard sensitive building within a flood hazard area	48-52 West End	On hold, External (RMG), Affected by s91d hold of gropher Garage	30
11	2084	The Old Commercial Development Limited	Subdivision 5 Allotments Together with LU 2086	20 Brighton Street	Active, External (PLANZ) Officer Report reviewed by KDC, sent to ECAN 16/9 for HAIL review	51

12	2086	The Old Commercial Development Limited	Land use – residential use Together with LU 2084	20 Brighton Street	Active, External (PLANZ) Officer Report reviewed by KDC, sent to ECAN 16/9 for HAIL review.	51
13	2087	Thomas, Michael Patrick	Subdivision by way of amalgamation condition	400 Schoolhouse Road	Granted, External (PLANZ)	58
14	2088	Acland, George Christopher	New pole shed 2 bay garage	1481E State Highway 1	On hold, Internal RFI, new design plans required	26
15	2092 2099	Gibson, Korey Paul	Visitor accommodation for 126 Kiwa Road (4 guests) and 83 Kiwa Road (2 guests)	83 & 126 Kiwa Road	Active, External (RMG) Officers report with KDC for review.	19
16	2094	Kaikoura 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
17	2097	Paul & Jennifer Andrews	10 guests VA	74 Churchill Street	On hold, external (PLANZ) RFI - Affected Party Approval	29
18	2102	Peter Huxford	Land Use: To operate a 24/7 vending machine on the fringe of the residential zone.	238 Beach Rd	On hold, external (PLANZ) RFI – Affected Party Approval	16
19	2107	Anna Taylor	4 guests VA	19 Whitby Place	On Hold, external (PLANZ) RFI - Affected Party approval	21
20	2108	Tim Elley & Tong Liu	10 guest VA	2 Austin Close	On Hold, external (RMG) RFI - Affected Party approval	1
21	2109	Anthony & Lisa Watkins	6 guest VA	13 Knowles Crescent	On Hold, external (RMG) RFI - Affected Party approval	2
22	2117	Hamish King	10 guest VA	194 Parsons Road	On Hold, external (PLANZ) RFI - Affected Party approval	53
23	2118	Shearwater Six Limited	38 Residential Allotments	6 Shearwater Drive	Granted, external (RMG) Officers report with KDC within timeframes	60
24	2119	Shearwater Six Limited	Land use for allotments under 1000m2	6 Shearwater Drive	Granted, external (RMG) Officers report with KDC within timeframes	60

25	2122	Black Cat Group Limited	Commercial Activity in a Residential Zone	22 Moa Road	On hold, external (RMG) RFI for Noise, Transport Reports	0
26	2123	Hayden Clavis	Two lot residential subdivision	35 Bayview Street	Granted, external (RMG) Officers report with KDC within timeframes	46
27	2124	Liam Brown	18 Guest Visitors Accommodation	29 Skevingtons Road	Granted, external (Baseline) Officers report with KDC	18
28	2125	Hayden Clavis	Land use consent associated with SU2123 – density	35 Bayview Street	Granted, external (RMG) Officers report with KDC within timeframes	46
29	2129	Maghera Farm	Right of way	158 Postmans Road	Granted – Internal	69
30	2130	Barney and Wendy Beaven	Construction of a shed in an archaeological site with side boundary and height recession plane breaches	46a Avoca Street	Granted, external (Baseline) Officers report with KDC within timeframes	40
31	2132	Kieren Gray	Construction of a boatshed within 2m of a boundary within an archaeological site	2 Moa Road	Granted, external (Baseline) Officers report with KDC within timeframes	38
32	2133	Zeb Etheridge	Relocation of a building onto property	82 Station Road	Granted, Internal	20
33	2137	Mark and Robert Fryer	Visitor accommodation more than 5 guests	35 South Bay Parade	Granted, Internal	37
34	2143	Amanda and Peter Kraak	Visitor accommodation more than 5 guests	5 Chance Haven	Granted, external (RMG) Officers report with KDC within timeframes	32
35	2144	Vladimir Petrus	New pole shed with non-compliance to road boundary	86 Scarborough Street	Granted, Internal Officers report to review	24
36	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) Removed from 91d hold Monday 14 September	15
37	2147	Complete Projects	Land use non compliances and VA 4 guests	2/1 Weka Road	Returned as Incomplete, External (RMG)	6
38	2148	Foodstuffs	Variation to RC 453	124 – 128 beach Rd	Granted, external (RMG)	19
37	2149	Little Oaks Preschool	Extension to the existing preschool	South Bay Parade	Active, Internal	22

