



Notice is given of a Tekapo Community Board Meeting to be held on:

Date: Monday, 3 February 2020

Time: 4.00pm

**Location: Tekapo Community Hall Lounge
Lake Tekapo**

AGENDA

Tekapo Community Board Meeting

3 February 2020

**Suzette van Aswegen
Chief Executive Officer**

Tekapo Community Board Membership:

Steve Howes

Chris Scrase

Caroll Simcox

Sharron Binns

Matt Murphy

Order Of Business

1	Opening	5
2	Apologies	5
3	Public Forum	5
4	Declarations Of Interest.....	5
5	Reports	6
5.1	Minutes of the Tekapo Community Board - 04 December 2019	6
5.2	Matters Under Action.....	16
5.3	Tekapo Community Board Financial Report	19
5.4	Proposed Shared Pathway on Tekapo Waterfront	24
5.5	Tekapo Lakefront Playground Safety Improvements.....	31
5.6	General Business	37
5.7	Role of the Community Board Elected Officials in Relation to Civil Defence and Emergency Management	40

1 OPENING

2 APOLOGIES

An apology has been received from Mayor Graham Smith.

3 PUBLIC FORUM

4 DECLARATIONS OF INTEREST

5 REPORTS

5.1 MINUTES OF THE TEKAPO COMMUNITY BOARD - 04 DECEMBER 2019

File Reference: na

Author: March Crocker, Governance Advisor

Authoriser: ,

Attachments: 1. Minutes of the Tekapo Community Board Meeting - 04 December 2019



RECOMMENDATION

1. That the Minutes of the Tekapo Community Board Meeting held on Wednesday 04 December 2019 be received and the recommendations therein be adopted.

SUZETTE VAN ASWEGEN
CHIEF EXECUTIVE OFFICER



Unconfirmed MINUTES

Tekapo Community Board Meeting

4 December 2019

Tekapo Community Board Meeting Minutes

4 December 2019

**MINUTES OF MACKENZIE DISTRICT COUNCIL
TEKAPO COMMUNITY BOARD MEETING
HELD AT THE TEKAPO COMMUNITY HALL LOUNGE, LAKE TEKAPO
ON WEDNESDAY, 4 DECEMBER 2019 AT 4.00PM**

PRESENT: Member Steve Howes (Chair), Member Caroll Simcox, Member Sharron Binns, Member Chris Scrase, Cr Matt Murphy

IN ATTENDANCE: Mayor Graham Smith, Kathrine Hill (Senior Corporate Planner), Charlotte Borrell (Community Services Officer), Bernie Haar (Engineering Manager), Cr Murray Cox, March Crocker (Governance Advisor).

1 OPENING

Chair Steve Howes opened the meeting at 4.02pm.

2 APOLOGIES

COMMITTEE RESOLUTION TKCB/2019/171

Moved: Member Sharron Binns

Seconded: Member Chris Scrase

That the apology received from Suzette van Aswegen (Chief Executive Officer) Cr Stuart Barwood and Cr Anne Munro be accepted and leave of absence granted.

CARRIED

2 PUBLIC FORUM

No members of the public wished to address the Board.

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 REPORTS

5.1 TEKAPO COMMUNITY BOARD MATTERS UNDER ACTION

COMPLETED/RESOLVED ACTIONS

SHORT TERM ACTIONS

Western Carpark: Mr Scott McKenzie states that the Western Carpark is underway the asphalt was completed yesterday and hoping to be finished in two weeks. There is temporary line marking that is similar to what was there but extended given that the carpark is now larger. In January the whole carpark will be resurfaced and at that point, the hatching and marking will be completed. Mr Bernie

Page 2

Haar states that this will increase the capacity and but more importantly it will sort out the traffic flow in and out of the supermarket. Mr McKenzie states that council is also trying to move the buses out of the area, the plan is to get a designated bus park. At this stage, the bus park is going across in Simpson Lane but that is in the absence of anywhere else suitable in the current environment that we have. Mr McKenzie has talked to the landowner of the burnt-out hotel regarding boarding up the building so that the fences can be moved to gain access to the pathway.

Church of the Good Shepard: Mr McKenzie states that at the moment we have half the material needed to form the bund. We are looking to take a bank off on Andrew Don Drive and make it wider to make it more accessible. From there the fill will be used in the church carpark to form the mound. This will be done after Christmas to cause as least disruption as possible. There are approximately 17 carparks directly in line with the church with 20 parks by the dog statue. The Board had discussed about using rocks to stop cars parking on the grass. Mr Haar says there is a resource consent lodged with council around activity at the church which will include traffic and parking. Mayor Smith would like marking for disabled parking.

Pay Toilet Review: There is a review scheduled for May 2020. When the carpark across the way is completed the buses will be redirected. There will be new signage in the parking area to stop cars parking in the bus parking area. Mr McKenzie has been in contact with Judy Chang (bus companies) to sort out when the transition will take place. Chair Howes states that it is great to see the formed pathways down to the toilets.

The Board has some discussion regarding the reasons some of the public wanted the pay mechanism removed which was to stop people from defecating around the back of the building.

Mayor Smith states that it is a tourist service and the costs should not come from the ratepayers. Chair Howes states that we should keep the status quo.

Bus Shelter: Mr McKenzie informs the board that the application has been submitted and have heard some initial feedback but are waiting for a final announcement. Mayor Smith states that 50% was indicated for a co-funding. Mayor Graham has sent a strong communication around the fact that we are now beating Queenstown in the number of tourists affecting our area and the number of residents here in the way of visitor nights per resident and is recognised as a tourist hotspot.

An application plan for two modular type design shelters was put in. An initial estimate has been done, but there are no plans as yet. What we want is a design that we can just bolt together so that you can sit a pad down, put some poles in and put a roof on and then you could abut them together so that allows if the numbers grow we can just bolt another few sections together and we have a bigger shelter that is aesthetically pleasing. There was discussion regarding the location of the bus parking and the safety of the public. The plan is to resurface the whole western carpark, this will take off all the existing markings and leave a blank canvas to remark. Mr McKenzie will be talking to Foodstuffs regarding getting service vehicles in and out of the location.

Permanent Walkway from Simpson Lane to Main Carpark: At this stage, there is no change to this. We are restricted by where the Supermarket is located and where their land parcels are. We cannot effectively direct people into their carpark. Member Simcox asks is there any chance that we can get a form of surfacing or marking that directs people around the outside of the fence? Mr McKenzie states that he has had discussions with Foodstuffs with the last community board but they are not keen to direct anyone into their carpark. Cr Cox asks if the public could go around the other side of the supermarket as there is a natural pathway? There was a discussion by the board around this suggestion. Mr McKenzie will look into whether this could be an alternative.

Barbara Hay Reserve Landscaping: Miss Borrell states that she has had the surveyor out to mark the boundary and this has allowed the development of a concept plan and hopes this will be ready

for the first meeting of the board, if not it will be ready for the second. At this stage, she states that the trees that will be pulled down will be marked so that the community knows which trees are affected. This is the plan that had already had been approved and everything has previously been discussed but this allows for clarity with the new board. This also applies to the reserve on D'Archaic Drive. These will be finished in this financial year for the next planting season. Miss Borrell asks the board how they would like to name the reserve. Would they like to involve the school children? What would the community like to see? The concept for this reserve is to have a cricket pitch in the middle with some levelling. There will be two frisbee disc golf baskets near the D'Archaic end with tree planting all the way through. There will also be picnic tables, a barbeque and a drinking water fountain. Council is looking at provision for football with all the family games around the outside which allows for a couple of goalposts to go in for family football. This is something that will be used by the community and for families verses the lakefront which is aimed at tourism. Funding is available for both reserves.

Member Chris Scrase asks about drinking fountains, (back to Mr McKenzie and the pathway around the north side) she would like to see some drinking fountains as the dumping of bottles is an issue. Is there any way in any of these plans we can think about water and reducing the amount of plastic that we are putting in our landfill. Mr McKenzie states that he cannot fund drinking water fountains as this falls into the Community Facilities sector but there are ways and means around this. There is water there and it is a matter of tapping off and the cost of doing so. Miss Borrell will look into drinking fountains in this area.

Mackenzie Community Housing Trust: Mayor Smith states there is some work going on with this on a number of fronts.

