



Mackenzie

DISTRICT COUNCIL

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

Date: Wednesday, 2 February 2022

Time: 3.00pm

Location: [On Zoom](#)

AGENDA

Tekapo Community Board Meeting

2 February 2022

Note: This meeting will be digitally recorded by the minute-taker and uploaded to the Council's YouTube channel after the meeting.

Tekapo Community Board Membership:

Steve Howes (Chair)

Chris Scrase

Caroll Simcox

Sharron Binns

Matt Murphy

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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 - 2 DECEMBER 2021

Author: **Arlene Goss, Governance Advisor**

Authoriser:

Attachments: **1. Minutes of Tekapo Community Board Meeting - 2 December 2021**

RECOMMENDATION

1. That the Minutes of the Tekapo Community Board Meeting held on Thursday 2 December 2021 be received and confirmed as an accurate record of the meeting.



Mackenzie

DISTRICT COUNCIL

Unconfirmed MINUTES

Extraordinary Tekapo Community Board Meeting

2 December 2021

**MINUTES OF MACKENZIE DISTRICT COUNCIL
EXTRAORDINARY TEKAPO COMMUNITY BOARD MEETING
HELD BY ZOOM
ON THURSDAY, 2 DECEMBER 2021 AT 3.00PM**

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

IN ATTENDANCE: Arlene Goss (Governance Advisor), William Beauchamp (Applicant)

1 OPENING

The chairman opened the meeting and welcomed everyone.

2 APOLOGIES

An apology was received from member Chris Scrase.

3 PUBLIC FORUM

William Beauchamp was thanked for attending the meeting and invited to speak in support of his application.

He was asked about the form of the final output of his project. He said he initially planned a book but this was beyond his funds at present. Now he was looking at 10 issues of a magazine that could be collated into a magazine or book. The creation of the body of work was the first stage.

Who would do the art work? He anticipated people would come forward to contribute over the time of the project.

He held up a copy of a publication of about 16 pages, stapled, and copied on a copier. The community board asked whether he had received feedback from the community on whether people would be willing to pay for copies. He hoped he could sell 80 copies per month at \$7 a copy.

Was the magazine format the right way to do it? Was there another way? A magazine has been tried before. Discussion included posters or solid display. Mr Beauchamp said a lot would depend on how much money could be raised.

Mr Beauchamp was asked about the volunteer component. He said this was about 50% of the time put into the project by those involved.

Further questions were asked including whether Mr Beauchamp had applied for other grants and what would happen if he did not receive any money, or only part of the money. He said the outcome of this process would determine where to go from here.

Mr Beauchamp was thanked for his application and for speaking. He then left the meeting.

4 DECLARATIONS OF INTEREST

1. Member Sharron Binns declared interest in the application from Lake Tekapo School.
2. Cr Murphy declared an interest in the application from Tekapo Brightstars Trust.

5 REPORTS

5.1 MINUTES OF TEKAPO COMMUNITY BOARD MEETING - 14 OCTOBER 2020

These minutes had already been confirmed at an earlier meeting, so were noted by the community board.

5.2 ALLOCATION OF GRANTS

Discussion on each individual grant application took place in the public excluded part of the meeting. The final decision of the community board is recorded in the resolution below.

COMMITTEE RESOLUTION TKCB/2021/196

Moved: Member Sharron Binns

Seconded: Member Carol Simcox

That the Tekapo Community Board allocates the following grants from the 'Promotion of Tekapo Township' (Genesis Energy) fund:

CARRIED

Organisation	Project	Amount Requested	Amount Granted
Lake Tekapo Bright Stars Trust	Natural Outdoor Play Space	\$4,906.00	\$4,017.14
Lake Tekapo School	Sandpit and Outdoor Learning Area	\$6,560.75	\$5,000.00
Mackenzie Golf Club	Water tank installation	\$4,637.00	\$4,137.00
William Beauchamp	What's the Story?	\$11,800.00	\$0
	Total Requested	\$27,903.75	\$13,154.14
	Total Available	\$13,154.14	

6 PUBLIC EXCLUDED

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION TKCB/2021/197

Moved: Chairperson Steve Howes

Seconded: Member Carol Simcox

That the public be excluded from the following parts of the proceedings of this meeting.

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
6.1 - Minutes of Public Excluded Tekapo Community Board Meeting - 14 October 2020	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
6.2 - Application from Lake Tekapo Bright Stars Trust	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
6.3 - Application from Lake Tekapo School	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
6.4 - Application from Mackenzie Golf Club	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
6.5 - Application from William Beauchamp	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
CARRIED		

COMMITTEE RESOLUTION TKCB/2021/198

Moved: Chairperson Steve Howes

Seconded: Cr Matt Murphy

That the Tekapo Community Board moves out of public excluded into public meeting.

CARRIED

The Meeting closed at 4.06pm.

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

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CHAIRPERSON

5.2 MINUTES OF TEKAPO COMMUNITY BOARD MEETING - 8 DECEMBER 2021

Author: Arlene Goss, Governance Advisor

Authoriser:

Attachments: 1. Minutes of Tekapo Community Board Meeting - 8 December 2021

RECOMMENDATION

1. That the Minutes of the Tekapo Community Board Meeting held on Wednesday 8 December 2021 be received and confirmed as an accurate record of the meeting.



Mackenzie

DISTRICT COUNCIL

Unconfirmed MINUTES

Tekapo Community Board Meeting

8 December 2021

**MINUTES OF MACKENZIE DISTRICT COUNCIL
TEKAPO COMMUNITY BOARD MEETING
HELD AT THE LAKE TEKAPO SCHOOL MEETING ROOM, LAKE TEKAPO
ON WEDNESDAY, 8 DECEMBER 2021 AT 3.00PM**

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

IN ATTENDANCE: Mayor Graham Smith, Angela Oosthuizen (Acting Chief Executive), David Adamson (General Manager Operations – Acting), Aaron Hakkaart (Manager Planning), Brian Milne (Community Services Officer), Tom O’Neil (Community Services Officer), Arlene Goss (Governance Advisor), Brett King and Shaun Perrin (Fulton Hogan), and four members of the public including TJ McConchie from Tekapo Trails.

1 OPENING

The chairperson opened the meeting and welcomed everyone.

2 APOLOGIES

COMMITTEE RESOLUTION TKCB/2021/196

Moved: Member Chris Scrase

Seconded: Member Caroll Simcox

That the apology received from Cr Anne Munro be accepted.

CARRIED

3 PUBLIC FORUM

The first speaker asked to be referred to in the minutes by her initials, MP, rather than her full name. She would like to speak against the council’s decision to make community facilities available to vaccine passport holders only. She asked Council to remove the restrictions.

She said the decision by Council was a violation of human rights and democratic rights. She questioned the decision and said groups had cancelled their bookings because of this.

She read from a document regarding the interference with people’s rights. It called for the least restrictive measures to be used, with consideration given to the impact on people’s rights.

She said she did not need this to be discussed right now, but would like consideration to be given. The chairman asked the acting chief executive to explain the circumstances around this decision. The chief executive said there was an internal risk assessment done on staff safety and the thought was that if there was widespread transmission of Covid within the council it would impact on the continuity of services.

She was uncertain how it would look over the Christmas period and was happy to consider the issue again after Christmas.

David Adamson said there was a requirement to deep clean facilities in between each booking if they were used by a mix of vaccinated and unvaccinated groups. Council did not have the staff to do this.

MP asked if council could state it would be regularly reviewing the situation. This would help. The Mayor said the situation would be reviewed in January. MP left the meeting.

4 DECLARATIONS OF INTEREST

Member Sharron Binns declared an interest in the community garden grant application, as she is a supplier to this project. She will not vote on this item.

5 REPORTS

5.1 PRESENTATIONS

Brett King and Shaun Perrin from Fulton Hogan gave a presentation on the new road maintenance contract.

Discussion included the following:

- Problems like pot holes can be reported via the service request system. Fulton Hogan has specific timeframes to meet in responding to service requests.
- The app named “Snap, Send, Solve” is another way to communicate problems.
- The regular reports to community boards are appreciated.
- The chairman thanked them for the work done on the Waka Kotahi speed review. The community has responded well to the lowering of speed limits.
- The grader operator for the district lives in Tekapo.
- The three big maintenance contracts are the most important contracts Council runs.
- Snow clearing will come under this contract.

