



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

Date: Wednesday, 14 October 2020

Time: 4.00pm

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

AGENDA

Tekapo Community Board Meeting

14 October 2020

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

Tekapo Community Board Membership:

Steve Howes (Chair)

Chris Scrase

Caroll Simcox

Sharron Binns

Matt Murphy

Order Of Business

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- 1 OPENING**
- 2 APOLOGIES**
- 3 PUBLIC FORUM**
- 4 DECLARATIONS OF INTEREST**

5 REPORTS

5.1 MINUTES OF TEKAPO COMMUNITY BOARD MEETING - 5 AUGUST 2020

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Minutes of the Tekapo Community Board meeting on 5 August, 2020 [↓](#)



RECOMMENDATION

That the Minutes of the Tekapo Community Board Meeting held on Wednesday 5 August 2020 be received and confirmed as an accurate record of the meeting.



Unconfirmed MINUTES

Tekapo Community Board Meeting

5 August 2020

**MINUTES OF MACKENZIE DISTRICT COUNCIL
TEKAPO COMMUNITY BOARD MEETING
HELD AT THE TEKAPO COMMUNITY HALL LOUNGE, LAKE TEKAPO
ON WEDNESDAY, 5 AUGUST 2020 AT 3.00PM**

PRESENT: Chairperson Steve Howes, Chris Scrase, Caroll Simcox, Sharron Binns, Cr Matt Murphy

IN ATTENDANCE: Mayor Graham Smith, Cr Murray Cox, Tim Harty (General Manager Operations), Charlotte Borrell (Community Services and Facilities Officer), Ann Rodgers (Planning Manager), Aaron Hakkart (Planning Team Leader), Simon Cameron (Chairman Upper Waitaki Zone Water Management Committee), Tami Woods (Ecan), Chris Eccleston (Ecan), Mark Samways (Property and Commercial Manager), Jeremy Dunlop (Ignite Architects), Enrica Flore (Ignite Architects), Arlene Goss (Governance Advisor), and eight members of the public.

1 OPENING

The chairman opened the meeting and asked Tim Harty to introduce himself.

2 APOLOGIES

COMMITTEE RESOLUTION TKCB/2020/162

Moved: Member Caroll Simcox

Seconded: Member Sharron Binns

That the apology received from Chief Executive Suzette van Aswegen be accepted.

CARRIED

3 PUBLIC FORUM

Krissy Rhodes asked for an update on the rebuilding of the Tekapo Tavern. She also asked for the main carpark layout to be reviewed.

She said campervans don't fit into the parking slots. Markings have worn off. "Whole system is silly."

Krissy Rhodes also said she was shocked to read a newspaper report that four projects would possibly not go ahead. Have waited for years and years to get any project finished. Not acceptable. The chairman said these matters would be discussed later in the meeting.

T.J. McConchie asked about a claim there was asbestos in the tavern building. The Mayor said this was a strong possibility and this information came from the owners of the building.

The chairperson raised the issue of the tavern and asked Krissy Rhodes if she wished to speak on that. She expressed concern at the time taken to date with no action. The Mayor responded that he had spoken to the managers of the property. Another tavern would be built on the site. He has asked them to remove the building and screen the area. There was a delay due to insurance liability issues. Asbestos was also causing a delay.

Member Chris Scrase said the area was also dangerous at night.

Member of the public Stu Inch said there was a need for Reflections Restaurant to re-open as there was a shortage of restaurants in the town.

4 DECLARATIONS OF INTEREST

There were no declarations of interest.

5 REPORTS

5.1 UPDATE FROM THE UPPER WAITAKI ZONE WATER MANAGEMENT COMMITTEE

Simon Cameron (Chairman), Tami Woods (Ecan) and Chris Eccleston (Ecan) were welcomed to the meeting.

Simon Cameron said he was aware that the Tekapo area had not been involved much in the water zone committee and if anyone wanted to get involved he would like to have a member of the committee join them from the northern end of the basin.

Tami Woods handed out "A Quick Guide to the Canterbury Water Management Strategy". She introduced the committee, its membership, and water zone areas. The focus was on water management.

Tami Woods handed out copies of the 2019 Annual Report from the Upper Waitaki Zone Committee. These documents are available as attachments to these minutes.

She noted that the committee had been responsible for setting the on-farm discharge limits used by Environment Canterbury in regional planning. The committee also had about \$100,000 to spend on biodiversity projects.

Simon Cameron noted the areas of concern for water quality in the zone. The next meeting of the committee was on September 18, 9.30am, at the Tekapo Hall. He invited anyone to join them at this meeting. He also asked if there was anything the zone committee could help with.

Chairman Steve Howes asked if there was a connection between the committee's communications person and Genesis. Yes.

The Mayor said the zone committees had been very effective. The Upper Waitaki was a very valuable committee and it would be good for a Tekapo person to be involved.

5.2 UPDATE FROM PLANNING AND REGULATORY STAFF

Ann Rodgers (Planning Manager) and Aaron Hakkart (Planning Team Leader) were welcomed to the meeting.

Update on District Plan Review

Ann Rodgers updated the community board on the District Plan Review. The recent spatial planning workshops were held with key stakeholder groups. She handed out some information resulting from these workshops. These documents are available as an attachment to these minutes.

She was happy with how the workshops went. They will result in three spatial plan options. Those three options will go out for public consultation for three weeks.

Ann Rodgers handed out a page showing the results of the district housing stocktake. She also mentioned the new "Let's Talk" platform and advised people to sign up for that, including alerts when it was updated.

Although this is a 10 year plan, staff are looking ahead 30 years to help it be fit for purpose.

Member Chris Scrase asked why "Takapo" was used on one of the documents and Ann Rodgers replied that both names, Tekapo/Takapo, would appear on future documents.

Update on Mobile Trading

Ann Rodgers said the bylaws under review included the Mobile Traders Bylaw and these had not yet gone to Council. Regarding the mobile trading location of Lakeside Drive, it may be the only location that allows for mobile trading that does not affect other businesses in Tekapo.

The community board asked if there was the ability for people to apply for dispensation while this process was being carried out. The three cafes have asked for mobile traders to be closer to serve the public. Ann Rodgers said if the business owners agreed to an exception they could do something, even if it was temporary. The existing process to apply for a permit remains in place.

Can they mitigate the problems on the Lakeside Drive site? Would it be possible to seal the site? The fee for a mobile trader to use the site was only \$150 a year. If ratepayers were being asked to invest in the area Council might look at increasing the fees.

The chairman asked to keep mobile trading on the community board action list.

5.2.1 UPDATE ON PROPOSED COMMUNITY SPORTS FACILITY

The chairman asked everyone to move into the larger hall to watch a presentation on the proposed community sports facility.

Mark Samways introduced himself and the designers, Jeremy Dunlop and Enrica Flore from Ignite Architects. He said this was the early part of the discussion towards a sports centre in Tekapo.

Jeremy Dunlop gave a power point presentation showing various ideas for a sports centre. He asked the community board for feedback on which sports facilities were needed in Tekapo, without doubling up on other facilities available in the district.

Feedback included comments on what had been originally proposed regarding moving the squash courts to the Aorangi Cres site, and what was needed.

There was discussion on the need for a full-sized or half-sized court, and whether a facility would also need to accommodate larger events like large weddings or conferences.

Would a multi-purpose room be big enough for a gym? Comments were that a gym would be crucial.

The possible location of the building was questioned. Did they consider putting the building where the tennis courts are? Yes, but it would cost about \$500,000 to replace the tennis courts.

Could the building be built lower to help avoid shading the tennis courts? Yes it could be lowered.

Timeframes. This is a 2-5 year project.

Was a full-size court needed when there was one in Twizel? Futsal was the most popular sport in Tekapo and needed to be accommodated.

The chairman said it was great to see this happening. The next step was to schedule a workshop with the community board members and Mark Samways present.

Mark Samways was asked to send pdfs of the presentation to the community board and meet them for further discussion.

5.3 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION TKCB/2020/163

Moved: Member Sharron Binns

Seconded: Member Chris Scrase

That the minutes of the Tekapo Community Board meeting held on Wednesday 10 June 2020 be received and confirmed as an accurate record of the meeting.

CARRIED

5.3.1 GENERAL BUSINESS

Proposal for bike park on Genesis and MDC land - T.J. McConchie from Tekapo Trails was invited to speak to the community board. She said Genesis Energy has come to Tekapo Trails with a proposal. They have offered Tekapo Trails a parcel of land with the idea of installing a mountain bike park. This project is beyond Tekapo Trails alone. There was a lot to work through. They want to get some professional bike track makers in for a feasibility study. She then asked for permission to use council land for part of the park.

Charlotte Borrell said she has had a look at the land and passed on the information to property and commercial manager Mark Samways. T.J. McConchie asked for some urgency on this.

The community board asked what would be different to the bike track currently located in the regional park. The answer was that it would be different to what was in the regional park. More scope and the regional park also has walkers.

The community board noted its support for the idea and asked for it to be added to the action list, with Mr Samways to get back to the board.

5.4 COMMUNITY BOARD FINANCIAL REPORT

Member Chris Scrase noted that on the first page of the financials the narrative is carrying forward. E.g. operating expenditure increased by \$60,000. She said it would be nice to know what that was. She asked if staff could update the narrative from the previous month to customise it from one period to the next.

A question was asked about the capital expenditure budget – Tekapo township - on page 17 of the agenda. Charlotte Borrell said it was the budget for the Lakefront Domain and two other reserves.

It was noted that extra money was available for community grants. The governance advisor would be advertising these grants shortly.

COMMITTEE RESOLUTION TKCB/2020/164

Moved: Member Chris Scrase

Seconded: Member Carol Simcox

That the community board financial report be received.

CARRIED

5.5 PROJECT UPDATE

General Manager Operations Tim Harty spoke about this report. He said it was not about putting projects on hold because they were too hard, but making sure they were done right.

There was feedback coming from the spatial plan process, including other opportunities for funding. There was an ability to connect up more, and deliver more. There was also an opportunity to collaborate more with the community. The work planned at Barbara Hay Reserve may cost as much as \$250,000 so there was a need to plan properly.

The chairman said the community had already spoken that they wanted Barbara Hay and D'Archaic reserves cleaned up. These projects had already been resolved by the community board.

Mr Harty wanted to join the town's reserves with pathways and use some of the money from the land subdivision fund to offset costs.

Discussion on this matter included the following:

- How does the community board know what is a reasonable amount of money to spend on a reserve? Generally this came from a reserve management plan, which the community board did not have.
- Need to resolve way-finding issues.
- Concerned with Mr Harty's suggestion that more community consultation was needed. Already been through all that. Barbara Hay Reserve was a shovel-ready project that the community expects the council to deliver on. The issue of the cost should have come back to the community board.
- The report asking for a pause does not say how long the pause is. The community wants to see it done.
- Concern that the community board has already waited a long time for this.
- These are isolated projects that benefit the community. They should be planned together and priced together.
- Cr Cox said the paper in the agenda, and it appearing in the media, was disrespectful to the community board.
- One of the feedbacks from the spatial planning workshops was that each area of the community needed to have its own green space. This had not happened so far and there were green spaces missing in parts of Tekapo. Slowing things down would allow this planning to occur.
- The shared pathway which was included in the report should not have been there as it was going ahead as planned.

The report in its current state would not be received by the community board.

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5 August 2020

Cr Murphy supported the community board declining the report. He stated the Barbara Hay Reserve had had community consultation and should go ahead as planned.

Mr Harty suggested that the community board use some of its money to employ someone to progress these projects. The community board agreed.

The community board's expectation was to see plans and costings at the next meeting for Barbara Hay and D'Archiac Reserves, along with any other things that may be included in the project.

Mr Harty apologised for the confusion arising from his report.

The community board did not receive the report and passed no resolutions.

5.6 COMMUNITY BOARD ACTION LIST

Shared pathway – nothing to add.

Tekapo Western Carpark – to be discussed under general business.

Bus Shelters – the chairman asked if the roading manager could attend the next meeting to report on the bus shelters.

Ideas for naming of D'Archiac Reserve – Charlotte Borrell has contacted the runanga representative and will follow up.

Village Walking Trails – The community board did a walk around. This was also part of spatial planning exercise. Wayfinding and signage was needed. Maintenance needed to be done on tracks. Charlotte Borrell to engage contractor.

NZTA requests – There has been no contact from NZTA since before Covid. An NZTA rep attended the spatial plan workshops. Mr Harty was trying to get them to commit to a safe crossing on the highway, and also improve the approaches to town.

Tekapo rubbish – The compactor bin is in Fairlie and broken. The compactor bin at Lakeside Drive gets broken into and coins stolen. Has just been fixed again.

Approaches to boardwalks at the playground – Contractor will put rocks there when he is next in the area with machinery.

Cleaning up green area between the playground and Dark Sky building - Unable to get topsoil at the moment. Charlotte Borrell was asked to price the cost of bringing topsoil from Timaru.

Rope spiders net – Waiting for a plan for the Lakefront Domain early next year.

Any progress on drinking fountain – There was a suggestion to add a drinking fountain onto the side of the public toilets. Charlotte Borrell to action this.

Tekapo Memorial Plaques – Remove from list. This is a council matter.

5.7 GENERAL BUSINESS

CCTV cameras – Transition manager Tim Mulcock and chairman Steve Howes will be working on this issue. At present they need to determine the best four places to locate the cameras. If funding was not available already, it would be put into the Long Term Plan so it was available on July 1 next year.

Squash Court Area – This was being discussed by Council as part of the spatial planning exercise.

Bumpers on Rapuwai Lane – The governance advisor read out a reply from the roading manager as follows:

The installation of wheel stops is to provide a greater walkway along the shop frontages in Tekapo. This is to replace the older existing bollards that are sporadically located along the frontage. These are programmed for removal by council's maintenance contractor. This allows the contractor to clear away snow in front of the businesses with mechanical plant in larger weather events, rather than just by hand. Given each park has a restrictor it then limits encroachment onto the footpath by vehicles, improving the space for pedestrians to move through the town rather than walking along behind the parked vehicles. Vehicles sitting back further into the carriageway is not seen as an issue as it provides greater side friction on Rapuwai Lane, further reinforcing the speed limit of 30km/h.

Car Park Markings – The governance advisor read out a reply from the roading manager as follows:

These markings were repainted in the last re-mark. Given the grit application over winter to deal with the icing issue (acts as sand paper) and the road being resealed means the pavement markings haven't lasted as long as they could. The surface hasn't fully imbedded nor the paint thickness built up. The high usage this carpark gets also doesn't help. We have asked our maintenance contractor to programme this for re-mark again. The road needs to be a certain temperature for paint to set and until recently this hasn't been able to be achieved to ensure a quality product.

Comments from the community board included that arrows were needed instead of diamonds, also an exit sign with an arrow. Car park marking to be added to the community board action list.

Replacement FM Transmitter – Equipment is en-route from China.

Bollard and Street Lights – The governance advisor read out a reply from the roading manager as follows:

We are aware of those outages. NETcon informed us on the 29/06/2020 that they have run out of low pressure sodium lamps and fittings to fix/replace lights in Tekapo and Twizel and they are unable to get any replacements, so no individual lights can be repaired until the LED upgrade is completed. They will continue to investigate and repair circuit faults where numerous lights are not working in one area.

We have ordered LED new gear trays and are working with NETcon on a contract for the replacement of the fittings. It is hoped to have the contract in place prior to the end of the month. The total value of this work is in the order of \$1,200,000 so Council's procurement rules require this to be in place even though we are dealing with a sole supplier.

Outages will be addressed once fittings are sourced and we will then work from Twizel towards Albury with the replacements. Some of the fittings which are architectural/special may take slightly longer to sort. Once we have a programme we will be able to provide it to the community board and provide more definitive timeframes.

The community board noted that people are reporting these faults and not getting any feedback or information. The fault reporting system wasn't working. They asked for some information to be put out via council communication channels.

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Tim Harty agreed that the fault-reporting system needed an automated response mechanism and also said there was a need to investigate interim solutions while we wait for the LEDs to be replaced.

The Meeting closed at 6.20pm.

The minutes of this meeting were confirmed at the Tekapo Community Board Meeting held on 14 October 2020.

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CHAIRPERSON

5.2 COMMUNITY BOARD FINANCIAL REPORT

Author: Jo Hurst, Management Accountant

Authoriser: Adrian Hodgett, Finance Manager

Attachments: 1. Financial Report for Tekapo Community Board [!\[\]\(23d9fc146e83b5c3013cfa32c784f8d5_img.jpg\)](#) 

STAFF RECOMMENDATIONS

That the community board financial report be received.

