



503RD MEETING

Date: Tuesday, 24 March 2020
Time: 9.30am
Location: Community Centre Lounge
Fairlie

AGENDA

Late Items

Ordinary Council Meeting

24 March 2020

Note: This meeting may be digitally recorded by the minute-taker.

Order Of Business

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1 REPORTS

1.1 COVID-19 EMERGENCY AND BUSINESS CONTINUITY

Author: Suzette van Aswegen, Chief Executive Officer

Authoriser: Suzette van Aswegen, Chief Executive Officer

Attachments:

1. NZ COVID Alert Levels  
2. MDC Pandemic Plan  
3. Delegations Clause 32 of Schedule 7 Local Government Act 2002  

Council Role:

- ☐ **Advocacy** When Council or Committee advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- ☒ **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.
- ☐ **Legislative** Includes adopting District Plans and plan changes, bylaws and policies.
- ☐ **Review** When Council or Committee reviews decisions made by officers.
- ☐ **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.
- ☐ **Not applicable** (Not applicable to Community Boards).

PURPOSE OF REPORT

For Council to consider the officer's recommendations to ensure business continuity throughout the COVID-19 emergency situation.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That in order to ensure business continuity throughout the COVID-19 pandemic, Council delegates to the Chief Executive Officer the authority to make decisions on all Council business, except those that cannot be delegated under Clause 32 of Schedule 7 of the Local Government Act 2002, as attached, and in consultation with the Mayor. This level of delegation to remain in place from 25 March 2020 and until the return of Business as Usual as per the Green Alert Level of the Mackenzie District Council Pandemic Plan, as attached.

3. That all decisions made under this delegation be recorded and reported to the first ordinary meeting of the Council upon return of Business as Usual mentioned in recommendation 2 above.
4. That Council cancels the Schedule of Meetings until the end of May 2020.

BACKGROUND

As the COVID-19 situation continues to evolve, our approach is to focus on the health and wellbeing of our people, as our first priority, and to take an informed approach that is sensible, balanced and respectful of our community. As a local government we need to maintain critical services at all times. In doing so we need to ensure our approach is consistent with the NZ Alert Levels (as and when escalated) and our Pandemic Plan, both attached. The uncertainty of the matter calls for immediate and unprecedented measures that would allow business to continue for the longer term and possibly until the end of 2020 with reviews every two months. The first review to take place at the end of May 2020.

New Zealand is currently on Alert Level 3 and changing to Level 4 by Wednesday 25 March 2020. Mackenzie District Council (MDC) has activated its Pandemic Plan and we are currently in the Red Alert Level, meaning the emphasis is on the delivery of critical services only. Management have taken the necessary steps to comply with this level of our pandemic plan.

Government has indicated the likelihood that Alert Level 4 will stay in place for four weeks. It is anticipated that once the Alert Level 4 is relaxed to Alert Levels 3, Council will be able to consider recommencement of all other services. Travel restrictions might still be in place for Alert Level 2 and 3, which may prevent Council meetings from occurring, therefore it is recommended that Council delegate an increased level of authority to the Chief Executive Officer, as recommended.

POLICY STATUS

Nil

SIGNIFICANCE OF DECISION

This is an emergency situation and does not require engagement with the Community. The Significance and Engagement Policy will still have to be complied with when making decisions under Delegated Authority.

OPTIONS

Option One – delegated authority during the COVID-19 pandemic

It is proposed that the Council delegates to the Chief Executive Officer responsibilities, duties and powers to allow business continuity for the period in question, subject to certain conditions.

The advantage of Option One is that delegating powers in the recommended manner will ensure that decisions can be made and within legislative timeframes and to enable the efficient carrying on of Council business.

There are no real disadvantages to Option One.

Option Two – no delegated authority during the COVID-19 pandemic

If no delegations are made, then the Chief Executive Officer will be required to delay decision making until such time an Ordinary Council Meeting can be called.

The disadvantages of Option Two mean that Council will not be able to adequately provide for the efficient and effective conduct of Council's affairs, which is the purpose of the Local Government Act. Therefore Option One is recommended.

CONSIDERATIONS

Legal

Currently remote voting by elected members is not legally possible. Unless this impediment is lifted by legislative changes, amendments to delegation levels is the only legal option to enable efficient decision-making.

Financial

Non-material.

Other

Nil

CONCLUSION

In order to ensure business continuity, Council is requested to consider amending its delegation levels as per the officer's recommendation.

New Zealand COVID-19 Alert Levels

Unite
against
COVID-19

- These alert levels specify the public health and social measures to be taken.
- The measures may be updated on the basis of (i) new scientific knowledge about COVID-19 and (ii) information about the effectiveness of intervention measures in New Zealand and elsewhere.
- The alert levels may be applied at a town, city, territorial local authority, regional or national level.
- Different parts of the country may be at different alert levels. We can move up and down alert levels.
- In general, the alert levels are cumulative, e.g. Level 1 is a base-level response. Always prepare for the next level.
- At all levels, health services, emergency services, utilities and goods transport, and other essential services, operations and staff, are expected to remain up and running. Employers in those sectors must continue to meet their health and safety obligations.

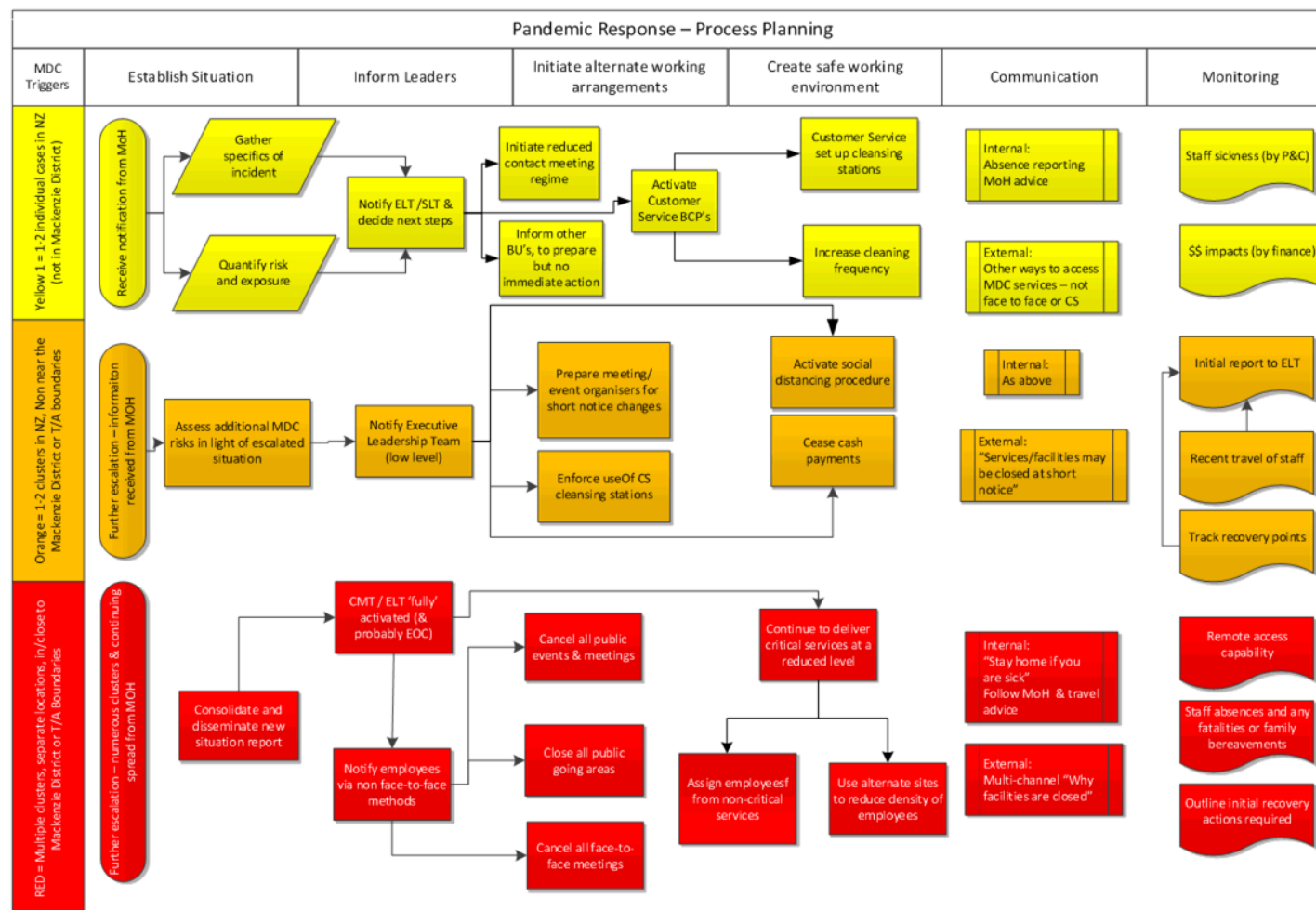
LEVEL	RISK ASSESSMENT	RANGE OF MEASURES (can be applied locally or nationally)
Level 4 - Eliminate Likely that disease is not contained	<ul style="list-style-type: none"> • Sustained and intensive transmission • Widespread outbreaks 	<ul style="list-style-type: none"> • People instructed to stay at home • Educational facilities closed • Businesses closed except for essential services (e.g. supermarkets, pharmacies, clinics) and lifeline utilities • Rationing of supplies and requisitioning of facilities • Travel severely limited • Major reprioritisation of healthcare services
Level 3 - Restrict Heightened risk that disease is not contained	<ul style="list-style-type: none"> • Community transmission occurring OR • Multiple clusters break out 	<ul style="list-style-type: none"> • Travel in areas with clusters or community transmission limited • Affected educational facilities closed • Mass gatherings cancelled • Public venues closed (e.g. libraries, museums, cinemas, food courts, gyms, pools, amusement parks) • Alternative ways of working required and some non-essential businesses should close • Non face-to-face primary care consultations • Non acute (elective) services and procedures in hospitals deferred and healthcare staff reprioritised
Level 2 - Reduce Disease is contained, but risks of community transmission growing	<ul style="list-style-type: none"> • High risk of importing COVID-19 OR • Increase in imported cases OR • Increase in household transmission OR • Single or isolated cluster outbreak 	<ul style="list-style-type: none"> • Entry border measures maximised • Further restrictions on mass gatherings • Physical distancing on public transport (e.g. leave the seat next to you empty if you can) • Limit non-essential travel around New Zealand • Employers start alternative ways of working if possible (e.g. remote working, shift-based working, physical distancing within the workplace, staggering meal breaks, flexible leave arrangements) • Business continuity plans activated • High-risk people advised to remain at home (e.g. those over 70 or those with other existing medical conditions)
Level 1 - Prepare Disease is contained	<ul style="list-style-type: none"> • Heightened risk of importing COVID-19 OR • Sporadic imported cases OR • Isolated household transmission associated with imported cases 	<ul style="list-style-type: none"> • Border entry measures to minimise risk of importing COVID-19 cases applied • Contact tracing • Stringent self-isolation and quarantine • Intensive testing for COVID-19 • Physical distancing encouraged • Mass gatherings over 500 cancelled • Stay home if you're sick, report flu-like symptoms • Wash and dry hands, cough into elbow, don't touch your face



