



Mackenzie

DISTRICT COUNCIL

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

Date: Wednesday, 21 September 2022

Time: 3.00pm

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

AGENDA

Tekapo Community Board Meeting

21 September 2022

Note: This meeting will 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

Rachael Williams, the new Senior Monitoring and Compliance Officer, will attend the meeting to introduce herself and her role.

5 REPORTS

5.1 MINUTES OF TEKAPO COMMUNITY BOARD MEETING - 24 AUGUST 2022

Author: **Arlene Goss, Governance Advisor**

Authoriser:

Attachments: **1. Minutes of Tekapo Community Board Meeting - 24 August 2022**

RECOMMENDATION

1. That the Minutes of the Tekapo Community Board Meeting held on Wednesday 24 August 2022 be received and confirmed as an accurate record of the meeting.



Mackenzie

DISTRICT COUNCIL

Unconfirmed MINUTES

Tekapo Community Board Meeting

24 August 2022

**MINUTES OF MACKENZIE DISTRICT COUNCIL
TEKAPO COMMUNITY BOARD MEETING
HELD AT THE TEKAPO COMMUNITY HALL MEETING ROOM, LAKE TEKAPO
ON WEDNESDAY, 24 AUGUST 2022 AT 3.00PM**

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

IN ATTENDANCE: Mayor Graham Smith, Cr Anne Munro, Chief Executive Angela Oosthuizen, Engineering Manager Joni Johnson, Community Services Officer Brian Milne, Governance Advisor Arlene Goss, Krissy Rhodes (Church of the Good Shepherd)

1 OPENING

The chairperson opened the meeting and welcomed everyone.

2 APOLOGIES

COMMITTEE RESOLUTION TKCB/2022/225

Moved: Cr Matt Murphy

Seconded: Member Chris Scrase

That the apology received from Cr Murray Cox be accepted and leave of absence granted.

CARRIED

3 PUBLIC FORUM

Krissy Rhodes from the Church of the Good Shepherd said she was informed that council would tidy up the area around the church and they were happy with this, but last week they were shocked to see the rocks were moved and ground smoothed over for grass. She asked to work with Council to ensure this remained a heritage area with rocks appropriately placed and native planting. Genesis recently gave them a grant to plant natives on the opposite side of the road and they were working on that. They would like to do a similar thing on the west and the north side of the church. The bund looks fabulous and she would like the same on the west and the north. The committee would like to get together with council staff to discuss this.

David Adamson said this area had been tidied up because it was full of weeds. There must have been a miscommunication. He suggested it would be good for a community board member to work with both the church and council on this. This would be discussed further outside the meeting.

4 DECLARATIONS OF INTEREST

There were no declarations of interest.

5 REPORTS

5.1 MINUTES OF TEKAPO COMMUNITY BOARD MEETING - 5 AUGUST 2022

It was noted that public forum speaker Fabricio Savignano spoke about outdoor exercise equipment, not play equipment. This correction would be made.

COMMITTEE RESOLUTION TKCB/2022/226

Moved: Member Carroll Simcox

Seconded: Member Chris Scrase

1. That the Minutes of the Tekapo Community Board Meeting held on Friday 5 August 2022 be received and confirmed as an accurate record of the meeting, with the correction noted above.

CARRIED

5.2 COMMUNITY BOARD FINANCIAL REPORT

Chris Scrase suggested the tavern island cost needed to be included under township projects.

The grant of a thousand dollars to the Mackenzie County Scholarship fund was reimbursed by Council at its meeting yesterday.

The chairman asked if maintenance of the Tekapo Hall came out of the township fund or a separate fund. There was a separate fund for this. The chairman asked which budget they would fund IT equipment for the hall meeting room from. David Adamson and the chief executive offered to follow up on this. The chairman would work with the IT and engagement manager on this project.

Chris Scrase asked for an update on the land subdivision fund. The finance manager was actively working on this. David Adamson said the balance at the beginning of the last financial year was \$2.5 million. This was being updated to the current year. There was also a \$2.4 million balance in Tekapo water, and a \$2.6 million balance in the Tekapo wastewater budgets. Mr Adamson was preparing a plan to spend this, but it would ultimately be a Council decision and not the responsibility of the community board.

5.3 PARKS, FACILITIES AND PLACES UPDATE

The purpose of this report was to provide the Tekapo Community Board with a general update on projects and activities related to the Tekapo community. Brian Milne spoke to this report.

Maukatua Reserve – Signage going in soon.

Lakefront path design – Mr Milne updated the community board on changes to the plans, made after a walkaround with the community board following the last meeting. Chris Scrase passed on compliments from visitors who loved the natural lakefront.

Chris Scrase asked if the outdoor exercise equipment suggested at the last meeting would be suitable for Maukatua Reserve. There was some discussion on this.

The chairman noted that after the walkaround a terrace would be formed as part of the design and he asked for an indication of the new cost for this work. Mr Milne was unsure but believed this was within budget.

The community board repeated their request that this be called the Lakefront Rehabilitation, not the Lakefront Development.

Tavern Island – This project was approved at the last meeting. The chairman said since then there had been a discussion on pavers. The board discussed whether to use pavers or concrete under the picnic table. They decided that whichever option is chosen, such option needed to be consistent with plans for the other side of the carpark. The board also suggested silver tussocks be changed to red tussocks.

Bike stands - to be installed.

Tekapo Hall cleaning – Tom O'Neill was working on finding a new cleaner. Could a hall custodian role be combined with the cleaning role? Discussed how the hall would best run. It needed an online booking system, or something viewable. Different ideas on pricing and costs were discussed. Sharron Binns offered to prepare a draft position description and to speak to Tom O'Neill about this further.

Pay Toilets – The chairman asked if financial information on the pay toilets was available. This would be available at the next meeting.

5.4 ENGINEER'S REPORT

Joni Johnson went through the points in her report.

She would like to workshop the future Tekapo wastewater plant upgrade with the community board before going out to the public. The board agreed this could happen during the election period. This would be a huge project over the next five years.

Cr Murphy said at council level he thought experts were planning to go away and talk to landowners and come back to council, so what was the purpose of workshoping with the community board? Mr Adamson said the consultants have done this. They are recommending a site. The new council needs to be brought up to date on this after the election.