5.1.1 LATE ITEM - REQUEST FROM TEKAPO TRAILS

TJ McConchie from Tekapo Trails was at the meeting so this item was brought forward in the agenda. The community board has received a request from Tekapo Trails for approval to develop a trail on an unformed legal road from Tekapo Regional Park to Willow Bay.

This will be subject to resource consent due to the need for earthworks and vegetation clearing. The community board heard that the trust would need to go through the right resource consent process and act accordingly. It had to be done properly. It was on council land. Council did not want to be in a position where it was prosecuting a community group, or itself as a land owner.

Planning manager Aaron Hakkaart said this was a lakeside protection area. They would have to talk to local iwi, and there could be other requirements. A consent lodgement fee was likely to be around \$1,000 to \$1,200. May also require an ecologist. Being on a paper road won't make a difference in terms of land clearance.

If Fulton Hogan were willing to partner with Tekapo Trails that would be a good way to go.

The track would be maintained by the trust.

COMMITTEE RESOLUTION TKCB/2021/197

Moved: Member Chris Scrase

Seconded: Member Sharron Binns

That the Tekapo Community Board supports the proposal from Tekapo Trails to develop a new trail on the unformed legal road from Tekapo Regional Park to Willow Bay, subject to council approval and applicable consents.

CARRIED

5.1 PRESENTATIONS CONTINUED

The Acting General Manager Operations, Dave Adamson, gave a presentation on the new water meters project, a district-wide plan to install water meters on every property. A copy of this presentation is available as an attachment to these minutes.

Discussion included the following matters:

- Stage 1 of the project will do about half of Twizel. Looking for external funding sources to help complete the project.
- Will three waters impact on this? There was no certainty on what this will mean in terms of public ownership of infrastructure. Reform will come into effect in about 2024, so there is a lead time. We should be doing things that are essential for our communities now.
- Charging for water would not happen without public consultation. This should be flagged to the public sooner rather than later.
- Staff are about to start de-sludging the sewage ponds in Tekapo.

5.2 MINUTES OF TEKAPO COMMUNITY BOARD MEETING - 27 OCTOBER 2021**COMMITTEE RESOLUTION TKCB/2021/198**

Moved: Member Sharron Binns

Seconded: Cr Matt Murphy

1. That the Minutes of the Tekapo Community Board Meeting held on Wednesday 27 October 2021 be received and confirmed as an accurate record of the meeting.

CARRIED

5.3 COMMUNITY BOARD FINANCIAL REPORT

The financial report was noted, including the carry forward amounts.

5.3.1 LATE ITEM - GRANT APPLICATION FROM TEKAPO COMMUNITY GARDEN

The Tekapo Community Garden has requested \$689.45 for gardening supplies.

Sharron Binns declared a conflict of interest and did not take part in this item.

This organisation is under the umbrella of the Mackenzie Enhancement Board. The community board believed it provided a general good to the community. About 38 people were involved with the garden.

COMMITTEE RESOLUTION TKCB/2021/199

Moved: Member Chris Scrase

Seconded: Member Carol Simcox

That the Tekapo Community Board approves a grant of \$689.45 to the Tekapo Community Garden for the purchase of gardening supplies.

CARRIED

5.4 ADOPTION OF MACKENZIE SPATIAL PLANS

The chairman said this was comprehensive plan and good reading. This was the result of an 18 month project.

Staff were now working towards the review of the District Plan next year. There would be a further opportunity for review. The spatial plan was a non-statutory document, and the District Plan would be the statutory document.

The Mayor said Council was very grateful to the planning manager and his team for this project. It was run in an exemplary way and a key piece of work for the district.

5.5 TEKAPO COMMUNITY BOARD GENERAL UPDATE

The purpose of this report was to provide the Tekapo Community Board with a general update on a number of projects and actions related to the Tekapo area in general and the community board specifically.

Brian Milne introduced new staff member Tom O'Neil who has joined the team.

Maukatua Reserve work starts with soil screening in December, with most of the work finishing in February-March.

Brian Milne asked for feedback on township furniture.

Discussion took place regarding preferred style of bike stands and also additional benches. Keep the seating simple. The Lions Club have provided benches in the past and it would be good to keep to the same style.

Could a design similar to the Lions seats be made? The community board agreed to approach Lions and ask if they can create some furniture. Any design needed to go to staff first to consider things like safety and accessibility.

Could electric bikes use hitching post-style bike stands? No.

Community board member – Chris Scrase and Brian would review and finalise locations and design in the next couple of days after this meeting.

The Tekapo Lakefront Plan has been updated with the changes requested by the community board, and this was attached to the agenda.

The community board noted that the proposed path near the boat ramp was inundated by water at high lake level and this would need to be taken into account.

David Adamson said he was talking to the Department of Conservation about the road reserve land they owned on the lakefront.

The Simpson Lane pathway is on hold for now. The community board viewed this as a safety issue and that it had a higher priority than some of the lakefront work that was included in the plan. Discussion took place on whether the community board would hold back the lakefront work and remove parts of it to be able to afford the Simpson Lane pathway, but they decided they wanted the lakefront work to go ahead without delay. Waka Kotahi had been asked to put a safety refuge in the middle of the road at this point.

The community board congratulated staff on recent work to make the centre of the town look lovely.

Sharron Binns said there were some areas above the Barbara Hay Reserve that were not being weed-eated. Mr Milne said Whitestone had been asked to fix this.

COMMITTEE RESOLUTION TKCB/2021/200

Moved: Member Carol Simcox

Seconded: Member Sharron Binns

1. That the report be received.
2. That the Tekapo Lakefront Improvement Plan for the new path route from the boat club building on Lakeside Drive to the pedestrian bridge at the lake outlet (as attached to the agenda) be approved.

CARRIED

5.6 GENERAL BUSINESS AND COUNCILLOR UPDATE

Footpath reflectors – The roading manager has approved this. The community board continued to support this project and agreed that reflectors shouldn't go on Aorangi Crescent where upgrade work was ongoing.

The governance advisor was asked to contact Mr Luxton to let him know, and provide the roading manager's recommendations.

Broom and Wildings – These had been sprayed in the last couple of weeks.

Shipping Containers in front of Godley Hotel – Three shipping containers in front of the hotel were an eyesore. The governance advisor would put in a service request asking for this to be investigated.

Barbara Hay Reserve and Lions Corner – this maintenance work has been done.

Lake Tekapo Hall Kitchen Provisioning – Caroll Simcox asked if the community board could fund the remainder of the re-stocking of the kitchen. Mr Milne said this could come from the operational budget for the hall. A resolution was passed to this effect below and a quote for kitchen items was given to Mr Milne.

Councillor Update - Cr Murphy said the Long Term Plan would be formally adopted next Tuesday. Added to the plan was \$30,000 for CCTV cameras in Tekapo, and \$10,000 seed funding towards the relocation of the Tekapo Squash Club.

The Mackenzie Scholarship Awards were interviewed for last week. Councillors had also started work on the District Plan.

Mayor Graham Smith thanked the community board for their work over the past year and wished them a Merry Christmas and all the best for the next year. He then left the meeting at 5.30pm.

COMMITTEE RESOLUTION TKCB/2021/201

Moved: Member Caroll Simcox

Seconded: Chairperson Steve Howes

That the Tekapo Community Board approves spending \$1,694 from the Tekapo Hall Operational Budget on restocking the kitchen in the Tekapo Hall.

CARRIED

5.7 COMMUNITY BOARD ACTION LIST

Simpson Lane – to go to Annual Plan.

Western Carpark – Signs have been ordered. Contractor will sign off when the work is done.

Maukatua Reserve – Aiming to have this completed by March, 2022.

Lakefront Improvements – Remove from action list.

Tekapo Hall – Keep on action list until new kitchen stock received. Also looking at the booking system.

Tekapo Sports Facility - \$10,000 added to the LTP to initiate this project.

David Adamson asked the community board about the old YHA building on the lakefront. This contains workers who have jobs, but with the YHA closing there would be a change in the lease arrangements.

Discussion took place on the continuation of this site as worker accommodation. The community board agreed with this as long as the site was well-managed. It was possible that workers from other businesses might be able to use this facility.