Mackenzie District Council

Pandemic Plan

STATUS:	Draft
VERSION:	1
POLICY OWNER:	Manager People and Culture
POLICY APPROVER / S:	CEO Mackenzie District Council
DATE:	TBC



PANDEMIC PLAN INFORMATION	
Context	<p>The Ministry of Health (MoH) leads the Government's response to a pandemic in New Zealand. Their framework for action sets out a six-phase strategy, and has associated health sector alert codes (White, Yellow, Red and Green).</p> <p>Pandemics are characterised by "the global spread of a novel type of virus that may cause unusually high morbidity and mortality rates for an extended period."* Previous pandemics have shown that Māori and Pacific peoples are more susceptible to pandemic influenza, than other groups.</p> <p>The scale of pandemics can vary greatly, but MoH advocate planning for a severe-level event, which could result in 40% of the population becoming ill over an eight-week period and assumes a fatality rate of 2%. This is not a prediction but allows all sectors to plan for a very large event impacting all aspects of society.</p>
Purpose	<p>This plan provides a flexible framework of action, outlining Mackenzie District Council's (MDC) response steps, tailored to the specifics, severity and phase of the pandemic event.</p> <p>The Mackenzie District Council's:</p> <ul style="list-style-type: none"> • Phases and triggers are informed by the MoH's phases – which in turn are informed by the WHO phases • Alert levels apply our local triggers specific for MDC <p>This ensures our planning reflects the local situation and services, whilst accounting for national and international terminology and warning levels.</p> <p>MDC along with other agencies must plan for and respond to a pandemic within our sector for the benefit of employees and our communities.</p>
Key Points	<p>The actions within this plan are laid out depending on the declared level of alert from the MoH, with added elements to reflect MDC local variations.</p> <p>Actions are focused on protecting employees, minimising the spread of the infection and continuing to deliver critical services.</p>
Scope	<p>This plan covers the MDC response to a pandemic. It outlines the action that will be taken internally, to ensure that the critical services MDC delivers continue throughout the event.</p> <p>This plan excludes the 'external' response that will be led by Public Health, District Health Board or CDEM mechanisms.</p>
Date of Issue	TBC
File Retention	<p>Mackenzie District Council intranet</p> <p>Laserfiche</p>
Review	Annually at the anniversary date, or following exercises or after use

*NZ Influenza Pandemic Plan – framework for action

Most at risk services and employees:

Customer Services and employees working within the Communities on a regular basis will have the highest risk of exposure in the event of a pandemic:

- Community Centres
- Swimming Pool Attendants
- Planning team
- Compliance Officer
- Building Control Officers
- Responsible Camping Ambassadors
- Customer Service Team

Critical services during a pandemic:

Whilst front facing services are most at risk, other services must continue to be delivered throughout the response to a pandemic event. These are highlighted below:

Level of service required	MDC Business Unit
Platinum <i>Recovery time <4hrs</i>	Customer Services
	Information and Engagement
	Property
	Community Services and Facilities
	Roading / Water
Gold <i>Recovery time <48hrs</i>	Customer Services
	Information and Engagement
	Finance
	HR
	Property
	Roading / Water / Community Services and Facilities
Silver <i>Recovery time 3-7 days</i>	Roading / Water
	Information and Engagement
	CDEM

Before a pandemic event:

Prior to an event being declared there is business as usual (BAU) level – termed as ‘White’ by the MoH.

As this is a Tactical Continuity plan, the actions required under BAU or ‘White’ are not included in the main body of this plan but can be found in Appendix 1.

During a pandemic event:

Activation	<p>This plan can be activated by the Chief Executive or nominated alternative.</p> <p>The following conditions would make the use of this plan necessary:</p> <ul style="list-style-type: none"> • The MoH declares a pandemic alert – range from Yellow to Red • This MDC Plan/s will be activated depending on the specifics of the case; our alert levels range from Yellow to Orange to Red • If the first declaration of the pandemic event is anything other than Yellow: MDC will review and activate at the equivalent level. In this case, all preceding actions outlined under other alert phases will also need to be completed
Stand-down	<p>Once MoH declares that they are moving into Recovery Phase (Code Green) or return to BAU (Code White), MDC will evaluate what needs to happen for the district. MDC will need to make considerations to allow the organisation and / or community to recover</p> <p>Prior to re-opening of sites and alongside the employees of MDC returning to BAU, specific provisions should be made to ensure that Māori cultural considerations including traditional concepts such as tapu and noa, are implemented.</p>
Assumptions	<p>The following assumptions have been made in the development of this plan:</p> <p>A pandemic is imminent</p> <p>MDC sites will remain open for as long as safely practical</p> <p>The CDEM (EOC and DHB) response is separate from the Crisis Management Team pandemic response</p> <ul style="list-style-type: none"> • A cluster is defined (by the MoH) as >1 linked cases of the outbreak

Detailed Action Plans as determined by Alert Level

Respond to an emerging pandemic event	
Triggers	MoH announces YELLOW alert = 1-2 <u>individual</u> cases in NZ, but none in or near the Mackenzie District ie Territorial Authority Boundaries
MDC objectives	Ensure higher levels of cleaning regimes for all Council premises, provide regular communication to all MDC employees, have plans in place to ensure that services are continued to be provided

Roles / People / Who	Action
Emergency Management Officer or key external contact	<ul style="list-style-type: none"> Based on MoH advice, brief Chief Executive Officer and Executive Leadership Team (ELT) with specifics of illnesses throughout the country including location of those affected by COVID-19 and how they potentially contracted the virus ie through travel etc.
CEO / ELT	Authorise, in light of situation specifics: <ul style="list-style-type: none"> Additional cleaning regime Meeting restrictions (e.g. reduce face-to-face, have anti-viral spray in rooms etc.)
IT team	<ul style="list-style-type: none"> Evaluate remote access capability and arrangements. Increase where possible Check facilities identified in TBCEP#2. Link with Property for alternate sites.
Health, Safety and Wellbeing Team Representative / People and Culture	<ul style="list-style-type: none"> Issue reminders to employees of infection control. Issue reminders of leave arrangements & process for reporting absence Issue notification to all employees of face-to-face meeting restrictions Start monitoring employees sickness numbers and any concern or employees shortages in critical service areas
Customer Services / People and Culture	Initiate additional cleaning arrangements: <ul style="list-style-type: none"> Include 'high-touch' surfaces & areas such as pool cars Determine any other additional cleaning measures, based on situational specifics Increase frequency
CEO / / ELT / Communications Advisor	<ul style="list-style-type: none"> Disseminate MoH FAQs and localise if required Follow travel advice on Ministry of Foreign Affairs and Trade website for national travel

Roles / People / Who	Action
	<ul style="list-style-type: none"> Alert employees to international / domestic areas that are at risk – any recommend self-imposed travel restrictions “Stay home when sick” and on-going good hygiene practice reminders – additional to BAU Remind public about other ‘channels’ rather than face-to-face, and encourage use of them
GM’s / T3 Leaders	<ul style="list-style-type: none"> Disseminate advice Check contact details for all team and key stakeholders Run a Business Continuity Plan familiarisation exercise with team members Brief employees members providing critical services (pg 6) to prepare to work remotely if event escalates e.g. take laptops & chargers home each day
High risk BU Leaders and teams (Additional to above)	<ul style="list-style-type: none"> Re-examine Business Continuity Plan in light of situational specifics and activate where appropriate
Customer Services / Community Facilities and Services Teams	<ul style="list-style-type: none"> Set up cleansing stations for public and employees (see Appendix 2) Allocate, conduct supply monitoring, & restock where necessary of PPE (based on situational specifics)

Respond to an emerging pandemic event	
Triggers	MoH announces increased intervention (e.g. surveillance of those that have been confirmed to have been infected by COVID-19 and if their status) – YELLOW + 2 or more <u>clusters</u> / cases in the South Island, and starting to spread
MDC alert and objectives	ORANGE = Implement social distancing (1m or more distance between people), potential short notice site closures, MDC to prepare for escalation ie community site closures, self-isolation of non-critical employees, and ensure critical services continue to be delivered (although it may be in an altered or scaled down way).