Chris Scrase said to be careful as there was consultation fatigue in the community. The community board agreed that a refresher workshop would be helpful. A copy of the consultant's report would be emailed to the board members.

Joni Johnson handed out a parking design layout for a small parking area on Motuariki Lane. This area is for cars only and needs signage to stop long vehicles. The community board agreed with this plan and requested that it be implemented as soon as possible.

Cr Murphy raised the issue that the current state of the roads was fairly poor. He would like communications to locals on re-sealing work, e.g. a map showing which roads will be re-sealed this season. The public still need to phone the council to notify of pot holes. The Mayor noticed that road markings were getting faint and re-painting would happen after re-sealing.

CCTV cameras – Phase 2 has been installed. They have not yet been hooked up to the police base.

Bus shelters – Joni Johnson asked the community board to think about whether two bus shelters were still a priority in 2022. They were originally requested in 2019. The biggest issue for people waiting for buses was people waiting for the Intercity bus to Christchurch/Queenstown. Tourists

on busses did not need a bus shelter as they got back on their bus. Intercity currently stops outside Dark Sky. A shelter was also needed at the start of the Alps2Ocean track.

Discussion took place on whether a people shelter with a table and seats under it, would be more useful than a simple bus shelter. Noted there wasn't a traffic management plan for busses. The bus stop would be bolted together and could be moved at a later time.

The community board agreed to erect one shelter at the Four Square, and a second one (budget permitting) at Hamilton Drive. They asked for something sympathetic to the look of Tekapo.

Mr Milne said there were also plans to put a public toilet in the Hamilton Drive area. Cr Murphy asked if a bus shelter could accommodate toilets. This was doable but a longer process.

Mr Adamson would go away and check the criteria of the funding and see what can or cannot be done.

Alps2Ocean Sign – Mr Milne showed a photo of a sign supplied by the Great Rides government organisation to be installed at the start of the Alps2Ocean trail at Hamilton Drive. The community board felt the sign was too brightly coloured and not sympathetic to the surrounds. They would not like to see it installed in its present form. They decided to decline the sign and not use it.

5.5 GENERAL BUSINESS AND COUNCILLOR UPDATE

Cr Murphy said the Te Manahuna Ki Uta destination management plan was adopted by council yesterday.

Three Waters – The Mayor spoke to the parliamentary select committee. He was opposed to the model but not opposed to reform.

Roading – Some effort had gone into repairing Lilybank Road for tourists following the flooding.

The chief executive offered to circulate reports from Christchurch NZ and the SC Chamber of Commerce for information.

Letter on Cowans Hill Styles – The Mayor offered to look into this and come back to the next meeting, as he was speaking to DoC on other matters and would raise this at the same time.

Electric Bikes – Race Tekapo is coming up in two weeks. There would be a dinner held with up to 120 people. Would like to offer the E-bike as an auction item and split the proceeds between Lake Tekapo School and the Lake Tekapo Bright Stars Kindergarden. Will pick it up from the garage at Fairlie.

Rubbish bins – Tom O'Neil will replace old bins outside Dough Boys with new ones.

Interruption to Water Supply – Joni Johnson said this was during scheduled maintenance and contractors believed a line they shut down was not connected to water users. As soon as they heard from people that the water supply was interrupted they stopped work and turned the water back on.

Service requests and customer services – The chief executive said she needed clarification around the data, the process, and closing off requests. There needed to be something going back to people to let them know if requests would take a while to resolve. The community board said there was a consistency issue on when things were followed up. The chairman said the originator of the request had no visibility around what was happening with the request.

McLaren Tekapo Footbridge – Rust on handrails. This was raised some time ago. Cr Murphy also asked for a tidy up of the main road bridge handrails.

Freedom Camping Update – Looking for legislative changes around self-containment. The community board would like to invite the new regulatory manager to their next meeting.

COMMITTEE RESOLUTION TKCB/2022/227

Moved: Member Caroll Simcox

Seconded: Member Chris Scrase

That the Tekapo Community Board supports the presentation given by the Lake Tekapo Sports Trust at the last community board meeting, and supports this going to Council.

CARRIED

Cr Matt Murphy declared a conflict of interest and did not vote.

COMMITTEE RESOLUTION TKCB/2022/228

Moved: Member Chris Scrase

Seconded: Member Caroll Simcox

That the Tekapo Community Board agrees to allocate the electric bike as a fundraising item, with the proceeds to be split evenly between Tekapo School and the Tekapo Brightstars Trust.

CARRIED

The Meeting closed at 5.00pm.

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

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CHAIRPERSON

5.2 COMMUNITY BOARD FINANCIAL REPORT

Author: Jo Hurst, Management Accountant

Authoriser: Sandy Hogg, Manager - Finance

Attachments: 1. Financial Report August [!\[\]\(74d4806277d7e73349d8e8c0897931e9_img.jpg\)](#) 

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
Township Projects
For The Period Ended 31 August 2022**

Date	Organisation	Amount
1/07/2022	New financial year 2022/23	\$ 40,000.00
	Unconfirmed Carry Forward from 2021/22	\$ 57,194.17
	Expenditure to date:	
	Committed funds from prior year:	
	CCTV cameras	\$ 13,000.00
	Seed funding Sports Facility	\$ 10,000.00
	Bike Racks and Installation	\$ 8,684.00
5/08/2022	Equipment for Tekapo Hall Kitchen	\$ 54.00
5/08/2022	Tavern Island allocated funds	\$ 14,500.00
	Balance remaining	\$ 50,956.17

**Grant Allocations
For The Period Ended 31 August 2022**

Date	Organisation	Amount
1/07/2022	New financial year 2022/23	\$ 3,000.00
	Unconfirmed Carry Forward from 2021/22	\$ 3,133.19
	Expenditure to date:	
5/08/2022	Mackenzie County Scholarship Fund	\$ 1,000.00
24/08/2022	Mackenzie County Scholarship - reimbursed from Council	\$ (1,000.00)
	Balance remaining	\$ 6,133.19

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

5.3 PARKS, FACILITIES AND PLACES UPDATE

Author: Brian Milne, Community Facilities and Services Officer - Contractor

Tom O'Neill, Community Services & Facilities

Authoriser: David Adamson, General Manager Operations - Acting

Attachments: 1. A2O - Great Rides National Signage Programme [↓](#)

PURPOSE OF REPORT

The purpose of this report is to provide the Tekapo Community Board with a general update on projects and activities related to the Tekapo.