38	2151	M J MCDougall	VA 4 guests	34A Kotare	Granted, Internal	17
39	2154	Shearwater Six Ltd	ROW	68 Churchill	Granted, Internal	26
40	2156	K J Flanagan	VA 8 guests	9 Pukeko	On Hold, Internal S36 Fees	1
42	2158	Cas Towers	ROW	99 South Bay Pde	Granted, Internal	23
43	2159	Complete Projects	Land use non compliances and VA 4 guests	2/1 Weka Road	On Hold, Internal RFI – Non-compliances, incorrect assessment v DP, affected party approval	13
44	2160	A Hickey	VA 2 guests	5 Clemett Court	Active, Internal	8
45	2161	D Tee, J Tee	VA 4 guests	235 Bay Paddock	Active, Internal	16
46	2162	Mainpower	New Oaro Substation	Birches Rd	Active, External (Baseline)	13
47	2163	W L Mitchell	VA 4 guests	13 Maui	Active, Internal	1
48	2165	160 Beach Rd Ltd	Land use (NH, Setbacks) and relocation of building	151A Beach Rd	Returned as incomplete (Internal)	1
49	2168	J Petelo	VA 4 guests	8 Makura Road	On Hold, Internal S36 Fees	1
50	2169	KE Miles	VA 8 guests	130 Torquay	On Hold, Internal S36 Fees	1

Report to:	Council
Date:	30 September 2026
Subject:	Building Control Authority Update
Prepared by:	G Vaughan – Building Control Manager
Input sought from:	R Laugesen & K 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.