Roles / People / Who	Action
CEO / Emergency Management Officer	<ul style="list-style-type: none"> Brief and activate ELT and T3 Leaders with new information from MoH Brief Customer Services Team and any other high risk teams / employees
CEO / ELT	<ul style="list-style-type: none"> Emphasise to T3 Leaders consistent approach to pay and leave must be applied across MDC Employees providing critical service roles, who have been identified as being able to work from home, can be advised to do so, if ELT and / or Senior Leadership Team determine this is necessary Initiate additional meeting protocols (e.g. no face-to-face meetings, social distancing [see Appendix 7], and sanitiser available) Identify possible recovery requirements
IT Team	<ul style="list-style-type: none"> Initiate monitoring of remote access ability. Include current number of employees accessing systems this way, report any issues and highlight any predicted increase in demand Reassess (in light of the current situational specifics) the remote access capacity and ensure sufficient ongoing and increased capacity for critical service delivery if situation worsens Ensure ALL alternate MDC facilities' (within TBCP02 – Emergency Relocation Plan) hardware and software is operational

Roles / People / Who	Action
CEO / People and Culture / Communications Advisor	<ul style="list-style-type: none"> • Communicate leave arrangements. Emphasise the spread of the pandemic is accelerated by close proximity of symptomatic people and so if employees are ill, they should stay home • Report initial employees absence monitoring data, including incidents of fatalities and critical service employee levels – see Appendix 4 and 4a • Notify EAP Services that there may be an increase in demand for their services • Monitor planned/recent domestic and international travel of employees
Customer Services / Health, Safety and Wellbeing Team Representative / Fleet Manager	<ul style="list-style-type: none"> • On-going, increased frequency of cleaning arrangements • Continue to minimise opportunities for cross-contamination e.g. pool car and other council vehicles
CEO / Communications Advisor	<ul style="list-style-type: none"> • Revise / re-distribute MoH FAQs and amend as necessary for MDC applicability • Remind employees to follow the travel advice on the Ministry of Foreign Affairs and Trade website for national travel • Display signs all ‘public-accessible’ areas, facilities and alternate working locations to warn they may be closed and events and meetings may be cancelled at short notice • Change cleansing stations signs to more firm words, to ensure they are used prior to approaching employees • Notify the public (again) that services are available without coming into MDC facilities and encourage them to use them. This is to minimise waiting times and spreading risk
GM’s / T3 Leaders	<ul style="list-style-type: none"> • Reassure employees regarding pay and leave arrangements to ensure a consistent approach is applied across MDC • Remind employees the process for reporting illnesses / absence from work – see Appendix 4 • Complete employee absence monitoring spreadsheet and return to People and Culture / CEO each day (see Appendix 4a.)
High risk BU Leaders (Additional to above)	<ul style="list-style-type: none"> • Re-visit Business Continuity Plan in light of new situational specifics and activate where appropriate • Activate social distancing approach (see Appendix 7) • Cease to take cash payments or card payments where the terminal is shared. • Any employees providing critical services to be put-on-notice that they may need to work from alternate locations, should the situation worsen

Roles / People / Who	Action
Customer Services Team / Health, Safety and Wellbeing Team Representative	<ul style="list-style-type: none"> Customer Service Officers insist public use of cleansing stations prior to approaching employees (see Appendix 2) Distribute, continue to monitor stocks and restock when necessary the following items - tissues, gloves, sanitisers and masks Depending on specific event - identify, purchase and distribute other personal protective equipment as required

Respond to a Pandemic	
Triggers	<p>MoH announces escalation human pandemic strain case(s) found in separate locations in NZ - RED</p> <p>Multiple clusters in separate locations in NZ</p>
MDC objectives	Protect employees and minimise the potential spread of the pandemic, close / cancel public areas and events

Roles / People / Who	Action
CEO / Emergency Management Officer	<ul style="list-style-type: none"> Activate Crisis Management Team (via teleconference) & liaise with EOC. Include a brief with latest information from MoH Identify possible recovery requirements
CEO / ELT / T3 Leaders	<ul style="list-style-type: none"> Initiate remote working arrangements Notify previously identified 'critical' employees to work from home or an alternate location Authorise closure of all public areas Instruct all non-critical employees to stand down and await further instruction. This is dependent on remote access capability as some may be able to work from home etc.
IT Team	<ul style="list-style-type: none"> Ensure on-going remote access has sufficient capacity for critical service delivery (should situation worsen)
ELT / T3 Leaders	<ul style="list-style-type: none"> Prepare, assist and monitor teams with high incidence of absence or any incidents of fatalities Report numbers and location of employee absences and incidents of employees affected by fatalities

	<ul style="list-style-type: none"> • Provide support to affected employees through EAP Services • Identify critical service employee gaps and necessary secondments from other non-critical units
Property / Community Facilities and Services	<ul style="list-style-type: none"> • Close all public-going areas e.g. libraries, recreation centres, information centres and community centres • Maintain increased frequency of cleaning arrangements e.g. in offices and pool vehicles etc.
CEO / ELT / T3 Leaders / Communications Advisor	<ul style="list-style-type: none"> • Cancel or postpone all face-to-face meetings, use teleconferencing or phone calls • Emphasise the importance of good hygiene practices, especially if using shared facilities or resources • Issue 'how to keep safe when travelling' (e.g. wear mask and / or gloves) messages • Issue any updated FAQs from MoH • Reminder to follow the travel advice on the Ministry of Foreign Affairs and Trade website, including any travel restrictions / quarantine requirements that may have been implemented • Display signs at all MDC sites that public have access to, to explain why they are closed • Notifications to be sent out via all media channels, and all channels to be updated
GM's / T3 Leaders	<ul style="list-style-type: none"> • Communicate (via non-face-to-face methods) leave & absence stance "if you are ill, stay home". Make use of H&S and MoH advice • Communicate frequently (via phone or email) with individual employees and team members delivering services remotely • All employees that can safely get to their normal place of work (driving themselves) should continue to do so (if they are well and able to) unless they are notified by a GM or T3 Leader that they are not to come to work. Employees who take public transport should follow MOH advice
High risk BU Leaders (Additional to above)	<ul style="list-style-type: none"> • Any employees providing non-critical services to be stood down, from public-facing elements of their role • Monitor and restock (if necessary) required PPE
Critical service business units or teams	<ul style="list-style-type: none"> • Activate alternate MDC facilities, where employees can be located to provide critical services
Non-critical service providing business units or teams	<ul style="list-style-type: none"> • Employees are to stand down and not come to work • Leaders to keep in close contact with team to monitor incidents of illness • Report to Crisis Management Team / EOC with possible employee reinforcements / secondments for critical services

Recover from a Pandemic	
Triggers	<p>MoH notifies stand-down of response - GREEN</p> <p>Population now protected by vaccination and / or pandemic abated in NZ – must have evidence of this</p>
MDC alert and objectives	Commence recovery of Community related services and activities, begin the process of returning to Business as Usual and provide support for employees (if needed ie EAP Services, return to work plans etc.)

Roles / People / Who	Action
<p>CEO / Crisis Management Team / ELT / Emergency Management Officer</p> <p><i>(Crisis Management Team stand-down)</i></p>	<p>Develop and implement recovery plan:</p> <ul style="list-style-type: none"> • Determine actions required for recovery to business as usual • Assess priorities for resumption • Analyse interventions and any restrictions still in place from previous alert phases • Assess longer term employees absences – start with critical services, identify gaps and secondments required <p>Arrange debrief with employees involved in the response phase and any other affected employees:</p> <ul style="list-style-type: none"> • Evaluate the success of the pandemic plan • Review cleaning protocols, policies, practices and supplies • Make necessary modifications <p>Ongoing monitoring, assessment and review. Create a lessons learned document:</p> <ul style="list-style-type: none"> • Watch for symptoms of grief and trauma (may surface a number of weeks after returning to work) • Review protocols for managing employees who become ill at work • Revisit, review and revise Business Continuity Plans and other plans accordingly
People and Culture	<ul style="list-style-type: none"> • Arrange trauma and / or counselling as necessary for individuals and teams • Acknowledge casualties and arrange ceremonies for colleagues, these should take account of the range of cultural protocols to be observed – see Appendix 4 for further information

	<ul style="list-style-type: none"> • Employ temporary employees, appoint new employees, or redeploy employees with necessary skill sets to cover shortages • Arrange Pastoral care as needed
High risk BU Leaders and Teams	<ul style="list-style-type: none"> • Replenish supplies of PPE etc.

APPENDIX 1

WHITE ACTIVITY i.e. Business As Usual Activities:

Roles / People / Who	Action – Reduction and Readiness
CEO / ELT / Emergency Management Officer	<ul style="list-style-type: none"> • Conduct a Continuity Resource Analysis to inventory and inform the purchase of sufficient stocks of the following items: Tissues, Hand sanitiser, Gloves, Masks • Identify, purchase and distribute other (predictable) personal protective equipment • Liaise with Crisis Management Team and confirm who / what teams / services to prioritise. Ensure IT, Property, Community Facilities and Services are advised • Define strategy for social distancing, how it would be implemented and train employees accordingly • Confirm what level of responsibility MDC has for 'service users' e.g. tenants
IT Team	<ul style="list-style-type: none"> • Assess remote access capacity, requirements and increase where possible, including work from home • Network identified alternative locations where critical employees could work from
People and Culture	<ul style="list-style-type: none"> • Determine necessary (and existing) support on how to manage trauma • Provide necessary training / education to people leaders • Introduce social distancing protocol (see Appendix 7) with Customer Services Team / Community Facilities and Services / Roading / Water and any other critical individuals / teams that provide services to the District
Property / Emergency Management Officer	<ul style="list-style-type: none"> • Determine critical business units / functions which could be sited across multiple locations, identify facilities for use for these purposes • Set arrangements, with cleaning contractors, for short term alterations to our cleaning procedures, e.g. increase frequency of cleaning • Identify alternate locations where critical employees / teams could work from
CEO / ELT / Property / Community Facilities and Services	<ul style="list-style-type: none"> • Use advice and guidelines to remind employees about the process for reporting illnesses / absence from work • Identify critical employees and possible alternate locations of work • Ascertain likely effect of a 'pandemic' on our stakeholders • Identify opportunities for cross-contamination e.g. book returns, events centre, gym facilities etc. • Review contact details held for employees and key stakeholders i.e. email distribution lists, next of kin, Business Continuity Plans and update where needed

High risk BU Leaders and teams	<ul style="list-style-type: none"> • Acquire cleansing stations equipment and resources • Audit supplies of relevant PPE – gloves, hand sanitiser etc. • Purchase additional supplies based on need • Confirm and resource alternate ways of delivering critical services • Have up-to-date contact details for all team members. This is especially important those who work remotely or off-site frequently • Acquire resources for cleansing stations and train employees / teams on how to set them up
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APPENDIX 2

Example of cleansing station set up:

What should a cleansing station include?

- Surgical masks
- Hand sanitiser
- Tissues
- Signage – different for Yellow and Orange

Where should they be positioned?

- Positioned at entrance and egress of buildings

Who are they for?