STAFF RECOMMENDATIONS

1. That the Parks, Facilities and Places report be received.
2. That the Tekapo Community Board approves the funding of \$8,400 from the township projects budget for the supply and planting of 10 Corten steel planter boxes.

MAUKATUA RESERVE DEVELOPMENT

Work is currently underway to complete the final stages of this project with a completion date of 30th September.

Once the new grass has become reasonably established (early to mid Nov), does the Board wish to consider any form of opening event or other promotion to help publicise the parks development and availability?

LAKEFRONT PATH DEVELOPMENT

Work is now underway on this contract. An updated plan showing the final alignment of the trails will be available to share at the meeting.

The contractors initial focus will be completing the landscaping work during this early spring period. Further updates and expected completion will be advised at the meeting.

TAVERN ISLAND LANDSCAPING

This project will be implemented over the coming month.

BIKE STANDS

Installation of the new bike stands has now been completed.

TEKAPO HALL CLEANING

A suitable person has been identified to undertake hall cleaning and custodian duties. Contract details are currently being finalised.

Thanks to Sharron Binns for facilitating this.

CHURCH OF GOOD SHEPPARD/LAKEFRANT RESERVE LEVELING

Following concerns with placement of the rocks following smoothing work on the lakeside reserve around the Church, a meeting was held with MDC staff, church representatives and members of the Community Board. Agreement was reached to create 2-4 rock groups in hollows and move the current row of rocks around to create as natural a look as possible. Once the grass/lupins and other weeds regrow, the effect of the works will be substantially softened. A high mow/cut of the area will only be undertaken 2-3 times per year, with the objective of trying to create a natural but tidy/cared for look.

The re location of the rocks are scheduled to be completed by the 21st September.

HAMILTON DRIVE/A2O START DEVELOPMENT

Following discussions at previous meetings regarding possible toilet, bus shelter and A2O Great Rides signage for the start of the A2O, staff are working on a development plan for the area incorporating these three elements.

With regard to the A2O sign, a presentation from the Great Rides Agency on their national signage Project is attached for your background information. Despite the colour not being ideal, staff would still be keen to find a solution for locating the sign here in recognition of Great Rides funding of the A2O trail, and for which substantial additional funds are still required, mainly to complete off-roading of all sections of the trail.

We will develop some options to “blend” the sign into the bus shelter or toilet developments or the landscaping of the front bund to minimise its impact.

FIRE HAZARD MITIGATION

FENZ has scheduled a public information session at 6:30 pm on the 22nd of September, which we will attend. This session aims to educate the public so we can collectively make an effort to mitigate the risks facing all residents.

Following this public meeting, we aim to start work on the firebreaks behind Hamilton Drive and Murray Place coming into the start of summer. This will include a mid-prune of some of the trees and clearing of some of the area’s vegetation that is increasing the fuel loading and the chance of fire spreading.

REFLECTIONS GARDEN REFURBISHMENT

Following discussions internally, the council’s property team has approved the budget to place into the Reflections Garden Refurbishment. This project will be underway shortly to make the most of a spring planting.

EXELOO PAY TOILET CONVERSION

Following discussions in previous meetings, the Board requested the revenue produced by the Exeloo Toilets at the footbridge. This is listed below, incl GST.

\$13,596 to year-end June 2022.

\$16,875 to year-end June 2021.

\$14,921 to year-end June 2020. – Covid started December 2019

\$18,945 to year-end June 2019.

The cost to convert the toilets to a non-paying facility is \$8,185.40, incl GST.

Considering the cost to convert to a non-paying facility and the substantial loss in income which is used to support the operation of public toilets throughout the District, it is recommended that the Tekapo Foot Bridge Toilet remains a pay-to-use facility.

TOWN CENTRE PLANTERS

Following the selection of the Corten Steel Planter Boxes for use around the Tekapo Township, we would like to seek approval to purchase 10 planters using the Township Projects Fund. We would distribute these planters through the town centre. Each planter costs \$490, (Inc GST and freight). Install, planting and filling with soil is estimated at \$3,500. Total cost for 10 is \$8,400.

The Board may wish to nominate members to work with MDC staff in determining appropriate locations.

BLACK BILLED GULLS SIGNAGE OPTIONS

DOC has approached Council requesting the installation of signs on the park land surrounding the lake to discourage visitors from feeding the Black Billed Gulls, which have a small population around Tekapo. The black-billed gull is a threatened species and feeding them is not conducive to bird health (some food is harmful) or population survival.

An email request to the Community Board for feedback, indicated signage placed on the tabletops was not supported. However, the placement of 2-3 education sign panels around the Tekapo Township plus possibly symbols on general park signs would be supported.

Further discussion and confirmation of this approach is requested.



5.4 ENGINEER'S REPORT FOR TEKAPO

Author: Joni Johnson, Engineering Manager

Authoriser: David Adamson, General Manager Operations - Acting

Attachments: 1. Snow Clearing Procedures [↓](#) 

STAFF RECOMMENDATIONS

That the information be noted.

THREE WATERS - TEKAPO

- Water
 - All water quality standards are being met.
 - Incident report on 2 August 2022 unscheduled water outage:

A leak in Murry Park was exposed and found to be directly on the 200mm main. Whitestone operators checked GIS to identify the valves required to be operated to shutdown section of main for repair. Human error resulted in a misinterpretation of the valve configuration at Hamilton Rd and Lochinvar Ave.

The 200mm main section was isolated at 09.30, the repair was made, and the valves were re-opened at 10.30. Unfortunately, a 200mm valve on the corner of the highway and Beauchamp Pl was also opened. Operators were not aware at the time that this was open-ended and drinking water was discharging into a stormwater channel 50m away.

The large release of water dropped the town pressure and caused the no water issues that were reported at 11.30. When operators learned of the no water issues, they discovered their error of opening the 200 mm valve. The valve was closed, the water system was repressurized and the no water issues were resolved.

Water supply to the Lochinvar Ave area took slightly longer to resolve as the booster pumps required repriming. Once pressure restored and pump operational, hydrants were bled to remove air from the reticulation system.
- Wastewater
 - We are preparing for our annual inspection of the Tekapo wastewater treatment plant with ECAN.
- Stormwater
 - No issues to report.