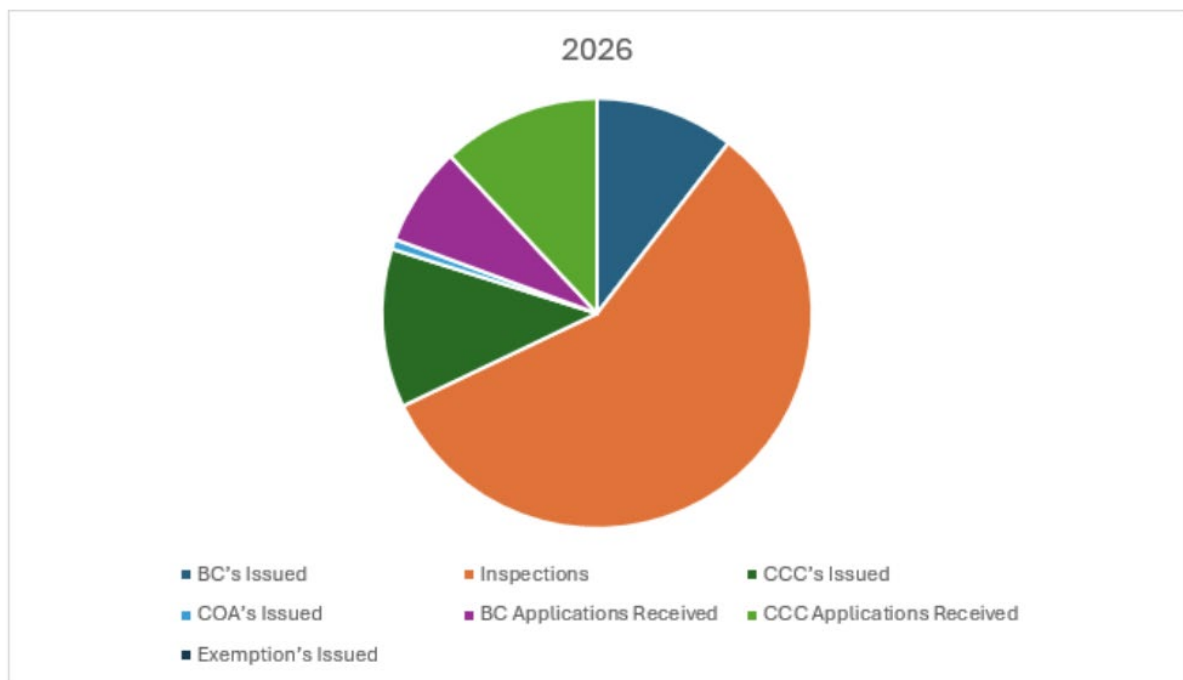
2. RECOMMENDATION

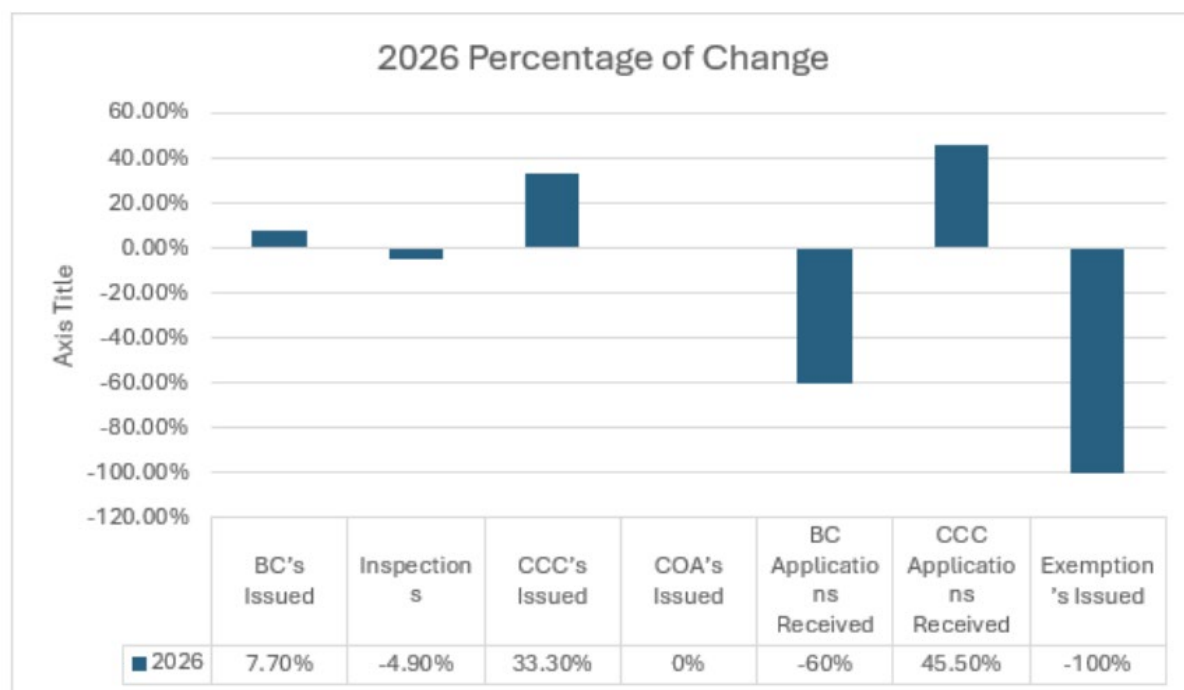
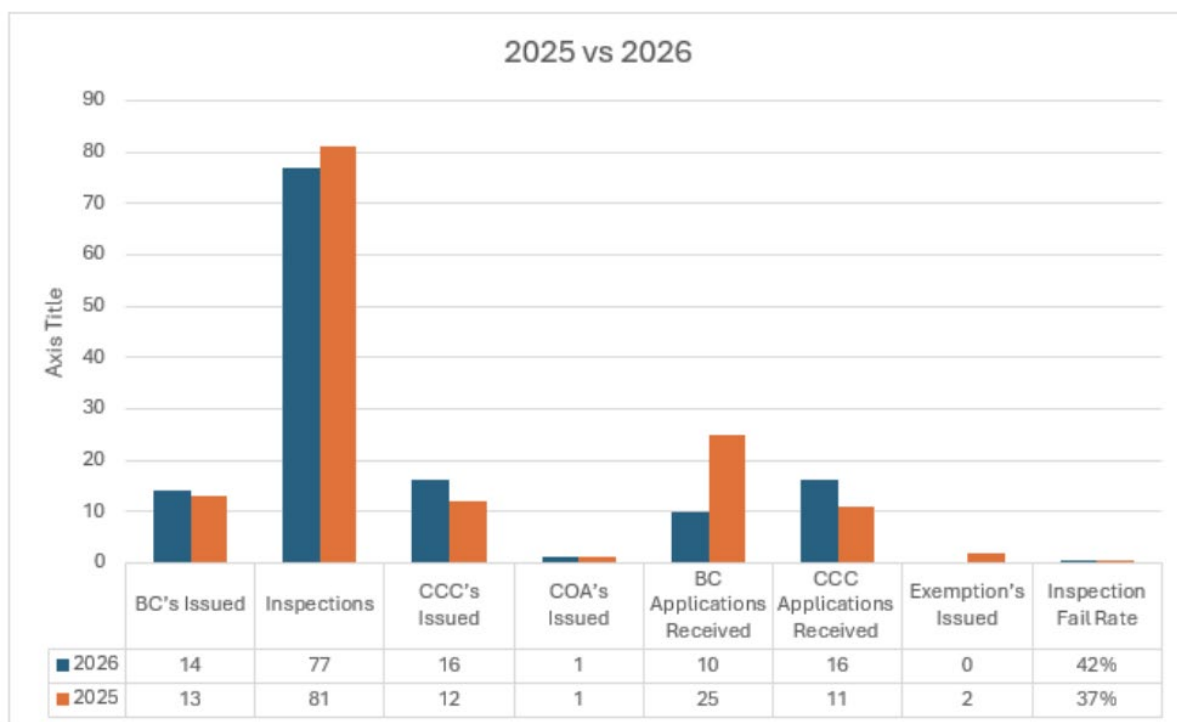
It is recommended that the Council receives this report for information.