- Available to public and employees www.handhygiene.org.nz

As part of the annual exercise program, a station will be set up by the Council Offices and a photo taken, and inserted here. The example opposite provides an indication of what a cleansing station could look like.

Source - Entrance to Toronto General Hospital.



APPENDIX 3

Examples of Education Material:

Effective hygiene practices

Viruses like influenza are largely spread through droplets from an infected person (coughing or sneezing) being inhaled by another person, or through contact with contaminated objects. Key information to note:

- “Hand hygiene most important means of preventing spread of infection... in non-healthcare settings more crucial than wearing gloves”
- ‘Hand-to-face contact such as eating presents high risk because of potential for ‘germs’ to be transmitted from contaminated surfaces’
- Hands should be washed before any hand-to-face contact activities and immediately after communal items (e.g. money) are touched

Any employees or public who visit our facilities and are coughing or sneezing, should be encouraged to avoid close contact with other people. For Yellow this can be subtle but needs to be strongly enforced at Orange.

Follow simple measures to reduce the transmission of a virus:

- Cover your nose and mouth when coughing or sneezing ideally with a tissue
- Do not spit in public
- Use disposable tissues rather than handkerchiefs, and dispose of them immediately in a rubbish bin
- Wash and dry hands thoroughly after coughing and sneezing

Adequate ventilation:

- Viruses can spread in inadequately ventilated internal spaces
- Advised that air handling units do not re-circulate air and vented to the outside to the maximum extent possible
- Windows should be openable, where otherwise safe

Other information:

- In the case of influenza, the incubation period can range from 1-7 days but is commonly 1-3 days.
(Source <http://www.immune.org.nz/taxonomy/term/125>)
- Evidence has shown that adults are infectious for half day – 1 day before most symptoms start and until about day 5 of the illness.
(Source <http://www.immune.org.nz/taxonomy/term/125>)
- Children generally remain infectious for up to 7 days after symptoms start but may be infectious for up to 21 days.

(Source <http://www.immune.org.nz/taxonomy/term/125>)

- Have a 'flu jab' each year – it won't necessarily protect you from a pandemic of a novel virus, the more people that are protected against known viruses the less chance a virus has to mutate into a strain that could cause a pandemic.

(Source <https://www.otago.ac.nz/administration/pandemic/otago001433>)

APPENDIX 4

Leave Policy:

The process for employees to report their absence remains broadly the same. Employees will contact their line manager in the first instance, prior to normal start time and explain why they are not able to come to work.

During a Pandemic event this information needs to be gathered and reported to the Manager People and Culture on a daily basis to enable daily updates of overall staffing levels. This will ensure any risk to service interruption due to employees shortages can be reacted to, in as close to real-time as possible. Where / when this is not possible (as outlined in Orange phase) the Manager People and Culture will initially send the employee absence monitoring spreadsheet (excerpt below) to all GM's and T3 Leaders and they must complete and return every day, as per the process in 4a.

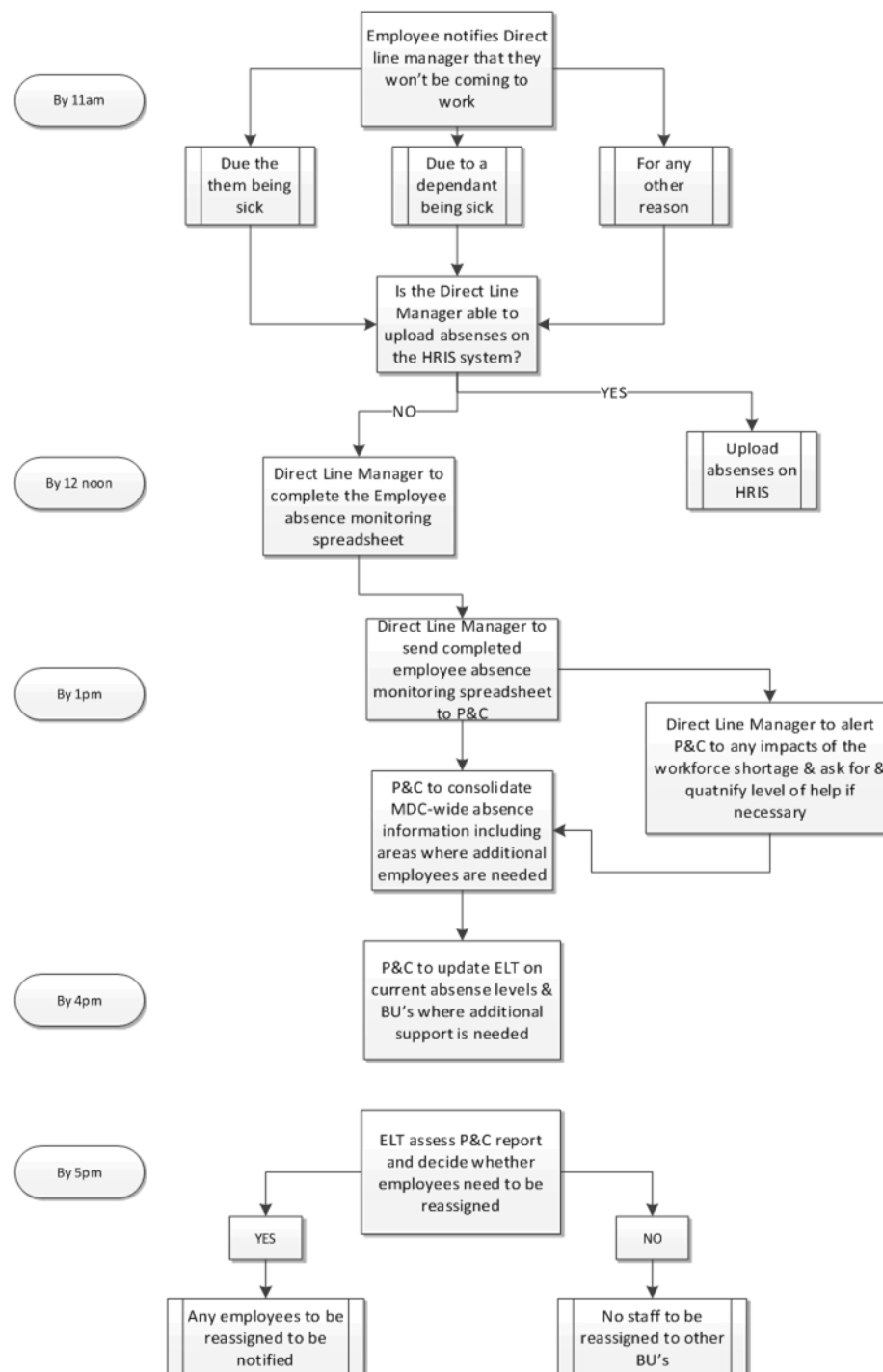
The CEO has made a provision for Discretionary Leave to cover employees during a pandemic however, it is important to note the following:

- This leave is designated for pandemic related sick or carers leave and should be applied consistently to all employees
- Guidelines have been agreed by the CEO and Manager People and Culture
- Return to work policy – in less severe cases (early on in the pandemic event) a doctor's certificate could be required certifying that the employee is well enough to return to work. This is dependent on the situational specifics, based on incubation period etc. and therefore would be determined at the time an event was declared

Example of employee absence monitoring spreadsheet:

Employee Name	Status (absent / present)	Role	Absence date started	Absence cause (they're sick or dependent sick or other)	If other - please specify

4a) – Process for reporting absence/s:



APPENDIX 5**Cleaning**

It has been confirmed with MDC's cleaner contractor that the current contract has flexibility to alter the frequency of cleaning especially of high touch surfaces, and address any further needs through a Pandemic.

Employees will be asked throughout any activation of this plan, to make sure they empty their personal bins to ensure that cleaning employees are not put at any risk that may be associated with tissue disposal etc.

APPENDIX 6

Resources

Business Units, in conjunction with a Health, Safety and Wellness Team Representative must conduct a check of current stocks of PPE (using the table below or something similar) and identify any other required for a Pandemic. This should be conducted as soon as possible and then periodically (every 3-6 months, and immediately at an increase in MoH alert code).

The level of PPE stocks during a declared pandemic will be reported to and closely monitored by the Health, Safety and Wellbeing Team. Each Business Unit / Team are responsible for purchasing their PPE. Should there be any issues with sourcing PPE, the request should be escalated first to the Crisis Management Team, then the EOC and ECC if necessary.

Resource / item	Current stock	Predicted level of required stock - No. of people attending [facility] per day multiplied by 8 weeks (predicted max timeframe)	Expiration dates	Supplier (primary and secondary)
Hand-sanitiser / alcohol gel		e.g. one refill = 800 doses ¹		
Auto (non-touch) hand sanitiser dispenser		Minimum of 2 per cleansing station recommended		
Surface spray / antibacterial				
Surgical face masks				
Paper towels				
Lined rubbish bins (no lids)				

<http://www.dol.govt.nz/initiatives/workplace/pandemic/backstop.asp>

APPENDIX 7**Social distancing procedure:**

The key message of social distancing is to 'avoid unnecessary contact with others'.

- For employees such as Customer Service Officer / Roading / Water / Community Facilities etc this includes:
- Implementing / observing a one metre distance between yourself and other people, especially when speaking to members of the public
- Avoid physical contact with other people
- Where and when possible turning to the side, rather than directly face-to-face

In communication messages:

- The public should be encouraged to avoid crowded spaces, large gatherings and curtail activities such as shopping etc.
- If at all symptomatic i.e. coughing and or sneezing (in an influenza scenario) avoid mixing with other people

APPENDIX 8**Current Arrangements and areas for further work:**

- Annual flu shot campaign
- Keeping yourself safe campaigns

Arrangements that require development:

- Monitoring of sick leave and the link to increased cleaning practices
- Remote access capability / capacity
- People and Culture to monitor sick leave rates to define when increased cleaning may be required

Discussions will be had with:

- MDC Waste Management team, to establish if there any additional protocols they require to keep them safe and determine at what point collection would be ceased etc. Please note that this could be dictated at the national level as it has wider implications. MDC will advise as appropriate.
- Customer Services Manager to discuss with the Customer Officer who holds cemeteries as part of their portfolio, an additional action plan which is to be included in the Customer Services business continuity plan
- Property to determine their teams response in terms of our tenants to be incorporated in their business continuity plan review process

*Delegations Clause 32 of Schedule 7 Local Government Act 2002***32AA Meaning of officer**

For the purposes of [clauses 32, 32A, and 32B](#), **officer** means—

- (a) a named person; or
- (b) the person who is for the time being the holder of a specified office.