ROADING - TEKAPO

- We will be seeking at least \$3.3 million in emergency funding for road repairs plus an additional \$1 million for betterment, to upgrade our network so that flood damages occur less frequently in the future.
- Flood repairs are continuing on District roads in the Tekapo area:

- Braemar Rd
 - Hayman Road
 - Mt Cook Station
 - Lilybank Road (top end)
 - Godley Peaks
- Grieg Street and car park kerbing was installed Monday 12 Sep.
- New car park painting and pedestrian signage at church are scheduled for October.
- The Snow clearing plan we follow throughout the district is attached.
- MacLaren footbridge names. We are getting estimates for the following options: Option 1. Remove planks and laser etch names. Option 2. Add a metal name plate to plank. Option 3. Rely on existing plaque to show donor names (\$0 cost.)
- MacLaren footbridge was inspected and repairs identified:
 - Rust on rails (aesthetic issue only.)
 - Coating is chipping (monitor condition.)
 - Disbondment on one bollard, easy to repair. We will get an estimate for this work; funded under Roading budget.
 - Tighten wires in handrail periodically.
 - The foot-bridge is on a three-year inspection cycle by a structural engineer.
- Snow-damaged assets and repair schedule:
 - Speed hump Pioneer Drive - October
 - Seal out in front of Godley Hotel – end of September
 - Speed hump Motuariki Lane - October
 - Pedestrian crossing island SH8 – comments have been passed on to Waka Kotahi
 - Also (non-snow related) SH8 Refuge o/s Police Station – we will mention to Waka Kotahi

OTHER - TEKAPO

Bus shelters. TIF has approved the use of funds for a “mini-bus” shelter to be located at the start of the A20 trail. We will coordinate this internally with the toilets to be installed at the same location.

Appendix S: Emergency Event Road Heirarchy

Transportation Maintenance, Operation, Renewal and Improvement Contract 2021-2031

Contract No: 1273

Date: June 2021

EMERGENCY EVENT ROAD HIERARCHY

The treatment of **Ice** is to be undertaken in accordance with the following priority:

Townships as per snow clearing procedure maps below

Rural Area;

1. Lilybank Road
2. Godley Peaks Road
3. Cave Hill (Cannington Road)
4. Clayton Road
5. Mickleburn Saddle (Lochaber Road)
6. Any other areas shaded by vegetation

The clearing of **snow** is to be undertaken in accordance with the following procedures;

Introduction

Where there is any contradiction between the specification and these procedures, the specification shall take precedence.

During most winters light falls of snow will occur over the Mackenzie and lowland basins.

Occasionally, heavier snow falls of over 250mm will occur, generally over the higher altitude areas of the District but occasionally over the whole District.

Travel on roads will be disrupted to some degree during snow fall events.

As a Road Control Authority the Council is responsible for the administration of snow clearing operations but works in close liaison with the Road Maintenance Contractors. The Council endeavours to re-establish mobility to as many residents as possible in the shortest time possible, accepting the limitations imposed by snow clearing plant availability and operator safety etc.

The Council will modify snow clearing priorities to accommodate requests from residents with health or safety concerns or acute stock welfare problems etc.

Roads between the Mayor's residence and the Council Chambers are to be cleared as a priority to enable a State of Emergency to be declared at the Council Chambers if required.

General Snow Clearing

Snow clearing shall be carried out as necessary to maintain the roading Network in a condition that can be negotiated by motorists using care. All snow removal shall be done with the most cost-effective equipment.

Contractors Resources

The Contractor shall monitor weather forecasts, and provide a monitoring log and have response plans in place (i.e. rostering of staff, equipment in readiness etc.) when snow is predicted.

The contractor shall provide regular updates at 9am 12pm and 4pm as to the status of roads. In a heavier snowfall the Contractor may be required to administer RAMM Emergency Information Systems detailing road closures and regular updates.

Snow is most easily dealt with when it is still fresh and in an un-compacted state. The Contractor shall have sufficient staff and plant available, at all times, to commence snow clearing operations as soon as snow starts to settle on the ground.

Graders are suitable for light snow falls but snow ploughs, including v-ploughs, mounted on trucks, tractors, graders or loaders are necessary to efficiently clear heavy falls.

There is significant footpath clearance required in township areas once the initial snow clearance emergency response has been completed. Suitable, efficient gear will be expected to be used such as a plough mounted to a mower or ATV.

Snow ploughs shall be available at short notice (taking into account the plant set-up time) as the severity of the snow fall becomes apparent.

Snow clearing operations shall continue for as many hours per day as possible without compromising driver safety and driver logbook requirements etc.

Contractors Response Time

The Contractor will display an urgent and concerted effort to get staff and plant to affected areas as soon as possible.

Liaison Roles

The Contractor shall activate and administer the first response to snow clearing. For light or localised snow falls the Contractor shall continue to administer the event until it has ended.

The Council will assume the dominant role of managing a snow fall event when it becomes apparent that significant community disruption is likely to eventuate. An Event Headquarters, manned by Council staff, will be set up at the District Council Building, Fairlie and/or at other locations in the District. In extreme situations a Civil Defence Emergency may be declared.

Council staff and the Contractor shall maintain close liaison to share information and determine priorities etc.

Snow Clearance Priorities

Snow clearance is undertaken in the "heartbeat" effect;

1. Clear critical emergency services - such as fire/police/ambulance/medical centre/aged care facilities
2. Clear commercial areas and find fire hydrants
3. Clear access to urban streets/schools including bus stops
4. Widen intersections
5. Clear rural roads including intersections
6. Move back to urban area and widen streets, clear storm water drains and grates
7. Widen rural roads
8. Remove snow piles in the commercial/critical care areas if forecast dictates snow will linger for a number of weeks

Gritting/Ice treatment of footpaths and roads will be an ongoing requirement

General Urban Clearance

Roads

Detailed snow-clearing plans below provide the priority areas for each township;

Commercial Areas in each township may be closed to ensure safe efficient clearance operations

Snow is to be windrowed off the traffic lanes and onto the shoulders, but not onto footpaths. Room should be left on the shoulders to permit the placement of snow cleared from footpaths.

Windrows across intersections shall be cleared immediately.

Snow shall not be heaped where it will cause a roading visibility hazard.