Rabbit Control – Need to take this to Te Manahuna Aoraki.

Bike Stands – Brian Milne will catch up with Chris Scrase tomorrow on this matter.

CCTV Cameras - \$30,000 has been added to the Long Term Plan. Now needed to be procured.

Aorangi Crescent – The work outside Tekapo School on Aorangi Crescent is programmed to start on January 11 and will finish on February 4th.

Lions Seat in Tekapo Cemetery – The seat has been built in the cemetery. Thanks to Stewart Inch and the Lions for their work.

The chairman thanked the community board members and staff for all they had done during the year. The acting chief executive thanked the community board for their proactive approach.

The Meeting closed at 5.50pm.

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

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CHAIRPERSON

5.3 COMMUNITY BOARD FINANCIAL REPORT

Author: Jo Hurst, Management Accountant

Authoriser: Paul Numan, General Manager Corporate Services

Attachments: 1. Financial Report for Tekapo Community Board [!\[\]\(d66ff64371a51729ac8c1cdaa685ba6f_img.jpg\)](#) 

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 December 2021**

Date	Organisation	Amount
1/07/2021	New financial year 2021/22	\$ 40,000.00
	Unconfirmed Carry Forwards	\$ 33,234.56
	Expenditure to date:	
30/11/2021	Carpark Island landscaping design	\$ 760.00
	Balance remaining	\$ 72,474.56

**Grant Allocations
For The Period Ended 31 December 2021**

Date	Organisation	Amount
1/07/2021	New financial year 2021/22	\$ 3,000.00
	Unconfirmed Carry Forwards	\$ 1,207.19
	Expenditure to date:	
14/07/2021	Mackenzie International Dark Sky Reserve	\$ 374.48
8/12/2021	Tekapo Community Garden - Gardening Supplies	\$ 599.52
	Balance remaining	\$ 3,233.19

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

5.4 TEKAPO COMMUNITY BOARD GENERAL UPDATE

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

Authoriser: David Adamson, General Manager Operations - Acting

Attachments: 1. New Public Toilet Design Plans [↓](#) 

PURPOSE OF REPORT

The purpose of this report is to provide the Tekapo Community Board with a general update on several projects and actions related to the Tekapo area in general and Community Board specifically.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That the offer of the donation of the Sculpture “Spacesaver” be gratefully accepted, to be located on the Lakefront Reserve. The final location to be confirmed by the Board Chair and the Community Services Manager

MAUKATUA RESERVE DEVELOPMENT

A contract has been awarded to Whitestone Contracting Limited. Work has commenced in mid-January. Project completion is scheduled for March/April 2022.

TIF FUNDED PUBLIC TOILETS

A contract has been let to Carpentry South, utilising prefabricated Exeloo toilet units for the new toilets at Fairlie, Lake Pukaki Lookout and Lake Ruataniwha.

The design plans for each of these sites is attached.

The time frame is for the new toilets to be completed by June 2022.

BIKE STANDS

Six locations around the town centre have been identified for the placement of bike stands as follows (with number of hoops):

1. Western side of bridge carpark (between café entrance and lake front reserve path) x 4
2. Town Square x 5
3. Lane by Bakery x 4
4. Western carpark island x 3
5. Dark Skies (on reserve on western side of entrance) x 4
6. In front of playground x 4

The style of stand is indicated in the picture below, with the insert using the A2O trail design as per the Twizel stands. The finish is stainless steel.

Two other sites were discussed in the carpark area on Rapawai lane and in front of the shops adjacent to the town square. Provision at these sites would require more investigation, and at this stage installation of the above six sites will significantly improve the current situation, and demand/usage can be monitored to determine if additional locations are warranted.

Additional information on cost estimate and finish options will be provided at the meeting.



ART WORK DONATION

Following on from the display of art works and sculptures across the lake front reserve over recent months, a resident has purchased one of the sculptures and generously offered to donate it to the Tekapo community.

The Community Board is requested to confirm its acceptance of the sculpture on behalf of the Community and Mackenzie District Council, and advise its preferred location.

As it is designed as a “look through” sculpture a location where it can be seen from the town centre “boulevard” has been suggested.

The sculpture is titled “Spacesaver” and was created by Michael Wells.



LIONS CORNER RESERVE BANK

Council has now taken over maintenance of the reserve on the corner of Aorangi Cres. and the State Highway, known as “Lions Corner”.

The maintenance contractors have raised concerns about the safety issues associated with maintaining the very steep grassed bank adjacent to Aorangi Cres.

The suggested solution is to create a stepped terrace in the embankment, and we have requested a price for this work.

Feedback on this proposal or other possible solutions from the Community Board is requested.

LAKEFRONT PATH DEVELOPMENT

Boffa Miskell are currently working on the preparation of procurement documentation. At this stage I anticipate construction starting in April 2022 approximately.

WESTERN CARPARK “ISLAND” LANDSCAPING

We are currently preparing procurement documentation, with a small change in the design to accommodate the bike stand. It is planned for this work to be undertaken in March 2022.

We have also confirmed the use of Wood’n Steel “Mountain View” timber picnic tables and seats for future use around the Tekapo township and reserves.

TEKAPO HALL

The purchase and installation of the new crockery has now been completed. Particular thanks should be extended to Carol Simox and Krissy Rhodes for organising this and installing them up in the hall.

About a custodian role, we are working on a potential option and will provide an update at the meeting if we have further information.



Proposed Concept - 3D Visualisation



Prevailing Wind - Fairlie

SPECIFICATION:
Exeloo Toilets - roof included (2x of 4 pan blocks)
Stone cladding (2x blocks = 76sqm) and paving (65sqm)
Steel canopy structure CHS (150-170mm dia)
Thermospan 150mm roofing (max span 4m for 2kpa)
Custom curved rolled gutter
St.st. woven mesh, fitted over CHS posts (from stone cladding to soffit)
Stone clad free standing basins 2x

Interior Integrated Poetry Display
To be selected - in consultation with clients

NOTE:
Actual siting of building to be confirmed
Landscaping & planting options shown are indicative TBC