Schedule 7 clause 32AA: inserted, on 28 June 2006, by [section 28\(1\)](#) of the Local Government Act 2002 Amendment Act 2006 (2006 No 26).

32 Delegations

(1) Unless expressly provided otherwise in this Act, or in any other Act, for the purposes of efficiency and effectiveness in the conduct of a local authority's business, a local authority may delegate to a committee or other subordinate decision-making body, community board, or member or officer of the local authority any of its responsibilities, duties, or powers except—

- (a) the power to make a rate; or
- (b) the power to make a bylaw; or
- (c) the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan; or
- (d) the power to adopt a long-term plan, annual plan, or annual report; or
- (e) the power to appoint a chief executive; or
- (f) the power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or developed for the purpose of the local governance statement; or
- (g) [Repealed]
- (h) the power to adopt a remuneration and employment policy.

(2) Nothing in this clause restricts the power of a local authority to delegate to a committee or other subordinate decision-making body, community board, or member or officer of the local authority the power to do anything precedent to the exercise by the local authority (after consultation with the committee or body or person) of any power or duty specified in subclause (1).

(3) A committee or other subordinate decision-making body, community board, or member or officer of the local authority may delegate any of its responsibilities,

duties, or powers to a subcommittee or to another committee or subordinate decision-making body, community board, or member or officer of the local authority, but, to avoid doubt, if doing so is itself a sub-delegation, the power to so delegate is subject to any conditions, limitations, or prohibitions imposed in connection with the primary delegation.

(4) A committee, subcommittee, other subordinate decision-making body, community board, or member or officer of the local authority to which or to whom any responsibilities, powers, or duties are delegated may, without confirmation by the local authority or committee or body or person that made the delegation, exercise or perform them in the like manner and with the same effect as the local authority could itself have exercised or performed them.

(5) A local authority may delegate to any other local authority, organisation, or person the enforcement, inspection, licensing, and administration related to bylaws and other regulatory matters.

(6) A territorial authority must consider whether or not to delegate to a community board if the delegation would enable the community board to best achieve its role.

(7) To avoid doubt, no delegation relieves the local authority, member, or officer of the liability or legal responsibility to perform or ensure performance of any function or duty.

(8) The delegation powers in this clause are in addition to any power of delegation a local authority has under any other enactment.





1.2 TEKAPO PATHWAYS

Author: Scott McKenzie, Roading Manager

Charlotte Borrell, Community Facilities and Services Officer

Authoriser: Stuart Grant, Acting General Manager Operations

Attachments:

1. Tekapo Community Board Recommendation on Shared Pathway at Pioneer Drive  
2. Correspondence received on Tekapo Pathway  

PURPOSE OF REPORT

For the Council to provide input and decide on the course of action for the proposed pathway upgrade proposed to the Tekapo project which will upgrade two of the existing gravel tracks on the Tekapo lakefront to concrete following the existing alignments.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That a 1.8m wide concrete path be installed on **Lakeside Drive** to match the colour and finish of the existing path.
3. That a 1.8m wide concrete pathway be installed on **Pioneer Drive**, coloured with oxide to dull off the surface to fit better with the environment, and that it be broom finished.

BACKGROUND

The existing gravel track along the Lake Tekapo lakefront is being used more and more with the increase of visitors to the district and by locals choosing to engage in active recreation. A safer more formalised meandering pathway would be advantageous to locals and visitors. This would allow a safer and more amenable passage for prams and the mobility impaired, as well as less trip hazards in low light conditions given the presence of no street lighting in the area whilst also encouraging people to engage in active modal choice e.g. walking, running, cycling. This supporting the current government policy statement for land transport. Maintenance costs for Council would be almost eliminated if concrete was chosen as the surfacing treatment, resulting in additional benefit to ratepayers. A footpath is required with the road way and the existing isn't adequate which is proven given people continue to use the carriageway. In either case a formalised walkway will need to be created into the future along Pioneer Drive.

The item was taken to the Tekapo Community Board meeting on 3 February 2020 for input only, with the resulting resolution being made:

COMMITTEE RESOLUTION TKCB/2020/

Moved: Member Sharron Binns

Seconded: Chair Steve Howes

2. That the Tekapo Community Board recommends to Council the proposed shared pathway on the Tekapo waterfront go ahead as presented to the community board at its meeting on February 3, 2020.

CARRIED

Subsequently there has been interest from the community and recent discussions among the Tekapo Community Board and members of the community regarding the choice of concrete and the width. A number of written items have been received from the community against the proposal especially in the area of the Church of the Good Shepherd and the dog statue. Some are more against the idea than others and of greatest concern is the preservation of the natural environment. These have been appended for Councils consideration.

Subsequent to the decision the community board have since rescinded their original decision

COMMITTEE RESOLUTION TKCB/2020/178

Moved: Chairperson Steve Howes

Seconded: Caroll Simcox

That the resolution TKCB/2020/178 titled 'Proposed Shared Pathway on Tekapo Waterfront', that was passed on February 3, 2020, be rescinded.

CARRIED

and have made the following recommendation

COMMITTEE RESOLUTION TKCB/2020/179

Moved: Sharron Binns

Seconded: Chris Scrase

That the Tekapo Community Board consults with the community over the next two weeks and notifies the roading manager of its recommendation to Council, then ratifies that recommendation at the next community board meeting.

CARRIED

The Community Boards recommendation to Council is attached to this report. The redirecting of funds suggested by the TekCB, council staff don't believe fit currently with the Long Term Plan for any other project nor have these been designed and would require consulting on.

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

Section A: 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 as recommended would be broom finished, steel reinforced concrete approximately 2.4m wide. One tree (on a lean) would require removal at the far eastern end of the site.

In light of the concerns and recommendations received the pathway could be reduced in width and the concrete coloured etc. The length could be reduced if deemed inappropriate to complete the entire length. Some of the proposed alignment falls within the heritage zone as outlined in the district plan. The Church of the Good Shepherd and the Dog Statue both have heritage protection status in their own rights. The majority of the proposed pathway for Section A is in the road reserve outside of the heritage zone. Council staff have been made aware of a lizard habitat within the proposal which will be retained and the pathway will be a safe distance from this.

The proposal to improve the existing pathway will remove the people currently using the carriageway surface for this purpose. There are suggestions that pedestrians should be encouraged to use the roadway. From a safety and technical perspective this isn't practical currently and improvements would be required to allow this to occur and traffic would have to be significantly reduced. Pedestrians and vehicles sharing the Pioneer Drive roadway is a very high safety risk due to the numbers of traffic, absence of street lighting, road width (too narrow for the volume of traffic currently using it), tourists, heavy traffic, etc. A reduction of speed limit in this area would not resolve these risks. In addition it is currently relatively difficult to step off the road given the shoulders are unable to be maintained given rock which have been placed.

The suggestion of the width of approximately 2.4m wide was to future proof for growth and generations to come. This was so people can walk side by side with the ability for someone to pass in the opposite direction. With the numbers in the area currently and future growth we would deem the path needs to be of an appropriate width now and into the future, as the asset will have a 50 - 100 year life. In light of the concerns raised by the community though we would recommend 1.8m as being adequate and better fitting in the environment. The Parking and Landscape plan by Boffa Miskell and Aurecon previously and consulted on recommended that a shared path of 3-4m width a gravel finish was recommended. We would highly recommend permanent surfacing in comparison to an unsealed surface i.e. a gravel pathway as there is reasonable maintenance required with spraying, re-graveling, pothole filling, compaction, environmental impacts of spray and compaction machinery operating near the dog statue and church etc. The permanent surfacing was submitted on previously by council officers in the consultation for the same reasons

Whilst concrete is more expensive than asphalt or chipseal, the proposed pathway made from concrete with a broom finish would be longer lasting and sit more appropriately within the natural environment. Brooming the surface rather than creating an exposed aggregate finish will benefit the environment. As the washing would have to be managed from the process as well as water would need to be sourced to expose the surface. Using local concrete is also more environmentally sustainable than transporting asphalt from Timaru, concrete is better fitting with the environment and given the life is the smarter choice. The shared pathway would follow the existing gravel track which meanders through existing environment rocks, shrubs, trees and tussocks. This completion of this project will provide infrastructure towards the longer term project for lakefront development and is in line with the Council vision of sustainable infrastructure. The also begins a formal link from town to the far Eastern reaches of the Lake Tekapo township and improves the access to Environment Canterbury's Lake Tekapo Regional Park.

Section B: 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 broom finished, steel reinforced concrete approximately 1.8-2m wide. This is wider than the existing of the adjoining paths either side of 1.5m. The reason for this additional width to given

the increased numbers of people moving in this area around the lakefront and moving along the beach and to services in either direction. In addition to the improved pathway, to ensure structural integrity of the concrete, public safety and the serenity of the lakefront beach, a fence of either bollards, bollards & 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 would likely require removal whether or not the pathway goes ahead

SIGNIFICANCE OF DECISION

This is not considered to be significant in terms of Council's Significance and Engagement Policy given it is upgrading the existing path an alignment along a similar width route.

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 to complete the works in this financial year as works are budgeted. Due to this time restriction the project will need to be complete by the middle of May 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.

Author: Tekapo Community Board
Subject: Recommendation for Shared Pathway Project on Pioneer Drive
Date: 19 March 2020

Introduction

A motion was passed at the Tekapo Community Board (TCB) Meeting on 11 March 2020 that the TCB consults with the community and notifies the Roading Manager of its recommendation to Council with regards to the proposed Shared Pathway on Pioneer Drive.

Due to time constraints and the lack of an appropriate mechanism to quickly, formally engage with all stakeholders, the TCB has informally canvassed the views of a range of parties including business owners and residents not living on Pioneer Drive.