BACKGROUND

Attached is the latest community board financial report for your information.



Tekapo Community Board

Financial Performance for the 2 months ended August 2020

	YTD Actual 2020/21	YTD Budget 2020/21	2020/21 Budget	YTD Actual 2019/20	Variance v Budget	Variance v Budget (%)	Variance v 2019/20	Variance v 2019/20 (%)
Other Revenue	767	4,725	28,350	2,113	(3,958)	-83.77%	(1,346)	-63.72%

Other revenue is less than budget as hall hire has been less than anticipated. In the township account, budget had been allowed for contributions which have yet to be received.

Operating Expenditure	45,787	56,894	341,362	38,073	11,106	19.52%	(7,714)	-20.26%
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Operating expenditure has come in under budget as township projects are yet to get underway.

Capital Expenditure	5,084	38,647	231,880		33,562	86.84%		
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Capital expenditure has been minimal to date in the Tekapo Township with only the costs for the landscape concept plans for the D'Archaic Drive reserve, and the fitting of the projector and screen in the Hall.

**Tekapo Community Board
Capital Expenditure Summary
For The Period Ended 31 August 2020**

	Budget 2020/21	YTD Actual 2020/21
Tekapo Township		
Implementation of Development Plan	231,880	2,423
Total Tekapo Township	231,880	2,423
Tekapo Community Hall		
Furniture and Fittings	0	2,662
Total Tekapo Township	0	2,662

**Tekapo Community Board
Township Projects
For The Period Ended 31 August 2020**



Date	Organisation	Amount
1/07/2020	New financial year 2020/21	\$ 52,500.00
	Expenditure to date:	
	Balance remaining	\$ 52,500.00

**Tekapo Community Board
Grant Allocations
For The Period Ended 31 August 2020**

Date	Organisation	Amount
1/07/2020	New financial year 2020/21	\$ 3,000.00
	Expenditure to date:	
	Balance remaining	\$ 3,000.00

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

5.3 COMMUNITY FACILITIES AND PARKS REPORT

Author: Tim Harty, General Manager Operations
Authoriser: Suzette van Aswegen, Chief Executive Officer
Attachments: 1. Xyst Report [↓](#) 
2. Xyst Presentation [↓](#) 

STAFF RECOMMENDATIONS

That the information be noted.

BACKGROUND

Council commissioned Xyst Limited to undertake an independent review of its Community Facilities and Parks Assets earlier this year.

The report has been received and the results presented to a Council workshop. Both the report and the presentation are attached.

Council staff will attend the Community Board meeting to present the information to Board members and answer any questions they may have.

CONCLUSION

An independent review of Councils Community Facilities and Parks Assets has been undertaken and the results will be presented and discussed with the Community Board.

Xyst Limited
1st Floor, Daily Telegraph Building,
49 Tennyson Street,
PO Box 512, Napier 4110



29 July 2020

Tim Harty
General Manager Operations
Mackenzie District Council

Via Email
tim.harty@mackenzie.govt.nz

Tēnā koe Tim

Community Facilities and Parks Risks – Forward Approach

Thank you for the opportunity to spend some time in the Mackenzie District and the time both you, Charlotte and Angie shared with me, introducing me to some of the issues confronting you. I have tried to be succinct in summarising matters that I think need to be addressed and have applied some priority to each.

Risk Areas

There are a number of areas where risk is currently evident, including:

- aquatic facilities operations
- playground inspection and compliance with standards
- tree management and condition awareness
- contractor performance and auditing
- poorly used/unused buildings on parks
- community constructed assets
- lack of policy, strategies and plans
- perception that operational tasks have to be completed cheaply
- assets created through sub-division not being appropriate or being missed for inclusion within the maintenance contract

Strategies, Policy and Plans

Through discussion with MDC staff and experience elsewhere, it is clear that operations and community liaison over day-to-day issues are more difficult where there are no agreed levels

Commercial in confidence

1

of service, policies or plans in place. It creates the situation where it is difficult to say “no” and ultimately where anything goes.

The following strategies/policy and other tasks are recommended for development:

1 – Parks/Open Space Strategy

An overarching high-level document that identifies and records the parks and open spaces network. A document that records our open space provision and breaks down reserves into various industry-recognised categories such as sports fields, local reserves, walkways and community building reserves, etc. This will be coupled with the preparation of detailed levels of service including provision of reserve land, development and operations standards.

The strategy will identify where any gaps in provision and development levels of service are evident and how these gaps can be addressed as the community grows.

The strategy will give clear direction to Council to enable it to develop appropriate development contributions policy regarding future requirements in terms of land or financial contribution. This will enable clear communication and implementation of appropriate development standards for developers.

It will also identify if there is any over provision in terms of open space and/or where land might be able to be considered for retirement or alternative use within the constraints of its tenure.

2 – Activity Management Plan (AMP)

The existing Community and Township Services AMP was developed in 2018. The plan is extremely basic and devoid of any useful detail that would assist in managing the activity and supporting the need for the services and projects identified in the LTP.

While there is no format or level detail requirement specified for activity management plans, best practice (and the approach of most councils) is to use a format similar in detail to an asset management plan as outlined in the International Infrastructure Management Manual 2015 (IIMM) or similar.

The main tasks that require addressing in updating the AMP include:

- quantification of the assets managed
- assessment of asset condition and performance
- preparing and documenting levels of service
- inclusion of an effective lifecycle management section
- valuation information
- development of a renewal plan
- creation of an improvement plan

3 – Asset Management Information and System (AMIS)

While best practice is a specialist asset management system and processes that aim to keep asset information updated in real time, this is not necessary at this stage. The alternative approach is to record the data in MS xls, or possibly a cloud-based GIS system such as GIS Cloud, (if a suitable internal GIS system is not available or suitable) and undertake an update of data and condition assessment on a three-yearly cycle. This can be undertaken as a project every three years or distributed over 3 years on a rolling cycle.

This process needs to be completed for both open space hard assets and community facility buildings. For the building assets, a 10-20 year Building Maintenance Plan should also be produced to make effective use of this data.

Consideration could also be given to including all property (building) assets in this process, if this has not been undertaken previously. (Note: this is the approach that Gore District Council apply).

4 – Reserve Management Plan/s

There doesn't appear to have been any development of reserve management plans, which is a legal requirement where land held under the Reserves Act (other than for local purpose reserves). Management plans provide the opportunity to consult with the community around the appropriate uses of reserve land and to establish if and how reserves are to be developed and managed.

The most pragmatic approach would be the development of a single omnibus plan to cover the majority of the parks and reserves. This would be supported by a separate general policies plan, which would provide the advantage of being able to be added to over a period of time without having to undertake a full plan review.

Any specific reserves which enjoy a higher profile or are likely to generate more community interest in their management could have separate plans developed. These reserves are likely to be Fairlie Village Green (skatepark, playground, toilets, main visitor reserve) and Tekapo Waterfront Reserve depending on land status. (Note: The reserve management plan process can still be very usefully applied if the land is not classified under the Reserves Act.)

A structure for the plans to consider could be:

- Volume 1 – general policies
- Volume 2 – general reserve management plan (and specific policies for individual reserves)
- Volume 3 – specific reserve plans

While there is a statutory process to be followed when developing reserve management plans, the initial phase of effort will be around identifying and clarifying the land status and classification of existing reserves.

5 – Trails/Walkway Strategy and Development Plan

There are a number of established and locally known trails suitable for biking and walking. Unfortunately, these trails are not well marked or promoted, with the exception of the Alps to Ocean Cycle Trail. Trails should be inspected and assessed against the national standard and an appropriate level of service, in terms of maintenance, agreed.

Ongoing maintenance should be reviewed and, as a default, should be included as part of the open spaces contract.

All trails should be clearly marked at entry points and marker posts established, especially at points where trails intersect other informal tracks or appear to cross private land.

There is likely scope to explore external funding opportunities for the development of future trails including creating linkages between existing trails. Given the number of visitors who traverse the district carrying bikes, there is a clear opportunity to engage with them to enjoy the local trails.

There are a number of obvious but as yet undeveloped trails/links awaiting exploration and development, including a bike link from Twizel to the rowing centre.



Tekapo sub-division link unmarked



Tekapo sub-division link unmarked



Trail from Fairlie Domain



Tekapo



Walkway from Fairlie Domain

Fairlie Domain new
entrance

Encroachment is evident around the new walkway links in Tekapo which needs to be addressed before it becomes an issue for the long-term management of the walkway. Other walkway entrances to parks in terms of management and maintenance seems to be unclear with a current example being Fairlie Domain new walkway entrance.

6 – Playground Strategy and Toilet Strategy

Playgrounds have been established in various locations over the past years. There are 10 playgrounds currently, eight of which are included on maintenance contract. The remaining two are in very poor condition and likely to be removed in the near future.

An assessment of each of the playgrounds, to both identify their overall condition and performance (including play value) should be undertaken and fed into an overall simple play strategy for the district. There appears to be a duplication of play assets in Fairlie and, overall, the safe fall treatment of playgrounds may not be compliant with the current standards.

Albury Domain
playground in very poor
condition

Albury Domain Swings



Tekapo playground tractor



Playground safety
surfacing options



Lake Ruataniwha Play equipment



Scott Street playground Tekapo
poor environment and
unappealing to users

There are a number of old vehicles included in play areas that while not play equipment, they are treated as such by children. Tekapo playground contains a tractor and, as it is pre-2005, it is likely to be excluded from the requirements of playground equipment safety standards, but it should be assessed for risk from a health and safety perspective. This would also apply to the Twizel hydro scheme construction vehicles which clearly are used as climbing structures. Most councils have now removed these types of "play" items from their reserves due to lack of safety compliance.

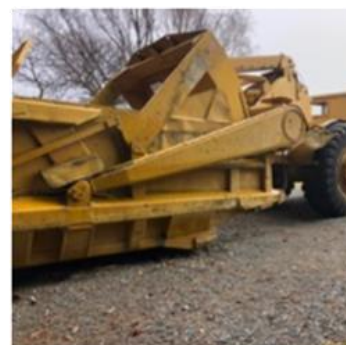
The Twizel BMX bike track appears to be of poor quality and should be subject to a review, which could be incorporated into the playground strategy along with the new skateboard facility planned for Fairlie.



Twizel BMX track



Twizel construction vehicle



Twizel construction vehicle

There are 19 toilets located throughout the district on both reserves, NZTA and LINZ owned land. Overall the toilets appear to be in reasonable condition. There is not a public toilet strategy that sets out needs/expectations against current provision and location. The lack of a planning document makes future provision harder to plan for and doesn't demonstrate any long-term thinking when being considered for external funding grants. Council doesn't currently have a scheduled renewal programme or an awareness of what replacement would be appropriate in terms of standard of facilities, number of units and locations.



Albury Domain long drop



Single vault toilet Lake Ruataniwha



Lake Pukaki toilets



Lake Opuha toilets Bennets Road



Lake Opuha toilets



Tekapo charge toilets



Lake Wardell toilet and donations box



Good quality toilet provision



Lake Opuha toilets Bennets Road close for the winter, campervans still present

The introduction of donation boxes around public facilities is fraught with issues and would be worth carefully considering for the future prior to further expansion.

A condition and performance assessment of public toilets could be combined with the playground assessment for efficiency as they involve a similar process. Following assessment, and the preparation of levels of service, an implementation plan for renewal and future provision could be developed and consulted on.

Typically, most Councils would develop these as separate strategies, but for efficiency and reflection of the scale of McKenzie's assets, it is recommended that this work be combined into a single project/document.

Alternatively, dependant on level of work decided on in relation to Community facility and other property buildings, the public toilet assessments could be combined with this work.

7 –Tree Mapping, Policy and Maintenance Plan Development

A tree asset register, policy and maintenance plan needs to be developed to manage and mitigate councils risks in regard to trees.

The Peace Avenue planted to commemorate the signing of the peace treaty which ended the Great War of 1914-18 is now mature, having been planted around 1922. There has been little attempt to renew this planting of approximately 500 mixed deciduous trees, listed as notable trees on the Council's tree register which is included in the appendix to this report.

The Peace Avenue trees should be mapped, species identified, and an initial programme of catchup maintenance pruning undertaken. A renewal/succession plan should be developed as part of the mapping exercise, which in the main would see a programme to establish new trees between the existing trees developed and consulted on.

The street trees in the main towns, including new sub-divisions, should be mapped and a scheduled maintenance programme developed which would see all the semi-mature and mature trees scheduled for routine maintenance over a 3-4 year period. Urgently required pruning/tree removal would also be identified.

As a first stage, it is recommended that only reserve trees in high risk/high use areas will be included in the above process.

Currently, young trees are being poorly maintained which either leads to them not surviving or growing in a way that compromises their form and amenity value long term, leading to increased maintenance costs.

We have noted that there are a number of trees requiring attention/removal in parks which should be inspected and scheduled for pruning and/or removal.

There is a need in some of the cemeteries to remove Pine trees to avoid future damage to headstones and other assets. This work would be best undertaken ahead of damage occurring and ahead of the surrounding areas being used for graves.

It is noticeable that, where trees have been removed, usually tree stumps remain which then have to be maintained around. This practice should cease and tree stumps should be removed/ground up as part of the tree removal process.

Council has a register of the notable trees which are recorded on the District Plan. These trees should be inspected for condition and any maintenance needs identified.

Rotorua Coroner's Report 2019

In January 2018 a historic Oak tree, managed by Rotorua DC, collapsed and killed a lady in a car. A coroner's inquest was held and a number of outcomes recommended.

The coroner recommended the council adopt a policy setting out how it manages the maintenance, management and risk of trees. He said that policy should have an overriding concern with the management of public health and safety risks, rather than the amenity or historical value of trees.

He recommended the policy be annually audited and respond to and investigate complaints and concerns about public trees and identify dangerous trees.

If a tree is identified as being immediately dangerous, that danger should be removed either through access prevention, tree maintenance or removal.

He recommended the council maintains a publicly accessible tree register that identifies assessments and maintenance carried out, expert recommendations made and if they have been implemented.

He also recommended the council employs someone to ensure the policy is complied with and be available to analyse arborists' advice and recommendations, something which had already been done.

The full Coroner's report is included in the appendix to this document.



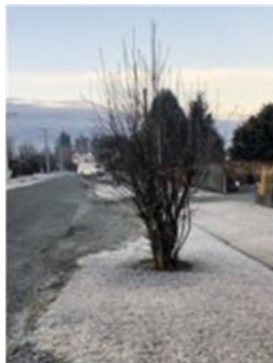
Fairlie Domain tree recently removed and stump left



Albury Community Hall fence stakes now imbedded in tree



Fairlie Domain unreadable tree labels



Fairlie street tree very poorly maintained



Fairlie village green poor quality arborist work



Peace Avenue



Fairlie Domain Horse Chestnut in need of attention



Albury Domain stock protection now strangling tree



Twizel poor quality stakes not removed

8 – Grounds Maintenance Areas Mapping

Prior to the new contract being tendered, a basic mapping exercise was hurriedly undertaken enabling the contract to reference generally to areas of maintenance. The intention was that areas which had been missed from the contract would be identified and mapped, and added to the contract by variation.

It doesn't appear that shrub gardens and other plantings on streets and parks have been specifically identified and there are also likely to be areas of grass maintenance and rubbish collection that will need to be mapped and added to the contract.

An accurate contract map, identifying the assets to be maintained and the levels of service to be applied, forms the basis of maintenance contracts. It would be wise to invest the time and effort in mapping all the assets to be included in the contract over the next months to enable a more complete set of contract maps to be delivered to the contractor during the contract term.

MDC should also be aware of the likelihood of potential cost implications of variations to the contract being issued for areas which have been missed from the original contract maps.

9 – Cemetery Operating Procedures and Analysis of Cemetery Capacity

The cemeteries appeared to be well cared for and were perhaps one of the best maintained assets. At the time of writing, it was unclear who the Sexton is, although this information has been requested of the contractor, and if there are established operating procedures.

While there appears to be reasonable future capacity in the cemeteries, this should be explored to provide certainty as land banking for cemeteries needs to be undertaken 50+ years ahead, due to reluctance for residences to be closely located to cemeteries.

All of the cemeteries need tree maintenance and in some cases tree removal. This should be addressed as part of the tree maintenance plan.