Refer to page 2 for further drawings and specifications



Proposed Site Plan
1 : 1000

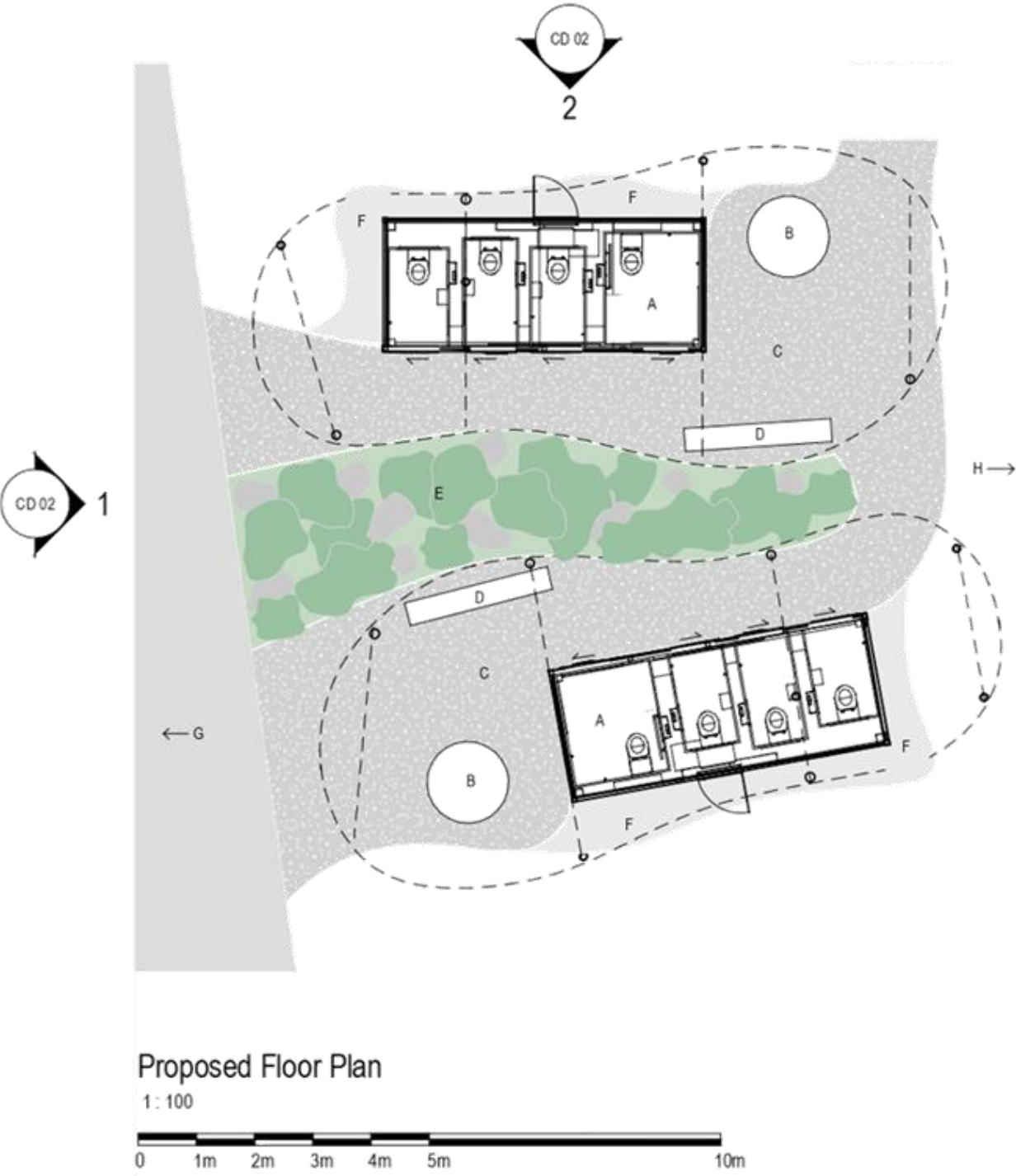


Fairlie Park Amenities
Client **Mackenzie District Council**
Job # -

Drawing **Concept Overview**
Scale **1 : 1000**
Drawing no **CD 01**

Issue **1**
Stage **RFP**
Date **16/12/2021**





- KEY:**
- A: 4 unisex toilets (1 accessible)
 - B: shelter seating area
 - C: flagstone hardstand/path
 - D: Basins
 - E: new low level low maintenance planting
 - F: Gravel rip rap with dispersed flagstone paving
 - G: Car park + Main Street
 - H: Fairlie Park

NOTE:

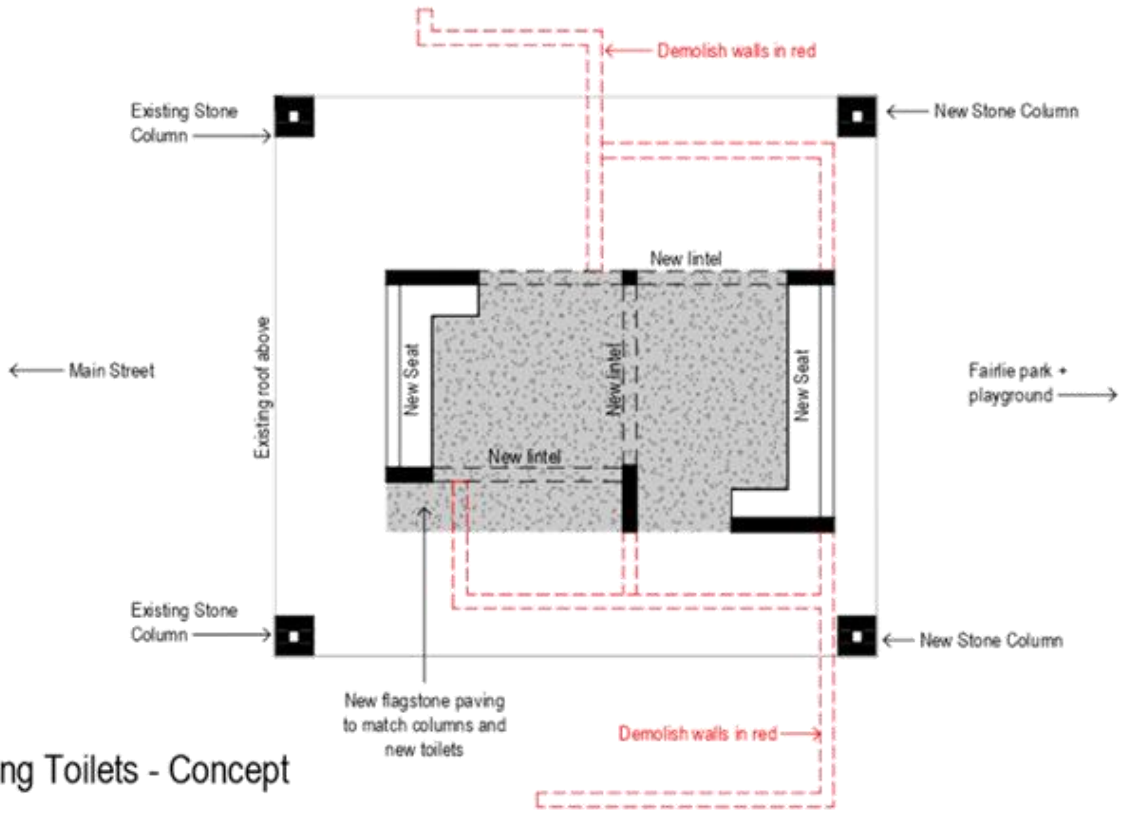
- Actual siting of building to be confirmed
- Low level landscaping & planting confirmed on site



Elevation 1
1 : 100



Elevation 2
1 : 100



Existing Toilets - Concept
1 : 100



Fairlie Park Amenities
Client **Mackenzie District Council**
Job # -

Drawing **Concept Drawings Details**
Scale **1 : 100**
Drawing no **CD 02**

Issue **1**
Stage **RFP**
Date **16/12/2021**





Proposed Site Plan

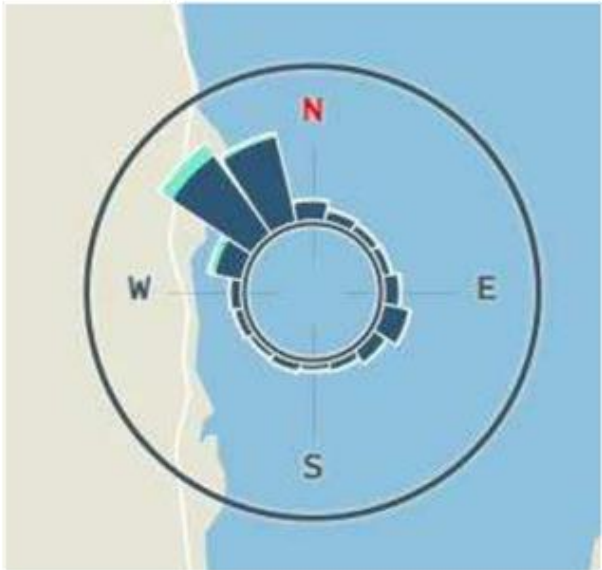
1 : 250

KEY:

- A: 4 unisex toilets (1 accessible)
- B: 2 unisex toilets (1 accessible)
- C: shelter seating area
- D: concrete hardstand/path
- E: 5 custom steel & timber bike stands
- F: new low level planting
- G: rock retaining mound
- H: rock soak pit for roof water
- I: existing female toilets
- J: existing male toilets & urinal
- K: existing cleaners cupboard (sink & HWC)
- L: existing grassed pedestrian area
- M: existing information kiosk
- N: car park

NOTE:

- Actual siting of building to be confirmed
- Low level landscaping & planting confirmed on site