60Km Speed Limit Extension: Mayor Smith states that the consultation has been done and now NZTA is coming back with what they are going to do. Mr Haar states that they are going to present us with some ideas. Member Simcox will be attending this meeting and will be forwarding a few additional photos before the meeting.

Pioneer Drive Traffic Calming: The last this was discussed by the Community Board, there was discussion around the requirement for a potential by-law amendment and there was some investigation on this. Speed bumps have been installed. Mr McKenzie states that the by-law at the moment, right across the country, they are looking at speed (as seen in the media). There is still discussion with NZTA around what is going to happen with speed limits if the Ministry of Transport is going to take this back in house and they are going to set speed limits internally from central government level or if they are going to leave it with councils and make that decision. Currently, our speed limit by-law can be reviewed at any time. At the moment we are going to wait to see what happens here at Tekapo. This has an impact on our by-law about what happens with our side roads depending on what changes may be made. A number of other councils have jumped in but they have found that they have spent a substantial amount of money implementing speed limits given the signage. Council has a number of roads that are being looked at but are waiting for guidance from NZTA and Environment Canterbury who are rolling out the program. This is still an evolving process at the moment but Council has put in traffic calming devices to limit speed as best we can at this stage. There are signs currently in place (with people crossing and cycling cross here) on Lilybank, Braemar and Godley Peak Roads.

Community Board Member states that on Lilybank Road people obviously speed is going up and now there are camper vans going into the homestead carpark. We haven't had as much of this previously but there has been a surge in camper vans.

Tekapo Community Board Meeting Minutes

4 December 2019

There is still a speed hump to go in on Pioneer Drive and council staff are finalising the location of this. There are two more for Lakeside but at the moment we are trying to work out where they are going to go. Preferably close to the playground.

Mayor Smith states that he has had some emails from concerned residents on Pioneer Drive concerned about the speed humps. They have been big advocates of speed reduction but they do not like the humps. It is noted by the board that this is a temporary measure and is in the trial process and the humps are by far the most practical option while we are trialling speed reduction.

Chair Howes states that the focus is a safety matter, not a noise matter.

Mr Haar states that it is very evident that a series of humps brings the speed down. We all recognise that we have to do something now.

Mr McKenzie says that the raised pedestrian crossing outside the school is finalised but is still working around the design aspects and talking to the school around the timing of the work at the school.

Boat Ramp Access from Neil Anderson Way: Member Simcox states that we are waiting for council to come back with some plans and quotes. Once completed the board can continue to pursue that in preparation for over the next season. We have to get costings and plans first before we can go back to Genesis. The funding of this work is separate to any of the other grants as they have obligations under the agreement. The time frame expected is to get feedback from council early next year and will try to get plans. The best time to get the work done would be October next year when the lake is low.

Walkway Sealing: Chair Howes states there was a conversation around the board asking council staff to approach NZTA to see if we could obtain funding to seal some walkway/cycle tracks. Mr McKenzie reported that this was unlikely within the next two years. There is still some money out there, there is the Safer Networks Program that has been brought out from NZTA for safety projects. It is getting the government to acknowledge that Tekapo is a place that tourists want to come and see and that this is causing safety issues without having to have crash data.

Chair Howes asks how could this be funded if not through NZTA? Mr McKenzie reports at the moment Council has previously funded 100% of the walkways. In the last GPS government policy statement was put out there was a signal that active transport modes around health and wellbeing would be funded. This was changed to get people out of cars and onto more active means of transport, as such funding is available for new shared space pathways. Council has put on hold any significant footpath works and Ultra-Fast Broadband is being rolled out across the District. Contractors are working in Twizel at the moment they are effecting all footpaths within the Town.

The roll out of Ultra-Fast Broadband for Tekapo is scheduled for December 2020.

5.2 TEKAPO COMMUNITY BOARD FINANCIAL REPORT

PURPOSE OF REPORT

That the Tekapo Community Board are updated regarding the financial performance of the Tekapo Community as a whole.

Chair Howes states that in the past, there was a more detailed analysis of the financial report. The new summaries are great but in the past there was one page of detailed expenses report.

It was stated that throughout the Community Boards is a high-level traffic light type report. The comments should explain.

At the end of the financial year, we will be bringing more detailed information.

Member Simcox would have preferred a bit more information.

Mayor Smith states that the council has moved to a higher level of reporting. You can look at it and see Operating Expenditure has gone well over but you can see a lot of that is due to the eastern carpark which was TIF funded (and others) but there was a contribution so there is a local share element. Capital Expenditure still under but when you go back through you can see where the expenditure is occurring. When the MBIE funding is received, that will put the Board back in the green.

Tekapo hall hire was going downhill. Miss Borrell is working to see how we manage the bookings so that we can get better reporting. At times there has been a delay in getting the information into our system. Miss Borrell is going to check when the Council hires the hall as this needs to go into the Tekapo financial report.

Chair Howes asks what budget is there that could be used to potentially improve the catering equipment and level of facilities and services in the community hall as this would have a roll-on effect of better usage? Miss Borrell states that there is not a specific budget but we are coming into budget setting at the moment. This can be discussed where the Board would like to put money. From the previous Community Board, Miss Borrell is chasing IT about a price for a screen (pull-down permeant screen that would stay for the projector). We may have to lock the kitchens and have a stock list and it is checked. A deposit paid by hirers would also be required.

COMMITTEE RESOLUTION TKCB/2019/172

Moved: Member Sharron Binns

Seconded: Cr Matt Murphy

That the report be received.

CARRIED

5.3 ANNUAL REPORT SUMMARY 2018/19

STAFF RECOMMENDATIONS

That the information be noted.

5.4 CORRESPONDENCE FROM R RAYWARD

Regarding Speed Limit on Pioneer Drive:

COMMITTEE RESOLUTION TKCB/2019/173

Moved: Member Caroll Simcox

Seconded: Member Chris Scrase

1. That the correspondence be received.

CARRIED

5.5 GENERAL BUSINESS

Genesis Tekapo Township Grant: There are some applications and information is on the Mackenzie District Council website and Facebook page and the Tekapo community page. Members will make people aware that there is funding available. The grant has accumulated to \$33 thousand which is available for the Community Board to allocate as they discern.

George Scott Walking Track Tekapo Trails: There was correspondence from Lynn Martin on the matter of the state of the track. This was regarding the works, felling of trees and tidy up of the area. Mr McKenzie states that the felling operations are complete but there is still a root raking exercise of the slash to occur. Mayor Smith states that this is to start today or tomorrow. If the Tekapo Trails group would like to reinstate/improve the track they will need to make an application to the Council to undertake this work.

Long Term Plan Updates: Miss Borrell states that when the parks are complete we will look at the Lakefront. It would be good to have the information and more feedback from the locals and tourists and take that to the planning for the Lakefront Domain.

Update on Mobile Trading: As a temporary arrangement, trade will continue as last summer. Miss Borrell states that the Alps to Ocean alternative start has been moved into the Hamilton Drive Carpark. In discussion, it is stated that there are six licences available for mobile traders with the Lakeside Carpark being designated the zone and it is not suitable for anyone with food due to the dust. Miss Borrell states that they cannot trade within 200 metres of existing business (food to food). This could be looked at in the next District Plan review. Chair Howes asks that if decisions are made could please be channelled through to the Community Board? Miss Borrell will get an update for the next meeting from planning to find out a few spots for them to choose from. Mr McKenzie states that wherever they are setting up needs to be safe and not directly on the side of a road where there is a lot of people would be waiting and not sending cyclists straight out on the highway to cause issues. Chair Howes states that it is important to the Community Board to identify an alternative site.

Communication Channels: As members of the Community Board we are trying to improve the communication flow with the community. Mayor Smith states that the Community Board should have their own means of communication but can also work in conjunction with the Mackenzie District Council Communications Advisor (Chris Clarke) and work together on this. Mayor Smith will engage with the Council regarding the communication channels between staff and Community Board.