A common message is that people want to see improvements made, however, the preference is that any work done should be in the context of a master plan for the area rather than as a partial project driven primarily by funding requirements. It is a majority view that the entire foreshore area along Pioneer Drive and around the Church of Good Shepherd is regarded as an area of special heritage significance. A commonly held view is that it needs to remain as natural as possible as that is its unique difference to most well-developed foreshores around the world.

Recommendation

The consensus view of all members of the Tekapo Community Board is that:

- 1) The planned work for Lakeside Drive to connect the existing pathway proceeds as previously advised
- 2) The proposed work on Pioneer Drive be deferred pending completion of the Traffic Management Plan, which we understand will determine future traffic flows on Pioneer Drive. We also believe that the District Plan Review along with the outcome of Destination Mackenzie will provide clarity around the management and development, and preservation of this special heritage area.
- 3) That the portion of the funds currently allocated for the work on Pioneer Drive be redirected to the next priority pathway project within the Tekapo Long Term Plan. This could include:
 - Establishment of a permanent material pathway from Aorangi Crescent to Peppers Bluewater (along SH8) to improve pedestrian safety and divert unsafe movement across SH8. This could be combined with a safe pedestrian refuge (currently cited as part of NZTA project)
 - An alternative walkway project which meets the funding criteria and is within the Tekapo Long Term Plan. Although we do not have a full appreciation of qualifying projects, consideration could be given to an upgrade of the existing gravel walkway from Hamilton Drive, past Allan Street.

Dear Mayor, Chief Executive and Community Board Members,

I am shocked to learn of the proposal to make a concrete pathway along Pioneer Drive in what is supposed to be a Special Purpose Heritage Zone. This zone, which includes the Church of the Good Shepherd, was created to protect the natural values of the church area and the adjacent lake frontage along Pioneer Drive. (I was on the Council at the time this zone was put into the District Plan.) Anybody who is familiar with the history of the Church of the Good Shepherd will tell you that one of the stipulations of the Murray family, who donated the land for the church to be built, was that the area surrounding the church was to be kept as natural as possible with natives like matagouri and tussock, common to the area, the only plantings and in keeping with the natural stone of the church.

Pioneer Drive is the oldest part of Tekapo (note the 1929 date on Old Pennscroft at #5 - older than the church) and should retain a feeling of "originality" - not be pushed into "modernity" with concrete paths which encourage increased speed for electric bikes or scooters. Those people wishing to push a child's buggy or even a wheelchair should be able to use the road, and for this all large vehicles need to be banned from using Pioneer Drive as a through-route. With the footbridge there now, there is no need for these vehicles to drive along Pioneer Drive. They can park on the western side of the footbridge and walk across.

In fact Pioneer Drive should become a road for residents only (including tourists overnighing there), and as far as church parking is concerned, the church should use some of their land opposite the church to provide parking for only those who are attending a church service, wedding or funeral. This could be screened from sight and unlocked by the minister before each church service. All car parking straight in front of the church should be removed and this area be used only as a drop-off area during weddings and funerals. I'm sure most tourists would be truly grateful for this, because then they can get an uncluttered photo of the church from the footbridge.

The time for managing tourist impacts properly in this area is well overdue. The goal should be to create a pedestrian-friendly area around the church and all along Pioneer Drive, to slow people down, so that they can truly appreciate the naturalness of the area, with no noisy buses or large vehicles and the very minimal traffic of those residing along Pioneer Drive or parishioners. Pioneer Drive should be a place where people are able to take a stroll and enjoy the views out over the lake - or if on a bicycle, cruise along the road, without the threat of being bowled over by a large vehicle.

Surely there are better things to spend the money on, rather than a concrete footpath along Pioneer Drive, which is totally not necessary if the above measures are taken to reduce traffic on the road itself. I walk along Pioneer Drive nearly every second day and have never observed anybody having difficulty using the existing pathway.

Please honour the intentions of the Special Heritage Zone and the wishes of those who instigated the building of the church, by keeping this whole area and all along the lakefront as natural as possible. Bear in mind there is a population of rare lizards in the rocks between the road and lakeshore. I'm sure Forest and Bird would be aghast to learn of a concrete pathway cutting through this natural rock habitat. I would like to receive some reassurance that this concrete path will not proceed. Otherwise I think Forest and Bird and a well known local herpetologist should be alerted.

Many thanks for your consideration of this email.

Kind regards,
Anne Braun-Elwert

P.O. Box 75
Lake Tekapo 7945
New Zealand

From: Stuart Barwood
Sent: Wednesday, 19 February 2020 4:04 p.m.
To: Charlotte Borrell <Charlotte.Borrell@mackenzie.govt.nz>
Subject: Concrete Path Tekapo

Hi Charlotte,

I have just had a ring from Angie Taylor informing me at a meeting of the Church Committee they decided re the path that they want the path but not in concrete. Their thoughts are crushed metal to keep in sync with the area.

I called into the office and gave Scott a heads up, apparently there is two letters being considered by the Community Bd this afternoon.

I will be at the office tomorrow at 10am for a presentation .

Regards Stuart

To The Mayor, MDC CEO, Elected representatives, Lake Tekapo Community Board

We are disappointed with the councils proposal to create a concrete pathway along Pioneer Drive Lake front, Especially without consultation with effected parties.

This area is a heritage , historic area and should remain untouched and be protected in its natural state.

It is quite ironic that the MDC Plan Change 13 legally controls the activities of the rural sector to protect the natural environment, yet the same Policing body are prepared to permanently scar the Lake front environment of Pioneer Drive.

If this questionable proposal is driven by Safety-for Tourists, Pedestrians and bikers, then the solution is simple, would cost less than 1% of the proposed cost and is just common sense. 4 x Signs.

Reduce the speed limit to 30Kph and prohibit ALL heavy vehicles , including Tour Coaches and Camper Vans from this area. Especially as the new car park has been completed on the western side of the foot bridge. There is no need for these vehicles to be there. We have continually been told by the MDC that the speed limit cannot be altered without NZTA approval. This is NOT Factual (False News). My own discussion with NZTA rep has informed me that the MDC can at their own discretion, Alter speeds on Roads that are controlled and maintained by them. Get on with it.

If this proposal is solely driven by the need to spend money (Rate payers and Tax payers) then there are numerous other projects that could be embarked on. Some fixing previous mistakes ie

- 1: Pathway form Western car park to Lakeside Drive
 - 2: Permanent playground location.
 - 3 :Maybe implementing some of the improvements suggested by the Abley traffic consultants, (conveniently removed from MDC web site).
 - 4: Fixing the Western car parking entry and exit issues.
 - 5; How about a sewer scheme where effluent is not pumped up hill multiple times.
- Or maybe some new ideas, Sealing the Lake side road way from the new Western car park to the squash club, Underpass under SH 8 for pedestrian Safety or maybe an off road track from Tekapo township to Lake McGregor to allow for pedestrians and cyclist alternate access as Godley Road not safe.

Here is another novel Idea,

How about some consultation with effected parties , most offering local expertise at no cost, unlike your paid consultants.

The permanent residents /Rate payers of this area , the Lakeside of SH8, have as a whole , have resided here longer than the rest of Tekapo combined. Some like ourselves for over 40 years. As such, I believe we have more knowledge, a greater understanding of the dynamic of this area and a greater passion for protecting the environs of this area.

I consider it rather insulting that proposals of this nature are embarked on because staffers in Fairlie consider it a good idea.

We consider that the MDC have the opportunity to get at least this right for Lake Tekapo and reconsider the proposal.

All too often we are driven by greed (the Tourist Dollar) and the need to alter nature when in fact the tourists come here because of the natural surroundings.

Stop trying to alter it. Protect what we have.

Regards,

Barrie and Jenny Green
PO Box 44
Lake Tekapo

Hi Community Board members and Charlotte,

I am not writing on behalf of Tekapo Trails, although it would have been great if we were consulted, but as a resident, regarding the proposed concrete path. We have not had a meeting to discuss this issue so cannot write on behalf of TTS.

I am not joining the objectors but hear their concerns. However I would like to see what the plans are, and applaud you for making a walkway/cycleway anywhere. I see it as needed out the front of the village but just hope it is wide enough to include bikes and curved for aesthetic reasons. Hopefully it would be the start of some serious landscaping on that grassy area.

The wooden path along the sea front at Mount Maunganui in the Bay of Plenty and the concrete one in New Plymouth are wonderful assets, constantly used, but are at least 2.5 metres wide to allow groups of walkers to walk abreast and still enough room for careful cyclists.

I would be horrified to see a straight narrow concrete path that joins the existing one down by Lakefront Drive, and think that if money is to be spent on paths, then the bulk of it be concentrated on this area and if there are insufficient funds for the whole thing then the gravel path from the Regional Park, to the front of the Church would do for now. It is a little more in keeping with the wilderness down there, but in time would be good.

Also, it was tabled at a Community Board meeting last year, a discussion around providing fresh water refill stations in the township. Did this go anywhere?

Kind Regards
Tj McConchie

--

Natural Talent Design
PO Box 167
Lake Tekapo 7945

Good afternoon all. Re the concreting of the path along Pioneer Drive.

Having been involved for a number of years with The Church of the Good Shepherd and with the establishment of the dog (as secretary of Federated Farmers at that time) our main criteria for the management of this lakeshore through and through has always been to retain the landscape in its natural form. The unique beauty of Lake Tekapo is its wild untouched natural landscape (unlike that of Lake Wanaka and Lake Wakatipu which have been developed right to the lake shore). We must not be pressurized by the ever increasing footprints of tourists to desecrate what makes Lake Tekapo so unique and attractive and in doing so, spoil what the tourists have come to see.

For us, to concrete the present lakeshore path would completely spoil the historical and future endeavours to retain the natural landscape of this lake shore and serve no practical purpose for visitors wanting to enjoy this wilderness.

We urge the council that to protect this wilderness area, they must install an appropriate designation to prevent the future pressure from tourists to cause inappropriate development along this lakeshore. We also give a plea to council to consult with local residents on all related matters.

The Mackenzie District Council in its future planning, needs to take into account re the management of tourists, that its quality not quantity that matters.