Clearing of the urban State Highway is the responsibility of NZTA's road maintenance contractors. Clearance of streets shall proceed even if the adjoining State Highway is closed.

The Council may request the Contractor to clear snow windrowed in front of accessways as a second priority activity.

Footpaths

Priority footpaths for clearance are shown on the detailed plans as below.

Residents shall be responsible for clearing the snow that has fallen on the footpath in front of their own access ways. They are not permitted to dump snow from their properties onto the footpath. Residents who are incapable of clearing their own access ways can contact the Mackenzie District Council which shall liaise with the Contractor or other groups to arrange the clearing.

If the Council requests footpath clearance, it shall be done to provide basic access, starting at the town centre and radiating outward, but having regard for the emergency and important services mentioned above. Footpath access need only be established on one side of each road.

General Rural Clearance

Clearance of roads shall generally be prioritised to provide access to the greatest number of rural properties in the shortest amount of time possible. Actual priorities shall be determined between the Contractor and Council staff depending on local conditions and requests received for priority clearances.

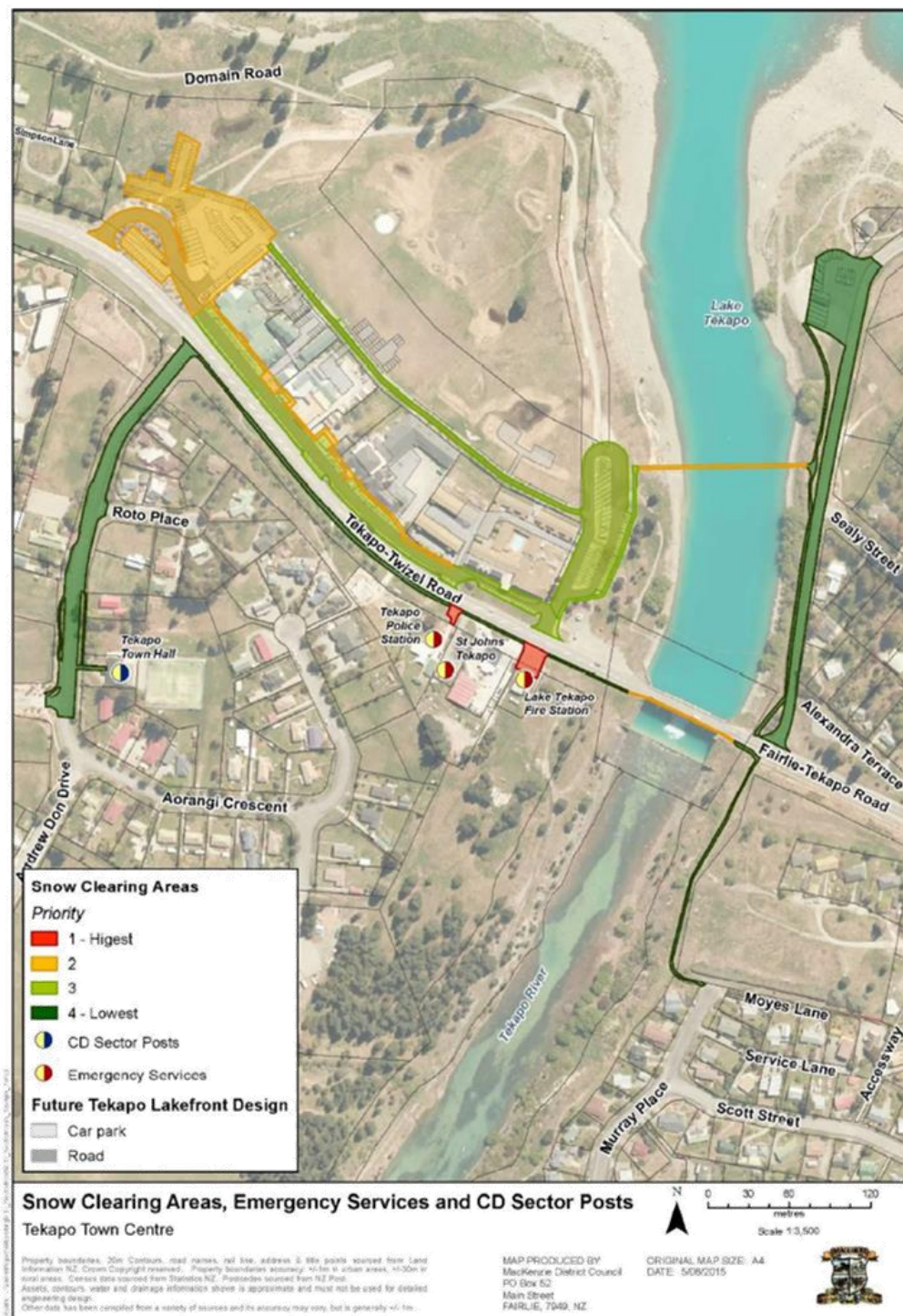
For stock management purposes farmers require an accurate indication of when roads will be cleared. The Contractor shall maintain a forward programme of road clearance intentions which is to be provided to Council staff. When the clearing of a road will not occur within 48 hours of the commencement of snow fall, the Council will endeavour to contact all affected farmers.

Requests from property owners to clear sections of road to provide access to stock etc. or as a community service received by the Contractor shall be directed to Council staff for consideration and approval if appropriate.

The Contractor may sub-contract local residents and contractors to carry out snow clearing. Responsibility for safety and performance of the sub-contractors rests with the Contractor.

The level of snow clearing necessary on rural road varies considerably depending on the current road use and the depth of snow accumulating. The following comments are intended to provide guidance to the Contractor;

- For initial snow clearing operations when snow depth is not greater than about 150mm, the snow clearing of rural roads shall consist of one pass of a snow plough or grader except on no-exit roads where a second pass may be done on the return trip.
- One lane access should be adequate while vehicles can still put their outer wheels on the uncleared road shoulders while passing.
- Additional widening may be carried out at corners, brows, major gateways and intersections to provide additional opportunities for safe passing if required.
- Godley Peaks Rd (sealed section), Lilybank Rd (first 2km through to the cattlestop) and Haldon Rd (sealed section) shall have snow cleared completely from the seal and the shoulder to prevent melting snow soaking into the pavement. The same treatment shall apply to any other sealed areas on Lilybank Rd that are susceptible to melting snow seeping under the seal and weakening the pavement.
- If the depth of snow increases so that passing width is not available then the additional widening mentioned above shall be carried out on local roads.
- Cass River Bridge, Godley Peaks Road, is weight restricted, as such normal snow clearance graders/loaders cannot cross this to clear snow, the road must be cleared to the bridge, the bridge then closed and within 24 hours a lighter snow plough must come and clear the bridge and re-open the road.