3. SUMMARY STATISTICS

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

- BCs issued. 14 in Aug 2026 vs 7 in July 2026 – 13 in Aug 2025
- Inspections. 77 in Aug 2026 vs 53 in July 2026 – 81 in Aug 2025
- CCC issued. 16 in Aug 2026 vs 9 in July 2026 – 12 in Aug 2025
- COAs issued. 1 in Aug 2026 vs 3 in July 2026 – 1 in Aug 2025
- Number of BC Applications received. 10 in Aug 2026 vs 8 in July 2026 – 9 in Aug 2025
- Number of CCC Applications received. 16 in Aug 2026 vs 12 in July 2026 – 11 in Aug 2025
- Inspection fail-rate percentage: 42% for Aug 2026 vs 30% in July 2026 – 37% in Aug 2025





4. NOTABLE EVENTS

- Council activated its Emergency Operations Centre (EOC) in response to the flooding event from 6 to 13 July. BCA staff undertook a range of EOC roles, resulting in delays to many business-as-usual activities. Council inspectors completed Rapid Building Assessments, and significant time and resources were dedicated to follow-up actions arising from the placarding of approximately seven dwellings across the district, including white, yellow, and red placards. The 2 Red Cards have now been removed with the 2 dwellings now safe to occupy. At the time of writing the

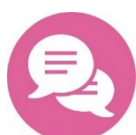
remaining Yellow and White Placards are expected to be withdrawn in early September as repair work progresses on the properties concerned.

- A Regulation 6A notification was submitted to MBIE and IANZ on 17 July 2026 regarding the implementation of the Datascape Build module. As IANZ has not previously assessed this system, the notification is likely to trigger a special assessment. We received a Further Information Request from IANZ at the end of July with a 10-day timeframe to reply. This request also included a Purchase Order request to undertake a desktop review. A reply was sent within the 10-day timeframe in early August. We have not heard anything further.
- Continuous improvement is slowly but surely being achieved on our Datascape Build Module. The Inspections module is now relatively functional and working, however, more work is needed to improve template layouts and functionality. A User Group is being set up with between the four current Councils (Hurunui, Otago, Kapiti Coast and KDC) that are using this software. It is likely that Waimakariri and Marlborough District Councils may also join this group when they transition to Datascape.

5. BUILDING WARRANT OF FITNESS (BWOFF) AUDITS

- 4 BWOFF audits were completed in August. 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.
- Engagement from commercial building owners continues to remain low, with many failing to respond to audit scheduling requests. We have now adjusted our approach and are sending pre-selected audit dates and times to building owners. A Council Auditor will attend the scheduled audit regardless of whether the building owner has confirmed their readiness. Some Building Owners are getting their IQPs to attend the Audit. This is proving to be quite useful. A lot of outdated compliance schedules are being updated to be more fit for purpose.

6. COMMUNITY OUTCOMES SUPPORTED



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Report to:	Council	
Date:	30 September 2026	
Subject:	Regulatory Update	
Prepared by:	J York – Regulatory Manager	
Input sought from:	F Buchanan – Regulatory Services Admin, Lara Jacobs – Environmental Health Admin	
Authorised by:	W Doughty – Chief Executive Officer	

1. SUMMARY

This report updates Council on animal control, alcohol licensing, food and environmental health, visitor accommodation compliance and avian influenza preparedness.