Prevailing wind map - Lake Pukaki



Lake Pukaki Amenities

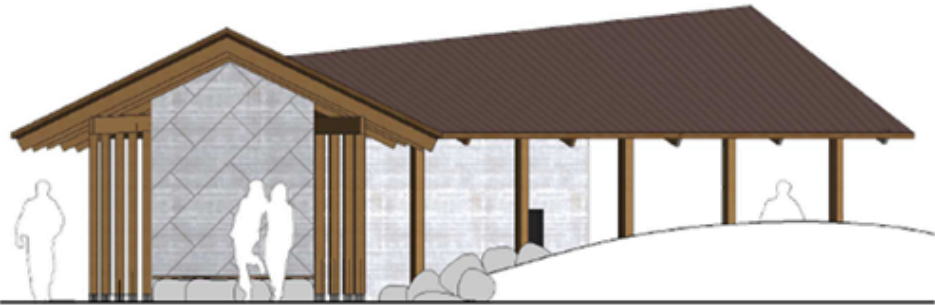
Client Mackenzie District Council

Job # -

Drawing Concept Overview
Scale 1 : 250
Drawing no CD 01

Issue 1
Stage RFP
Date 16/12/21

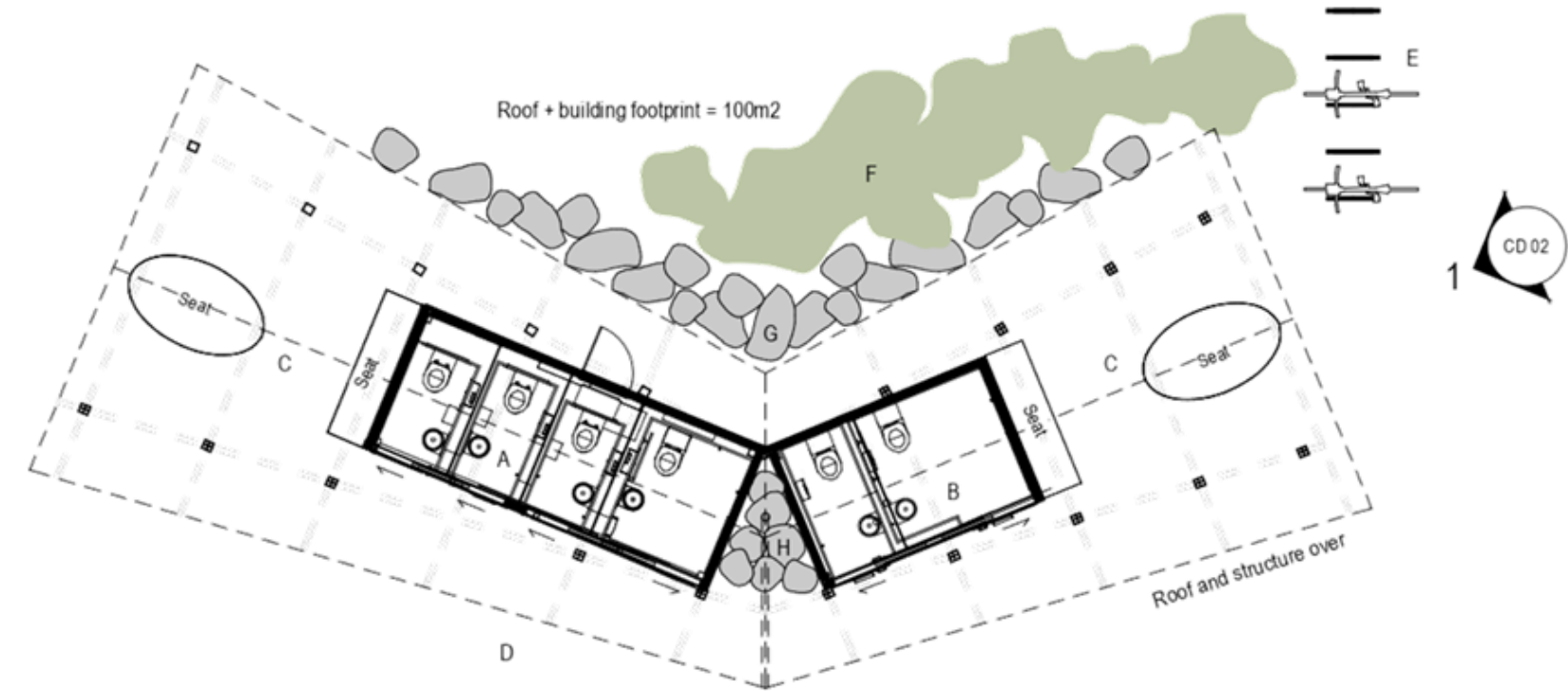




East Elevation
1 : 100



South Elevation
1 : 100



Proposed Plan
1 : 100

SPECIFICATION

- New Amenities**
- A: 4 unisex toilets (1 accessible)
 - B: 2 unisex toilets (1 accessible)
 - C: shelter seating area
 - D: decorative concrete hardstand/path
 - E: 5 custom steel & timber bike stands
 - F: new low level planting
 - endemic, climate hardened plants to later spec
 - G: rock retaining mound
 - H: rock soak pit for roof water
 - locally sourced rocks to match existing Kiosk
- Roof & Structure: custom folded tray roof, downpipes and gutters to match, glulam beams, lintels, columns, concealed galv. steel connections
- Walls and cladding: Self finishing Cladding (Swiss Pearl or similar) on rail system, on rigid sheathing and wrap, on steel framing, interior sheathing, tiled finish with custom poetry tiles
- Floor coverings, Slab and foundations: tiled floors, prefab concrete slab, site specific foundations
- Toilet fittings: all high quality stainless steel (refer proposal spec)
- Concrete hardstand / path: through coloured reinforced concrete with climatic suitable decorative finish
- Lighting: Exterior grade, Low energy LED