Burkes Pass Cemetery



Burkes Pass Cemetery



Tekapo cemetery



Twizel cemetery



Albury cemetery



Fairlie cemetery



Fairlie cemetery



Albury cemetery



Albury cemetery new beams
should provide for next 30
years + (have to maintained
ahead of use)

10 – Community Buildings Review/Strategy

MDC has an array of community buildings, some of which appear to be neglected and in poor condition. It is not clear if these building are in a condition where future use would be appropriate.

There is a need to identify all the community buildings and commission an inspection of the buildings to establish:

- status of building, i.e. leased to group, unused, private asset on Council land
- current purpose/function of building
- community interest in building and management, i.e. hall committee
- inclusion on MDC insurance register and value
- condition
- current usability of building
- indicative overview of maintenance requirements
- indicative cost to make building serviceable
- recommendation on forward action and management approach
- 20 year building maintenance plan for buildings to be retained

Over past years there appears to have been a reluctance to rationalise community buildings and this has resulted in several buildings being neglected and apparently unused, falling into disrepair.



Twizel unused building



Albury hall dangerous doorway



Albury tennis pavilion



Fairlie Domain iceskating club



Sherwood Downs community hall



Skipton hall



Skipton hall kitchen



Twizel empty pensioner flat



Albury cricket pavilion



Twizel recreation centre

Twizel recreation centre
climbing wall anchor pointsTwizel recreation
centre squash court

Community pensioner flats are located in Fairlie x 5 and Twizel x 3. One of the Twizel flat was empty at the time of this review and it was unclear when this property was to be occupied again. There didn't seem to be any protocol for upgrading or undertaking maintenance to the flats between tenants.

Twizel recreation centre is in need of a management review in terms of how it operates and its potential for wider uses to be incorporated. There are a number of current risks relating to the climbing wall and basketball boards/hoop structures that should be investigated around the locking systems for the basketball structures so these can't collapse onto a player if incorrectly secured. The climbing wall and its anchor points are a potential risk and this asset appears to be used without clear protocols in place on a casual basis.

11 – Reserve Development Plans

Currently there are a number of undeveloped reserves in Tekapo and potentially other locations. Each new reserve should have a development plan commissioned and costed. These plans should be consulted on ahead of the landscape/development work being completed.

Current examples include D'Archiac Drive, Tekapo and Barbara Hay Reserve, Tekapo.

12 – Wayfinding

Currently there is no consistency in signage across the district. Even where signage is visible it doesn't indicate that the asset owner is MDC. Trails are not marked, which makes them impossible for visitors to routinely use.

MDC is about to launch its new colour palate and logo. In discussion with Chris Clarke, it is clear that there is a desire to more clearly identify the Council's assets.

There are a number of good examples where councils have developed sign policies that clearly outline when and where signs should be erected and provides a standard message for each sign type.

Xyst staff have been responsible for the development of the sign strategy and brand guide for Waikato and Queenstown Lakes District Councils.



Scott Street Playground
random signs



Albury Domain sign



Fairlie Domain



Alps 2 Ocean Cycle Trail
quality signage



Sherwood Downs community
hall



Lake Tekapo community hall



Lake Wardell sign



Lake Opuhu random signage



Fairlie very poor condition
visitor information sign

13 – Benchmarking Yardstick

MDC has not participated in the national parks benchmarking project Yardstick. The annual cost to participate in this project is \$2,700 (for an organisation with a population under 20,000 residents). As part of this study, Xyst has requested that MDC be given a trial

subscription for 2020. The Yardstick questionnaire has been populated while gathering general background information and it is proposed to provide a summary face-to-face presentation of the final data to see how MDC compares to other organisations in the near future.

The key performance indicators in Yardstick are designed for organisations to adopt to measure their improvements in parks and community asset management on an annual basis.

14 – Contract Audits

Having reviewed the Township Maintenance Contract No. 1251, it is likely that there are going to be a number of issues arising that are going to need clarification with the contractor.

It would be wise from commencement to establish a regular audit routine, with a view to sharing the audit results with the contractor as part of a regular formal meeting. We support the use of the iAuditor tool, which enables a real time audit to be completed with photos embedded into the audit record. The tool enables an overall score to be recorded for each audit, which will help build up a track record for the contract over the next five years.

We recommend that an annual summary score from these regular audits be formally sent to the contractor and should be the reference for future discussions about renewal of the contract in five years' time.

The contract doesn't seem to specifically require an initial inspection of the site, prior to contract commencement, to identify any areas which may be out of specification. However, we recommend that this be undertaken jointly by the engineer's representative and the contractor's representative.

A regular, perhaps 3-monthly audit using iAuditor, when set up, could be undertaken externally or alternatively completed in-house if resources allow.

15 – Aquatic Facilities

The aquatic facilities are an area of significant risk. The facilities are being managed in house through the engagement of a seasonal manager, supported by seasonal staff. Pool Safe accreditation has been applied for, but the assessment has not yet been completed although this is scheduled.

The seasonal manager does present with experience, however, given that the Council officers have limited experience and knowledge, the risks and consequences of lapses in judgement are so significant that the current approach is not tenable.

There are known areas of maintenance concern which appear to have not been addressed, including the loss of the solar heating system for the main pool in Twizel and the condition of the plant in Fairlie, which does not appear to have been assessed for condition.

It is recommended that consideration be given to inviting a pool operator to manage the pools for the summer of 2020/21 and, at the conclusion of the season, a longer term approach be considered which could be the development of a longer-term pool operation contract that could be procured in keeping with Council policy.

At the time of writing, discussions are underway with a pool operator.



Twizel learners pool



Twizel plant room



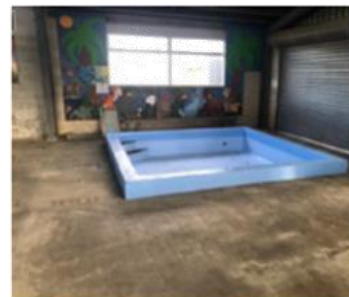
Twizel pool



Twizel pool



Fairlie pool



Fairlie learners pool

16 – War Memorials

There are a number of war memorials in the district; time didn't allow for a good sample to be reviewed. These memorials should be logged in terms of location and a photographic record created. This would typically be completed as part of opens space asset collection and condition assessment.

An annual programme of cleaning and inspection should be scheduled ahead of ANZAC Day.



War memorial



Albury memorial



Fairlie cemetery

17 – Parks Furniture

The lack of continuity of design/style is very noticeable across the network. This has probably been compounded by community donations of seats.

A style guide would provide the longer-term guidance and direction.

Bench seats and rubbish bins are in particular need of standardising.



McLean Park Fairlie



McLean Park



Fairlie Cemetery



Albury Cemetery



McLean Park Fairlie



Fairlie Domain

18 – Delegations

The delegation's manual was not reviewed, however, this should be reviewed to ensure it provides appropriate and clear delegations for the Council officers.

19 – Staff

Currently the two staff responsible for parks and community facilities are operating without any wider industry support. Introductions have been made to adjoining managers of similar assets and MDC staff will be invited to attend local meetings in future.

Recreation Aotearoa is the peak body for the profession and membership is available at a very modest cost of \$250 per annum for small organisations or \$110 for individual membership <https://www.nzrecreation.org.nz>

The NZ Park Leaders Forum provides opportunities to practically meet and share challenges and experiences; membership is available either individually or as an organisation <https://www.parksmanagers.org.nz/membership>

20 – Other Observations

While not directly related to the focus of the project a number of other observations have been made which we would draw to your attention.

- chargeable waste bins in Tekapo which seem to be constantly blocking, assess financial return against time to manage and alternative options
- dump station review in Tekapo - are two locations required ahead of upgrading?
- Tekapo artificial tennis courts and potentially others - renewal plans may not be currently in place
- young trees planted in poor locations in sub-divisions in Twizel where they will cause significant asset damage (essentially poorly located trees in berms)
- Fairlie rugby club floodlights noted that all were in operation when only one area of the field was in use. Are MDC responsible for the power account, consider asking Xyst to use it's lighting specialist to undertake a review of lights.

Priority of projects

With so many planning projects overdue for completion and limited internal resources available, we suggest that the following approach be considered:

Urgent

- seasonal aquatic facilities operations for 2020/21 season
- contract audits

Priority 1

- open space and community facilities asset register and condition and performance assessment
- parks and open spaces strategy and levels of service (including benchmarking)
- trails/walkway strategy and development plan
- playground and toilet strategy
- tree mapping and maintenance plan
- seasonal aquatic facilities operations from 2021 onward
- activity management plan (update required for next LTP in 2021)

Priority 2

- grounds maintenance areas mapping
- cemetery operating procedures and analysis of cemetery capacity
- delegations
- community buildings/facilities review (and possible strategy)

Priority 3

- reserves management plan(s)
- reserve development plans
- wayfinding
- war memorials
- parks furniture style guide

How can Xyst assist

We are keen to assist MDC in a number of ways. We would like to offer to undertake a number of the projects over a period of time, focusing on those which are both a priority and those where funding will allow their earlier completion.

In addition, we would like to offer to support and mentor the two staff who are managing the assets. We would like to discuss how we could do these in both a regular and a constructive way over the next few months.

Our fees

We have developed a separate document detailing each potential project and the indicative costs associated. We would be pleased to develop a more detailed proposal where appropriate.

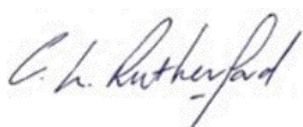
Next steps

We are keen to assist and have the resources to do so based from our Christchurch and Southland offices combined with my overview and ongoing inputs.

Resolving the aquatic operations for the summer season is the first priority.

Thank you for the opportunity to present this report to you.

Nā māua noa, nā



Chris Rutherford
Director



Brian Milne
Director

APPENDIX

1. Rotorua Lakes DC – Coroners Report relating to fallen Oak tree 2019

Butterworth [2019] NZCorC 62 (19 December 2019)

Last Updated: 26 February 2020

Date of Finding: 19 December 2019

CIRCUMSTANCES

Trisha Butterworth died on 5 January 2018 at Amohia Street, Rotorua from multiples injuries and blood loss as a result of an oak tree having fallen on her car.

On that day Rotorua experienced significant adverse weather conditions with strong winds (up to 90 kph) and heavy rain. At 10.45am that day, Ms Butterworth was driving along Amohia Street and arrived at the intersection with Arawa Street. While she was stationary, an oak tree situated at the corner of Amohia Street and Arawa Street snapped at the main trunk, and the majority of it fell onto her vehicle, causing her death. When examined, it was found that there was substantial decay/rot in the trunk of the tree where it snapped.

The oak tree was planted in 1863 and was deemed a 'protected' tree under the notable trees register. In previous years, work was undertaken on the tree to ensure it was stable. At some stage (estimated to be in the 1950's), concrete was inserted into the trunk to fill a cavity. In March 2000, Arbor Care was involved with assessing the tree. In 2002, Wakeling & Associates recommended the tree's canopy be reduced over a period by 30% and also recommended further investigation of the fungal bracket and extent of decay near the base of the tree. This work was said to have been completed between 2001 and 2004 even though there was no documentation on the council records to confirm this. In 2007, another assessment of the tree was undertaken by Arbor Care Ltd. They acknowledged the tree was in a state of decline due to its age but gave it a low risk assessment. In May 2016, Treescape completed further redaction work on the tree. In February 2017, Arbor Care conducted an analysis of the tree ('the tapping test') which did not raise any concerns. The test was standard practice and different from another form of analysis (a resistograph), the latter being considered more thorough and accurate but also costlier, and therefore rarely used in New Zealand. Had it been used, the decay would have been discovered. In September 2017, Treescape installed two cable braces to the tree to support it. A further brace was planned to be installed, but this did not occur due to bad weather conditions at the time and ultimately, was never done.

The police reviewed the steps taken by the Rotorua Lakes Council (RLC) to assess whether possible liability might attach to RLC or the arborists who analysed the tree prior to the

accident. The steps taken by RLC were reviewed by Mr McBride, who was employed by an arboriculture consultancy firm. Key findings from his report were:

- Significant wood decay was present; with a figure somewhere between 5% and 17.4% of the total trunk radius not being subject to decay.
- Significant loading was placed on the tree during the storm. The cable braces may have minimised the tree's ability to dissipate the force of the weather, and possibly contributed to the accident.

Ultimately, the police concluded that there were no breaches of any Acts, Regulations or local Government Legislation, and therefore the death was not an offence.

An inquest was held on this matter and Ms Butterworth's family expressed concern that RLC had not taken adequate steps to manage the tree and determine whether it was dangerous or not. They submitted that had proper investigations into the tree been undertaken, with an appropriate exchange of information between arborists occurring, this accident would not have happened. The Coroner found on balance that RLC did not act unreasonably or negligently.

COMMENTS OF CORONER BAIN

- I. In this case, a large historic tree which hung over a public footpath and part of a public road in a central part of Rotorua city fell unexpectedly on to a passing car causing the death of the driver occupant. It is reasonable to expect that the relevant authorities would take and continue to take all reasonable steps to prevent a tragedy such as this ever occurring. It is against this reality that the need arose for this enquiry to be opened and for this court to hear from all those connected and able to give relevant evidence, as it has done.
- II. I have in this finding referred to the Police inquiry as to whether any criminal offence arose in respect of what has happened. I have also amplified the purpose of an inquest such as this which is a fact-finding exercise not a method of apportioning guilt.
- III. The key cause of the tree falling was the rotten state of its trunk. This was exacerbated by the extreme wind conditions but, as noted in the submissions of the family, most trees in the city resisted those conditions.
- IV. From there the submissions became focused on whether the extent of the decayed state of the trunk should have been discovered. If it was discovered, it is at least inferred that this would have resulted in remedial steps being taken including potentially the removal of the tree. In particular, the conclusion in the 2017 Arbor Care report to the Council (that the tree was low risk) might have been different.
- V. There is also evidence which is accepted that if advanced tree inspection techniques (such as a resistograph) had been used the extent of the decay would have been discovered. The tapping test adopted by Arbor care in 2017 (tapping the trunk with a plastic mallet) would normally give some indication of decay but, it appears, in hindsight, that the presence of the concrete in the cavity affected the results of that

test. The concrete and pumice installed many years earlier affected this normally acceptable standard test procedure.

- VI. In response, the RLC referred to the fact that Arbor Care itself carried out a survey of the tree in 2000. It identified "a suspected hollow section" and the presence of fungal brackets which may have been an indication of decay. At the time however Arbor Care did not identify them as causes for concern or make any recommendation of further investigation. RLC say that Arbor Care could be assumed to have had that information from its 2000 inspection when it carried out its inspection in 2017. That, as I understand it, was not put to Mr Sale at the hearing because the evidence about the 2000 Arbor Care report was not included or identified as part of the bundle for the hearing.
- VII. That in turn leads to the question of whether Arbor Care should have undertaken or recommended the expensive option of the high-level test for this tree. Submissions for the family have focused on what information the RLC had and what information was passed on to Arbor Care in advance of its 2017 inspection and report. It is the family's submission that the Arbor Care report was flawed due to the Council's failure to provide the necessary information and that no risk assessment was carried out on the most dangerous part of the oak tree (the trunk). The Court has considered these submissions carefully in reaching its conclusions. In fact Arbor Care did undertake an assessment of the trunk but using the accepted standard procedure (the tapping test).
- VIII. In hindsight we know that the Wakeling report in 2002 specifically noted that "the Oaktree contained a large cavity, which was very deep filled with concrete and pumice". Further, "there may have been a decay pocket in the root system or in the heart of the Oakwood which could only be ascertained by a resistor or similar equipment mapping the decay". However, that report was not provided to Arbor Care. The family say the RLC should have given that report to Arbor Care before or as part of its instruction to Arbor Care to carry out its examination.
- IX. It seems that the Wakeling identification of the large cavity deep filled with concrete and pumice went further than what the Arbor Care report of two years earlier identified. From the additional excerpts attached to the RLC's supplementary submission, it is shown that in the 2000 report Arbor Care recorded a "suspected hollow section in lower base" but does not note the presence of concrete in the cavity as identified at that time. It appears that Arbor Care did the 2017 report at least without the information about the concrete presence which I don't think it can be denied may have led them, indeed I think probably would have led them, to carry out a more advanced inspection likely using a resistograph. We now know that the concrete negated the effectiveness of the tapping test which was carried out.
- X. Having said that, the RLC received the 2017 report and accepted its findings and acted accordingly in respect of the work on the tree which was reasonable and appropriate. RLC in their submissions point to the breadth of their brief to Arbor Care for the 2017 report. It is implied that even though the RLC (through omission rather than deliberately) did not provide Arbor Care with the Wakeling report when it briefed Arbor Care for the 2017 report, it was reasonable for RLC to expect that Arbor Care would nevertheless have discovered any serious flaw. It is accepted that Arbor Care undertook normal conventional practice in its investigation. However, that did not result in its discovery of the presence of the concrete. There was

therefore no trigger to gear up to more intensive testing as I have accepted would have happened as in IX above.