5.5 GENERAL BUSINESS AND COUNCILLOR UPDATE

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Request for water refill stations from TJ McConchie [↓](#) 

STAFF RECOMMENDATIONS

That the information be noted.

GENERAL BUSINESS

1. The chairperson has asked for the following matters to be included:
 - 1) Request to consider water refill stations across the village domain - This was previously raised by a local resident. See attached
 - 2) Western Car park improvements - Next Steps & Hamilton Drive - Stopping Lines need to be repainted
 - 3) CCTV Camera/Pole 3&4 allocation - Discuss options and recommendation from Joni Johnson
 - 4) Lake Tekapo Community Hall - Discuss options around concertina panel improvements/ better sound insulation for collaboration space
2. Council's representative on the community board, Cr Matt Murphy, is invited to update the members on recent council activity.

PO Box 167
Lake Tekapo
Mob: 0274 862489

26 August 2019

The Community Board
Lake Tekapo

WATER BOTTLE FILLING STATIONS FOR LAKE TEKAPO

Dear Members,

I am writing to request an Agenda item for discussion at your next Community Board meeting in Lake Tekapo.

While we applaud the moves taken by 4 Square Supermarket in the free supply of paper bags and cartons for customers to use, it is a concern that due to demand, the shelves are very heavily stocked with plastic water bottles of various sizes which fly out the door especially in the summer months. Having taken part in the Operation Fox River clean up, awareness of the need to reduce plastic has been at the forefront of many of us. Although these bottles are recyclable, many still end up on our roads and in our landfills.

We need to educate visitors that NZ water, particularly Tekapo water is safe to drink and to provide water bottle refilling stations would be a move in the right direction. Many councils have adopted these stations and I could envisage beautiful photographic scenes depicting our beautiful clean water placed on simple refilling units.

The time is right to install some refill stations while water piping is being undertaken on the village domain. I have included images of some of the simple stations used throughout NZ. The brand Aquabubble seems to be a favoured option.

Kind regards

Tj McConchie



5.6 ACKNOWLEDGEMENT OF RETIRING MEMBER AND VALEDICTORY SPEECH

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: Nil

PURPOSE OF REPORT

To acknowledge those elected members who are retiring at the end of the 2019-22 triennium.

STAFF RECOMMENDATIONS

1. That the Tekapo Community Board records its sincere thanks to member Chris Scrase for her loyal and conscientious service given to the Tekapo township and Mackenzie District from 2019 to 2022.

Chris Scrase, retiring community board member, will be invited to give a valedictory speech. This will be followed by the presentation of a gift. Staff and members of the public are invited to attend.

5.7 COMMUNITY BOARD ACTION LIST

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Tekapo Action List [↓](#) 


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:	Date From:
Action Sheets Report	Committee:	Date To:
	Officer:	Printed: Wednesday, 14 September 2022 7:55:04 AM

Tekapo Western Carpark				 Mackenzie <small>DISTRICT COUNCIL</small>
Officer and Meeting Date	Target Date	Resolution	Status	
McKenzie, Scott	21/04/2020		<p>12 Sep 2022 - 2:14 PM - Arlene Goss Painting of car park approved by Community Board. Painting will be done by FH when weather improves.</p> <p>Please transfer to Scott McKenzie. 12 Sep 2022 - 2:15 PM - Arlene Goss Action reassigned to McKenzie, Scott by: Goss, Arlene for the reason: Staff resignation</p>	


Tekapo Bus Shelters				 Mackenzie <small>DISTRICT COUNCIL</small>
Officer and Meeting Date	Target Date	Resolution	Status	
Johnson, Joni	21/04/2020		<p>5 Sep 2022 - 3:41 PM - Arlene Goss Joni Johnson asked the community board to think about whether two bus shelters were still a priority in 2022. They were originally requested in 2019. The biggest issue for people waiting for buses was people waiting for the Intercity bus to Christchurch/Queenstown. Tourists on busses did not need a bus shelter as they got back on their bus. Intercity currently stops outside Dark Sky. A shelter was also needed at the start of the Alps2Ocean track. Discussion took place on whether a people shelter with a</p>	


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			<p>table and seats under it, would be more useful than a simple bus shelter. Noted there wasn't a traffic management plan for busses. The bus stop would be bolted together and could be moved at a later time.</p> <p>The community board agreed to erect one shelter at the Four Square, and a second one (budget permitting) at Hamilton Drive. They asked for something sympathetic to the look of Tekapo.</p>
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Tekapo Walkway from Simpson Lane to Main Carpark:				 Mackenzie <small>DISTRICT COUNCIL</small>
Officer and Meeting Date	Target Date	Resolution	Status	
Adamson, David	21/04/2020		<p>15 Mar 2022 - 4:45 PM - Arlene Goss</p> <p>The roading manager met with community board members on site. This may become a site for a bus shelter. Cr Murphy asked that this project be given a higher priority. Mr Adamson offered to bring back a report on what money was committed so the community board could look at whether there was uncommitted budget that could go towards this. This may not be at the top of the district's footpath list.</p> <p>Discussion took place on whether money from the subdivision reserve could go towards this. Doing this would require a report to council.</p>	


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Tekapo Maukatua Reserve on D'Archiac Drive:				 Mackenzie <small>DISTRICT COUNCIL</small>
Officer and Meeting Date	Target Date	Resolution	Status	
Milne, Brian	21/04/2020		<p>5 Sep 2022 - 3:37 PM - Arlene Goss Signage going in soon.</p> <p>13 Sep 2022 - 3:49 PM - Arlene Goss Construction work due for completion 30 Sep 2022 Signage has been ordered</p>	

Tekapo Hall				 Mackenzie <small>DISTRICT COUNCIL</small>
Officer and Meeting Date	Target Date	Resolution	Status	
Adamson, David	3/11/2020		<p>5 Sep 2022 - 3:40 PM - Arlene Goss Tom O'Neill was working on finding a new cleaner. Could a hall custodian role be combined with the cleaning role? Discussed how the hall would best run. It needed an online booking system, or something viewable. Different ideas on pricing and costs were discussed. Sharron Binns offered to prepare a draft position description and to speak to Tom O'Neill about this further.</p>	