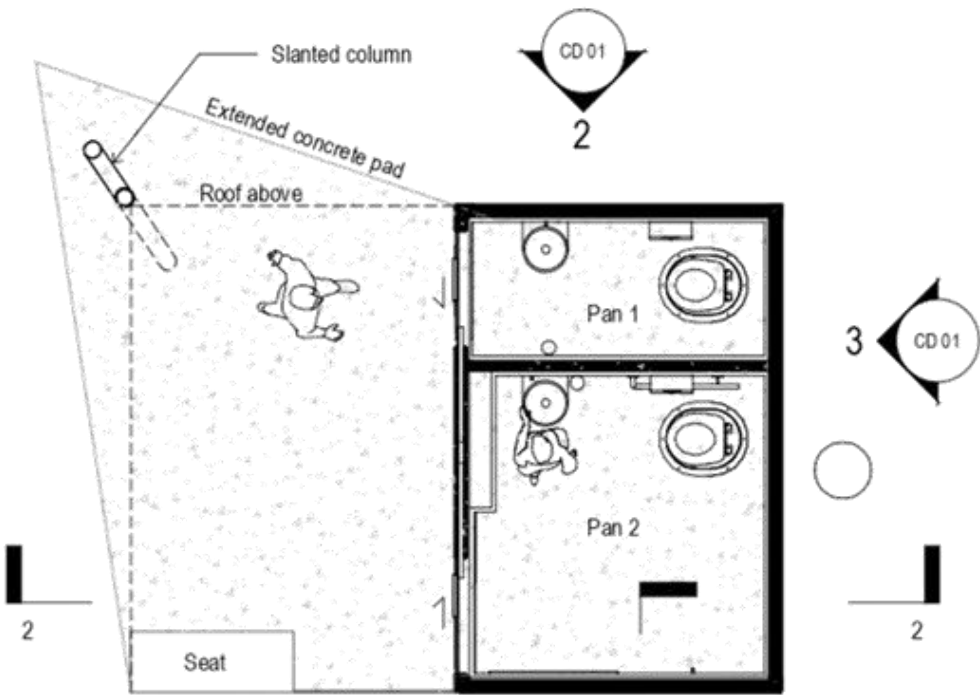


Lake Pukaki Amenities
Client Mackenzie District Council
Job # -

Drawing Concept Detail
Scale 1 : 100
Drawing no CD 02

Issue 1
Stage RFP
Date 16/12/2021



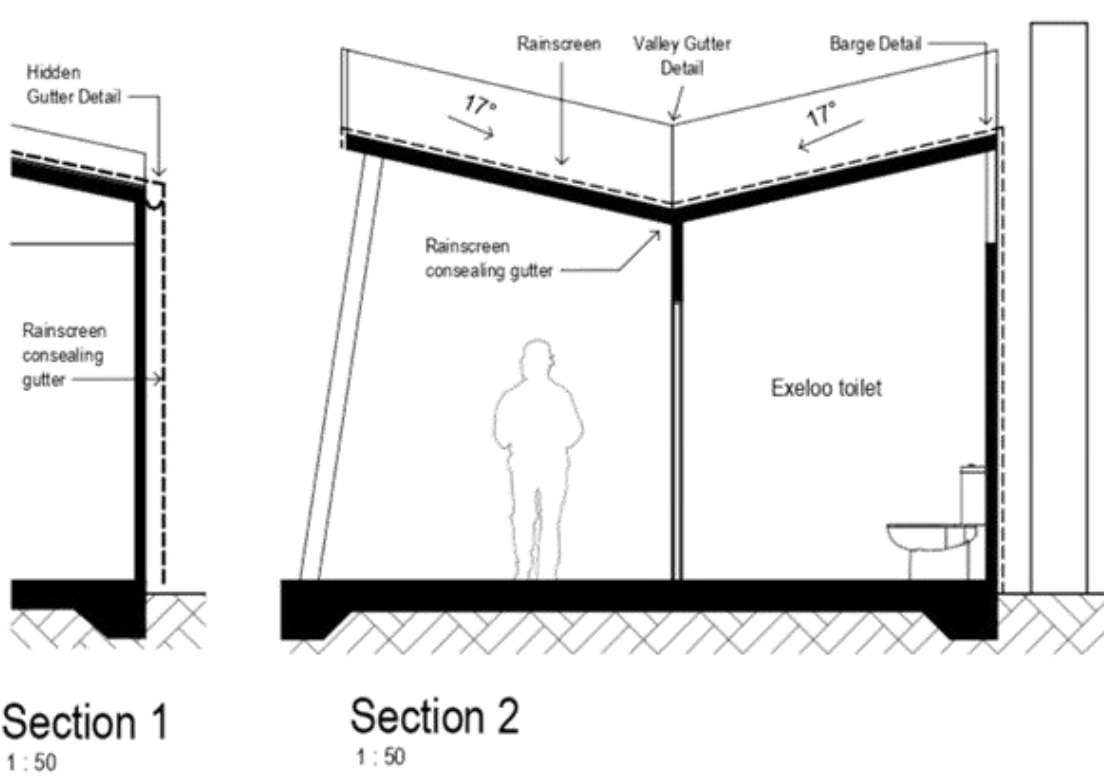
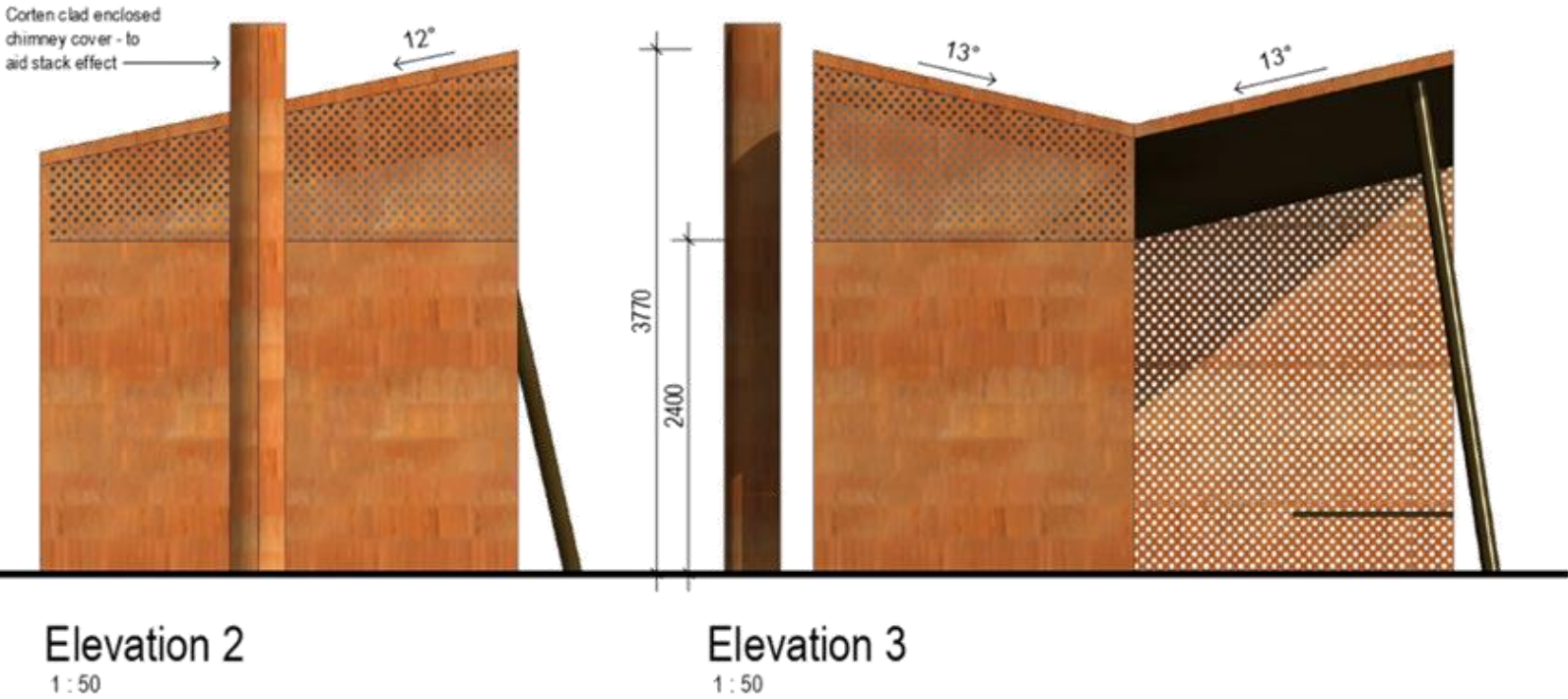


Proposed - Floor Plan
1 : 50



SPECIFICATION (2x toilets)
Exeloo prefab component - incl. 90 SHS corner and intermediate post to skillion thermospan roof and gutter.
Corten 1.2mm or 3mm rainscreen roof and cladding on folded st.st. Z rail battens (37m2)
Corten 1.2mm or 3mm perforated screen (12m2). Perf. screen forming seat with timber overlay.
Brushed bronze 0.7mm sheet metal alcove and soffit (15m2). Low reflectivity.
Slanted steel column
Concrete slab exposed aggregate (9m2 - excluding toilet slab)
Allow 1x exterior light
Interior - custom tiles with local poetry displayed

NOTE:
Actual site position and orientation of building to be confirmed



Lake Ruataniwha Amenities 2x
Client Mackenzie District Council
Job # -

Drawing Concept Overview + Details
Scale 1 : 50
Drawing no CD 01
Issue 1
Stage RFP
Date 16/12/21



5.5 ENGINEERING MANAGER'S UPDATE

Author: Joni Johnson, Engineering Manager

Authoriser: David Adamson, General Manager Operations - Acting

Attachments: Nil

STAFF RECOMMENDATIONS

That the Engineering Manager's Report be noted.

TEKAPO/TAKAPO UPDATE

This report is the first from the Engineering Manager and is designed to keep the community informed regarding engineering issues. We would welcome feedback on this report and its content.

THREE WATERS REPORT**Water supply**

- All water quality standards are being met.
- The volume of water used in Tekapo is unusually high at times, even when accounting for seasonal fluctuations. Council will begin looking at why Tekapo's use is high and possible ways to limit water use.
- A water main replacement project on Aorangi Crescent will begin in February 2022 and last approximately two months.

Wastewater treatment

- Our wastewater treatment system was inspected in September 2021 by ECAN. Minor concerns were reported. Council is preparing our response to ECAN.
- Due to the growth of town, Council is looking at the option of relocating our wastewater treatment plant. We are preparing a report to identify and rank alternative locations.
- Desludging of the WWTP treatment ponds will begin January. This work is expected to take one month.

Stormwater collection

- Council is updating the 15-yr old stormwater management plan to represent current conditions in Tekapo/Takapo due to community growth.
- Swales and sumps will be constructed on both sides of Lakeside Drive starting in early February. Works are expected to take 4 weeks. A traffic management plan will be in place. Thank you for your patience.