2. RECOMMENDATION

That Council receives this report for information.

3. ANIMAL CONTROL

- Council is also working with VetCare Kaikōura to promote awareness of the cat desexing and microchipping subsidy. This work is progressing well, with an increase in the number of people requesting the service.
- A total of 786 dogs are registered, representing a reported registration rate of 72%. The team is following up outstanding registrations with reminders to owners.
- Animal Bylaw signage has been installed at beaches to identify seasonal animal access restrictions during the nesting season.
- Dog control officer will be patrolling these areas during the upcoming months.

4. ALCOHOL LICENSING

The August food, alcohol and health report records the following licensing activity. Applications are increasing ahead of the warmer months.

Licensing Activity

Activity	Number
Inspector reports – managers certificates / special licences / premises	4 / 1 / 0
Applications received – new managers / renewals / special licences / premises	1 / 3 / 1 / 0
Licences issued – manager certificates / special licences / premises	1 / 2 / 3
Manager interviews conducted	8

5. FOOD ACT 2014

Three new food businesses registered in August. There are 68 registered food businesses, comprising 63 Template Food Control Plan registrations and five National Programme registrations

Food activity	Number
New registrations August	3
Verifications completed in August	0
Verifications completed in September	8
Total registered food premises	68

- Council is working with MPI in relation to one food business of interest, including unannounced visits.
- Kaikōura has no verifications overdue by three months or more.
- One food complaint is recorded for July; this is not an August complaint total.
- The food and alcohol drop-in education evening at Donegal House on 1 September 2026 was well received, with excellent feedback and interest in a further session.
- The team continues to support operators with practical advice and education.

6. HEALTH ACT 1956

No infectious disease notifications, health complaints or health inspections were reported for August. All annual health renewal certificates have been issued. Annual inspections are scheduled to begin in September, undertaken by Raj Deo and Mark Tambsari.

7. REGULATORY SUMMARY

- Visitor accommodation monitoring is producing consent applications and the removal of advertised listings.
- The next stage is second infringements for properties that remain non-compliant and clarify the approach to owner-occupied accommodation.
- Staff are now reviewing second infringements for the 10 properties identified as remaining in breach. Further action will depend on current evidence and the circumstances of each case.
- The figures below describe different stages and outcomes of the programme and should not be added together as a total number of properties.
- Removed listings will require ongoing monitoring.
- The remaining work increasingly involves owners living on site or renting out a room within their home, including accommodation with shared kitchens and access.
- One owner has requested reconsideration of a single-room homestay within their private residence. The owners remain in the home when guests stay and share the kitchen and main entrance. There is no separate entrance, self-contained unit or additional bathroom, and no structural alterations are reported. The room is unavailable while the owners travel for approximately six months each year.

The owner describes the activity as modest supplementary pension income, raises concerns about the affordability of additional charges, and highlights their support for local businesses and visitors. They dispute the visitor accommodation classification, additional sewerage charges and any Building Act change-of-use requirement. Outstanding Signs Bylaw exemptions are being followed up.

- Monitoring of camping, parking, and dogs and vehicles on beaches is planned to increase as we head into summer.

Visitor Accommodation Measures

Measure	Number
Infringements issued between 23 June and 17 August 2026	19
Properties identified for consideration of a second infringement	10
Owners who have applied for resource consent following monitoring and enforcement	34
Owners who have currently removed their listing following monitoring and enforcement	20
Owner-occupied properties identified with accommodation	5

8. HPAI H5N1 – OPERATIONAL RESPONSE AND COUNCIL PLANNING

- Highly Pathogenic Avian Influenza H5N1, commonly known as bird flu, is a serious viral disease that primarily affects birds but can also spill over into some mammals and, rarely, people.
- The Council Regulatory Manager has been working with external groups and preparing a response plan. On the following pages of the current preparedness information compiled by MPI. There are regular meetings between Councils, Environment Canterbury and Department of Conservation on planning and processes, we will take direction from MPI as the lead agency.

H5 bird flu and migration

Migration and the spread of H5 bird flu

Because H5 bird flu (H5N1 avian influenza clade 2.3.4.4b) is carried by wild birds, spread of the virus is often linked to migration patterns and pathways.