Regards Jim and Anne Murray

Hi Steve,

Our main and well respected Urban and rural designer and planner from Urbanism plus that was involved in our first round of funding and a key advisor in the application, Kobus Metz, had strongly advised that our foreshore needs to remain natural as that is it's unique key difference to most well developed foreshores around the world.

Kobus suggested that we do an overall plan rather than ad hoc additions.

The proposed concrete footpath from the church along Pioneer drive is indeed ad hoc and exactly what we must avoid at this time whilst we are looking at long term vision and planning for our region.

Regards



KARL BURTSCHER

Owner / Managing Director



Dear Councillors and Community Board Members.

The comments from the Speck family regarding this proposal are to the point and well founded.

Late last year Mr Simon Upton as Commissioner for the Environment sounded a warning about the increasing numbers of visitors to our country and the impact of sheer numbers on our environment, our quality of life, and quality of visitor experience.. Bowing to escalating numbers and dumbing down walking areas to make them easy for large numbers of visitors runs the risk of destroying the natural and rustic attributes we all love about Lake Tekapo.

I support the comments made by the Specks that a concrete up to 2.5 metre wide path along the lake side of Pioneer Drive will look out of place and spoil the simple rustic nature of the lake front strip. The shared zone concept on the existing road would sit very well with Pioneer Drive which already has all sorts of variations of use and is part way to that concept already.

Council and Community Board should give the merits of this suggestion serious thought.

Thank you,

Richard Rayward Resident Ratepayer

Proposed Tekapo Pathway – Feedback from the Church of the Good Shepherd committee

Dear Mayor, Chief Executive and Community Board members

I am writing this on behalf of the Church of the Good Shepherd committee (**COGS committee**) as the current acting chair of the committee.

COGS committee is very concerned about the impacts of the proposed pathway, which in its current form is a wide, concrete path.

The District Plan (Recreational Objective 2 – Lakeside Open Space – Lake Tekapo) states: (and I quote the relevant policy statements)

Policies

2. To ensure that built form is minimized, and the open spaces and visual amenity of the lakeside areas are safeguarded.

3. To retain the naturalness of the lakeside, and preserve uninterrupted views from the township
In view of this, COGS committee feel that a wide concrete path is an inappropriate solution for the heritage zone, which includes the vicinity of the Church and the wider area of the Pioneer Drive zone.

Whilst facilitating easier pedestrian movement and potentially reducing the off-track wear and tear, the proposed solution does not meet the general “naturalness” of the zone as an iconic Mackenzie landscape that thousands of people visit every year.

COGS committee and the council have worked together in a successful collaboration over recent times to build the Church fence and enhance the landscaping, while at the same time reducing the car parking in front of the Church. This has significantly improved the aesthetics of the area and is something that we should all take pride in.

Whilst supportive of the general concept of a Tekapo pathway, COGS committee would like to discuss with Council how we can facilitate the needs of the proposal in keeping with the overall vision of the Church and Pioneer Drive zone as an area of special significance for the Tekapo community and wider NZ.

Kind Regards

Andrew Scrase
Acting Chair
Church of the Good Shepherd Committee

Tekapo Community Board Report to be tabled with Mackenzie District Council**Subject:** Shared Pathway on Tekapo Waterfront**Date of Report:** Friday 21st February 2020**Committee Members:** Steve Howes, Caroll Simcox, Sharron Binns, Chris Scrase**SUMMARY**

This report outlines the Tekapo Community Board's (TCB) concerns regarding the proposed 'Shared Pathway on Tekapo Waterfront' project presented at the Tekapo Community Board meeting held on 3 February 2020.

We ask that the Mackenzie District Council (Council) does not approve the proposal in its current form and offer some alternative solutions to consider.

We acknowledge that this position is different to the motion passed at the TCB meeting on 3 February 2020. On reflection and with the benefit of hindsight, we are now aware that the report as presented to that meeting did not sufficiently address considerations to the heritage values of the Church of Good Shepherd and surrounding area which are paramount to the conversation. We also note that the Project Leader was not present to speak to questions raised in regards to the proposed concrete surface.

Our concerns reflect feedback, both written and verbal, from a range of members of our community (the submitters). We have an obligation to take these concerns seriously and to present these concerns to Council for inclusion in the decision-making process.

The concerns raised apply only to Section 1 of the proposal relating to the Pioneer Drive and Church of Good Shepherd (COGS) area. No concerns have been raised in regards to Section 2 being the Lakeside Drive section of the proposal.

Common themes from submitters are that the proposal in its current form:

- Does not appropriately consider the special heritage value of the area around the Church of Good Shepherd and along Pioneer Drive; and,

- May not comply with the requirements of the District Plan as outlined in section 9-27, which in summary, requires that built form is minimized and the open spaces and visual amenity of the lakeside areas are safeguarded to retain the naturalness of the lakeside.

A further matter raised, which has not been considered in the proposal but was raised by Anne Braun-Elwert is a population of rare lizards in the rocks between the road and lakeshore, and the potential destruction of their natural habitat if a wide concrete path is constructed.

Based on the feedback received, the TCB wishes to advise Council that it has revised the position it took at the TCB meeting held on 3 February 2020.

The new position of the TCB:

1. Makes no objection to Section 2 of the MDC's 'Proposed Shared Pathway on Tekapo Waterfront' recommendation going ahead as planned.

2. Agrees that that the pathway outlined in Section 1 of proposal requires upgrading on the proviso that the surface does not detract from the natural aesthetics of the lakefront surroundings, complies with the provisions of the District Plan in respect of the Special Heritage Zone and addresses / mitigates other potential negative impacts on resident wildlife e.g. the lizard population.

3. Disagrees with aspects of the proposed upgrade of Section 1, namely:
 - o The 2.5m width of the pathway, and,

- o The reinforced concrete finish of the pathway.

We would like to acknowledge the work done by MDC staff to date on this project. The TCB understands the importance of balancing public safety, health & safety compliance and long-term planning in any major capital asset development. We congratulate Scott McKenzie on successfully applying for additional NZTA funding for the Tekapo township.

DISCUSSION***Consideration of the special heritage value of the area around the Church of Good Shepherd***

All submitters who wrote to the TCB, Council and Staff raised concerns about the Special Heritage Zone placed on the surrounds of the COGS and the lake front along Pioneer Drive. One submitter states:

*"I am shocked to learn of the proposal to make a concrete pathway along Pioneer Drive in what is supposed to be a **Special Purpose Heritage Zone**. This zone, which includes the Church of the Good Shepherd, was created to protect the natural values of the church area and the adjacent lake frontage along Pioneer Drive. (I was on the Council at the time this zone was put into the District Plan.) Anybody who is familiar with the history of the Church of the Good Shepherd will tell you that one of the stipulations of the Murray family, who donated the land for the church to be built, was that the area surrounding the church was to be kept as natural as possible with natives like matagouri and tussock, common to the area, the only plantings and in keeping with the natural stone of the church"*

These comments are consistent with Section 11 of the District Plan, which states:

The Act requires the Council to have particular regard to the recognition and protection of the heritage values of sites, buildings, places and areas.

In addition to the requirements of the District Plan, TCB notes that the COGS has a heritage listingⁱⁱⁱ, which must be considered. The listing includes statements about retaining the immediate surroundings in a natural state and not interrupting the lake and mountains panorama.

"The main feature of the interior, however, is the panorama of the lake and mountains, visible through the plate glass window above the altar."

"As requested by the donors, the immediate surroundings of the church were left in their natural state covered with matagouri, tussock and rock. Adjoining land was also gifted to ensure the church remained in splendid isolation."

The TCB is aware that the COGS is a highly modified site and that the COGS Committee and Council has made a major effort to ensure the landscape development retains the natural beauty of the surrounding space and does not impact on the overall aesthetics of the Pioneer Drive area.

It is clear from the communications received from the COGS, which although supportive of the general concept of a pathway upgrade, has significant concerns about there being a wide concrete pathway constructed around the front of the Church, and along the length of Pioneer Drive.

Requirements of the District Plan

TCB and the submitters have significant concerns that the proposal in its current form has not fully considered the requirements of the District Plan 9-27 *Recreation Objective 2 – Lakeside Open Space – A continuous reserve of open space and passive recreational areas located along the lakeside between and either side of the Lake Tekapo township and Lake Tekapo.*

TCB notes that policies 2 and 3 specifically relate to lakeside areas:

Policies

2. *To ensure the built form is minimized, and the open spaces and visual amenity of the lakeside areas are safeguarded.*

3. *To retain the naturalness of the lakeside, and preserve uninterrupted views from the township*

Our view and the view of submitters, is that these policies should be explicitly considered along with the express stipulations of the donors of land, in relation to all design considerations of this project.

Other Matter Raised – Impact on Rare Lizard Population

The proposal document submitted to TCB does not address impacts on resident wildlife if machinery is used to make a wide pathway. The particular issue of a population of rare lizards in the rocks between the road and lakeshore has been raised by one submitter. The submitter notes that Forest and Bird and a well-known local herpetologist should be alerted to this proposal.

CONCLUSION – RECOMMENDATIONS

We ask that the Mackenzie District Council (Council) does not approve the proposal in its current form for Section 1 of the pathway. The TCB wishes to offer Council some alternative solutions to consider.

Option 1 (the preferred option)

A compacted crushed stone path sourced from local materials^{iv} at 1.8 metre wide running the full length of the pathway from the bridge, around the front of the COGS and along the full length of Pioneer Drive.

We believe the proposed width of the pathway at over two metres will have a considerable and negative impact on the aesthetics of the area. We would suggest a maximum width of 1.8 metres provides an acceptable width for a shared-use path.

We refer you to NZTA's Design of the Pedestrian Network report^v, which outlines the advantages and disadvantages of pathway surfaces. It suggests that, albeit, a concrete surface is low maintenance it can be aesthetically displeasing. The report states that loose surfacing, such as exposed aggregate, gravel and bark are inexpensive to install, can be aesthetically pleasing and can fit well in 'rural' environments. We would deem this type of surface as an upgrade of the current gravel path.

We also note that Arrowhead Trails, Inc. in the United States of America has built over 500 miles of natural surface trails since 1995. Their finding is that crushed stone trails^{vi} provide a user-friendly, all season surface for all types and ages of visitors, including strollers, wheelchairs and bikes. They state that, if built properly crushed stone trails can meet the Disability Act requirements in that country.