SPEED LIMITS

Waka Kotahi (NZTA) is ready to roll out a new, simplified process for proposing speed limit changes to roadways. Council will work with the new process to review existing speed limits in consultation with the Community Board and the community. This may include two more speed limit changes in Tekapo: limiting speed to 30 KPH for all roads in the township on the north side on SH8; and reducing speeds on Lillybank Road as it passes through the regional park.

LAKE TAKAPO/ TEKAPO SCHOOL – SAFETY IMPROVEMENTS

Council is upgrading the pedestrian footpath, pedestrian crossing and carpark outside of the school in Tekapo as part of safety improvements and the school's upgrade/renewal project. Work began on 10 January 2022. Expected completion date is prior to the 8th of February 2022.

CCTV SYSTEM

Council will begin Stage 1 of a 3-stage project to install CCTV cameras and a recording system in Tekapo. The CCTV recorder and all tapes will be managed by the Tekapo/Takapo Police Department. Council is consulting with the police department and other CCTV specialists to determine the best location for the cameras to deter crime and to enhance the police department's ability to solve crimes. Stage 1 cameras and recording equipment is expected to be installed in June or July 2022.

SUPERMARKET CARPARK SIGNS

'Entry' and 'No Entry' signs have been installed in the carpark. While the locations are not ideal, we chose them based on visibility and potential damage of free-standing posts to vehicles and snow clearing work. Photos included here to facilitate discussion of a better location.



**SUPERMARKET CARPARK GRIT/ROAD MARKINGS**

Recent high temperatures have created occurrences of asphalt binding “bleeding” in the carpark and elsewhere. Council applied loose grit to the bleeding areas. This has partially obstructed the carpark road markings. Council has scheduled the markings to be re-established once temperatures have stabilised and loose chip has been removed.

5.6 LOCAL ALCOHOL POLICY REVIEW

Author: Mark Offen, Compliance

Authoriser: David Adamson, General Manager Operations - Acting

Attachments: 1. Local Alcohol Policy [↓](#) 

STAFF RECOMMENDATIONS

That the information be noted.

BACKGROUND

Timaru, Waimate and Mackenzie District Councils adopted a joint Local Alcohol Policy (LAP) in 2016. The LAP is developed under the Sale and Supply of Alcohol Act 2012. The main objectives of the Act are that:

1. The sale, supply and consumption of alcohol should be undertaken safely and responsibly, and
2. The harm caused by the excessive or inappropriate consumption of alcohol should be minimised.

The key local variations that in our existing joint LAP are:

1. One-way door policy requiring premises open until 3am to operate a one way door restriction from 2am on Friday, Saturday and Sunday mornings for any event exceeding 100 people at the premises.
2. Licensing hours which are more restrictive than the Act in some cases.
3. Discretionary conditions including the distance to sensitive sites, permitted zones for off-licenced premises, discretionary conditions for special licences, restrictions on type and packaging of alcohol and restrictions on the consumption of alcohol in outdoor areas after midnight.

CONCLUSION

The LAP provides an opportunity for a greater community voice in licensing decisions, with the aim of improving community wellbeing. Council is looking forward to your participation in the review process, so that we can ensure the Local Alcohol Policy for the South Canterbury region is as effective as possible



Joint Local Alcohol Policy

Mackenzie, Timaru & Waimate District Councils

1. Background

This Local Alcohol Policy (LAP) has been developed jointly by the Mackenzie, Timaru and Waimate District Councils. The Policy sets out a framework for reasonable and consistent decision making in the local administration of the Sale and Supply of Alcohol Act 2012 (the Act). It provides guidance to existing and prospective licensees about their role in reducing alcohol harm which is reflected through the communities' views and expectations.

1.1. Purpose and Objectives of the Sale and Supply of Alcohol Act 2012

The Act puts in place a new system of control over the sale and supply of alcohol. The key characteristics of this new system are that:

- it is reasonable; and
- the administration of the Act will help achieve the Acts objectives.

The object of the Act is to:

- (a) ensure that the sale, supply, and consumption of alcohol is undertaken safely and responsibly; and
- (b) minimise the harm caused by the excessive or inappropriate consumption of alcohol.

1.2. Local Alcohol Policy Development

The Government wants to improve community input into local alcohol licensing decision making. Under Section 75 of the Act territorial authorities have the discretion, to establish a Local Alcohol Policy (LAP). All three district Councils decided to work collaboratively on this policy for enhanced efficiency in administration, education and policing.

Section 77 of the Act prescribes what a LAP can cover, these are:

- (a) the location of licensed premises by reference to broad areas;
- (b) location of licensed premises by reference to proximity to premises of a particular kind or kinds;
- (c) location of licensed premises by reference to proximity to facilities of a particular kind or kinds;
- (d) whether further licenses (or licenses of a particular kind or kinds) should be issued for premises in the district concerned, or any part of the district;
- (e) maximum trading hours;
- (f) the issue of licenses, or licenses of a particular kind or kinds, subject to discretionary conditions;
- (g) one-way door restrictions.

These matters (a) to (d) do not apply to special licenses, or premises for which a special license is held or has been applied for.

A local alcohol policy cannot include policies on matters unrelated to licensing. Section 78 of the Act outlines the matters that a Council must have regard to when producing a draft policy.

These are:

- (a) the objectives and policies of its district plan;
- (b) the number of licences of each kind held for premises in its district, and the location and opening hours of each of these premises;
- (c) any areas where bylaws prohibiting alcohol in public places are in force;
- (d) the demography of the district's residents;
- (e) the demography of people who visit the district as tourists or holidaymakers;
- (f) the overall health indicators of the district's residents; and
- (g) the nature and severity of the alcohol-related problems arising in the district.

When producing a draft policy a Council must consult with the Police, Licensing Inspectors, and Medical Officers of Health, each of whom must make reasonable efforts to give a Council any information they hold relating to any of the matters stated in (a) to (g) above. All three agencies supplied a submission on this policy.

2. Definitions

Alcohol	A substance that is or contains fermented, distilled, or spirituous liquor, which; in whatever form (such as frozen liquid, or a mixture of a frozen liquid and another substance or substances,) is found on analysis to contain 1.15% or more ethanol by weight, in a form that can be consumed by people.
Alcohol management plan	is a plan of measures and actions designed to manage the sale and supply of alcohol to achieve the objectives of the Sale and Supply of Alcohol Act 2012.
Alcohol related harm	<ul style="list-style-type: none"> a) the harm caused by the excessive or inappropriate consumption of alcohol; and includes: <ul style="list-style-type: none"> i) any crime, damage, death, disease, disorderly behaviour, illness, or injury, directly or indirectly caused, or directly or indirectly contributed to, by the excessive or inappropriate consumption of alcohol; and ii) any harm to society generally or the community, directly or indirectly caused, or directly or indirectly contributed to, by any crime, damage, death, disease, disorderly behaviour, illness, or injury of a kind described in subparagraph (i).
Amenity and good order	of the locality, in relation to a licensing application, means the extent to which, and ways in which, the locality in which the premises concerned are situated (or, in the case of a conveyance, the localities where the conveyance is likely to travel) are pleasant and agreeable.
Authorised customer	in relation to premises a club license is held for, means a person who: <ul style="list-style-type: none"> a) is a member of the club concerned; or b) is on the premises at the invitation of, and is accompanied by, a member of the club concerned; or c) is an authorised visitor.
Authorised visitor	in relation to premises a club license is held for, means a member of some other club with which the club concerned has an arrangement for reciprocal visiting rights for members.
Bar	in relation to a hotel or tavern, means a part of the hotel or tavern used principally or exclusively for the sale or consumption of alcohol
Bottle store	means retail premises where at least 85% of the annual sales revenue is expected to be earned from the sale of alcohol for consumption somewhere else.