Evidence from the Northern Hemisphere indicates that detections rise and fall linked to the seasonal migration of wild birds. However, the pattern in the Southern Hemisphere is less predictable.

While we do not yet know exactly how migration will impact the spread of H5 bird flu in New Zealand, information about migration patterns may be useful for poultry industry and bird owner decision-making and to inform work to protect native wildlife.

Bird migration to New Zealand

Birds migrate to New Zealand at different times, in different numbers, and they arrive to different areas. Many arrive here to nest in spring or early summer.

Data based on observed bird numbers indicates that the number of migratory birds in New Zealand starts to increase in August and September, with numbers peaking between November and January.



Migration and surveillance

MPI has a wide-reaching, year-round surveillance programme that includes monitoring and awareness activities with wildlife hospitals, poultry industry groups, bird owners, veterinarians, wildlife rehabilitation centres, and public notifications.

New Zealand Government
Te Kāwanatanga o Aotearoa

Additional seasonal activities support monitoring. Each summer, MPI undertakes avian influenza surveillance of resident waterfowl in partnership with the New Zealand Fish & Game Council. Increased public reporting during spring and summer also helps strengthen the sensitivity of the surveillance system.

The importance of staying alert

Migration is not the only way that H5 bird flu can spread, as we have seen with the positive detections of the virus in ocean-going sea birds here in New Zealand.

While migration may contribute to periods of higher and lower risk in different areas, it's important that people remain alert for H5 bird flu at all times of the year.

For poultry operators, consistent, strong biosecurity is the best way to protect flocks and limit the impact of the virus.

Reporting is important in every season. If you see signs of bird flu in your flock, consult your veterinarian. If you see 3 or more sick or dead wild birds in a group, report it to the exotic pest and disease hotline on **0800 80 99 66** or online at **report.mpi.govt.nz**.

Bird migration pathways and seasonal trends

Birds migrating from regions where H5 bird flu is known to be circulating may present a more significant threat to New Zealand. However, higher risk origin points may change over a migration season as the virus spreads.

In the following table, you can see the timing, number, and areas visited by some of New Zealand's most common migrating species. The maps indicate where each bird is more or less seen, with darker colours indicating more observations. Each species bar chart uses its own scale to show observation numbers across the year. The charts do not illustrate relative volume between species.



Species	Origin	Destination	Regional observations	Seasonal observations
Brown Skua (Subantarctic Skua)	Southern Ocean; subantarctic islands including Heard and Kerguelen Islands	Subantarctic and offshore island colonies, especially Auckland, Campbell, Antipodes, Snares and Chatham Islands		
Northern Giant Petrel	Southern Ocean and subantarctic waters, including Heard and Kerguelen Islands	Chatham Islands and other offshore/subantarctic seabird colonies; southern coasts as secondary destinations		
Southern Giant Petrel	Southern Ocean and subantarctic islands including Heard and Kerguelen Islands	Offshore and subantarctic islands first; occasional arrivals to southern mainland coasts		
Red Knot	Arctic Siberia via East Asia, with some birds arriving through Australia and New Guinea	Major estuaries including Kaipara Harbour, Manukau Harbour, Firth of Thames and Farewell Spit		