- XI. From this, there are however a couple of points which arise. Firstly, there are examples that the RLC records over a long period of years are not complete (perhaps they would be now with digital technology). This may have contributed to the fact that the old reports such as the Wakeling report were not identified as relevant to the Spencer Oak and given to Arbor Care when it was engaged in 2017. Secondly, I am confident that the staff of the RLC were experienced and committed to doing the best job they could. However, if those various reports and records were available, and they were considered by a qualified tree expert, then the issue of the concrete and pumice filled cavity, and the suggestion of a test using a resistograph, found in the Wakeling report on file, may have highlighted an issue with that expert which the RLC might have specifically raised with Arbor-care in its 2017 brief.
- XII. I am pleased to note that those matters have been recognised in the RLC's plans it is making for future management, keeping better records and engaging a fully qualified expert in this field for the future. That is acknowledged and appreciated as an appropriate outcome here.
- XIII. I refer back to the conclusion that the primary cause of the tree falling was the decayed trunk in the heavy wind conditions. In Mr McBride's report, he adopted the view that the static cable bracing present within the tree crown may have minimised the trees ability to dampen the windy conditions and possibly contributed to failure. When the tree has static bracing, it develops less natural ability to resist the wind. This is a factor that should be identified as making a tree such as the Spencer Oak (at times having more or less static bracing) at greater risk of falling in high wind conditions compared to other trees which have not been braced.
- XIV. To summarise the issues that have been identified and warrant comment, I note the need for full records to be kept and shared in respect of the management of trees by the council; the benefits of retaining expertise on RLC staff; the benefit of being aware of the advanced tree inspection technology available and when it should be used; the fact that static bracing may affect a trees natural resistance; and the need to ensure that, when expert inspections are called for, all historic data that has been gathered in respect of a particular tree should, as a matter of course, be made available to the report writer before the task is undertaken.

RECOMMENDATIONS OF CORONER BAIN

- I. The Court proposes to adopt, a number of recommendations that have been put forward to it by the family of Mrs Butterworth. This is a tragic accident. The RLC are to be commended for their approach they have taken to meet with the family and to consider the various criticisms and adopt practices which are aimed at preventing a similar accident occurring under similar circumstances. This Court therefore recommends that:
 - a. The RLC adopt a policy setting out how it manages the maintenance, management and risk assessment of trees.

- b. The policy referred to above, should have that as overriding concern, the management of public health and safety risks, rather than prioritising the amenity or historical value of trees.
- c. The policy should also:
 - i. Respond to and investigate complaints and concerns raised regarding public trees.
 - ii. Identify from its own investigations, and those initiated by public concerns, any trees which are dangerous.
- II. Where a tree is identified as being immediately dangerous, the danger must be removed by taking any action necessary to do so, including preventing access to areas, carrying out maintenance on the tree, or removing the tree.
- III. Any maintenance carried out on trees must have regard to the tree's health, expected lifespan, and the practicability of long-term maintenance required to ensure its safety.
- IV. The RLC maintain a publicly accessible tree register which identifies assessments and maintenance carried out on individual trees, expert recommendations made regarding the trees, and whether those recommendations have been implemented.
- V. That a suitably qualified individual with necessary training and expertise to be able to ensure compliance with the policy, engage tree contractors, and critically analyse the advice and recommendations received from tree contractors and arborists, be employed.
- VI. The policy, and the RLC's adherence to it, shall be annually audited.
- VII. It is noted by the Court that the RLC is currently complying with most of these recommendations, including in particular the recommendation in paragraph II above, and is close to full compliance.

Note: This Finding is subject to prohibitions and restrictions on publication under section 74 of the Coroners Act 2006.

2. MDC Protected Trees Schedule – October 2011**Protected Trees Schedule**

DP number & (Map) No.	Species	Legal description /Location
1 (31)	<i>Populus deltoides</i> (Poplar)	Lot 2 DP 70690, Robs Hut, Skipton
5A (31)	<i>Podocarpus totara</i> (Totara); <i>Populus deltoides</i> (Poplar)	Pt RS 40886, Pioneer Park
17A (49)	<i>Fraxinus excelsior</i> (English Ash); <i>Ulmus procera</i> (English Elm); <i>Malus spp</i> (Ornamental Apple); <i>Ulmus pumila</i> (Elm)	Lot 1 DP 44482, Albury War Memorial
19 (41)	<i>Quercus coccinea</i> (Scarlet Oak)	Sec 35 SO 1523, Mona Vale School Domain
33 (48)	<i>Quercus robur x petraea</i> (Hybrid Oak); <i>Quercus acutissima</i> (Sawtooth Oak)	RES 4014, McLean Park
34 (48)	<i>Pinus wallichiana</i> (Bhutan Pine); <i>Chamaecyparis nootkatensis</i> (Alaska Cedar)	Pt RS 19490, Fairlie Cemetery
35 (47)	<i>Picea likiangensis</i> (Likiang Spruce)	RS 40929, Fairlie Village Green
36 (47)	<i>Quercus robur</i> (Oak)	Corner of Frayne Street and Kirke Street, Fairlie
37 (47)	<i>Quercus robur</i> (Oak)	Pt RS 22444, School Road, Athletic Park
39 (31)	<i>Ulmus procera</i> (Golden Elm)	Pt RS 18193, SH 8, Eversley
41 (26)	<i>Cedrus deodara</i> (Dedoar Cedar)	RS 36290B, Ashwick Flat Road
42 (25)	<i>Pinus coulteri</i> (Big Cone Pine)	Lot 5 DP 49913, cnr Monument and Seddon Roads
47 (47)	<i>Fagus sylvatica</i> 'Purpurea' (Copper Beech)	RS 40930, Fairlie Village Green
52 (46)	<i>Quercus robur</i> (Oak)	Road verge Burkes Pass, adjacent to Lot 3 DP735
59 (18)	<i>Pinus coulteri</i> (Big Cone Pine) (Several)	Lake Tekapo Island
66 (25)	<i>Quercus robur</i> (Oak)	RES 1845, Woodburn, Kimbell
68 (44)	<i>Pinus</i> , <i>Sequoiadendron giganteum</i> (Wellingtonia), & Cedars, Spanish Fir	Tekapo Road Reserve, Sealy Street, Lake Tekapo
70 (47)	Pin Oak	Fairlie Village Green
71 (31, 47, 18)	Various	Peace Avenue trees Fairlie (from the intersection of Cricklewood Road & SH8 to the SH8 Upper Opihi River Bridge)

3. Other Trees of Interest 1995/96

It seems that when the trees deemed worthy of inclusion on the District Plan were collected the next level of trees were identified in some parts of the district.

It is unclear what the purpose of recording these was but, in the event that the District Plan were to be updated, these trees would likely be the next tier of trees to be considered along with others.

APPENDIX O – OTHER TREES OF INTEREST

The following trees identified in a survey of the Mackenzie District in 1995/96 are included in the District Plan for information purposes. These trees are not formally protected by the District Plan, however they are considered to be notable because of their history, rarity, amenity or size. (The survey of trees has not been completed for the whole district at the time of preparing this District Plan).

DP number	Species	Legal description/Location
1	<i>Acer palmatum</i> (Japanese Maple); <i>Corylus avellana</i> (Hazel); <i>Laburnum anagyroides</i> (Laburnum); <i>Juglans ailantifolia</i> (Japanese Walnut); <i>Pinus muricata</i>	Lot 2 DP 70690, Robs Hut, Skipton
2	<i>Pyrus communis</i> (Pear Tree)(Several)	Gudex Road
3	<i>Populus nigra</i> 'Italica' (Lombardy Poplar); <i>Thuja plicata</i> (Western Red Cedar); <i>Abies pinsapo</i> (Spanish Fir); <i>Tilia x europaea</i> (Common Lime); Copper Beech; Dawn Redwood; Ponderosa Pines(6)	Raincliff Station
6	<i>Podocarpus dacrydioides</i> (White Pine Kahikatea)(Forest Remnant including species in lower tiers as well)	Parr Property, Middle Valley
7	Various Conifers	Raincliff Forest Middle Valley
8	<i>Pinus radiata</i> (Radiata Pine)	Gulford, Middle Valley
9	<i>Sequoiadendron giganteum</i> (Wellingtonia) (x3); <i>Salix alba</i> (Cricket Bat Willow); <i>Cupressus macrocarpa</i> (Macrocarpa); <i>Pinus strabus</i> (Pine)	Middle Valley, La Mothe
10	<i>Cupressus sempervirens</i> 'Stricta' (Pencil Cypress); <i>Photinia serrulata</i> ; <i>Cupressus macrocarpa</i> (Macrocarpa); <i>Quercus robur</i> (English Oak); <i>Crataegus monogyna</i> (Hawthorn)	Simpson Property, Mt Nessing
11	<i>Quercus robur</i> (Oak)(x2); Golden Cypress; <i>Tilia sp</i> (Lime)	Mount Nessing Hall, Albury
12	<i>Pinus</i>	Ross, Mossvale - Opposite Mt. Nessing Hall
13	<i>Sequoiadendron giganteum</i> (Wellingtonia); <i>Aesculus hippocastanum</i> (White horsechestnut)	McPherson, Mt Nessing Road, R.D. 16, Albury
14A	<i>Pinus ponderosa</i> (Ponderosa Pine); <i>Calocedrus decurrens</i> (Incense Cedar); <i>Tsuga heterophylla</i> (Western Hemlock); Eucalyptus	Hole Property, Opawa Downs, Albury
15	<i>Cedrus atlantica</i> 'Glaucula' (Blue Atlantic Cedar); <i>Cupressus macrocarpa</i> 'Aurea' (Golden Macrocarpa)	Albury Hall

Mackenzie District Plan

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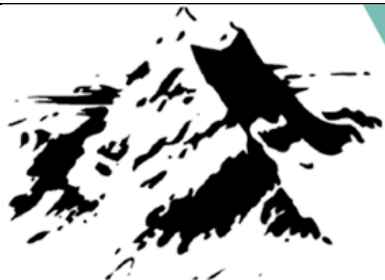
DP number	Species	Legal description/Location
16	<i>Fagus sylvatica</i> (Copper beech)	Albury School
18	<i>Robinia pseudoacacia</i> (Black Locust)	"Pig & Whistle" Old Albury Hotel, Opawa Accommodation House
19	<i>Cedrus atlantica</i> (Blue Atlantic Cedar)	Sec 35 SO 1523, Mona Vale School Domain
20A	<i>Plagianthus regius</i> (Ribbonwood); <i>Pinus</i> ; <i>Picea</i> (Spruce); <i>Larix</i> (Larch); <i>Sequoia sempervirens</i> (Coast Redwood); <i>Podocarpus totara</i> (Totara)(x3); <i>Sequoiadendron giganteum</i> (Wellingtonia); <i>Populus yunnanensis</i> (Yunnan Poplar); <i>Liriodendron tulipifera</i> (Tulip Tree); <i>Tilia</i> (Lime); <i>Pinus radiata</i> (Radiata Pine); <i>Ulmus glabra</i> (Scotch Elm); <i>Aesculus hippocastanum</i> (White Horsechestnut); <i>Fraxinus excelsior</i> (Golden Ash); <i>Juglans regia</i> (English Walnut); <i>Ginkgo biloba</i> (Ginkgo); <i>Carya</i> (Hickory); <i>Ulmus glabra camperdownii</i> (Camperdown Elm)	Johns' Property, Mona Vale
21	<i>Populus tremula</i> (Poplar)	Mona Vale, Cave
22	<i>Chordospartium stevensonii</i> (Weeping Broom); <i>Plagianthus regius</i> (Ribbonwood); <i>Eucalyptus viminalis</i> (Ghost Gum)	Winter
23	<i>Fagus sylvatica</i> (English Beech); <i>Quercus robur</i> (English Oak); <i>Fagus sylvatica</i> (English Beech); <i>Fagus purpurea</i> (Copper Beech); <i>Quercus palustris</i> (Pin Oak)	Cannington School
24	<i>Cedrus atlantica</i> (Atlantic Cedar), <i>Picea</i> (Spruce)	Rogers property
25	<i>Betula pendula</i> (Silver Birch)	St. David Church, Cave
26	Conifer Collection And <i>Populus tremuloides</i> (Quaking Aspen)	Anderson Property, "Glendonald", Albury, R.D. 16
27	<i>Pinus nigra</i> (Corsican Pine); <i>Thuja plicata</i> (Western Red Cedar); <i>Pinus ponderosa</i> (Ponderosa Pine); <i>Populus trichocarpa</i> (Black Cottonwood)	Te Ngawai School Site
28	<i>Sequoia sempervirens</i> (Redwood) <i>Pinus radiata</i> , <i>Albies alba</i> (European Silver Fir)	Hope, Albury Park, No. 16 RD Albury
29	<i>Cupressus macrocarpa</i> (Golden Macrocarpa)	Winscombe Hill Main Highway
30	<i>Sequoiadendron giganteum</i> (Wellingtonia); <i>Pinus ponderosa</i> (Ponderosa Pine); <i>Pinus radiata</i> (Radiata Pine) (Several of each)	Ammunition Dump - Winscombe
31	<i>Carpinus betulus</i> (Hornbeam); <i>Fagus sylvatica</i> (English Beech); <i>Tilia</i> sp. (Lime); <i>Quercus robur</i> (Oak)	Woodlot Opposite Gorge Road
32A	<i>Cedrus atlantica</i> (Atlantic Cedar)(x2); <i>Sequoiadendron giganteum</i> (Wellingtonia)(x3); <i>Quercus robur</i> (English Oak); <i>Tilia cordata</i> (Lime); Palm (Several); <i>Populus nigra</i> 'Italica'(Lombardy Poplar)	Johnson, Strathoconan Homestead
33	<i>Quercus coccinea</i> (Scarlet Oak); <i>Quercus cerris</i> (Turkey Oak); <i>Fraxinus angustifolia</i> (Narrow leaved Ash)	RES 4014, Mclean Park
34	<i>Chamaecyparis paifera</i> (Sawara)	Pt RS 19490, Fairlie Cemetery
38	<i>Juglans regia</i> (Walnut)	23 Talbot Street, Fairlie

DP number	Species	Legal description/Location
39	<i>Cedrus deodara</i> (Deodar Cedar); <i>Aesculus hippocastanum</i> (White Horsechestnut); <i>Ulmus procera</i> (Golden Elm)	Pt RS 18193
40	<i>Quercus robur</i> (Oak)	Ashwick War Memorial, Fairlie
42	<i>Pinus torreyana</i> (Torrey Pine); <i>Sequoiadendron giganteum</i> (Wellingtonia); <i>Pinus attenuata</i> (Knobcone Pine)	Lot 5 DP 49913, cnr Monument and Seddon Roads
43	<i>Pinus ponderosa</i> ; <i>Chamaecyparis lawsoniana</i> (Lawson Cypress); <i>Quercus robur</i> (Oak)	Behind Kimbell Garage
44A	<i>Alnus glutinosa</i> (Black Alder); <i>Quercus robur</i> (English Oak) (x2); <i>Chamaecyparis lawsoniana</i> (Lawson Cypress)(x3); <i>Picea abies</i> (Spruce); <i>Cupressus macrocarpa</i> (Macrocarpa Monterey); <i>Cedrus deodara</i> (Deodar Cedar)(x2); <i>Fagus sylvatica</i> (English Beech)(x2); <i>Betula pendula</i> (Silver Birch); <i>Juglans regia</i> (Walnut); <i>Pinus ponderosa</i> ; <i>Fraxinus excelsior</i> (English Ash); <i>Cordyline australis</i> (Cabbage Tree); <i>Sequoiadendron giganteum</i> (Wellingtonia)(x5); <i>Tilia europaea</i> (Lime)	Old Ashwick Station Homestead Site, R.D. 17 Fairlie
45	<i>Juglans regia</i> (Walnut) (x2)	Kimbell Township (By stream)
46	Copper Beech & Claret Ash	St. Josephs School, Fairlie
48	Cabbage Tree	Kimbell (Collyer Property)
49	<i>Quercus palustris</i> (Oak pin)	Presbyterian Church, Fairlie
50	<i>Coprosma intertexta</i>	Opposite Marchwood Gateway, Middle Valley
51	<i>Quercus robur</i> (Oak)	Tasman Downs, Lake Tekapo
53	Poplar & Lombardy Poplar	Grays Hill Homestead, Haldon Road, Fairlie
54	<i>Corylus avellana</i> (Common Hazel)	Mount Cook Station
55	Eucalyptus	Braemar Station
56	<i>Sequoia sempervirens</i> (Redwood)	Albury Park
57	<i>Betula pendula</i> (Silver Birches)	Cowans Hill, Sandy Cuttings
58	Apricot Tree	Black Forest Station, Fairlie
62	'Cottage Reserve' containing Wellingtonia, Oregon, Oaks	Simons Hill Station
63	Oregon	Lake Alexandrina
64	Cherry (Several)	Glenmore Station, Lake Tekapo
67	Cedar	Sherwood Downs Hall
69	Conifers	Simons Pass

Community Facilities Update

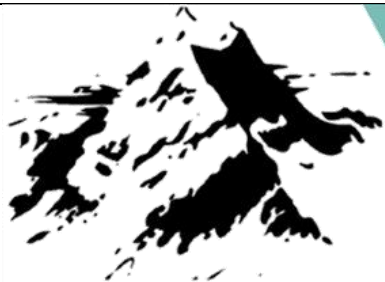


Workshop 6th October 2020



Background

- Site visits on arrival highlighted risk areas in the Community Facilities and Open Spaces portfolio
- Following discussions, secured an external audit of Councils facilities to quantify risks and opportunities
- Xyst Limited engaged to undertake audit
- Xyst are a specialist in the sustainable planning and management of parks, open space and public facilities
- Scope of works covered all elements of the Community Facilities portfolio
- Report received late July with a number of matters directly entered into Councils risk register and action taken (pools is an example)



The Why?

