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

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

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

1. KARAKIA

2. APOLOGIES

Apologies for lateness were received for Councillor J Diver.

Moved: Councillor M Redwood
Seconded: Councillor J McInnes

CARRIED UNANIMOUSLY

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3. DECLARATIONS OF INTEREST

4. PUBLIC FORUM

9.01am Darryn Hopkins

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

Councillor J Diver joined the meeting at 9.03am.

5. FORMAL DEPUTATIONS Nil

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6. MINUTES TO BE CONFIRMED

6.1 Council meeting minutes dated 26 August 2026

RESOLUTION

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

Moved: Councillor M Redwood
Seconded: Deputy Mayor V Gulleford

CARRIED UNANIMOUSLY

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7. REVIEW OF ACTION LIST

The action list was reviewed and noted.

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

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

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9. MATTERS OF DECISION

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

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

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

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

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

RESOLUTION

THAT the Council:

a) Receives the report
b) Supports continued investigation and receipt of a formal concession application which Council can consider as delegated by the Minister of Conservation.
c) Directs the Chief Executive to obtain confirmation as to if the reserve is vested in the Crown or the Council.
d) Notes that the Kaikōura Cycling Club Incorporated proposes to develop and operate a skate park and pump track, on part of the 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.

Moved: Councillor J McInnes
Seconded: Deputy Mayor V Gulleford

CARRIED UNANIMOUSLY

9.2 Section 35 and District Plan Review

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

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

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

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

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

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

AMENDED RESOLUTION

THAT the Council:

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

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

Moved: Councillor J Diver
Seconded: Deputy Mayor V Gulleford

CARRIED UNANIMOUSLY

The meeting moved to item 12.4 Operations Team Monthly Report

12.4 Operations Team Monthly Report

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

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

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

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

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

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

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

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

RESOLUTION
THAT the Council receives this report for information.

Moved: Councillor M Redwood
Seconded: Councillor C Smith

CARRIED UNANIMOUSLY

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

9.3 Feedback on the Illustrative National Policy Direction Report

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

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

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

Moved: Councillor J McInnes
Seconded: Councillor M Redwood

CARRIED UNANIMOUSLY

9.4 Procurement Policy 2026

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

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

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

RESOLUTION

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

Moved: Deputy Mayor V Gulleford
Seconded: Councillor K Heays

CARRIED UNANIMOUSLY

9.5 KHWS Statement of Expectations

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

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

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

RESOLUTION

It is recommended that the Council:

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

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

Moved: Deputy Mayor V Gulleford
Seconded: Councillor C Smith

CARRIED UNANIMOUSLY

9.6 Water Meter Reading Charge Correction

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

Moved: Mayor C Mackle
Seconded: Councillor J McInnes

CARRIED UNANIMOUSLY

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10. FINANCE

10.1 Finance Report 31 August 2026

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

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

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

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

Moved: Councillor K Heays
Seconded: Councillor J Diver

CARRIED UNANIMOUSLY

11. RESOLUTION TO MOVE INTO COUNCIL PUBLIC EXCLUDED SESSION

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

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

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

General subject of each to be considered	Reason for excluding the public	Grounds of the Act under which this resolution is made
Public excluded council meeting minutes dated 26 August	To receive minutes that includes information that is commercially and legally sensitive and private to individuals.	Section (7)(b)(ii) would be likely unreasonable to prejudice the commercial position of the person who supplied or who is subject of the information Section (7)(2)(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities Section (7)(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) Section (7)(2)(e) maintain legal professional privilege Section 7(2)(a) - To protect the privacy of natural persons
CEO Performance Review 2025/2026	Public excluded because the discussion involves the CEO's employment performance review and personal information, where withholding is necessary to protect privacy and maintain effective personnel management.	**Schedule 7, clause 7(2)(a)** to protect the privacy of natural persons.

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

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

Moved: Councillor J McInnes
Seconded: Councillor C Smith

CARRIED UNANIMOUSLY

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

12. MATTERS FOR INFORMATION

12.1 Mayoral Update Report/Verbal Update

RESOLUTION

THAT the Council receives this report for information.

Moved: Deputy Mayor V Gulleford
Seconded: Councillor C Smith

CARRIED UNANIMOUSLY

12.2 Elected Members Updates

RESOLUTION
THAT the Council receives this report for information.

Moved: Deputy Mayor V Gulleford
Seconded: Councillor C Smith

CARRIED UNANIMOUSLY

12.3 CEO Monthly Report – Verbal Update

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

12.5 Community Services Team Update Report

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

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

RESOLUTION
THAT the Council receives this report for information.

Moved: Councillor J McInnes
Seconded: Councillor M Redwood

CARRIED UNANIMOUSLY

12.6 Planning Update Report

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

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

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

RESOLUTION
THAT the Council receives this report for information.

Moved: Councillor K Heays
Seconded: Deputy Mayor V Gulleford

CARRIED UNANIMOUSLY

12.7 Building Control Authority Update Report

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

RESOLUTION

THAT the Council receives this report for information.

Moved: Councillor J McInnes
Seconded: Councillor C Smith

CARRIED UNANIMOUSLY

12.8 Regulatory Services Update

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

RESOLUTION

THAT the Council receives this report for information.

Moved: Deputy Mayor V Gulleford
Seconded: Councillor J McInnes

CARRIED UNANIMOUSLY

13. CLOSE OF MEETING

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

CONFIRMED _____ Chairperson

Date 29/10/2026

THIS RECORD WILL BE HELD IN ELECTRONIC FORM ONLY

ACTIONS FROM COUNCIL MEETINGS
AS AT 22 OCTOBER 2026

OPEN ACTION ITEMS

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