Species	Origin	Destination	Regional observations	Seasonal observations																										
Ruddy Turnstone	Arctic; arriving via Australia for some birds and via the Pacific for others	Major estuaries and coastal roosts, particularly northern North Island harbours and exposed coasts		 <table><thead><tr><th>Month</th><th>Observations</th></tr></thead><tbody><tr><td>Jul</td><td>Low</td></tr><tr><td>Aug</td><td>Low</td></tr><tr><td>Sep</td><td>Low</td></tr><tr><td>Oct</td><td>Low</td></tr><tr><td>Nov</td><td>High</td></tr><tr><td>Dec</td><td>High</td></tr><tr><td>Jan</td><td>High</td></tr><tr><td>Feb</td><td>High</td></tr><tr><td>Mar</td><td>Low</td></tr><tr><td>Apr</td><td>Low</td></tr><tr><td>May</td><td>Low</td></tr><tr><td>Jun</td><td>Low</td></tr></tbody></table>	Month	Observations	Jul	Low	Aug	Low	Sep	Low	Oct	Low	Nov	High	Dec	High	Jan	High	Feb	High	Mar	Low	Apr	Low	May	Low	Jun	Low
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Double-banded Plover	Southeastern Australia, including Tasmania, Victoria and southeastern mainland Australia	Southern South Island lagoons and river mouths, including Wainono Lagoon and Te Waihora/Lake Ellesmere		 <table><thead><tr><th>Month</th><th>Observations</th></tr></thead><tbody><tr><td>Jul</td><td>Low</td></tr><tr><td>Aug</td><td>Low</td></tr><tr><td>Sep</td><td>Low</td></tr><tr><td>Oct</td><td>Low</td></tr><tr><td>Nov</td><td>High</td></tr><tr><td>Dec</td><td>High</td></tr><tr><td>Jan</td><td>High</td></tr><tr><td>Feb</td><td>High</td></tr><tr><td>Mar</td><td>Low</td></tr><tr><td>Apr</td><td>Low</td></tr><tr><td>May</td><td>Low</td></tr><tr><td>Jun</td><td>Low</td></tr></tbody></table>	Month	Observations	Jul	Low	Aug	Low	Sep	Low	Oct	Low	Nov	High	Dec	High	Jan	High	Feb	High	Mar	Low	Apr	Low	May	Low	Jun	Low
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Bar-tailed Godwit	Mainly Alaska via direct trans-Pacific flight; minority via East Asia/Australasia	Major northern estuaries and harbours, especially Firth of Thames, Manukau Harbour and Kaipara Harbour		 <table><thead><tr><th>Month</th><th>Observations</th></tr></thead><tbody><tr><td>Jul</td><td>Low</td></tr><tr><td>Aug</td><td>Low</td></tr><tr><td>Sep</td><td>Low</td></tr><tr><td>Oct</td><td>Low</td></tr><tr><td>Nov</td><td>High</td></tr><tr><td>Dec</td><td>High</td></tr><tr><td>Jan</td><td>High</td></tr><tr><td>Feb</td><td>High</td></tr><tr><td>Mar</td><td>Low</td></tr><tr><td>Apr</td><td>Low</td></tr><tr><td>May</td><td>Low</td></tr><tr><td>Jun</td><td>Low</td></tr></tbody></table>	Month	Observations	Jul	Low	Aug	Low	Sep	Low	Oct	Low	Nov	High	Dec	High	Jan	High	Feb	High	Mar	Low	Apr	Low	May	Low	Jun	Low
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Red-necked Stint	Arctic Siberia via East Asia and Australia	Northern and other major estuaries, coastal mudflats and roost sites		 <table><thead><tr><th>Month</th><th>Observations</th></tr></thead><tbody><tr><td>Jul</td><td>Low</td></tr><tr><td>Aug</td><td>Low</td></tr><tr><td>Sep</td><td>Low</td></tr><tr><td>Oct</td><td>Low</td></tr><tr><td>Nov</td><td>High</td></tr><tr><td>Dec</td><td>High</td></tr><tr><td>Jan</td><td>High</td></tr><tr><td>Feb</td><td>High</td></tr><tr><td>Mar</td><td>Low</td></tr><tr><td>Apr</td><td>Low</td></tr><tr><td>May</td><td>Low</td></tr><tr><td>Jun</td><td>Low</td></tr></tbody></table>	Month	Observations	Jul	Low	Aug	Low	Sep	Low	Oct	Low	Nov	High	Dec	High	Jan	High	Feb	High	Mar	Low	Apr	Low	May	Low	Jun	Low
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Species	Origin	Destination	Regional observations	Seasonal observations
Sharp-tailed Sandpiper	Asian Arctic via East Asia and Australia	Estuaries, coastal wetlands and shallow coastal lakes		
Australasian Gannet	Southeastern Australian coastal waters and the Tasman Sea	Breeding colonies and nearby coasts including Cape Kidnappers, Horuhoru, Whakaari/White Island and Gannet Island		
White-fronted Tern	Australian coastal waters, especially southeastern Australia and the Tasman Sea	Coastal colonies and roosts including Kaikōura Peninsula, Boulder Bank, Waitaki River mouth and Tiwai Spit		
Eastern Cattle Egret	Australia, most plausibly southeastern Australia	Pastures, wetlands, farm margins and urban fringes across New Zealand		

Source: Bird observation data for maps and charts from eBird Observation Dataset[EOD], accessed via GBIF.org (2 July 2026) GBIF Occurrence Download <https://doi.org/10.15468/dl.9chhnu>

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