Miss Hill states that the Council does not keep a database of contact details. We use our website and our Facebook page. Miss Hill encourages the members to engage with the community and

Tekapo Community Board Meeting Minutes

4 December 2019

talk to Mr Clarke if there is a particular item that they would like to get out to the community, as it is best to come from the Community Board and supported by Council. Council is working toward developing an Engagement Strategy and work is being done around a Communication Strategy. Chair Howes would like it noted that Mr Clarke has made a noticeable difference in the communications process. The Community Board would like to keep the communication flow open, transparent and available particularly to the absentee homeowners because their voice should ultimately feature in the District Plan Review. Mr Haar states that the Assets Team has, in the past, used the Promotions email database to get information out, such as water outages and collection of rubbish out to the community and this seems to work. Chair Howes states that Community Board needs to look at some technology as a means to build up a database with the consent of the subscribers to push out appropriate notices to them and it may well be possible that those notifications would also be on the Council website and Facebook page.

Radio New Zealand Transmitter: Miss Borrell gives some background around the transmitter and its use in the community. At some point, this will be turned off. They would like to filter out the interference but they may not be able to and if they can it would be temporary. What they would like is for the Community Board to purchase a new transmitter which is approximately \$3,000 (depending on the exchange rate) with the installation at no cost. Miss Borrell will send more information to the Board. It is not just being able to listen to the radio (Radio New Zealand) but it is also a mechanism if there is a natural disaster. This takes the focus on to emergency communication. This transmitter could be turned off at any point in time making this fairly urgent. Member Scrase states that this item would be a candidate for the Genesis Grant application. Miss Borrell will get in touch with the appropriate parties.

Request for Plan of Works: Mr McKenzie states that he could communicate a list of projects that Council plan to undertake for the year (in quarters), and possibly some areas, issues are always weather dependant, time delays and contractors, and it is always a balancing act. This plan to be emailed to the Chair. Miss Hill states that she will work with the Community Board to set the Annual Plan and once this is adopted she will come to the meeting and run through the items with the Board.

Public Meeting: The information regarding concerns has all been well documented.

Church of the Good Shepherd: There is a celebration of the landscaping at 4.00pm on Saturday 7th December.

Tekapo Recreational Park Society: AGM was held two weeks ago. The committee comprises of six existing members plus one new member. Work continues in the park with working bees set for January through to April.

St John: There is to be an emergency services meeting with Phil Mackay in two weeks that involves Fire, Civil Defence, St John, Mackenzie Coastguard and Genesis.

Progress on the School: Work is on track there may be an need to use the community hall at the beginning of next term, but very much working on time.

Chair Howes would like to pass on behalf of the Community Board a Merry Xmas to the Councillors and the Council staff for all of the work they do during the year.

STAFF RECOMMENDATIONS

1. That the information be noted.

The Meeting closed at 6.15pm.

Tekapo Community Board Meeting Minutes

4 December 2019

The minutes of this meeting were confirmed at the Tekapo Community Board Meeting held on .

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CHAIRPERSON

5.2 MATTERS UNDER ACTION**File Reference:** n/a**Author:** Arlene Goss, Committee Administrator (Temp)**Authoriser:****Attachments:** Nil**STAFF RECOMMENDATIONS**

That the information be noted.

Date	Project Short Term (1 – 4 months)		Action By
26 Apr 18		<u>Western Carpark:</u> In January the whole carpark will be resurfaced and at that point, the hatching and marking will be completed. <i>In process</i>	Mr McKenzie
13 Mar 19		<u>Village Walkway:</u> Mark yellow hatching lines for a walkway through the village, as per church. <i>***Mr McKenzie requires a plan from the Community Board to proceed this.</i>	Community Board
29 Dec 17		<u>Church of the Good Shepherd:</u> Path sealing and creation of the observation hill will begin shortly and the project is due for completion prior to Christmas. <i>In process</i>	Miss Borrell Mr McKenzie
2 Dec 2019		<u>Tekapo Community Hall:</u> Tekapo hall hire bookings have decreased substantially. Investigate options for better usage & reporting. Also installation of a pull down screen for the data projector and equipping of kitchen to a catering standard with stock list compiled.	Miss Borrell
2 Dec 2019		<u>Letter to R Rayward:</u> MDC staff to reply to Mr Rayward in response to his letter. Copy of reply to me sent to Chair Howes	Mr McKenzie
2 Dec 2019		<u>George Scott Walkway Tekapo Trails:</u> If the Tekapo Trails people would like to reinstate/improve the track they will need to make an application to the Council for a walking track. (make contact with Lynn)	Miss Borrell
2 Dec 2019		<u>List of Works:</u> Compile and communicate a list of projects that Council plan to undertake for the year (in quarters), to be sent to Community Board Chair	Mr McKenzie

Date	Project Long Term (4 – 12 months)		Action By
31 Jul 2019	May 2020	<u>Pay Toilet Review:</u> There is a review scheduled for May 2020.	Miss Borrell
17 Apr 2019		<u>Bus Shelter:</u> Resolution “That the Tekapo Community Board request that Council support the erection of a temporary bus shelter in Tekapo to shelter approximately 20 people.” <i>***Mr McKenzie has submitted an application to MBIE to access the Tourism Infrastructure Fund, awaiting outcome.</i>	Mr Mackenzie
		<u>Permanent Walkway from Simpson Lane to Main Carpark:</u> This is part of the long term plan for Tekapo.	Mr Mackenzie
17 Apr 2019		<u>Barbara Hay/Hamilton Reserve Landscaping:</u> This project has been scoped and is the subject of a report later in this agenda. Concept plan for the Community Boards approval to be supplied early 2020.	Community Board Miss Borrell
5 Dec		<u>Establishing Reserve on D’Archiac Drive:</u> This project has been scoped and is the subject of a report. Concept plan for the Community Boards approval to be supplied early 2020.	Community Board Miss Borrell
Date	Under Observation (not in Scope of Community Board)		Action By
17 Apr 2019		<u>Mackenzie Community Housing Trust:</u> The Mayor updated the board that there are sensitive land deals being worked on, however this is progressing.	Council
26 Apr 17	Urgent	<u>60km Speed Limit Extension:</u> <i>First consultation with NZTA has been undertaken, we await further detail and communications.</i> Member Simcox will be attending this meeting and will be forwarding a few additional photos before the meeting.	NZTA Member Simcox
13 Mar 19		<u>Pioneer Drive Traffic Calming:</u> Speed bumps have been installed. There is still discussion with NZTA <i>This would require a bylaw amendment. Council staff are investigating affected areas. Speed humps have been purchased as temporary measure and will be installed prior to summer.</i>	Mr Mackenzie
28 Apr 18		<u>Boat Ramp Access from Neil Anderson Way:</u> Mrs Simcox wrote to Genesis and continues to work on this.	Mrs Simcox
5 Dec	2021	<u>Walkway Sealing:</u> The Board asks council staff to approach NZTA on its behalf with a request to seal some walkways/cycle ways in Tekapo. The two priority areas are from Allan Street to Hamilton Drive, and Aorangi Cres along State Highway 8.	Mr Makenzie

		<i>Unlikely in the next 2 years. A larger application for project funding will be made to the next funding round.</i>	
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SUZETTE VAN ASWEGEN
CHIEF EXECUTIVE OFFICER

5.3 TEKAPO COMMUNITY BOARD FINANCIAL REPORT**File Reference:** na**Author:** Jo Hurst, Management Accountant**Authoriser:** Adrian Hodgett, Finance Manager**Attachments:** 1. Tekapo Community Board report [↓](#)**PURPOSE OF REPORT**

For the Tekapo Community Board to note the financial performance of the Tekapo Community as a whole.

STAFF RECOMMENDATIONS

1. That the report be received.

BACKGROUND

The financial report for the Community Board for the period ended November 2019, the purpose of which is to update Board members on the financial performance of the Tekapo Community as a whole for that period.

SUZETTE VAN ASWEGEN

CHIEF EXECUTIVE OFFICER



Tekapo Community Board Financial Performance November 2019

	YTD Actual 2019/20	YTD Budget 2019/20	YTD Actual 2018/19	Variance v Budget	Variance v Budget (%)	Variance v 2018/19	Variance v 2018/19 (%)
Other Revenue	4,957	9,690	2,412	(4,733)	-48.84%	2,545	105.53%
Other revenue is under budget as contributions had been allowed for in the Tekapo Township which have yet to be received. Income is higher than the previous year as Tekapo hall hires have increased this year.							
Operating Expenditure	253,864	157,036	159,090	(96,828)	-61.66%	(94,774)	-59.57%
Operating expenditure is over budget as in the Tekapo Township \$115,925 has been spent to date on the Domain Road Eastern Carpark. This spend will be funded from the Government tourism grants. Spending is up significantly on the previous year due to the Tekapo township spends.							
Capital Expenditure	2,035	94,105		92,070	97.84%		

Capital expenditure has been minimal to date in the Tekapo Township with only a picnic table and bench purchased for park projects upcoming.