Option 2:

A composite solution of:

1. A compacted crushed stone path sourced from local materials at 1.8 metre width running the full length of pathway from the bridge, around the front of the COGS and as far as the Dog Statue
2. From the Dog Statue to the end of Pioneer Drive a pathway made of exposed aggregate with a natural finish. This would also be 1.8 metres wide and with plantings to soften the edges.

Option 3 (least preferred option):

A pathway made of exposed aggregate with a natural finish along the entire length of Section 1. This would be 1.8 metres wide and with plantings to soften the edges.

ⁱAll written communications have been forwarded to Mayor Graham.

The written submitters were:

Zita and Walter Speck

Ian and Biddy Satterthwaite

Anne Braun-Elwert

Stephanie Hagen and Alistair Craig

Richard Rayward

The Lake Tekapo Committee of the Church of Good Shepherd

Jim Murray (phone call to TCB Chair communicated to Mayor)

ⁱⁱAn extract from Anne Braun-Elwert's correspondence.

ⁱⁱⁱ Heritage New Zealand: <https://www.heritage.org.nz/the-list/details/311>

^{iv} Crushed greywake chip with a tussock border was proposed as being a suitable finish (Ian and Biddy Satterthwaite)

^vNZTA: <https://www.nzta.govt.nz/resources/pedestrian-planning-guide/>

^{vi}American Trails: <https://www.americantrails.org/resources/the-art-of-building-crushed-stone-trails>

Dear Mayor Graham Dear all
just to add some info to the debate...

Genesis pathway width **1.5m**
The proposed pathway along Pioneer Drive width is **2.5m** !
Pioneer Drive one lane is **3.0** m, total 6m

Once this path is designated as a share dpathway, it will fall under the jurisdiction of the local Roothing Authority with all the regulations and rules, signs & roadmarking etc demanded by NZTA.

Please consider the fact you are about to construct another Single lane Road.
Definitively less safety for the pedestsrrians.

This is a very unique area, very important for the future of Lake Tekapo to keep it's rustic nature, just as Richard Rayward mentionned as wel..
It needs a unique approach, it's a different road than Lakeside Drive, it has different needs.

We beg you to consider the pros & cons carefully, before it's too late.

Thank and kind regards

Walter & Zita

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Dear Mayor, Dear Matt, Dear all

(following may be a bit of a double up of our concerns, but as you & Steve are heading the teams of our legislatives in the MDC and are at the forefront of the decisionmaking, we just would like to highlight a few issues, which may also be helpful for future decision making, at least we do hope so)

Dear Steve,

Thank you for your message and updating us.

We are very appreciative of the fact, that TCB & MDC took our concerns on board and for all the times and efforts you've sofar put into it to find a hopefully more appropriate solution.

Hearing snippets, of TCB proposals & suggestions, meetings etc, reaction of the Mayor, no reaction whatsoever of a CEO nor Asset Manager, nor roading manager... But not knowing on what type of solution MDC staff is working, we can't helped to feel a bit anxious.

So even if this is a bit of a double up from our side,

please take note:

...we are very concerned, that there may be work done on solutions, **again** without involvment of the "stakeholders" (Church, residents of Pioneer Drive, and residents of Lake Tekapo)

...we are very concerned, that we've get put in the basket of people, who are against change, as being not having a vision for the future.

please take note:

this opposition to shared pathway and instead **asking for a reorganisation of Pioneer Drive into a Shared-Zone with a small pedestrian pathway** beside it,

...it's about **having a VISION for Lake Tekapo,**

...it's about **taking NATURE'S UNIQUE ASSETS into the future** and preserve it for future generations.

...it's about **ROAD SAFETY**, a **Shared-Zone with a small pedestrian path** is the best solution, to combine a scenic road with enjoyment and still being safe, as it caters for every road user, incl.disabled, wheel-chairs, blind people etc and "day&night dreamers(☺)" Pioneer Drive got it already, all it needs is a bit of landscaping, tidy up and a few signs, (no buses, heavy vehicles and low speed limit at the Entrances) it works in other places in NZ, it works overseas.. why is this so difficult to introduce it in LTK?)

Pretty convinced, this can be achieved with less spending of Rate & TAX Payers money, and free up Money for other projects.

please take note:

There are many other places in Lake Tekapo, where a wider official shared pathways would be very beneficial:

e.g. along SH8 (from Entrance of Pioneer Drive, to the start of Tekapo Recreational park) along SH8 from Greig Street to Hamilton Road and even extend it to start of Cowans'Hill walkway..

along SH8 (from Pepper's Bluewater to start of Canal Road/Godley Peaks by the way Richard Rayward establish this path single handed to the benefit for all of us!)

Please take note:

All the ones, who have raised their concerns, had in the past put a lot into town, and we believe we had shown vision or tried to have vision. But unfortunatly Lake Tekapo residents

have a history of battling with MDC for not being listened nor heard, or having to battle to be heard and /or decisions where made by MDC over our heads. We are asking ourselves, why, what's the need for all this agitations... ? With the over 1 Million worth reconstruction of the Organisation of MDC, we had high hopes, but we start to ask ourselves, is it going to be better for us residents?

please take note:

There comes so much value out **of brainstorming sessions** with the affected parties **before** **decision making.**

We look forward to receiving informative updates. THANK YOU.

Zita & Walter

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Dear Charlotte.

Good to speak with you last night Charlotte and thanks for your time.

As discussed Tekapo Community Board Members met yesterday to review strong opposition communication received from a number of community members in response to the proposed 'Shared Pathway on Tekapo Waterfront' project presented at the Tekapo Community Board meeting held on 3rd February 2020.

Key Issues:

- Carol presented a brief summary of a meeting held on Tuesday 18th February with the COGS committee. It is clear from the outcomes of this meeting, that the COGS committee is fully opposed to the proposed concrete pathway upgrade in Pioneer Drive from the bridge, around the front of the Church, and along the length of Pioneer Drive.
- Key concerns expressed by the COGS committee are:
 1. The concrete finish of the pathway along Pioneer Drive is not in keeping with the natural surroundings
 2. The proposed width of the pathway at 2.5 mtrs has a significant impact on the aesthetics of the area
 3. The area surrounding the COGS and the full length of Pioneer Drive, is zoned as a heritage precinct within the District Plan and as such has strict protections on landscape developments that may affect the aesthetics of the surroundings

Section 11 of the District Plan

The Act requires the Council to have particular regard to the recognition and protection of the heritage values of sites, buildings, places and areas.

(See inclusion with this report, Page 27 in full, from Section 9 District Plan – Special Purposes Zone, Recreation and Open Space, Recreation Objective 2 – Lakeside Open Space, Policies #2)

4. A concrete pathway has the potential to increase foot/mobile traffic speed, especially around the front of the Church which is already significantly impacted by the growing level of 'foot/bike traffic' travelling around the lakeside pathway.
5. The COGS has a highly modified site and a large amount of effort has been spent by the committee in ensuring that any landscape development retains the natural beauty of the

surrounding space and does not impact on the overall aesthetics of the Pioneer Drive area.

- Email communication was tabled from Zita & Walter Speck. Zita's proposal was well prepared and clearly identified key concerns they have on the impact that the pathway in its suggested design would have on the natural landscape of the lakefront along Pioneer Drive. Their suggested proposal to reduce the width of the pathway (TCB felt that 1.8 metres should be the maximum width) and resurface the existing pathway in compacted gravel was recognised as a good solution.

Meeting Outcomes & Concerns

Members agreed that only Section 1 of MDC's 'Proposed Shared Pathway on Tekapo Waterfront' recommendation was in question. Members could see no objections to Section 2 of the proposal going ahead as planned

The common thread and concerns raised from numerous parties related to:

1. Consideration of Heritage Zone status and strict protections afforded that need to be taken into account (appears that this has not been considered in terms of the choice of surface, aesthetics and finish)
2. COGS Committee are **NOT** in support of the proposal in its present form
3. Concrete Finish is not in keeping with natural surroundings which **MUST** be preserved
4. Pathway at 2.5 meters far too wide - suggest reducing to 1.8m
5. The Pathway in front of the Church needs to follow the natural contours of the Lakeshore

You may have sighted the email from a concerned community member providing background and context to the **Special Purpose Heritage Zone** which further supports the concerns raised around Heritage Zoning.

*This zone, which includes the Church of the Good Shepherd, was created to protect the natural values of the church area and the adjacent lake frontage along Pioneer Drive. (I was on the Council at the time this zone was put into the District Plan.) Anybody who is familiar with the history of the Church of the Good Shepherd will tell you that one of the stipulations of the Murray family, who donated the land for the church to be built, was that the area surrounding the church **was to be kept as natural as***

***possible** with natives like matagouri and tussock, common to the area, the only plantings and in keeping with the natural stone of the church.*

and this same member appealing:

*Please **honour the intentions of the Special Heritage Zone and the wishes of those who instigated the building of the church, by keeping this whole area and all along the lakefront as natural as possible.** Bear in mind there is a population of rare lizards in the rocks between the road and lakeshore. I'm sure Forest and Bird would be aghast to learn of a concrete pathway cutting through this natural rock habitat. I would like to receive some reassurance that this concrete path will not proceed. Otherwise I think Forest and Bird and a well known local herpetologist should be alerted.*

Charlotte, I have also attached a number of Maps from the current District Plan confirming the Zoning of the subject area for your reference. Also attached is Section 11 Confirming COGS status as a heritage building.

We respectfully request that you raise the above concerns on behalf of the TCB and wider community with Scott and the relevant parties involved with this project as a matter of urgency. We recognise that this is a departure from what was discussed at the community board meeting however clearly we overlooked the considerations around Heritage Zoning which should have been tabled as part of the decision making process.

Happy to take a call to field any questions and discuss further.

Please can you let me know what the outcome is after you have discussed with all relevant parties and advise on next steps.

Would be good to get an updated communication out once all reach consensus.

Thanks for your diligence and support in working through this with the local community.

Kind regards,

Steve, Caroll, Sharoon & Chris
on behalf of Tekapo Community Board