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Tekapo Proposed Sports Facility/Squash Club				 Mackenzie <small>DISTRICT COUNCIL</small>
Officer and Meeting Date	Target Date	Resolution	Status	
Milne, Brian	20/01/2021	<p>5 Sep 2022 - 3:47 PM - Arlene Goss</p> <p>COMMITTEE RESOLUTION TKCB/2022/227</p> <p>Moved: Member Carol Simcox</p> <p>Seconded: Member Chris Scrase</p> <p>That the Tekapo Community Board supports the presentation given by the Lake Tekapo Sports Trust at the last community board meeting, and supports this going to Council.</p> <p>CARRIED</p> <p>Cr Matt Murphy declared a conflict of interest and did not vote.</p>	<p>19 Jan 2022 - 1:05 PM - Arlene Goss</p> <p>David - \$10,000 added to the Long-Term Plan to initiate this project.</p> <p>Funding confirmed and work will progress in first quarter 2022. Reallocate to Brian Milne</p> <p>19 Jan 2022 - 1:06 PM - Arlene Goss</p> <p>Action reassigned to Milne, Brian by: Goss, Arlene for the reason: Requested</p> <p>19 Apr 2022 - 1:20 PM - Arlene Goss</p> <p>Sports trust now established with a signed deed. Next meeting will discuss what is required in the facility. The trust would then approach council. Error in name of trust to be corrected in action list.</p>	

Tekapo Rabbit Control				 Mackenzie <small>DISTRICT COUNCIL</small>
Officer and Meeting Date	Target Date	Resolution	Status	
Adamson, David	1/03/2021		<p>15 Mar 2022 - 4:45 PM - Arlene Goss</p> <p>This was complicated in an urban area. Current regional council rabbit control strategies were for rural areas. Was it possible to draw up a specific rabbit control strategy for</p>	

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			<p>Tekapo? Mr Adamson will continue to investigate this. 19 Apr 2022 - 1:16 PM - Arlene Goss Ecan has been asked to develop a rabbit control programme for urban areas. Mount Cook Village and Lake Alexandrina have a similar problem as Tekapo. Unfortunately the person Mr Adamson is dealing with is away sick at the moment. But he will follow up with Ecan.</p>
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Tekapo Bike Stands				 Mackenzie DISTRICT COUNCIL
Officer and Meeting Date	Target Date	Resolution	Status	
Milne, Brian	27/05/2021		<p>6 Apr 2022 - 9:16 AM - Arlene Goss The bike stands have now been ordered with delivery and installation expected by late April. 13 Sep 2022 - 3:50 PM - Arlene Goss Installation has been completed in September 22 – action complete</p>	

Tekapo: Pioneer Drive/Church of the Good Shepherd Landscape Work				 Mackenzie DISTRICT COUNCIL
Officer and Meeting Date	Target Date	Resolution	Status	
Milne, Brian	21/09/2021		<p>5 Sep 2022 - 3:35 PM - Arlene Goss Krissy Rhodes from the Church of the Good Shepherd said she was informed that council would tidy up the area around the church and they were happy with this, but last week they were shocked to see the rocks were moved and ground</p>	


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		<p>smoothed over for grass. She asked to work with Council to ensure this remained a heritage area with rocks appropriately placed and native planting. Genesis recently gave them a grant to plant natives on the opposite side of the road and they were working on that. They would like to do a similar thing on the west and the north side of the church. The bund looks fabulous and she would like the same on the west and the north. The committee would like to get together with council staff to discuss this.</p> <p>David Adamson said this area had been tidied up because it was full of weeds. There must have been a miscommunication. He suggested it would be good for a community board member to work with both the church and council on this. This would be discussed further outside the meeting.</p> <p>13 Sep 2022 - 3:50 PM - Arlene Goss</p> <p>Meeting in August with MDC staff, Church and Com Board representatives reached consensus agreement for relocation of the rocks to create more natural effect</p> <p>Work completed by 21 Sep</p> <p>Action complete</p>
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Tekapo CCTV Cameras				 Mackenzie <small>DISTRICT COUNCIL</small>
Officer and Meeting Date	Target Date	Resolution	Status	
Johnson, Joni	21/09/2021	COMMITTEE RESOLUTION TKCB/2022/212 Moved: Member Sharron Binns Seconded: Cr Matt Murphy That the Tekapo Community Board approves allocating the shortfall to complete Stage 1 of the CCTV project, of approximately \$13,000,	21 Jun 2022 - 3:34 PM - Arlene Goss 16 June 2022 Installation of CCTV cameras is underway. 5 Sep 2022 - 3:41 PM - Arlene Goss Phase 2 has been installed. They have not yet been hooked up to the police base.	


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		<p>from the Tekapo Township Budget.</p> <p>CARRIED</p> <p>22 Apr 2022 - 12:41 PM - Arlene Goss</p> <p>RESOLUTION 2022/26</p> <p>Moved: Cr Murray Cox</p> <p>Seconded: Deputy Mayor James Leslie</p> <p>2. That Council approve an exception to the Procurement Policy to allow for the direct purchase of CCTV equipment and installation from Allied Alarms at a cost of \$90,987.</p> <p>CARRIED</p>	
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Lake Tekapo, Willow Bay Trail				 Mackenzie <small>DISTRICT COUNCIL</small>
Officer and Meeting Date	Target Date	Resolution	Status	
Milne, Brian Engineering and Services Committee 15/02/2022	1/03/2022	<p>ENG/2022/27, ENG/2022/28</p> <p>COMMITTEE RESOLUTION ENG/2022/28</p> <p>Moved: Cr Anne Munro</p> <p>Seconded: Cr Matt Murphy</p> <p>2. That the Engineering and Services Committee approves the development of a new trail on the unformed legal road from the Tekapo Regional Park to Willow Bay, by Tekapo Trails Society, subject to prior to any physical works commencing</p>	<p>19 Apr 2022 - 1:21 PM - Arlene Goss</p> <p>Tom O'Neil said he has received emails to say Tekapo Trails is currently putting in a consent application.</p> <p>13 Sep 2022 - 3:52 PM - Arlene Goss</p> <p>Resource application granted. Action complete</p>	