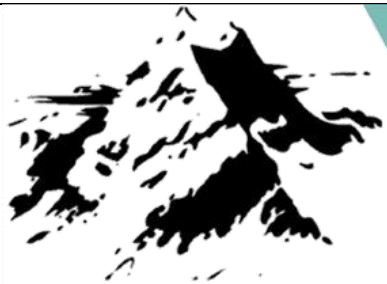
'We ran for our lives' - falling gum tree terrifies – Waikato Times 25 June 2020

Woman killed by falling tree in Rotorua a 'tragic accident' – NZ Herald 6th Jan 2018

Child dies in Upper Hutt after suspected 'tragic accident' at park – NZ Herald 27th August 2020

Boy dies after incident at Whanganui public pool – Stuff 6th July 2020

Boy, 4, dies after being run over by council mower – Stuff 13th Oct 2013



The Why ?

Peace Tree falls in high wind 5 October 2020



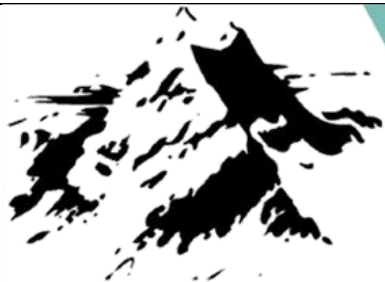


Report Findings

Risk Areas

There are a number of areas where risk is currently evident, including:

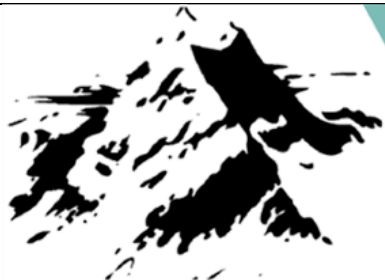
- Aquatic facilities operations
- Playground inspection and compliance with standards/best practice
- Tree management and condition awareness
- Contractor performance and auditing
- Poorly used/unused community buildings on parks
- Community constructed assets
- Lack of policy, strategies and plans
- Perception that operational tasks have to be completed cheaply
- Assets created through sub-division not being appropriate or being missed for inclusion within the maintenance contract



Its not all bad !

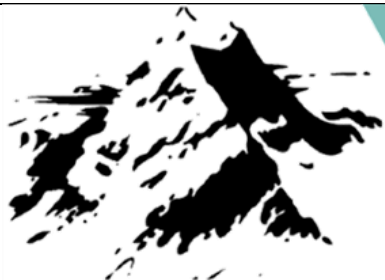
We have some treasures.....
It's just our assets that let us down
At times





Councils Overall Performance

- As part of the commission, Council participated in Yardstick the National Benchmarking tool for Parks and Open Spaces
- Councils participation was free for year one
- Yardstick is a suite of benchmarking tools that delivers core data and information to inform decision making and improve service delivery
- Use of Yardstick will allow Council to understand areas of improvement, strengths and also inform the community.



Yardstick Results

- Council participation was based on data and information available
- Have not participated previously, some areas no data is available
- Results made available late last week
- Can benchmark against all, or more like Councils, such as Gore, Waitaki, Opotiki etc
- Following slides an overview of results to date and give a snapshot of Councils current position in relation to others



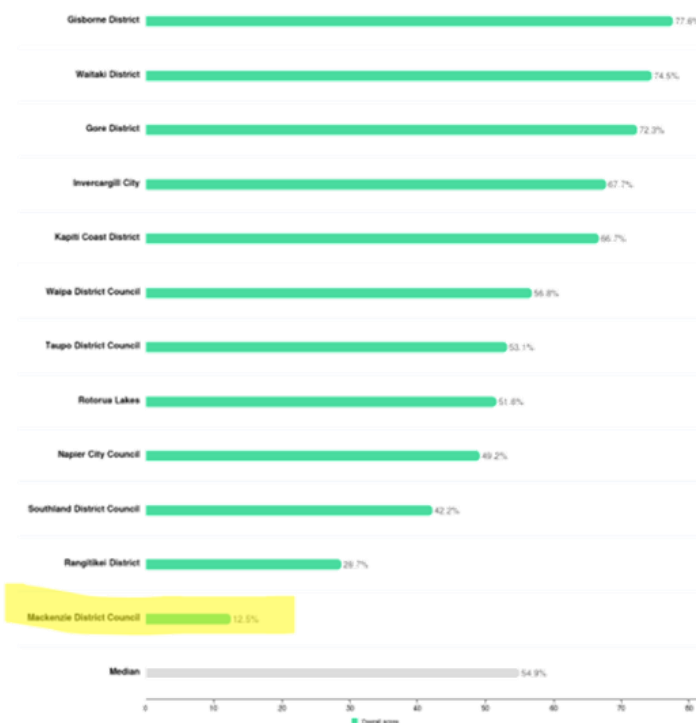
Best Practice Overall

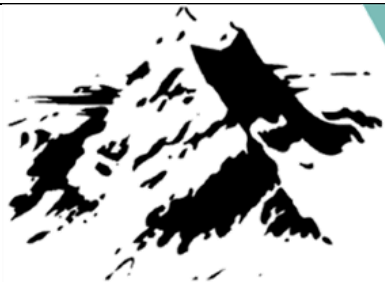
- Councils overall score is 12%
- This measure relates to the overall operation score of MDC when compared to a peer group. Sadly if compared to all NZ members our position doesn't change.
- Positively this provides a “line in the sand” of where we are now, and we can monitor our progress upward in future years

KPI: Key Performance Indicators: Best practice indicators

Overall best practice score

Year Selection: 2020



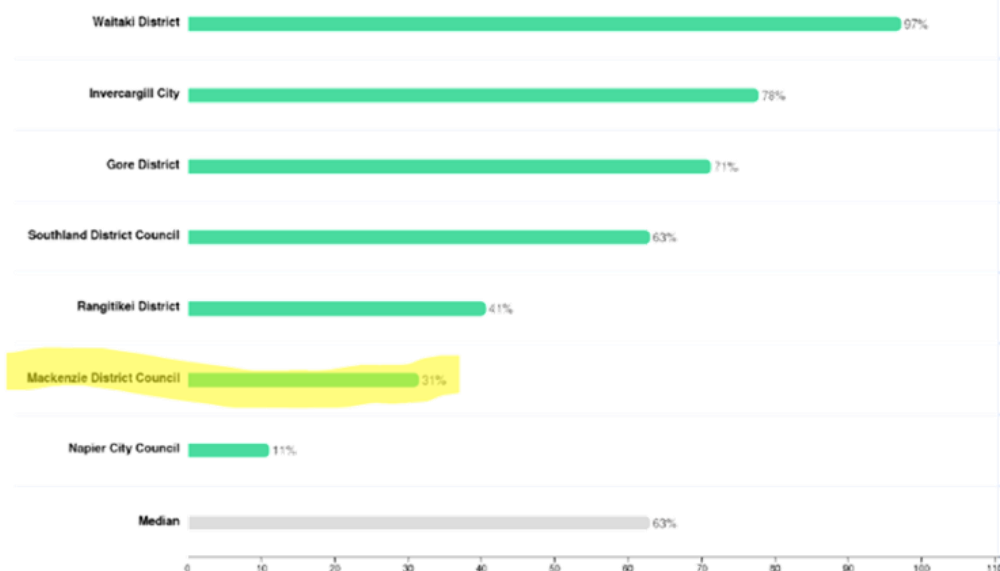


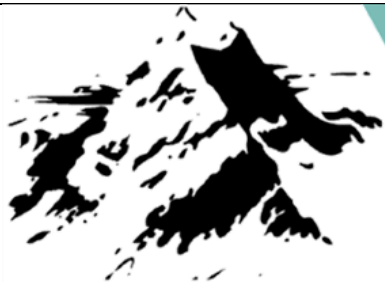
Best Practice Operations

- Councils overall score in this area is 31%
- This measure relates to the overall parks operation when compared to somewhat like type organisations

KPI. Key Performance Indicators: Best practice indicators
Operations score

Year Selection: 2020





Best Practise Planning

- This area shows a “N/A” as we haven’t undertaken any planning for parks type activities such as:

Open Space Strategy

Reserve Management Plans

Tree Strategy

Playground Strategy

Trails Strategy

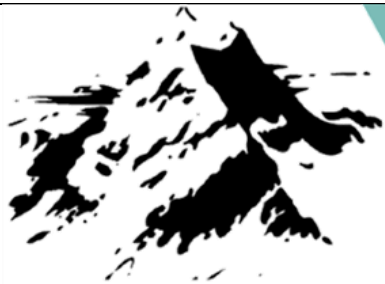
Toilet Strategy

Cemetery Strategy

KPI: Key Performance Indicators: Best practice indicators
Planning score

Year Selection: 2020



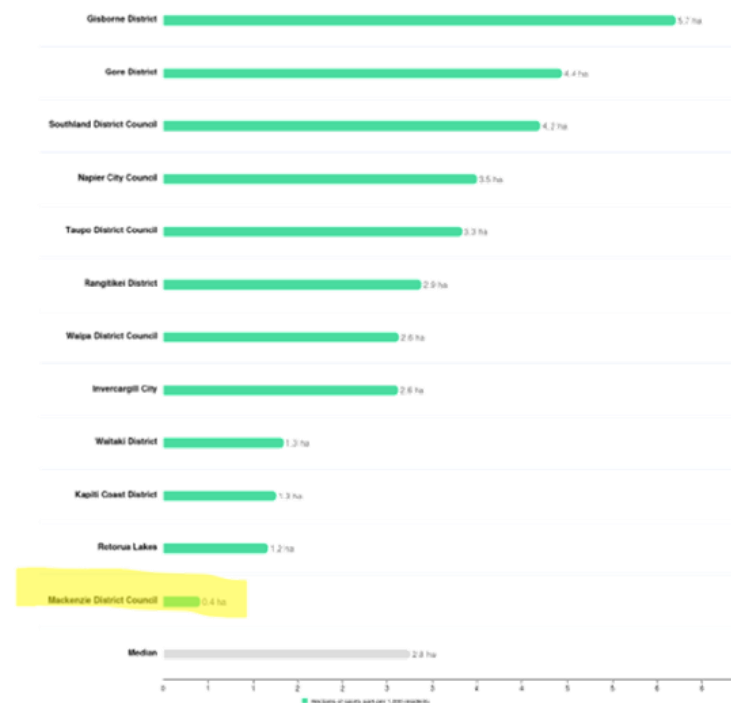


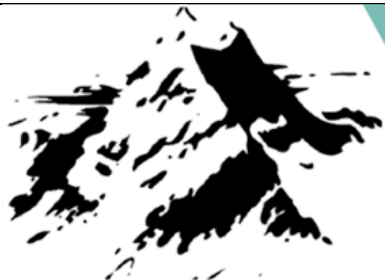
Provision of Sports Parks

- Council provides 0.4 ha of Sports Park per 1,000 residents
- This is the lowest provision in the dataset
- It appears that there is no provision to provide sportsfields (when required) in Tekapo, likely to be the first town of it's size in NZ to be in such a position

A. Provision: Sports and Premier park provision
Provision of sports park per 1,000 residents

Year Selection: 2020



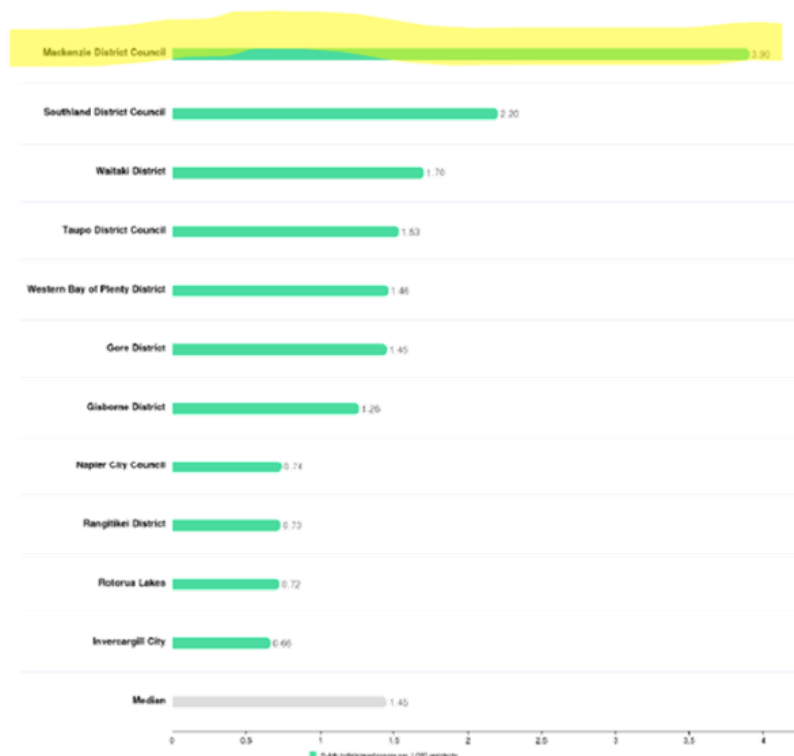


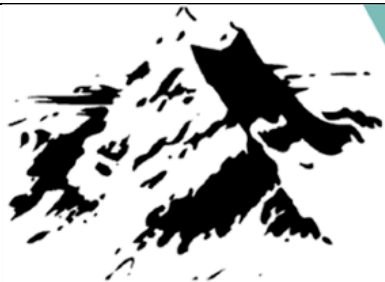
Provision of Public Toilets

- Council provides 3.9 toilets per 1000 residents, the highest in the data set
- Partly a function of tourism compounded by a relatively small resident population
- It's certainly appropriate that we continue to seek MBIE assistance for both capital and renewal of these assets
- Our quality however we suspect is variable and we have no plan that identifies future locations, renewal priorities
- It doesn't appear our toilets have counters, so usage is not recorded

A. Provision: Public Toilets/Washrooms
Public toilet/washroom provision per 1,000 residents

Year Selection: 2020





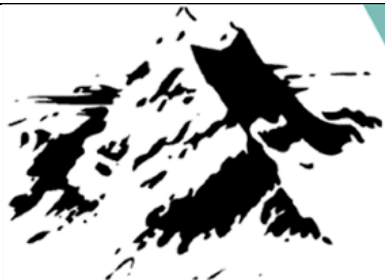
Playgrounds

- Council provides 12.5 Playgrounds per 1000 youth and children in the district
- 10 playgrounds for 801 children
- Some desperately poor others in need of reviews of safe fall surfaces
- Maintenance inspections an issue currently being addressed
- We could probably provide less but provide much better and get greater value for our spend

A. Provision: Playground and youth facility provision
Number of playgrounds per 1,000 children

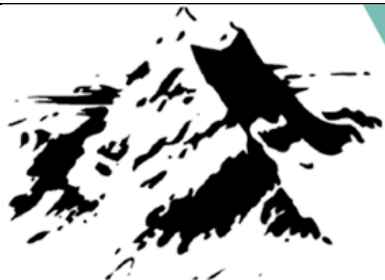
Year Selection: 2020





Overall Results

- Overall, the results from the survey indicate that Council has areas on which to focus on
- Understanding the demands for services and in particular the demand created by visitors and absentee property owners is critical in planning for the future
- Trees and tree maintenance an area of concern, particular given the status of the Peace Trees
- Collection of data in focus areas would support a better understanding of asset
- Our trails are undiscovered by visitors we suspect in the main
- We have no corporate identity (signage) of public assets



Next Steps

- Staff will table report to Council in October
- Complete the briefs for studies as resolved at the September meeting
- Complete the CLM commission and look to the future seasons
- Review staff focus and understand resourcing requirements
- Continue to participate in Yardstick
- Secure ongoing support from Xyst to support staff



Discussion

5.4 COMMUNITY FACILITIES AND SERVICES OFFICER UPDATE

Author: Charlotte Borrell, Community Facilities and Services Officer

Authoriser: Tim Harty, General Manager Operations

Attachments:

1. Swimming Pool Operation 2020/21 Season [↓](#) 
2. Street Light Outages [↓](#) 

STAFF RECOMMENDATIONS

That the report be received.