**Tekapo Community Board
Capital Expenditure Summary
For The Period Ended 30 November 2019**

	Budget 2019/20	YTD Actual 2019/20
Tekapo Township		
Implementation of Development Plan	225,940	2,035
Total Tekapo Township	225,940	2,035

**Tekapo Community Board
Township Projects
For The Period Ended 30 November 2019**

Date	Organisation	Amount
1/07/2019	New financial year 2019/20	\$ 51,200.00
	Expenditure to date:	
7/07/2019	Repairs to the flying fox	\$ 2,074.70
6/08/2019	New plantings - bridge and toilets	\$ 192.00
11/09/2019	New plantings	\$ 192.00
2/12/2019	Flying Fox (Playground Centre)	\$ 2,878.00
	Balance remaining	\$ 45,863.30

**Tekapo Community Board
Grant Allocations
For The Period Ended 30 November 2019**

Date	Organisation	Amount
1/07/2019	New financial year 2019/20	\$ 2,000.00
	Expenditure to date:	
	Balance remaining	\$ 2,000.00

* Maximum of \$1,000 can be allocated per grant application

5.4 PROPOSED SHARED PATHWAY ON TEKAPO WATERFRONT**File Reference:** na**Author:** Charlotte Borrell, Community Facilities and Services Officer**Authoriser:** Simon Mackenzie, General Manager Operations

Attachments:

1. Pioneer Drive - Pathway Alignment (Section 1) [↓](#)
2. Lakeside Drive - Pathway Alignment (Section 2) [↓](#)
3. Tekapo existing lakefront track photos [↓](#)

Council Role:

<input type="checkbox"/> Advocacy	When Council or Committee advocates on its own behalf or on behalf of its community to another level of government/body/agency.
<input type="checkbox"/> Executive	The substantial direction setting and oversight role of the Council or Committee e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<input type="checkbox"/> Legislative	Includes adopting District Plans and plan changes, bylaws and policies.
<input type="checkbox"/> Review	When Council or Committee reviews decisions made by officers.
<input type="checkbox"/> Quasi-judicial	When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice, e.g. resource consent or planning applications or objections, consents or other permits/licences (e.g. under Health Act, Dog Control Act) and other decisions that may be appealable to the Court including the Environment Court.
<input type="checkbox"/> Not applicable	(Not applicable to Community Boards).

PURPOSE OF REPORT

For the Tekapo Community Board to provide input into the proposed concrete shared pathway project which will upgrade some of the existing gravel tracks on the Tekapo lakefront.

STAFF RECOMMENDATIONS

1. That the report be received.

BACKGROUND

The existing gravel track along the Lake Tekapo lakefront is being used more and more with the increase of visitors to the district. A safer more formalised meandering shared pathway would be advantageous to locals and visitors. This would allow a safe passage for prams and the mobility impaired, as well as less trip hazards in low light conditions whilst also encouraging people to engage in active modal choice e.g. walking, running, cycling. Maintenance costs for council would be almost eliminated, resulting in additional benefit to ratepayers.

Whilst more expensive than asphalt, the proposed pathway made from concrete with a broomed finish would be longer lasting and sit more appropriately within the natural environment. Using local concrete is also more environmentally sustainable than transporting asphalt from Timaru.

The shared pathway would follow the existing gravel track which meanders through existing rocks, shrubs, trees and tussocks. This completion of this project will provide infrastructure towards the longer term project for lakefront development, which is in line with the Destination Mackenzie study.

There are 2 sections to the proposed shared pathway. Indicative maps are attached.

Section 1: is from near the corner of State Highway 8 and Pioneer Drive to the new observation hill near the Church of the Good Shepherd. The proposed path would be broomed finish, steel reinforced concrete approximately 2.4 – 2.5m wide. One tree (on a lean) would require removal.

Section 2: is planned to join the existing concrete pathway on Lakeside Drive from the bottom of the hill near the current Genesis works to the left of the Boat Club building. The proposed path would be broomed finished, steel reinforced concrete approximately 1.8-2m wide. In addition to the shared pathway, to ensure structural integrity of the concrete, public safety and the serenity of the lakefront beach, a fence of either bollards and wire rope or locally sourced rocks would be installed to prevent vehicles accessing the lakefront. A small number of trees would be felled for safety, and to allow for the alignment and ensure longevity of the asset. These trees may require removal whether or not the pathway goes ahead.

POLICY STATUS

Not applicable.

SIGNIFICANCE OF DECISION

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

OPTIONS

Not applicable.

CONSIDERATIONS

Legal

Not applicable.

Financial

The project is estimated to cost between \$450,000 and \$500,000. The Long Term Plan has \$916,000 over four years, 2020 is year 2. There is \$226,000 for the "Lake Tekapo Domain Landscaping and Upgrade" budgeted in the 2020 financial year. There is a carry forward of \$220,000 unspent from the 2019 financial year. This allows sufficient funds for this project, along with Barbara Hay Reserve completion and establishing the Reserve on D'archiac Drive

The project has been approved for 49% funding from NZTA. Council's contribution of only 51% of the cost allows a large project like this to be completed in the community in a short period of time. The lakefront is overdue for developments and would be difficult to achieve this high standard of finish without further levying ratepayers.

This NZTA funding is only available until 30 June 2020. Due to this time restriction the project will need to be complete by the end of April due to temperature restraints for concrete work.

CONCLUSION

A permanent shared pathway is a valuable asset to the community providing accessibility for all ages and abilities. Partial funding from NZTA provides an opportunity to provide a high quality shared pathway at a greatly reduced price which is beneficial for ratepayers.

SUZETTE VAN ASWEGEN

CHIEF EXECUTIVE OFFICER

Pioneer Drive, Tekapo - Pathway Alignment

SECTION 4





Pioneer Drive – Section 1



Lakeside Drive – Section 2



5.5 TEKAPO LAKEFRONT PLAYGROUND SAFETY IMPROVEMENTS**File Reference:** na**Author:** Charlotte Borrell, Community Facilities and Services Officer**Authoriser:** Simon Mackenzie, General Manager Operations

Attachments:

1. Tekapo playground slide - front view [↓](#)
2. Tekapo playground slide - side view [↓](#)
3. Tekapo playground aerial [↓](#)

Council Role:

- | | |
|--|--|
| <input type="checkbox"/> Advocacy | When Council or Committee advocates on its own behalf or on behalf of its community to another level of government/body/agency. |
| <input type="checkbox"/> Executive | The substantial direction setting and oversight role of the Council or Committee e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets. |
| <input type="checkbox"/> Legislative | Includes adopting District Plans and plan changes, bylaws and policies. |
| <input type="checkbox"/> Review | When Council or Committee reviews decisions made by officers. |
| <input type="checkbox"/> Quasi-judicial | When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice, e.g. resource consent or planning applications or objections, consents or other permits/licences (e.g. under Health Act, Dog Control Act) and other decisions that may be appealable to the Court including the Environment Court. |
| <input type="checkbox"/> Not applicable | (Not applicable to Community Boards). |

PURPOSE OF REPORT

For the Tekapo Community Board to consider options for the Tekapo lakefront playground to comply with safety standards and beautify the area.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That the Tekapo Community Board approve the use of Tekapo Township Project funds for the construction of the following items to ensure the playground complies with NZ soft fall safety standards, and to improve general safety and aesthetics:
 - (a) Flying fox – erect a railway sleeper edging to retain pea gravel to ensure soft fall remains at the required 300mm depth \$8,500 + GST (estimate).
 - (b) Playground - erect a railway sleeper edging to retain pea gravel to ensure soft fall remains at the required 300mm depth \$8,500 + GST (estimate).
 - (c) Flying fox – Erect a timber barrier (to match existing) behind and on the lake edge of the flying fox platform \$1,500 + GST (estimate).