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		<p>(a) They gain all necessary resource consents, and</p> <p>(b) They gain any required approvals from Genesis Energy, Balmoral Station and LINZ, and</p> <p>(c) They submit plans to Council for final approval of location.</p> <p style="text-align: right;">CARRIED</p>	
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Tekapo Lakefront Rehabilitation				 Mackenzie <small>DISTRICT COUNCIL</small>
Officer and Meeting Date	Target Date	Resolution	Status	
Milne, Brian	29/03/2022		<p>5 Sep 2022 - 3:38 PM - Arlene Goss The community board repeated their request that this be called the Lakefront Rehabilitation, not the Lakefront Development.</p> <p>13 Sep 2022 - 3:53 PM - Arlene Goss Contract works now underway from 12th September 2022</p>	


Tekapo New Rubbish Bins				 Mackenzie <small>DISTRICT COUNCIL</small>
Officer and Meeting Date	Target Date	Resolution	Status	
O'Neill, Tom	3/05/2022		<p>19 Apr 2022 - 1:12 PM - Arlene Goss New bins have arrived in Fairlie and will be installed in Tekapo</p>	


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		soon. 5 Sep 2022 - 3:44 PM - Arlene Goss Tom O'Neil will replace old bins outside Dough Boys with new ones. 13 Sep 2022 - 4:31 PM - Tom O'Neill Bins have arrived and have been scheduled for installation
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Request for Funding - Tekapo Community Board and Mackenzie County Scholarship Trust				
Officer and Meeting Date	Target Date	Resolution	Status	
Goss, Arlene Council 23/08/2022	6/09/2022	2022/56, 2022/57 RESOLUTION 2022/57 Moved: Cr Emily Bradbury Seconded: Deputy Mayor James Leslie 2. That Council instructs staff to reimburse the Tekapo Community Board grants fund the amount of \$1,000, from the council's discretionary grants fund, in recognition of a grant the community board has made to the Mackenzie County Scholarship Trust. CARRIED		


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Tekapo Lions Corner Reserve				 Mackenzie <small>DISTRICT COUNCIL</small>
Officer and Meeting Date	Target Date	Resolution	Status	
Milne, Brian	19/09/2022		<p>5 Sep 2022 - 3:31 PM - Arlene Goss Discussion during the walkabout identified a preferred option of cutting back the top 1/3 of the bank to reduce the slope. Waiting on proposal/price from Whitestone.</p> <p>5 Sep 2022 - 4:18 PM - Arlene Goss Action reassigned to Milne, Brian by: Goss, Arlene for the reason:</p>	

Tekapo Tavern Island				 Mackenzie <small>DISTRICT COUNCIL</small>
Officer and Meeting Date	Target Date	Resolution	Status	
Milne, Brian	19/09/2022		<p>5 Sep 2022 - 3:39 PM - Arlene Goss This project was approved at the last meeting. The chairman said since then there had been a discussion on pavers. The board discussed whether to use pavers or concrete under the picnic table. They decided that whichever option is chosen, such option needed to be consistent with plans for the other side of the carpark. The board also suggested silver tussocks be changed to red tussocks.</p> <p>13 Sep 2022 - 3:56 PM - Arlene Goss On site meeting with contractors to finalise layout planned for September 2022</p>	

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Tekapo Pay Toilets Financial Information				 Mackenzie <small>DISTRICT COUNCIL</small>
Officer and Meeting Date	Target Date	Resolution	Status	
Adamson, David	19/09/2022		5 Sep 2022 - 3:40 PM - Arlene Goss The chairman asked if financial information on the pay toilets was available. This would be available at the next meeting.	


Tekapo: Letter on Cowans Hill Styles				 Mackenzie <small>DISTRICT COUNCIL</small>
Officer and Meeting Date	Target Date	Resolution	Status	
Goss, Arlene	19/09/2022		5 Sep 2022 - 3:43 PM - Arlene Goss Letter on Cowans Hill Styles – The Mayor offered to look into this and come back to the next meeting, as he was speaking to DoC on other matters and would raise this at the same time.	

Tekapo Electric Bike				 Mackenzie <small>DISTRICT COUNCIL</small>
Officer and Meeting Date	Target Date	Resolution	Status	
Goss, Arlene	19/09/2022	5 Sep 2022 - 3:47 PM - Arlene Goss	5 Sep 2022 - 3:44 PM - Arlene Goss Race Tekapo is coming up in two weeks. There would be a	

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		<p>COMMITTEE RESOLUTION TKCB/2022/228</p> <p>Moved: Member Chris Scrase</p> <p>Seconded: Member Caroll Simcox</p> <p>That the Tekapo Community Board agrees to allocate the electric bike as a fundraising item, with the proceeds to be split evenly between Tekapo School and the Tekapo Brightstars Trust.</p> <p>CARRIED</p>	<p>dinner held with up to 120 people. Would like to offer the E-bike as an auction item and split the proceeds between Lake Tekapo School and the Lake Tekapo Bright Stars Kindergarden. Will pick it up from the garage at Fairlie.</p>
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Tekapo Footbridge Concerns				 Mackenzie <small>DISTRICT COUNCIL</small>
Officer and Meeting Date	Target Date	Resolution	Status	
McKenzie, Scott	19/09/2022		<p>5 Sep 2022 - 3:46 PM - Arlene Goss</p> <p>Rust on handrails. This was raised some time ago. Cr Murphy also asked for a tidy up of the main road bridge handrails.</p> <p>5 Sep 2022 - 3:51 PM - Arlene Goss</p> <p>Action reassigned to Adamson, David by: Goss, Arlene for the reason:</p> <p>12 Sep 2022 - 2:17 PM - Arlene Goss</p> <p>Action reassigned to McKenzie, Scott by: Goss, Arlene for the reason: Staff resignation</p>	

Tekapo Freedom Camping				 Mackenzie <small>DISTRICT COUNCIL</small>
Officer and Meeting Date	Target Date	Resolution	Status	
Goss, Arlene	19/09/2022		5 Sep 2022 - 3:46 PM - Arlene Goss	

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			Looking for legislative changes around self-containment. The community board would like to invite the new regulatory manager to their next meeting.
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