BACKGROUND

To provide the Tekapo Community Board with an update of activities in the community facilities space, including current and future projects.

BARBARA HAY RESERVE UPGRADE

Previously developed landscape plan is being updated following discussions with Community Board on site. Footpath linking both entrances is to be tendered as part of the Roding Managers concrete footpath tender (refer below) in approximately a months time. Tender documentation is soon to be developed. Intention is that following the construction of the footpath, which will include a series of steps, the grading of the reserve will follow ahead of re-establishment of the grass cover.

DEVELOPMENT OF RESERVE ON D'ARCHIAC DRIVE

Development of a landscape plan is underway. When developed this will be made available to the community for review/comment. The initial consultation with the Community Board and Tekapo School have given sound direction for the plan which will include a large informal grass area suitable for informal ball play and an suitable for community gathering/BBQ's at the lake end of the reserve with broadleaf trees to provide shade and shelter. The design will allow for future carparking provision in the event this proved to be necessary.

PLANTING OF OBSERVATION HILL AT CHURCH OF THE GOOD SHEPHERD

A planting plan has been developed but due to current nationwide shortages we cannot source for planting until Autumn. Staff are working on options to progress this project as soon as practicable.

CONCRETE FOOTPATH FROM BOAT CLUB TO GENESIS INTAKE

This is well underway and will be tendered when inclusion and specifications of the pathway in Barbara Hay Reserve is finalised.

STRATHCONAN AND FAIRLIE SWIMMING POOLS

Please refer to the attached document for information regarding the 2020/21 season swimming pool operations.

STREET LIGHT OUTAGES

Please refer to the attached document for information regarding street light outages.

FUTURE PROJECTS*

- Access control to community hall (required prior to kitchen fit out)
- Fit out of community hall kitchen
- Additional drinking fountains/bottle filling stations in township

** Please note these may not be listed in order of priority.*



Mackenzie District Council

SWIMMING POOLS 2020/2021 SEASON

Earlier this year, Council commissioned a risk assessment report into all our community assets and facilities. The purpose is to understand the current status of many of our community assets, identify risks and issues that needed addressing and start to inform an investment strategy for the future.

This report highlighted shortcomings from a health and safety perspective in many areas. Council has both a legal and a moral obligation to ensure that both members of our communities who use the facilities and employees who work in them are safe and that the risks associated are managed in accordance with appropriate industry standards.

One of the issues highlighted in the report was a lack of expertise regarding the management and operation of swimming pools. We are a small Council, and our pools only operate for a few months of the year and therefore heavily rely on seasonal employees. While recognising their commitment and the wonderful job they do, this poses several challenges:

- From a management perspective we don't have anyone qualified to oversee pool management on our staff. This is a specialist role, and it isn't feasible for someone to maintain the relevant skills and experience on a part time basis.
- We don't have the expertise to create and implement the procedures and processes to the standard required for the safe and lawful operation of our pools.
- We don't have the capability to provide initial and refresher training to pool staff.

Addressing these issues will take some time and would have led to a considerable delay in

opening the pools for the 2020/2021 season.

Council recognises the amenity value of the pools to our communities, and rather than delay the opening of the pools opted to outsource the management of the facilities for the forthcoming season. This is an operational matter and not a change to the level of service agreed with the community in the Long Term Plan (and therefore doesn't trigger the consultation process). The additional cost (which is a maximum and will be offset by user charges) will be funded from operational reserves and will not impact rates or user charges. This decision means that:

- The pools will provide the same level of service they have in previous years,
- No expected interruption in pool operation though the season,
- Pools will be operated by a Poolsafe accredited company,
- Council is fulfilling its legal and moral responsibility to minimise the risk of harm to users and employees,
- Council have time to consider (and consult with our communities) how pools in the District can be best managed and operated in the future.

Council is mindful that pools are a high-risk environment, and a high percentage of users are children – and therefore takes the view that their safe operation is paramount.

Council staff will now work with industry experts and our communities to plan how we can operate our pools in a safe and compliant manner, providing an agreed level of service in the most cost effective way. This planning will commence immediately with the intention of taking effect for the 2021/2022 pool season.

Update on the LED Street Light Replacement Programme.

We are aware of the ongoing issues with street light failures across the district. NETcon informed us on the 29/06/2020 that they have run out of low pressure sodium lamps and fittings to fix/replace lights in Tekapo & Twizel and they are unable to get any replacements so no individual lights can be repaired until the LED upgrade is completed. They will continue to investigate and repair circuit faults where all the lights are not working in one area.

We have ordered LED new gear trays and Council has prepared a sole supplier contract with NETcon for the replacement of the fittings. Council. This document is with NetCON we are waiting on this to be returned so that it can be executed by Council. The total value of this work is in the order of \$1,016,945 so Councils procurement rules require this to be in place even though we are dealing with a sole supplier.

Twizel is the first town to be changed out given the number of outages and we will work outward from here. Some of the fittings which are architectural/ special may take slightly longer to sort. Once we have a programme we will be able to provide it to you and provide more definitive timeframes.

This will change out the all the low pressure sodium fittings to the 2200K LED's which comply with Councils District plan. They are also more reliable and efficient.

5.5 GRANT APPLICATIONS

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments:

1. Application from Saturday Market [↓](#) 
2. Application from Tekapo Trails [↓](#) 
3. Application from Mackenzie Enhancement Board/Community Garden [↓](#) 

STAFF RECOMMENDATIONS

That the grant applications be received and considered.

BACKGROUND

The following grant applications have been received by the community board:

- Tekapo Saturday Market is requesting \$1000 to upgrade signage and marketing to make the market more visible from the road.
- Tekapo Trails is requesting \$900 for trail marker posts.
- Mackenzie Community Enhancement Board, on behalf of the Tekapo Community Garden, is requesting \$876.76 for tools and equipment for the community garden.



MACKENZIE DISTRICT COUNCIL

Community Board Grant Application Form

A. Details

Name of organisation:	Saturday Market Lake Tekapo
Contact person:	Brooke Gardner
Postal address:	██████████ Lake Tekapo
Email address:	laketekapomarket@gmail.com
Telephone:	██████████

B. Which Community Board are you applying to?

1. Twizel Community Board	<input type="checkbox"/> Yes	You can apply for up to \$500 per grant.	Grant to be spent on projects/events in the Twizel Community Board area
2. Tekapo Community Board	<input checked="" type="checkbox"/> Yes	You can apply for up to \$1000 per grant.	Grant to be spent on projects/events in the Tekapo Community Board area
3. Fairlie Community Board	<input type="checkbox"/> Yes	You can apply for up to \$250 per grant.	Grant to be spent on projects/events in the Fairlie Community Board area

C. Organisation Details

1. How many people belong to your organisation?	1
2. What is the legal status of your organisation? E.g. Trust, incorporated society, other.	Non Profit
3. How long has your organisation existed?	1.5 Years
4. Is your organisation responsible to, or controlled by, any other organisation or authority?	yes


D. Grant Details

1. How much money are you applying for?	\$1000											
2. What is this money going to be used for? (Briefly explain): To up grade signage and marketing materials for the Saturday Market to make it more visible from the street and road.												
1. Are you registered for GST?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No											
If yes, GST Number:	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>											
2. What are the total costs of the project and where is the funding coming from?	Community board (this application)	\$1000										
	Other funders:	\$										
	Your contribution:	\$										
	Total:	\$1000										
3. When will this project happen? November/December 2020												
4. Have you applied for other sources of funding? Briefly explain. Yes in the process off applying for a grant from Genesis Energy as part of their community funds.												

F. Declaration

I hereby declare that the information supplied above on behalf of my organisation is correct.

I consent to the Mackenzie District Council collecting the personal contact details and information provided in this application for the purpose of considering a grant. I also consent to this completed application form being published on the public agenda of the next community board meeting. This consent is given in accordance with the Privacy Act 1993.

Name:	Brooke Gardner		
Position in Organisation / Title:	Co Ordinator		
Signature:	 Brooke Gardner	Date:	07/09/2020

G. Checklist

1. I have attached a balance sheet or financial statement from my organisation. If no, explain why.	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No
2. I have attached any other relevant documents that would assist the community board in making a decision.	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No
3. I understand that if my application is approved, I will be asked to supply an invoice for the amount granted and proof of my bank account number.	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
4. I understand that if my application is approved I will be asked to complete a project completion form that accounts for how the money is spent.	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No



MACKENZIE DISTRICT COUNCIL

Community Board Grant Application Form

A. Details

Name of organisation:	Tekapo Trails Society
Contact person:	Anne Braun-Elwert
Postal address:	PO Box 75 Lake Tekapo
Email address:	[REDACTED]
Telephone:	[REDACTED]

B. Which Community Board are you applying to?

1. Twizel Community Board	<input type="checkbox"/> Yes	You can apply for up to \$500 per grant.	Grant to be spent on projects/events in the Twizel Community Board area
2. Tekapo Community Board	<input checked="" type="checkbox"/> Yes	You can apply for up to \$1000 per grant.	Grant to be spent on projects/events in the Tekapo Community Board area
3. Fairlie Community Board	<input type="checkbox"/> Yes	You can apply for up to \$250 per grant.	Grant to be spent on projects/events in the Fairlie Community Board area

C. Organisation Details

1. How many people belong to your organisation?	81
2. What is the legal status of your organisation? E.g. Trust, incorporated society, other.	Incorporated society
3. How long has your organisation existed?	4 years
4. Is your organisation responsible to, or controlled by, any other organisation or authority?	no

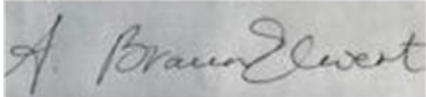
D. Grant Details

1. How much money are you applying for?	\$900									
2. What is this money going to be used for? (Briefly explain): See attached email (already sent to all CB members)										
1. Are you registered for GST?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No									
<i>If yes, GST Number:</i>	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>									
2. What are the total costs of the project and where is the funding coming from? Our contribution is in volunteer hours in identifying where signage needs to go, designing the signs, getting quotes etc. TTS members will provide the labour to erect the signposts.	Community board (this application)	\$900								
	Other funders:	\$0								
	Your contribution:	\$100								
	Total:	\$1000								
3. When will this project happen? Within 6 months										
4. Have you applied for other sources of funding? Briefly explain. Not for this particular project.										

F. Declaration

I hereby declare that the information supplied above on behalf of my organisation is correct.

I consent to the Mackenzie District Council collecting the personal contact details and information provided in this application for the purpose of considering a grant. I also consent to this completed application form being published on the public agenda of the next community board meeting. This consent is given in accordance with the Privacy Act 1993.

Name:	Anne Braun-Elwert		
Position in Organisation / Title:	Secretary		
Signature:		Date:	5/10/20

G. Checklist

1. I have attached a balance sheet or financial statement from my organisation. If no, explain why. Chris Scrase acts as auditor of our accounts.	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No
2. I have attached any other relevant documents that would assist the community board in making a decision.	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
3. I understand that if my application is approved, I will be asked to supply an invoice for the amount granted and proof of my bank account number.	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
4. I understand that if my application is approved I will be asked to complete a project completion form that accounts for how the money is spent.	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No

G. For more information

Arlene Goss
Mackenzie District Council
PO Box 52, Fairlie 7949

Phone 03 685 9010 ext 915
or
Arlene.Goss@mackenzie.govt.nz

Dear Tekapo Community Board Members,

We are seeking financial support, please, for some marker posts - see design attached.

Mitre 10 have quoted a 2.4M treated post at 100x75 (4x3) and they would cut them in half to 1.2M, and the price if we get 30 would be \$8.00 each including GST.

The price from the signwriter is \$15.66 per plaque and as some would be double-sided and we would need 40 plaques.

We would be most grateful if the Community Board could approve funding for the following:

30 wooden treated posts @ \$8.00 ea = \$240.00
40 printed plaques @ \$15.66 ea = \$626.40
Stainless screws approx. \$33.60
Total request \$900.00

Please reply to the Chairperson, TJ McConchie (email address above) and myself, Secretary for the Tekapo Trails Society.

Many thanks for your time in considering this request.

Kind regards,
Anne Braun-Elwert





Reverse x 8

Square treated 4 x 3 posts @ 1.2 M long.

Half metre in ground, 70cm above





MACKENZIE DISTRICT COUNCIL

Community Board Grant Application Form

A. Details

Name of organisation:	Mackenzie Community Enhancement Board (on behalf of the Lake Tekapo Community Development Project)
Contact person:	Penny Wilson
Postal address:	
Email address:	[REDACTED]
Telephone:	[REDACTED]

B. Which Community Board are you applying to?

1. Twizel Community Board	<input type="checkbox"/> Yes	You can apply for up to \$500 per grant.	Grant to be spent on projects/events in the Twizel Community Board area
2. Tekapo Community Board	<input checked="" type="checkbox"/> Yes	You can apply for up to \$1000 per grant.	Grant to be spent on projects/events in the Tekapo Community Board area
3. Fairlie Community Board	<input type="checkbox"/> Yes	You can apply for up to \$250 per grant.	Grant to be spent on projects/events in the Fairlie Community Board area

C. Organisation Details

1. How many people belong to your organisation?	The Mackenzie Community Enhancement Board is overseen by a committee of 6.
2. What is the legal status of your organisation? E.g. Trust, incorporated society, other.	Trust
3. How long has your organisation existed?	Over 25 years
4. Is your organisation responsible to, or controlled by, any other organisation or authority?	N/A


D. Grant Details

1. How much money are you applying for?	\$876.76											
2. What is this money going to be used for? (Briefly explain): The Lake Tekapo Community Garden is seeking funding to purchase basic tools and equipment to assist in the development and cultivation of this community space.												
1. Are you registered for GST?	✓Yes / <input type="checkbox"/> No											
<i>If yes, GST Number:</i>	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>											
2. What are the total costs of the project and where is the funding coming from?	Community board (this application)	\$876.96										
	Other funders:	\$-										
	Your contribution:	\$-										
	Total:	\$876.96										
3. When will this project happen? The Community Garden project will be formally launched in October 2020. The tools and equipment listed will be purchased in October and be used on an ongoing basis by community members and volunteers.												
4. Have you applied for other sources of funding? Briefly explain. The Community Garden sits under the Mackenzie Community Development Project which receives various funding grants for projects and events. The garden has, to date, received a donation from the Mackenzie Co-operating Parish to purchase fruit trees, and timber for plantar boxes. We have also received donations of time and resources from volunteers and local businesses. We are seeking further funding applications from other funding agencies for irrigation and fencing.												

F. Declaration

I hereby declare that the information supplied above on behalf of my organisation is correct.

I consent to the Mackenzie District Council collecting the personal contact details and information provided in this application for the purpose of considering a grant. I also consent to this completed application form being published on the public agenda of the next community board meeting. This consent is given in accordance with the Privacy Act 1993.