- (d) Slide – Build 1m railway sleeper steps, with shingle in each step, up the both sides of the slide \$6,000 + GST (estimate).
- (e) Slide – Erect a 1m high fence on the south side of the slide to promote access to the new stairs and prevent access up the steep side of the hill (to the left of the slide) \$2000 + GST (estimate).

BACKGROUND

The lakefront playground was built in 2017 with funds and equipment from the community along with a \$102,000 grant from the Council Land Subdivision Reserve. The playground has been in an unfinished state since then and community feedback and previous discussions at Community Board meetings is for this area to be completed.

The main concern with the playground area is the lack of containment of the stones to enable constant compliance with NZ playground safety standards for soft fall. In addition there are trip and fall hazard risks on and around the flying fox and slide area. Whilst a playground will always have some risk, Council is responsible for meeting regulations and mitigating risk where possible.

Some current issues for the two areas include:

- Difficult to maintain and looking un-kept and unfinished
- Soft fall material is migrating further from the playground equipment into lawn areas
- The current level of soft fall does not comply with NZ S 5828:2015
- Risk to the public as soft fall stones can be thrown up by lawnmowers
- Increasing cost to maintain soft fall surface which migrates from the playground
- Vehicles are driving onto the playground surface, risking peoples safety
- Rubber matting from flying fox platform is too short and hard ground is exposed
- Fall risk due to lack of barrier on the rear and side of the flying fox platform (less than 2m fall protection from edge)
- Users climbing steep dirt hill to access flying fox and slide
- No barrier to people walking across the flying fox zip line area when in use

There are no funds currently budgeted in the 2020/21 Annual Plan for this project.

POLICY STATUS

Not applicable.

SIGNIFICANCE OF DECISION

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

OPTIONS

The Tekapo Community Board have the following options:

1. Do nothing
2. Adopt the staff recommendations

CONSIDERATIONS**Legal**

Public safety risks if an accident occurs and the soft fall is not compliant.

Financial

The top up of existing soft fall to comply with safety standards will be paid for from current maintenance budgets, along with the extension of the rubber matting attached to the flying fox platform.

Other

If the Community Board approve the above recommendations it will define the playground areas to enable council staff to further enhance the area and make improvements to the landscaping with plantings.

CONCLUSION

The Tekapo community have requested the playground be enhanced for some time, and for a relatively small investment the community will gain a safer, compliant and visually enhanced playground for all ages to enjoy.

SUZETTE VAN ASWEGEN

CHIEF EXECUTIVE OFFICER







5.6 GENERAL BUSINESS

File Reference: na

Author: March Crocker, Governance Advisor

Authoriser: Darren Brown, Information and Engagement Manager

Attachments: Nil

STAFF RECOMMENDATIONS

1. That the information be noted.

GENERAL BUSINESS:**1. Cowan Hill Walkway:**

Email received from Stuart Blackler 2 January 2020

I am writing to enquire if there are any plans to extend the Cowan Hill walkway from the east end of Tekapo to Hamilton Drive. If not could a suggestion be put forward to the council? I realise this is a state Highway and comes under NZTA but perhaps the council could facilitate the project. I also realise you can continue on the walk if you cross the road but a lot of people choose to take a shorter route back to Tekapo. I do have some safety concerns including some people going onto live lane around the snow gate since they were installed. People also walk down the highway on the hard shoulder. Thanks for any help in this matter.

Yours faithfully

Stuart Blackler.

2. Walking/Cycling Track West of Cairns:

Email received from Tony Preen 9 Jan 2020

The walking/cycling track to airport from West of the Cairns has had no maintenance for the last few years. It is dangerous now as there are parts that you can't get through and forcing cyclists on to the road (up by turnoff to Alexandrina) which is stupid. Someone with a weed eater, a bit of roundup and a rake to get rid of a few pinecones would make it accessible again pretty quickly.

3. Sewage Stench:

Email received from Maria Prince

Could you please ask the Community Board to put this on their agenda to raise with the Council with regard to infrastructure investment in Tekapo?

Over the holiday period (1st January – 5th January) there was a terrible stench of sewage emanating from the sewage ponds in Tekapo. The smell was really bad at our house at 25 Murray Place.

One the day of 1st January the smell began – it was detectable at Scott Street, Jeune Street, and other locals near the beginning Murray Place could detect it as well – possibly even over a wider area. It was particularly bad on the evening of 1st January and I had to close our windows despite the heat. Late in the evening, I made a

complaint via the app Snap Send Solve, in which I describe the smell as ‘so bad I can taste it’. The smell lingered for several more days, being worse at night – I woke one night wondering if my house was on fire because of the weird smell – but found I had a window open a crack and the smell was coming inside. By 4-5th January the smell was detected only at night. By 6th January the smell had gone.

Using the app, the complaint went to Ecan – based in Timaru. It was a few days before I was contacted and by then the smell has dissipated and no actual action was taken to trace the source of the smell. The Ecan representative was supportive.

I believe that the smell came from the sewage ponds and was due to the high demand for the holiday period. I am concerned that with the rapid growth of our village if the service is not upgraded we will experience this more frequently.

Thank you.

Maria Prince

4. Demolition of Tavern (Concern to TCB and the wider community):

Is council aware of any formal timeframes for the demolition of the existing structure? Understand that this is mainly a matter between landlord and owner however a number of safety concerns, derelict appearance and certainly not a warm welcome into Tekapo.

5. Enforcement Officer Introduction to TCB (and those in attendance):

Could MDC staff please arrange for recently appointed enforcement officer (Dan Turner) to attend the next TCB meeting by way of introduction to newly elected members? Would be great if Dan as part of his introduction could provide a high level overview of a compliance programme and core area of focus for this year and a summary of progress to date.

Would be good to have Mr Turner also explain the existing processes to follow for enforcement related matters.

6. Barrier on SH8 above Campground (Requested by Tekapo Community Board):

Installation of barrier on the main highway above the campground. Understand that this may be an NZTA matter, however, have council staff had any discussion either internally or with NZTA around this need.

7. Additional Questions for consideration in this regard (as requested by Tekapo Community Board):

- Has the council identified the reason(s) for the recent bad smells?
- Has the CCTV inspection programme started? If so, what are the results of the inspections and are we looking at sewer line replacements in the short term? (i.e. progress since smoke testing)

- Has the new trickle system been implemented to improve effluent disposal in the short to medium term?

8. Use of Community Hall for Community Development Officer:

(Penny Wilson) for Community Development. - What are the options to facilitate this use in community support other than the grant process?

SUZETTE VAN ASWEGEN
CHIEF EXECUTIVE OFFICER

**5.7 ROLE OF THE COMMUNITY BOARD ELECTED OFFICIALS IN RELATION TO CIVIL DEFENCE
AND EMERGENCY MANAGEMENT**

File Reference: na

Author: March Crocker, Governance Advisor

Authoriser: Darren Brown, Information and Engagement Manager

Attachments: 1. Elected Members Guidelines [↓](#)

PURPOSE OF REPORT

Presentation from the Emergency Management Officer to the Community Board on Civil Defence and Emergency Management and the role of the elected official of the Community Board.