Name:	Penny Wilson		
Position in Organisation / Title:	Lake Tekapo Community Development Worker		
Signature:		Date:	22 nd Sept 2020

G. Checklist

1. I have attached a balance sheet or financial statement from my organisation. If no, explain why.	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No Garden is in its first month of operation. Funds and resources donated to date.
2. I have attached any other relevant documents that would assist the community board in making a decision.	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
3. I understand that if my application is approved, I will be asked to supply an invoice for the amount granted and proof of my bank account number.	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
4. I understand that if my application is approved I will be asked to complete a project completion form that accounts for how the money is spent.	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No

G. For more information

Arlene Goss
Mackenzie District Council
PO Box 52, Fairlie 7949

Phone 03 685 9010 ext 915
or
Arlene.Goss@mackenzie.govt.nz



The Tekapo Community Garden project was launched in 2020 to connect people, plants and produce. This community project was developed to encourage social cohesion and connectivity following a challenging year for our small rural community. Community gardens are known to provide numerous health benefits, including improved access to food, improved nutrition, increased physical activity and improved mental health. It is our intention that this garden will also provide space for sharing knowledge, skills and ideas and fostering a care and concern for our natural environment.

Why a Community garden?

- Building social connection and cohesion
- Transfer of knowledge and skills within the community
- Promoting biodiversity and food resiliency

Who?

- Everyone has skills to offer, whether it is specific gardening knowledge, a willingness to learn, or time or resources to contribute. The hope is that this project will bring people and groups together, of all ages and backgrounds to learn and share together.

What?

- The Mackenzie Community Gardens are a collaborative project and will rely on the energy and skills of our communities to be nurtured into the future. Individuals can be involved in education and workshops, ongoing maintenance or occasional working bees. All contributions are voluntary, however much valued!

Find out more;

- Email mackenziecommunitytekapo@gmail.com
- Tekapo Community Garden facebook page

Photograph: Lake Tekapo School Children help planting the first fruit trees in the new community garden site on Aorangi Crescent.



TEKAPO AUTO LTD

P O Box 130
LAKE TEKAPO

Email: office@tekapoauto.co.nz

Phone: 03-680 6803
Mobile: 027-6806803
Fax:

September 15, 2020

Quotation**12**

Mackenzie Community Gardens
c/- Matt Murphy

Phone:
Mobile:

Description: TOOLING

VIN No
Chassis No

Customer Id: GARDENS/MC

Part Number	Description	Qty	Price	Total
SPRINGGROW	SPRINGGROW GARDEN PACK	2.00	19.13	38.26
GLOVELLSRT	Crinkle Latex Gardening Gloves Large (Pair)	3.00	5.65	16.95
GLOVELSSRT	Crinkle Latex Gardening Glove Small (Pair)	3.00	5.65	16.95
SPADE	Garden Spade All Steel Grey	2.00	33.91	67.82
BDFORKB	Standard Border Fork	2.00	60.00	120.00
M760	McGregors Ratched Action Secateurs	2.00	19.13	38.26
AH4430	Atlas Ergo Grip Hand Cultivator	2.00	12.17	24.34
MTRANSSS	McGregor's Transplanting Trowel	2.00	8.65	17.30
KIDSET	Kids Garden Tool Set	2.00	17.35	34.70
GBAG850	McGregors 390mm x 430mm x 480mm Garden E	2.00	7.39	14.78
AT05114	Atlas Trade 175mm Hoe	2.00	27.83	55.66
135034	Wheelbarrow Eco	2.00	139.13	278.26
293858	Weedmat 0.90m x 10m	3.00	13.04	39.12

Valid Until 15/10/2020

Parts \$762.40

Sub-Total \$762.40

GST \$114.36

Printed: 16/09/20 9:06AM

This is NOT a Tax Invoice

TOTAL \$876.76

5.6 INTRODUCTION TO REPRESENTATION REVIEW

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Your Choice - Tekapo [!\[\]\(a03a7eb2f4046e1d3c76772003e549ea_img.jpg\)](#) 

STAFF RECOMMENDATIONS

That the information be noted.

BACKGROUND

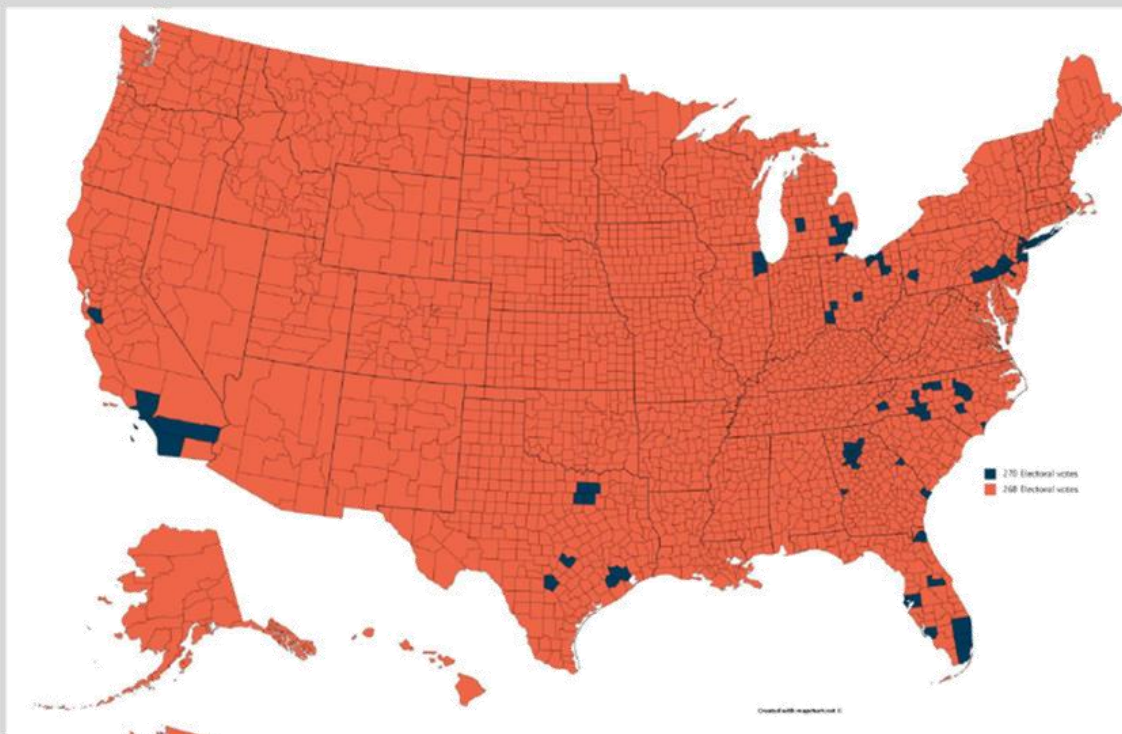
Every six years a council is required to review its representation arrangements. Governance Advisor Arlene Goss will introduce the community board to this review using the attached presentation.



YOUR CHOICE

2022 Election Review

Why is fair representation important?



This map shows the minimum number of districts (in blue) needed to become the President of the United States.

Blue = 270 Electoral Votes
Orange = 268 Electoral Votes

Theoretically, it is possible to win an election in the United States with 22% of the popular vote.

The Goal of this Election Review

1. To provide for 'effective representation of communities of interest'.
2. To ensure 'fair representation of electors'. In this process, the word "fair" means having equal representation for all voters across the district.
3. Legislative Requirement - Every six years councils have to review how they are elected.

(Local Government Act 2002)

Decisions will be needed at three levels



DISTRICT



WARD



COMMUNITY BOARD

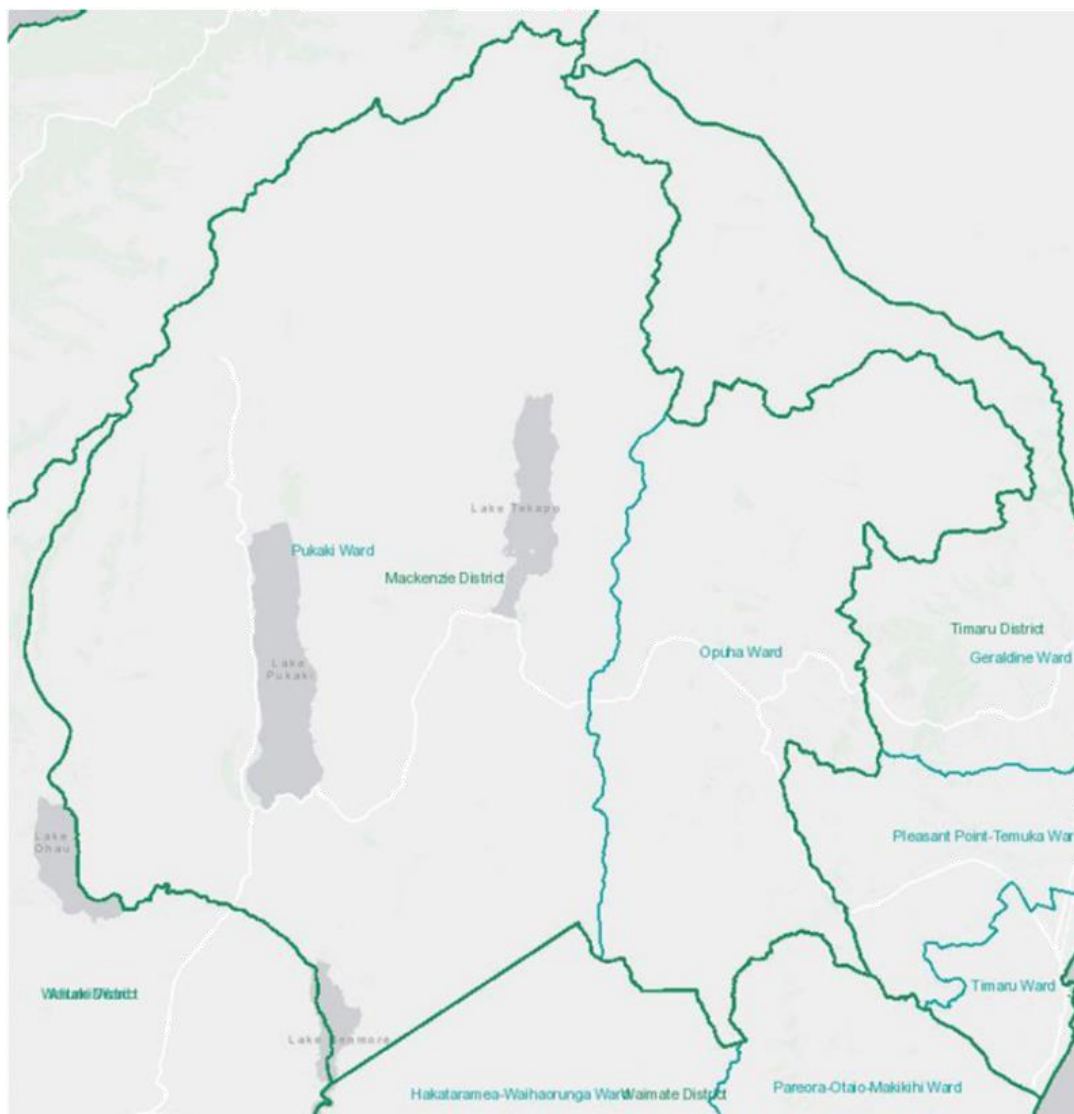
District: Number of Councillors



Mackenzie District Council is currently comprised of six councillors and the Mayor.

Legislation currently allows the Mackenzie District to have either five, six or seven councillors and a Mayor.

How many councillors is the right number and why?



Wards



Discussion

Legislation allows any number of wards, or voting at large.

Voting by ward means voters in each ward vote for councillors who represent their ward.

Voting at large means everyone in the Mackenzie District votes for every council position, and elected councillors represent everyone in the district.

Question

Would you prefer to stay with the current ward system, change the current wards, or move to voting at large?

Community Boards: Number of Boards

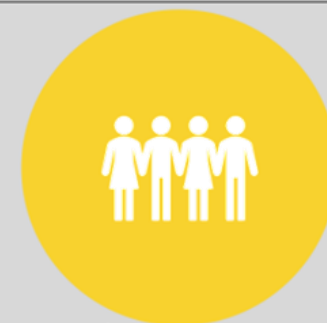


There are currently three community boards in the Mackenzie District, one each in Twizel, Tekapo and Fairlie.

Legislation allows for any number of community boards, or none at all.

Are community boards needed in the district? Would you like to see any new community boards established, any current community boards disestablished, or any community boards combined?

Community Boards: Membership

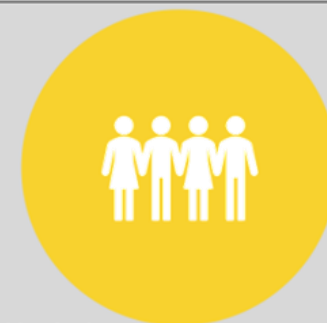


Currently each community board consists of four members elected by people living within the community board area, and one councillor appointed by the council.

Legislation allows for between 4 and 12 community board members (not including the council-appointed member).

Would you like to see any change to the number of elected or appointed community board members?

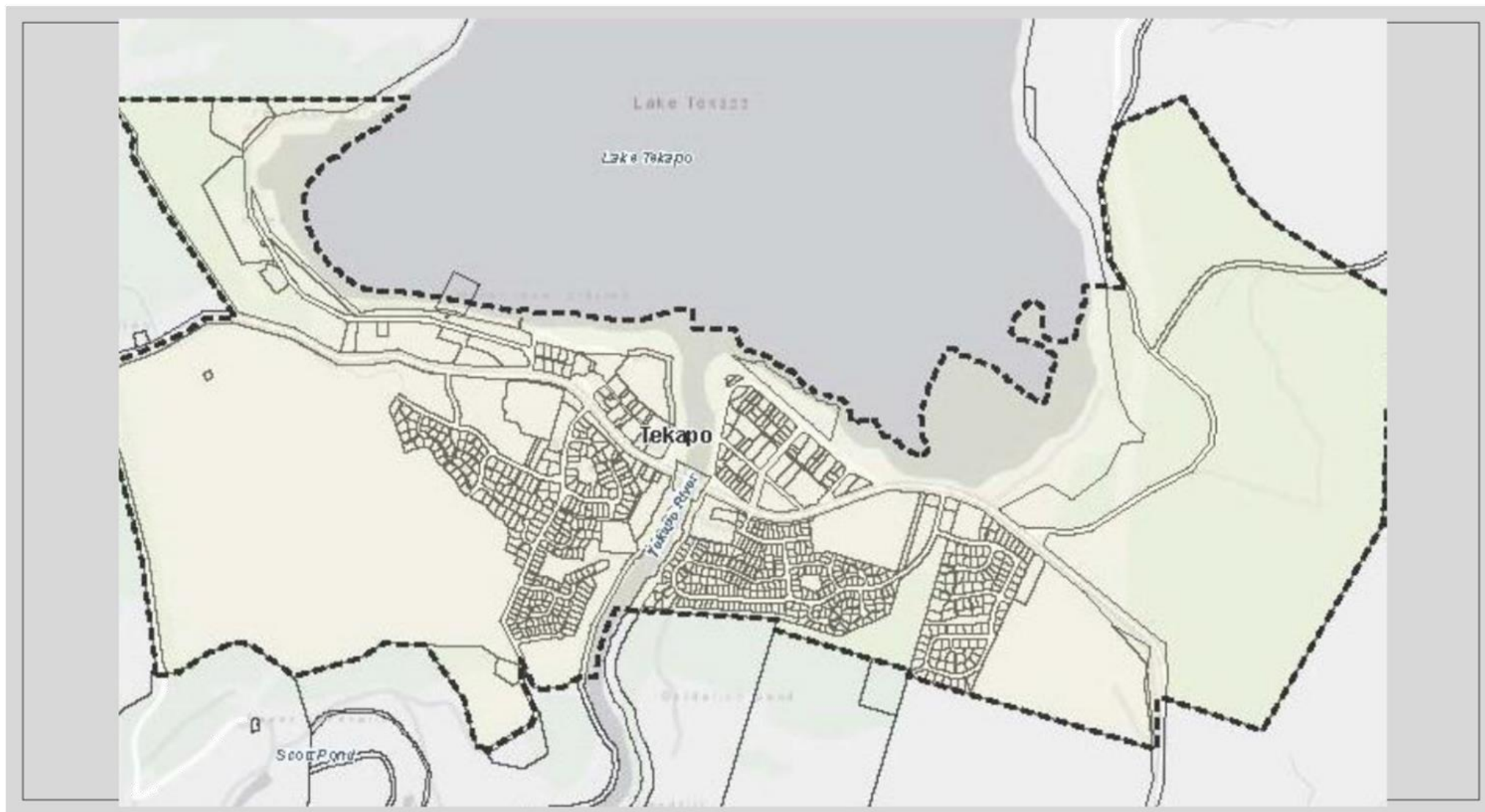
Community Boards: Boundaries



Township boundaries in the Mackenzie District can change as new subdivisions are built and towns grow. Community board boundaries should reflect this.

Assuming that the status quo continues, are there any areas currently not included within community board boundaries that you would like to see included?

The following maps are for discussion.



Names of Electoral Areas

Mackenzie District currently has the Pukaki and Opuha wards, and the Twizel, Tekapo and Fairlie Community Boards.

Legislation requires that we think about these names as part of the review process.

Do these names reflect the communities they represent? Is any change needed?

Would this be the right time to suggest renaming the community boards to Maori names? e.g. Tekapo Community Board to Takapo` Community Board?

Public Consultation

These questions will be asked on the Let's Talk Platform up to 5pm on Monday, November 30.

Over the Christmas period I will collate all the feedback and come back to Council in the new year with a draft proposal.

That proposal will then be advertised and submissions called for.

2022 Election Review Process

1. Initial Consultation with the Community
2. Consultation with Elected Members
3. Draft Proposal Considered by Council
4. Proposal Advertised – Submissions Invited
5. Public Hearing of Submissions
6. Proposal Amended and Advertised – Appeals invited
7. If no appeals – Final Proposal Adopted
8. If appeals received – Local Government Commission Makes Decision
9. Election Held Under New Arrangements in 2022



Do you have any other suggestions that would ensure fair and effective representation for voters in the Mackenzie District?

5.7 TEKAPO COMMUNITY BOARD MEETING SCHEDULE 2021

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: Nil

PURPOSE OF REPORT

The purpose of this report is to consider and adopt the community board meeting schedule for 2021.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That the community board meeting schedule for 2021 be adopted.

TEKAPO COMMUNITY BOARD MEETINGS IN 2021

Wednesday, January 27

Wednesday, March 17, ordinary meeting plus meeting to allocate Genesis Grants.

Wednesday, May 5

Wednesday, July 14

Wednesday, September 1

Wednesday, October 20

Wednesday, December 8

The meetings will begin at 3pm and will be held in the Tekapo Hall meeting room (unless it is not available).

5.8 GENERAL BUSINESS AND COUNCILLOR UPDATE

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: Nil

STAFF RECOMMENDATIONS

That the information be noted.

GENERAL BUSINESS

The following matters for discussion have been requested by the chairperson:


- Cavalcade - Norman Geary - presentation and overview (Most probably will take place in public forum).
- Lake Tekapo Community Hall - Kitchen Facilities and Management - Please can staff provide an update
- Update on Boat ramp - Please can staff provide an update (Charlotte/Scott)
- Update on Revised Plans for sports facility - Please can staff provide an update.
- CCTV Update - Please can staff provide an update.
- Problem with Builders Rubbish on Andrew Don Drive.
- Fibre Rollout - Update in terms of current timeframes & discussion around means to accelerate the roll-out

Council's representative on the community board, Cr Matt Murphy, is invited to update the members on recent council activity.

5.9 COMMUNITY BOARD ACTION LIST

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Tekapo Actions [!\[\]\(d66ff64371a51729ac8c1cdaa685ba6f_img.jpg\)](#) 

STAFF RECOMMENDATIONS

That the information be noted.

BACKGROUND

Attached is the latest version of the community board action list. These actions are updated by staff regularly.

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Wednesday, 7 October 2020 8:45:56 AM

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
Report	Proposed Shared Pathway on Tekapo Waterfront	McKenzie, Scott	Tekapo Community Board 3/02/2020	17/02/2020		
5.4		Harty, Tim				
	TKCB/2020/177 , TKCB/2020/178					
	COMMITTEE RESOLUTION TKCB/2020/178					
	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
	7 Apr 2020 - 10:55 AM - Arlene Goss					
	Resolution Rescinded on March 11.					
	7 Apr 2020 - 10:56 AM - Arlene Goss					
	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					
	7 Apr 2020 - 10:56 AM - Arlene Goss					
	Action reassigned to McKenzie, Scott by: Goss, Arlene for the reason: Action Uploaded.					
	14 Apr 2020 - 12:14 PM - Arlene Goss					
	Update from Scott: Council have made decision on the matter and have agreed to complete the Lakeside Drive Section and have listened to the community and have decline the Pioneer Drive pathway. Provisioning of contractor to complete works will occur after Covid 19 lock down and reduction of status levels that allows works to be completed.					

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Wednesday, 7 October 2020 8:45:56 AM

Close this action.

11 Jun 2020 - 2:11 PM - Arlene Goss

CB meeting on June 10: The Lakeside Drive part of the pathway will be constructed in Spring/Summer, weather allowing.

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	Tekapo Western Carpark	McKenzie, Scott Harty, Tim		21/04/2020		
<p>7 Apr 2020 - 11:26 AM - Arlene Goss</p> <p>Western Carpark: Supposed to start mid-January. Charlotte Borrell will check on progress and email the community board.</p> <p>The community board queried the Intercity buses now parking outside of Dark Sky Project. Is this a new (permanent) arrangement?</p> <p>7 Apr 2020 - 12:26 PM - Arlene Goss</p> <p>Being re-marked. Tour buses are being directed to down by the bridge. Bus sign needs to be removed. Opportunity for signage on the road after marking is finished.</p> <p>14 Apr 2020 - 12:14 PM - Arlene Goss</p> <p>Update from Scott: This is an informal arrangement that appears to have been arranged with Dark Sky Project. Have tried to contact managers to discuss with no success to date. May become bus park in future once discussion has occurred but at this stage it isn't permanent.</p> <p>11 Jun 2020 - 2:22 PM - Arlene Goss</p> <p>CB meeting June 10 - Dark Sky buses are still parked there. This issue is no longer relevant. Bus parks have been taken away from the four square car park.</p> <p>There is now a need to decide where long vehicle parking is going to be located.</p>						

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	Tekapo Bus Shelter	McKenzie, Scott Harty, Tim		21/04/2020		
<p>7 Apr 2020 - 11:29 AM - Arlene Goss</p> <p>Resolution "That the Tekapo Community Board request that Council support the erection of a temporary bus shelter in Tekapo to shelter approximately 20 people." Mr McKenzie is investigating design options.</p> <p>14 Apr 2020 - 12:16 PM - Arlene Goss</p>						

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Wednesday, 7 October 2020 8:45:56 AM

Update from Scott: Have put together a draft scope to release for a design build contract to construct these two shelters.

18 Aug 2020 - 2:21 PM - Arlene Goss

CB meeting August 5 - Update requested from Roothing manager.

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	Tekapo Walkway from Simpson Lane to Main Carpark:	McKenzie, Scott		21/04/2020		
		Harty, Tim				
	<p>7 Apr 2020 - 11:31 AM - Arlene Goss</p> <p>Permanent Walkway from Simpson Lane to Main Carpark: Site has been investigated. There are issues with land subsidence, and some of the relevant land being owned by Four Square. The community board suggested talking to Four Square and see if they would be favourable to part of the walkway being on their land on the north side of the supermarket. Request to organise a community board walkthrough of the area. Mr McKenzie</p> <p>7 Apr 2020 - 11:31 AM - Arlene Goss</p> <p>Action reassigned to McKenzie, Scott by: Goss, Arlene for the reason: Action Uploaded.</p> <p>14 Apr 2020 - 12:17 PM - Arlene Goss</p> <p>Update from Scott: Walk over to be organised with community board and Charlotte after lock down and once an appropriate status level to undertake.</p> <p>11 Jun 2020 - 2:23 PM - Arlene Goss</p> <p>CB meeting June 10 - The community board needed to do a walk around with the roading manager. To be organised by the board.</p>					

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	Tekapo Reserve on D'Archiac Drive:	Borrell, Charlotte		21/04/2020		
		Harty, Tim				
	<p>7 Apr 2020 - 11:33 AM - Arlene Goss</p> <p>Concept plan to come to the April meeting.</p>					

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Wednesday, 7 October 2020 8:45:56 AM

7 Apr 2020 - 12:25 PM - Arlene Goss

Student Elijah suggested Maukatua Reserve, which is the Maori name for Mount Sefton which can be seen from the reserve.

Student Xavier suggested Atua Rangi Reserve, meaning God's Sky, reflecting the Dark Sky Reserve in the district.

The community board thanked the school for the suggested names and asked council staff to consult with Runanga on the appropriateness of the suggested names, with a decision to be made at the next meeting.

8 Apr 2020 - 9:33 AM - Arlene Goss

Charlotte Borrell: Delayed by Covid19 shutdown.

11 Jun 2020 - 2:24 PM - Arlene Goss

CB meeting on June 10 2020 - The community services officer said she had spoken to the landscape architect and will bring plans to the community board, for further distribution to the public. All three suggested names for the reserve would be suggested to iwi for input.

18 Aug 2020 - 2:20 PM - Arlene Goss

CB meeting August 5 - Plans and costings requested for next meeting. Charlotte Borrell waiting for runanga decision on name.

14 Sep 2020 - 1:25 PM - Arlene Goss

External project manager to implement.

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	Tekapo Village Walking Trails	Borrell, Charlotte Harty, Tim		21/04/2020		
	<p><i>7 Apr 2020 - 12:27 PM - Arlene Goss</i></p> <p>George Scott walkway – Charlotte Borrell to meet with TJ from Tekapo Trails to discuss trails around Tekapo.</p> <p><i>8 Apr 2020 - 9:33 AM - Arlene Goss</i></p> <p>Charlotte Borrell: Delayed by Covid19 shutdown.</p> <p><i>11 Jun 2020 - 2:25 PM - Arlene Goss</i></p> <p>CB meeting June 10 - The community services officer has re-booked with TJ from Tekapo Trails, for July 13th. Community board members are invited to join them.</p> <p><i>28 Jul 2020 - 9:30 AM - Arlene Goss</i></p> <p>Charlotte: Familiarisation complete. Walkways (including signage) are under review.</p> <p><i>18 Aug 2020 - 2:23 PM - Arlene Goss</i></p>					

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Wednesday, 7 October 2020 8:45:56 AM

CB meeting August 5 - Contractor to be engaged for track maintenance. Signage and wayfinding also required.

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	Tekapo NZTA Requests	Harty, Tim Harty, Tim		21/04/2020		
	<p><i>7 Apr 2020 - 12:28 PM - Arlene Goss</i> 60km speed limit – More information has gone back to NZTA. Waiting for them to move forward. They have asked for more pedestrian crossings. Another four throughout the town have been suggested.</p> <p><i>7 Apr 2020 - 12:29 PM - Arlene Goss</i> Cowan Hill walkway – This land is owned by Ecan and DoC or is state highway road reserve. Council has very little influence on this area. Scott McKenzie can raise with NZTA extending the gravel walkway down the road reserve.</p> <p><i>7 Apr 2020 - 12:29 PM - Arlene Goss</i> Action reassigned to McKenzie, Scott by: Goss, Arlene for the reason: Action uploaded</p> <p><i>14 Apr 2020 - 12:17 PM - Arlene Goss</i> Update from Scott: Working with NZTA around further crossing points through the town in discussions with Caroll and NZTA reps. Have made suggestions awaiting a response. on Tekapo speed limits as interlinked Park action</p> <p>8 Apr 2020 Scott Mckenzie Have raised the issue of the Cowans Hill walkway extension and await a reply. Park action</p> <p><i>11 Jun 2020 - 1:59 PM - Arlene Goss</i> CB meeting June 10 - Request from public to install barrier on main highway above the caravan park. Constable Brad Morton noted that the gritting of the main road was not happening early enough. This needed to happen before Queens Birthday weekend.</p> <p><i>18 Aug 2020 - 2:24 PM - Arlene Goss</i> CB meeting August 5 - Tim Harty is trying to get NZTA to commit to a safe crossing on the highway and also improve the approaches to the town.</p> <p><i>18 Aug 2020 - 2:25 PM - Arlene Goss</i> Action reassigned to Harty, Tim by: Goss, Arlene for the reason: Moved from Scott McKenzie to Tim Harty.</p>					

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Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	Tekapo: Lakefront Improvements	Borrell, Charlotte Harty, Tim		25/06/2020		
<p><i>11 Jun 2020 - 2:12 PM - Arlene Goss</i> CB meeting June 10: A suggestion was made that the approaches to the playground be tidied up with a more permanent material than gravel. The Community Services Officer will meet with the builder on site to discuss this. Whitestone has also been asked to replace the tyres and re-tension the wires on the flying fox. A large, rope "spider's net" was suggested as a further piece of equipment for the playground. Further discussion is required on this, and how it would be funded. Tidying up the area to the east of the playground - The community services officer said she would talk to the roading manager regarding sourcing topsoil to put there and adding grass seed.</p> <p><i>3 Jul 2020 - 4:12 PM - Arlene Goss</i> Action reassigned to Borrell, Charlotte by: Goss, Arlene for the reason: For your information.</p> <p><i>28 Jul 2020 - 9:32 AM - Arlene Goss</i> Charlotte: Approaches will have rocks placed at the side of the boardwalks. Flying fox complete. No topsoil available currently for area east of the playground. Will be included in Lakefront Domain project.</p> <p><i>18 Aug 2020 - 2:26 PM - Arlene Goss</i> CB meeting August 5 - Contractor will put rocks at approaches to boardwalks when he is next in the area with machinery. Charlotte Borrell asked to price topsoil from Timaru to clean up area between playground and Dark Sky building. Also look at installing a drinking fountain on the side of the public toilets.</p>						

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	Tekapo: Barbara Hay Reserve	Borrell, Charlotte Harty, Tim		25/06/2020		

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11 Jun 2020 - 2:20 PM - Arlene Goss

CB meeting June 10 - The community board needs to meet with the community services officer on site, then pricing will be requested from contractors.

3 Jul 2020 - 4:13 PM - Arlene Goss

Action reassigned to Borrell, Charlotte by: Goss, Arlene for the reason: For your information.

18 Aug 2020 - 2:20 PM - Arlene Goss

CB meeting August 5 - Plans and costings requested for next meeting.

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	Tekapo: Mobile Trading	Rodgers, Ann van Aswegen, Suzette		1/09/2020		
	18 Aug 2020 - 2:03 PM - Arlene Goss CB meeting August 5 - The chairman asked to add mobile trading to the action list. Mobile trading bylaw currently under review by Council. 18 Aug 2020 - 2:07 PM - Arlene Goss Action reassigned to Rodgers, Ann by: Goss, Arlene for the reason: Added to community board action list.					

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	Tekapo: Proposal for Bike Park on Genesis and MDC Land	Samways, Mark van Aswegen, Suzette		1/09/2020		
	18 Aug 2020 - 2:08 PM - Arlene Goss CB meeting August 5 - T.J. McConchie from Tekapo Trails spoke to the community board about an offer from Genesis to donate land for a bike park. MDC land is also required. Community board asked Mark Samways to check the status of the land and report back to the board. 18 Aug 2020 - 2:09 PM - Arlene Goss Action reassigned to Samways, Mark by: Goss, Arlene for the reason: Added to community board action list. 14 Sep 2020 - 1:18 PM - Arlene Goss					

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Mark Samways: The status of the land is plantation, which works well with mountain bike trails, therefore agreement in principle given.

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	Tekapo: CCTV cameras	Mulcock, Tim van Aswegen, Suzette		22/10/2020		
<p>18 Aug 2020 - 2:29 PM - Arlene Goss CB meeting August 5 - Tim Mulcock and Steve Howes working on this with Constable Brad. Need to determine the best four places to locate cameras. 9 Sep 2020 - 1:38 PM - Tim Mulcock Revised Target Date changed by: Mulcock, Tim From: 1 Sep 2020 To: 07 Oct 2020 Reason: Allied Alarms have visited onsite and met with CB. They will prepare a solution design and quote. 30 Sep 2020 - 7:53 AM - Tim Mulcock Revised Target Date changed by: Mulcock, Tim From: 7 Oct 2020 To: 22 Oct 2020 Reason: Solution design and pricing still underway</p>						

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	Tekapo: Car Park Marking	McKenzie, Scott Harty, Tim		1/09/2020		
<p>18 Aug 2020 - 2:31 PM - Arlene Goss CB meeting August 5 - Car park markings have worn over winter. Roading manager has asked contractors to programme this for a re-mark. Waiting on warmer weather.</p>						

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	Tekapo: Street Lights	McKenzie, Scott Harty, Tim		1/09/2020		

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AM*18 Aug 2020 - 2:32 PM - Arlene Goss*

CB meeting August 5 - Community board were informed of situation with update to LED lights. Noted that reports of faults were not being answered. Request for information to go out via council communications to make the community aware of the situation.