SUZETTE VAN ASWEGEN
CHIEF EXECUTIVE OFFICER

Canterbury Civil Defence Emergency Management Group **ELECTED REPRESENTATIVES' GUIDE**

June 2018



**Emergency
Management**
Canterbury

CONTENTS

Glossary	2
Introduction	3
Civil Defence Emergency Management structure in Canterbury	4
Elected Representatives’ roles before an emergency	5
Declaring a state of local emergency	6
Elected Representatives’ roles during an emergency	7
Elected Representatives’ roles during the recovery phase	9
Further information	10

GLOSSARY

CDEM	Civil Defence Emergency Management.
CDEM Act	Civil Defence Emergency Management Act 2002.
CDEM Group	A group established under section 12 of the CDEM Act 2002.
Chair (Person)	Chair of Canterbury CDEM Group Joint Committee.
Controller	The person/s authorised by the Joint Committee to perform this role within their territorial authority (Local Controller) or the Canterbury CDEM Group region (Group Controller).
Councillor	Any elected member of a territorial authority within the Canterbury CDEM Group region.
Coordinating Executive Group (CEG)	Defined in the CDEM Act, it comprises of the chief executive officers of local authorities, emergency services and other agencies as appointed by the CDEM Group. The CEG provides strategic leadership to the CDEM Group.
Elected Representative	Any elected member of a local authority, including an elected member of a community board.
Emergency	A situation that: <ul style="list-style-type: none">• is the result of any happening, whether natural or otherwise, including, without limitation, any explosion, earthquake, eruption, tsunami, land movement, flood, storm, tornado, cyclone, serious fire, leakage or spillage of any dangerous gas or substance, technological failure, infestation, plague, epidemic, failure of or disruption to an emergency service or a lifeline utility, or actual or imminent attack or warlike act; and• causes or may cause loss of life or injury or illness or distress or in any way endangers the safety of the public or property in New Zealand or any part of New Zealand; and• cannot be dealt with by emergency services, or otherwise requires a significant and co-ordinated response under this Act.
Emergency Coordination Centre (ECC)	A facility that operates at the CDEM Group level to provide overall direction, control, inter-agency coordination and resource management to one or more activated Emergency Operations Centre(s).
Emergency Operations Centre (EOC)	A facility that operates at the local level where direction, control, inter-agency coordination and resource management can occur in support of an emergency.
Joint Committee	The CDEM Group Joint Committee is the joint committee of elected representatives of local authorities within the region, formed under the Local Government Act 2002.
Local authority	A regional council or local authority.
Mayor	Any elected Mayor within the Canterbury CDEM Group region.
MCDEM	Ministry of Civil Defence & Emergency Management.
PIM	Public Information Management/Manager.
RAG	Rural Advisory Group.
State of local emergency	A state of local emergency declared under section 68 or section 69 of the CDEM Act.
Territorial authority	A city council or territorial authority.

For ease of reading, in this guide the term “Mayor” also refers to the Chairperson of the Canterbury Regional Council (ECan). The input of Emergency Management Otago in compiling this guide is acknowledged.



Front cover: Christchurch City Mayor Lianne Dalziel and Selwyn Mayor Sam Broughton speak to media during the Port Hills fires response, assisted by a sign language interpreter. Photo supplied by Christchurch City Council Newsline.
Inside front: Waimakariri Mayor David Ayers speaks to a group of volunteers and community members. Photo supplied by Waimakariri District Council.

INTRODUCTION

Over the last decade, disasters in the Canterbury region have highlighted the important role of local authorities in responding to and recovering from civil defence emergencies. Consequently, the role of local authorities, and their readiness to respond to emergencies has come to the fore.

Civil Defence Emergency Management (CDEM) in New Zealand uses the disaster cycle of risk reduction, readiness, response and recovery to recognise that disasters are complex, and have many phases. Elected Representatives have an important role to play in each of these phases, in responding to and recovering from an emergency, but also by taking a leadership role to ensure that risk reduction is taken seriously and that our communities and our local authorities have adequately planned for, and are ready for, nature's extremes.

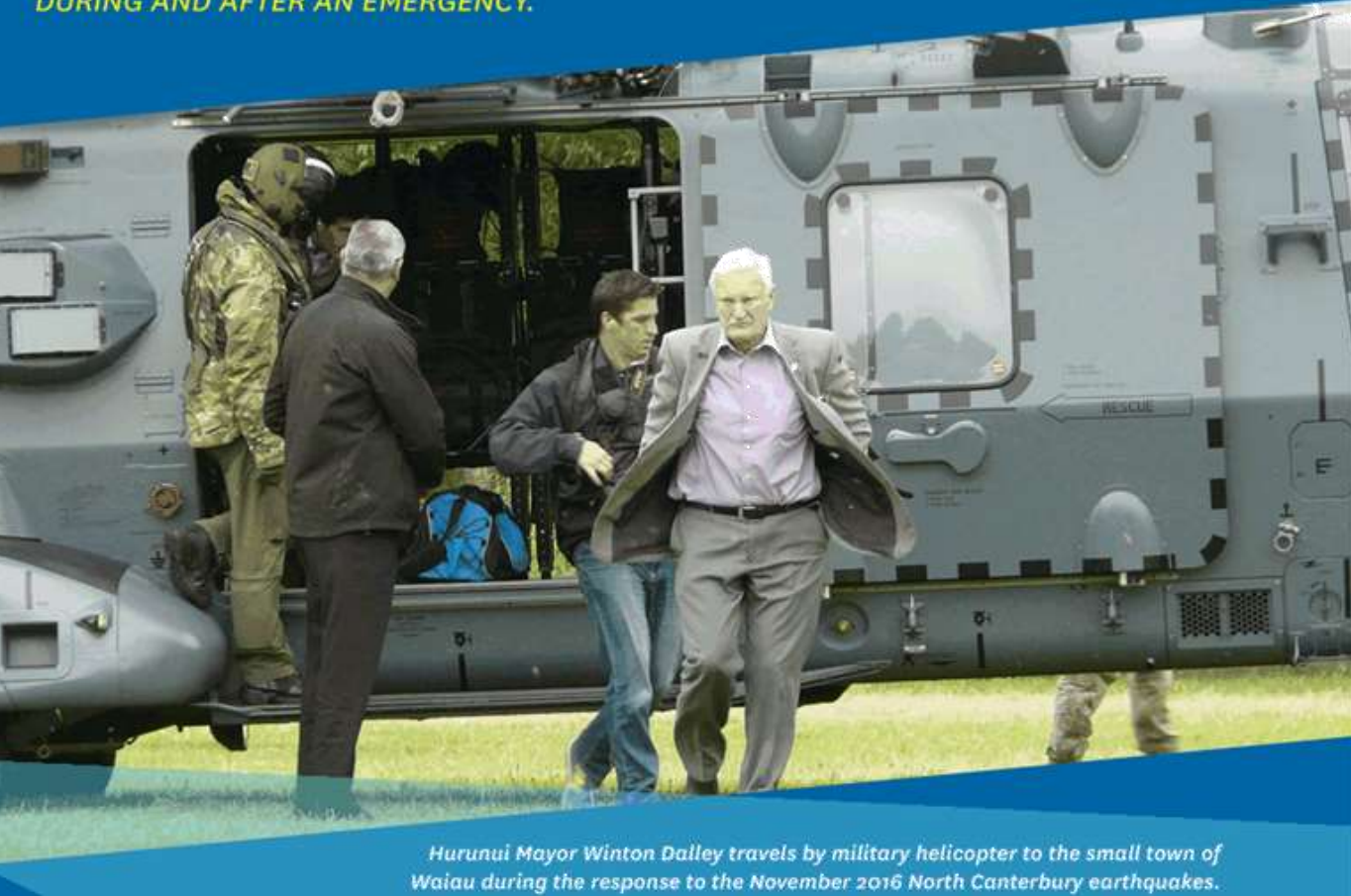
In preparing for an emergency, it is important for local authorities to consider and plan for the roles of staff and Elected Representatives during both response and recovery. Experience has shown that where their respective roles have not been clearly established prior to an emergency, or where agreed roles are exceeded or disregarded, the coherence of the local authorities position is undermined.

This short guide is a ready reference to assist all Elected Representatives to carry out their responsibilities under the CDEM Act. This guide follows comprehensive emergency management through the 4R's of risk reduction, readiness, response and recovery.

On the last page of this guide you will find a list of references and website links relating to a number of relevant CDEM plans and guidelines.

THE CDEM ACT CLEARLY DEFINES THE DUTIES OF LOCAL AUTHORITIES WITH REFERENCE TO CDEM. THESE DUTIES ARE:

- A LOCAL AUTHORITY MUST PLAN AND PROVIDE FOR CDEM WITHIN ITS DISTRICT.
- A LOCAL AUTHORITY MUST ENSURE THAT IT IS ABLE TO FUNCTION TO THE FULLEST POSSIBLE EXTENT, EVEN THOUGH THIS MAY BE AT A REDUCED LEVEL, DURING AND AFTER AN EMERGENCY.



Hurunui Mayor Winton Dalley travels by military helicopter to the small town of Waiau during the response to the November 2016 North Canterbury earthquakes.

CIVIL DEFENCE EMERGENCY MANAGEMENT STRUCTURE IN CANTERBURY

All Canterbury Mayors, or their nominated Councillor (except Waitaki), are members of the Canterbury CDEM Joint Committee, responsible for the strategic direction and delivery of CDEM to the region.

The Canterbury CEG includes the following agencies: New Zealand Police, Fire and Emergency New Zealand, Canterbury and South Canterbury District Health Boards, Ngāi Tahu, Ministry for Primary Industries, Canterbury Lifelines Group, and the Rural Advisory Group.

The Coordinating Executive Group (CEG), comprised of all local authority Chief Executives (or delegates) and representatives from key partner agencies, is the body responsible for CDEM planning and implementation.

The Regional Manager/Group Controller of the Canterbury CDEM Group reports to both the CEG and Joint Committee, and is directly responsible to the Chair of the CEG.



ELECTED REPRESENTATIVES' ROLES BEFORE AN EMERGENCY

Risk reduction

Reducing the risk of natural hazards in our communities comes under the remit of many pieces of legislation, many of which are discharged by local government, such as the Building Act and the Resources Management Act¹. Elected Representatives can play a key role in ensuring that we reduce risk in our communities through the way these Acts are applied to council work.

In Canterbury we have the "Regional Approach to Natural Hazards" programme, which all councils in Canterbury contribute to. The aim of this programme is to bring greater consistency to our approach to hazard and risk management, and to better communicate information about the risks we face to the public and our stakeholders.²

Community resilience

Despite many events across Canterbury over the last decade the levels of resilience in our communities have fallen back to levels similar to those before the 2010 earthquake. As leaders in our communities, Elected Representatives can make a significant difference in building community resilience in Canterbury.

Elected Representatives play a key role by:

- promoting and encouraging the preparation of community response and recovery plans;
- using their local knowledge to identify local groups and partners who may be able to play a role in the response and recovery;
- promoting resilience within the community and managing residents' expectations;
- actively engaging with community members involved in community resilience work;
- reviewing emergency plans.

ENSURING YOUR FAMILY IS PREPARED FOR AN EMERGENCY IS ESPECIALLY IMPORTANT FOR AN ELECTED MEMBER AS THEIR ROLE MAY REQUIRE TIME AWAY FROM THE FAMILY DURING RESPONSE AND RECOVERY.

Personal preparedness

It is the responsibility of each Elected Representative to ensure their own personal safety, and that of their family. Elected Representatives have key roles in an emergency which will often mean long hours away from the family. When the family plan is developed, it is important to acknowledge and plan for this role, so that the family is supported through what could be a stressful time.

For further guidance on how to plan for an emergency, please visit www.happens.nz.

Elected Representatives should wherever possible contribute to the planning process, and participate in exercises and training in their council, to ensure they are familiar with the requirements of their role in response.

Business Continuity for local government

Under the CDEM Act, local authorities have a responsibility to ensure that business as usual council functions are maintained to the fullest extent possible, in addition to responding to an event. In seeking assurance that the local authority has done all it can to plan for an emergency, Elected Representatives should seek reassurance that the local authority has business continuity plans that are sufficiently robust to enable it to continue to operate during an emergency.

DECLARING A STATE OF LOCAL EMERGENCY

ONCE A STATE OF EMERGENCY IS DECLARED THE GROUP CONTROLLER MUST DIRECT AND COORDINATE THE RESPONSE. LOCAL CONTROLLERS MUST FOLLOW THE DIRECTION OF THE GROUP CONTROLLER.

A decision to declare a state of emergency is based on many considerations. Contrary to popular belief, a declaration is not required to access central government support. Both Local Controllers and the Group Controller have the authority to act, irrespective of whether a declaration is made. Where a declaration is not made, the Controller does not have any of the powers available, or protection under, the CDEM Act.

The considerations as to whether a declaration is required or not would include:

Under the CDEM Act, the following may declare a state of local emergency:

- An appointed representative of the CDEM Group. In the case of Canterbury, the Canterbury CDEM Group has appointed the CDEM Group's chair. In the absence of the chair, the deputy chair or any other available member of the Group is authorised to declare a state of local emergency.
- A Mayor of a territorial authority, or an Elected Representative of the territorial authority designated to act on behalf of the Mayor if the Mayor is absent.
- The Minister of Civil Defence.

The delegations allow for a cascade of decision making, depending on who is available. In short, Mayors can declare a state of local emergency for their district or city or wards thereof. If the Mayor is not available, an Elected Representative of that territorial authority, designated to act on behalf of the Mayor, may declare a state of local emergency. If no appointed person is, or is likely to be, able to declare, any Elected Representative of the territorial authority can make that decision.

In the event of a region-wide emergency, or one that impacts more than one territorial authority or a significant part of the region, the declaration is generally made by the Chair of the Joint Committee. In the absence of the Chair, the Deputy Chair or any other member of the Joint Committee can make the declaration. The Chair of the Joint Committee can also declare a state of local emergency which affects only one territorial authority.

In all instances, the declaration of a state of emergency should be undertaken by the Mayor/Elected Representative following consultation with, and advice from, the Local and/or Group Controller, the emergency services, the MCDEM Regional Emergency Management Advisor, and other partner agencies as appropriate.

- Are the consequences or imminent consequences of the emergency significant?
- Does the response need extensive coordination between the emergency services and the other different agencies that may be involved in responding to the emergency?
- Does the territorial authority(ies) have enough resources to effectively respond to the emergency?
- Does the response need additional powers to be effective? For example, the powers of requisition and evacuation?
- Will a declaration help to increase public confidence in the response efforts?

The process for making a declaration is:

1. An emergency as defined in the CDEM Act has occurred or is imminent.
2. The Controller consults with the heads of key agencies (e.g. emergency services and the local authorities).
3. The Group or Local Controller considers a declaration of a state of local emergency is required.
4. The Controller makes a recommendation to the Mayor.
5. If it is decided to declare a state of local emergency the Mayor signs the declaration form.

The Canterbury CDEM Group Plan (Section 2.5.1) contains more details on declarations.

UNDER THE CDEM ACT, ONLY A MAYOR OR AN ELECTED REPRESENTATIVE MAY DECLARE A STATE OF EMERGENCY.

MAYORS ARE ENCOURAGED TO APPROACH CONTROLLERS IF THEY THINK A STATE OF EMERGENCY IS REQUIRED OR IF THEY WISH TO DISCUSS AN ASPECT OF AN EMERGENCY.

¹For a full list of legislation with risk reduction implications, please refer to page 32 of the Canterbury CDEM Group Plan 2014

²If you'd like to know more about this project, please speak to your local emergency manager

ELECTED REPRESENTATIVES' ROLES DURING AN EMERGENCY

All Elected Representatives have key roles to perform in an emergency, whether a state of local emergency declaration is made or not. This includes providing reassurance to residents and acting as an important conduit of information between affected communities and the responding Emergency Operating Centre (EOC) and/or Emergency Coordinating Centre (ECC). The EOC will provide regular briefings to elected representatives during an emergency.

During the response to an emergency, Elected Representatives, whose area has been impacted by the emergency, have a key role in providing community leadership by:

- being there to identify the needs of the community and providing this information into the EOC;
- directing members of the public towards the right places to get the support they need;
- acting as a conduit for information as requested by the Controller and/or Public Information team;
- dispelling rumours and correcting misinformation;
- considering recovery issues.

The major difference between the flow and release of information in emergencies and during business-as-usual is that once a state of local emergency has been declared, the Controller becomes responsible for making all decisions on how the emergency is managed, and this includes the release of information.

This means that Mayors and Elected Representatives all act under the Controller's authority for the duration of the declared state of local emergency. This applies whether the declaration is for a local or national emergency.

It is expected that the chair of the Joint Committee will be in contact with Mayors from affected areas in the lead up to, and during an event. The Joint Committee needs to consider the need for declarations, share information and consider plans for recovery, including support from central government and other recovery agencies. The Joint Committee can meet formally (using teleconferencing facilities if necessary) or informally during this time.

DURING A STATE OF LOCAL EMERGENCY THE CHAIN OF AUTHORITY, DECISION-MAKING AND ACCOUNTABILITY IS DIFFERENT FROM THE "BUSINESS-AS-USUAL" MODEL.

The Mayor, Joint Committee Chairperson and Deputy's role during emergencies

In an emergency, the Mayor, Chair of the Joint Committee and their deputies have additional responsibilities. In brief, these are to:

- support the Controller(s).
- demonstrate leadership and maintain public confidence in the emergency response by a visible presence in the community;
- represent their local authority politically;
- make or extend a state of local emergency declaration;
- make media comment (in partnership with the Controller);
- reassure the community;
- liaise with external agencies including central government and local iwi;
- receive visiting VIPs;
- maintain liaison with other regional leaders.

During any significant emergency, two different information flows exist:

1. Information about the incident and the response will come from the Controller.
2. Leadership and information to support and encourage residents will appropriately come from the Mayor or Chair of the Joint Committee.

Elected Representatives in the EOC

Every territorial authority must have an appropriately resourced EOC in order to provide an effective response to emergencies. These centres are the hub of the response, under the direction of the Controller. They are not set up to provide accommodation or facilities for Elected Representatives, with the possible exception of the Mayor. The same principle applies to the establishment of the ECC during an emergency response.

Public information

In any emergency, providing reliable information swiftly, regularly and through multiple channels to different audiences, is essential. The Public Information Manager is responsible to the Controller for all messaging and communications from the EOC/ECC as well as stakeholder and community liaison. Methods and channels routinely used by the Canterbury CDEM Group include:

- Advisories released simultaneously to media, stakeholders, partner agencies and the community (via email and all available channels).
- Media briefings (wherever possible, Canterbury CDEM Group will use qualified and suitable New Zealand Sign Language interpreters at pre-planned formal media briefings where important safety information is being communicated verbally to the media and general public).
- Social media, including Facebook and Twitter (utilising Canterbury CDEM Group accounts, shared on each council's own social media channels and on community pages to amplify the messages).
- Website updates on council and the Canterbury CDEM Group websites.
- Posters, daily bulletins, fact sheets, infographics etc on community notice boards and places where people gather.
- Community meetings.
- Small-group meetings (with affected property owners/residents/businesses).
- On the ground tours – hosting VIPs, showing media, encouraging volunteers and Territorial Authority staff.

Elected Representatives have been identified as key leaders in the community, so can expect to be provided with accurate and up to date information, and have a formal line of communication to the EOC/ECC. This will be achieved by email, briefings or by teleconference. A member of the public information management team will be tasked with maintaining the flow of timely and accurate information to all Elected Representatives, plus local Members of Parliament, under the direction of the

Public Information Manager and Controller.

Media liaison

The guiding rule in every interaction with media is:

- Clarity
- Accuracy
- Relevance
- Timeliness

During emergencies, media are under increased pressure to provide information and be first with the breaking news. It is therefore essential that the responding EOC is able to provide authenticated, authorised information as swiftly as possible, so that we are recognised as the authoritative source of information. To avoid confusion, mixed messages and competition for the audience's attention, media liaison will be coordinated by the public information management team.

The Public Information Manager will ensure the media liaison process for briefing the Mayor or other Elected Representatives who are responding to media inquiries, attending public meetings, stakeholder briefings or hosting VIPs, is followed.

Mayoral Relief Fund and donated goods

Communities pull together after an event, and there is often a strong desire to support those affected through donating time, resources or money. Unfortunately, unsolicited donated goods can slow the response effort as response staff deal with the logistics of storing or transporting, often inappropriate, goods. For this reason, CDEM encourages people to donate money so that support can be put where it is most needed.

A Mayoral Relief Fund is one possible avenue for monetary donations, however thought needs to go into setting up and managing the fund before an emergency so that the territorial authority is able to make the most of the fund when it is needed.

A MAYORAL RELIEF FUND IS A GOOD OPTION FOR MANAGING MONETARY DONATIONS IN AN EMERGENCY, BUT IT NEEDS TO BE PLANNED FOR PRIOR TO THE EMERGENCY.

ELECTED REPRESENTATIVES' ROLES DURING THE RECOVERY PHASE

Every emergency event is followed by a phase of recovery, which may be formalised with the appointment of a Recovery Manager and announcement of a transition to recovery.

While CDEM will still be involved in recovery, the focus will often return to individual territorial authorities and other organisations as they implement their recovery plans.

The CDEM Act provides the option for CDEM Groups to give notice of a transition period following an emergency, whether a state of local emergency has been declared or not. The purpose of the transition period is to aid recovery by providing powers to appointed Recovery Manager(s) to manage, co-ordinate, or direct recovery activities. Local transition periods have a maximum duration of 28 days, and may be extended for up to another 28 days, or terminated at any time.

The Canterbury CDEM Group has appointed the following to give notice of a transition period in the following order of precedence:

- Mayor of the respective district most affected.
- Deputy Mayor of the respective district most affected.
- Any elected local authority representative.

A transition notice should only exist if it is necessary or desirable to carry out vital and immediate recovery activities that could not otherwise be achieved urgently during the transition phase using business as usual powers. As with a declaration of a state of emergency, notice of a transition period should be undertaken by the Mayor/Elected Representative following consultation with, and advice from, the Local and/or Group Recovery Manager, the MCDEM Regional Emergency Management Advisor, and other partner agencies as appropriate.

The recovery will be multi-faceted and long running involving many more agencies and participants than the response phase. It will certainly be costlier in terms of resources, and it will undoubtedly be subject to close scrutiny from the community and the media. Having begun at the earliest opportunity, it should continue until the disruption has been rectified, demands on services have returned to normal levels, and the needs of those affected (directly and indirectly) have been met. It could last months or even years, and will normally be led by an appointed Recovery Manager.

Roles in which Elected Representatives can play a part include:

- Listen to the community – Elected Representatives have a key role as the voice of the community and can:
 - be the eyes and ears 'on the ground' by providing a focus for and listening to community concerns;
 - gather the views and concerns of the community, and feed them into the recovery process; and

AS COMMUNITY REPRESENTATIVES AND LEADERS, ELECTED REPRESENTATIVES WILL CONTINUE TO HAVE AN IMPORTANT ROLE IN THE RECOVERY PROCESS. THIS ROLE IS VITAL TO REBUILDING, RESTORING AND REHABILITATING COMMUNITIES.

- provide support and reassurance to the local community, by listening or visiting those affected and acting as a community champion and supporter.
- Use local knowledge – as a member of the community, Elected Representatives have unique access to the culture, thoughts, opinions and information relating to their local community. As such, they can play a part in using:
 - local awareness of the community to identify problems and vulnerabilities the community may have, and which may require priority attention, and feeding them back to the relevant Recovery Manager; and
 - local knowledge to provide information on local resources, skills and personalities to the relevant Recovery Manager, in particular local community groups which can also be an important source of help and specialist advice.
- Provide support to those working on recovery through:
 - providing encouragement and support to recovery teams working within the community;
 - working with the public information management team to communicate key messages, to the media and to disseminate credible advice and information back to the community, keeping community members involved and managing community expectations; and
 - actively engaging with community members involved in the recovery efforts.
- Political leadership:
 - scrutiny – getting buy-in and closure at territorial authority political level; and
 - presenting the case for your community to the appointed Recovery Manager where relevant.

During the recovery phase, Elected Representatives can expect to attend public and stakeholder meetings to provide information to and support for the affected community. Ongoing media interest is to be expected. Elected Representatives can expect to continue receiving regular and relevant briefings, and to act as a conduit between the recovery and the community for an extended period.

FURTHER INFORMATION

Any Elected Representative who wishes to obtain further information regarding the Canterbury CDEM Groups, local or regional programme of activities, should contact their local council Emergency Management Advisor, or the staff of the Canterbury CDEM Group office.

Useful references

Canterbury Civil Defence Emergency Management Group Plan: <http://cdemcanterbury.govt.nz/media/34987/canterbury-cdem-group-plan-2014.pdf>

Factsheet on declaring a state of local emergency: <https://www.civildefence.govt.nz/assets/Uploads/publications/Declarations/Factsheet-declaring-states-of-local-emergency.pdf>

Legislation and regulations relevant to CDEM: <https://www.civildefence.govt.nz/cdem-sector/cdem-framework/legislation-and-regulations/>

Kaikōura Mayor Winston Gray addresses hundreds gathered at Churchill Park during the November 2016 North Canterbury earthquakes response. Photo supplied by Emma Dangerfield, Stuff.



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