Business zone or commercial zone	means land zoned as type of business or commercial zoning in the relevant district plan at the time when the relevant Off Licence application is determined. For the avoidance of doubt, the term includes land zoned for business activities (in contrast to industrial or residential activities) in any subsequent district plan, irrespective of the specific name of the zone.
Club	means a body that: <ul style="list-style-type: none"> a) is a body corporate having as its object (or as one of its objects) participating in or promoting a sport or other recreational activity, otherwise than for gain; or b) is a body corporate whose object is not (or none of whose objects is) gain; or c) holds permanent club charter.
Discretionary condition	The licensing authority or licensing committee concerned may issue a license subject to particular conditions if: <ul style="list-style-type: none"> a) there is any relevant local alcohol policy and b) in its opinion, the issuing of the license or the consequences of the issuing of the license, without those conditions would be inconsistent with the policy. <p>The holder of a license must comply with every condition subject to which it has been issued or renewed.</p>
District	in relation to a territorial authority, has the meaning given by section 5(1) of the Local Government Act 2002.
Early childhood education	a centre licensed under the Education (Early Childhood Centres) Regulations 1998 and meets Section 310 of the Education Act 1989.
Food product	does not include: <ul style="list-style-type: none"> a) alcohol, confectionery, ready-to-eat prepared food, or snack food; or b) a drink (other than milk) sold in a container with a capacity of 1 litre or less; but c) includes delicatessen items that are not ready-to-eat prepared food or snack food.
Grocery store	means a shop that: <ul style="list-style-type: none"> a) has the characteristics normally associated with shops of the kind commonly thought of as grocery shops; and <p>comprises premises where:</p> <ul style="list-style-type: none"> a) a range of food products and other household items is sold; but b) the principal business carried on is or will be the sale of food products.
Inspector	means an inspector appointed under section 197(1); and <ul style="list-style-type: none"> a) in relation to premises that are not a conveyance, means an inspector appointed by the chief executive of the territorial authority in whose district the premises are situated; and b) in relation to a conveyance, means an inspector appointed by the chief executive of the territorial authority in whose district the principal place of business in New Zealand of the applicant or licensee (as the case may be) is situated.
Large event	means an event that the territorial authority believes on reasonable grounds will have patronage of more than 400 people.
Local alcohol policy	<ul style="list-style-type: none"> a) means a policy, in force under section 90, relating to the sale, supply, or consumption of alcohol (or to 2 or all of those matters) within the district of a territorial authority or the districts of 2 or more territorial authorities; and b) in relation to a territorial authority, means a policy, in force under section 90, relating to the sale, supply, or consumption of alcohol (or to 2 or all of those matters) within its district or the districts of 2 or more territorial authorities that include it.
Medium event	means an event that the territorial authority believes on reasonable grounds will have patronage of between 100 and 400 people.
Off Licence	is a licence for premises where the licensee can sell alcohol for consumption somewhere else.
On Licence	is a license for premises where the licensee can sell and supply alcohol for consumption on the premises and can let people consume alcohol. This includes 'Bring Your Own' restaurants and caterers.

One-way door restriction	in relation to a licence, is a requirement that, during the hours stated in the restriction: a) no person is to be admitted (or re-admitted) into the premises unless he or she is an exempt person; and b) no person who has been admitted (or re-admitted) into the premises while the restriction applies to the licence is to be sold or supplied with alcohol.
Primary school	schools offering education to children from Year 1 up to Year 8 or a variation of the years.
Ready to Drink Product (RTD)	is a pre-packaged, pre-measured, and pre-mixed alcoholic beverage combining a spirit, wine, malt or fruit base with a carbonated soft drink or juice.
Restaurant	means premises that: a) are not a conveyance; and b) are used or intended to be used in the course of business principally for supplying meals to the public for eating on the premises.
Secondary school	schools offering education for students from Year 9 up to Year 15, and sometimes Year 7 and 8 as well.
Small event	means an event that the territorial authority believes on reasonable grounds will have patronage of fewer than 100 people.
Supermarket	means premises with a floor area of at least 1,000 m ² including any separate departments set aside for such foodstuffs as fresh meat, fresh fruit and vegetables and delicatessen items.
Tavern	a) means premises used or intended to be used in the course of business principally for providing alcohol and other refreshments to the public; but b) does not include an airport bar.

3. Licence Conditions

The following conditions will be applicable to licensed premises in all three districts unless otherwise stated.

3.1. On Licence

The premises where an On Licence (other than an On Licence Endorsed under section 37 of the Act) is held, the licensee:

- (a) can sell and supply alcohol for consumption there; and
- (b) can let people consume alcohol.

Policies related to On Licenses also apply to:

- Bring Your Own (BYO) restaurants (endorsed under section 37 of the Act)
- Caterers (endorsed under section 38 of the Act).

Hours of Operation

The hours of operation for On Licenses apply to premises in the Mackenzie, Waimate and Timaru Districts after consideration of the reports from the Licensing Inspectors, Police and Medical Officer of Health.

Note: An application for an On Licence must comply with the Resource Management Act 1991 and Building Act 2004 before it is lodged.

Operation of On Licence Premises	
Function centres, restaurants and cafes	Taverns, hotels, bars and nightclubs
Monday to Sunday: 7.00am to 1.00am the following day	Monday to Sunday: 7.00am to 3.00am the following day

In the case of hotels, alcohol may be sold or supplied at anytime to any guest residing on the premises.

Discretionary Conditions

Discretionary Conditions for On Licence Premises may include:	
Function centres, restaurants and cafes	Taverns, hotels, bars and nightclubs
<ul style="list-style-type: none"> Restriction on the consumption of alcohol in outdoor areas after midnight (0000 hours) 	<ul style="list-style-type: none"> Dedicated door security staff must be provided on Thursday, Friday, Saturday nights and for any event occurring at any tavern, hotel, bar and nightclub with 100 or more people attending. Restriction on the consumption of alcohol in outdoor areas after midnight (0000 hours) No new licensed premise to be within 100 meters of any Early Childhood Centre, Primary school or Secondary school No shots or double spirit mixes should be sold from 30 minutes prior to closing.

Location of On Licence Premises

From the date this LAP comes into force, no further On Licenses are to be issued for any premises unless that premises is located on the applicable zoned land described in the District Plan or a Resource Consent has been granted by Council for its operation.

3.2. Off Licenses

The premises where an Off Licence is held, the licensee can sell alcohol for consumption off the premises. While these premises are open the licensee can supply alcohol free for consumption on the premises as a sample up to 40ml. This excludes samples of undiluted spirits which are to be supplied as a sample of up to 25ml.

The holder of an Off Licence may sell alcohol on or from the premises for it to be delivered elsewhere endorsed under section 40 of the Act.

Hours of Operation

The hours of operation for Off Licenses apply to premises in the Mackenzie, Timaru and Waimate Districts after consideration of the reports from the Licensing Inspectors, Police and Medical Officer of Health.

Note: An application for an Off Licence must comply with the Resource Management Act 1991 and Building Act 2004 before it is lodged.

Operation of Off Licence Premises	
Stand-alone premises, grocery stores, hotel style, supermarkets and bottle stores	Hotel in-bedroom (mini bar) sales
Monday to Sunday: 7.00am to 9.00pm	Monday to Sunday: 24 hours per day

Discretionary Conditions

Discretionary Conditions for Off Licence Premises may include:

Stand-alone premises, grocery stores, hotel style, supermarkets and bottle stores

The main façade of the premises, being the principal front of a building that faces onto a street or open space of any new licensed premise must not be within 100 meters of any Early Childhood Centre, Primary school or Secondary school, except that this policy shall not apply to premises that are located:

- In a business zone of the Waimate District Plan;
- In a business zone of the Mackenzie District Plan;
- In a commercial zone of the Timaru District Plan.

Supervised designation for bottle stores (excluding supermarkets and grocery stores) to ensure unaccompanied minors do not enter bottle store premises.

Location of Off Licence Premises

From the date this LAP comes into force, applications for new Off Licenses for any premises will only be granted if that premise is located on the applicable zoned land described in the District Plan or once a Resource Consent has been granted by Council for its operation.

3.3. Club Licenses

On premises for which a club license is held, the licensee can sell and supply alcohol to authorised customers (within the meaning of section 60(3)), for consumption there.

A significant number of clubs are in or adjacent to residential areas. The sale of liquor must be ancillary to the Club's activities, and the licensed hours must reflect the hours of the operation of the principle club activity.

Hours of Operation

Operation of Club Licence Premises

Monday to Sunday: 9.00am to 1.00am the following day

3.4. Special Licenses

Hours of Operation

Restrictions on hours will be imposed if the District Licensing Committee considers it appropriate in respect of any environmental or other considerations which may require constraints on the hours of operation. Such issues may be raised by the Licensing Inspector, Police, Medical Officer of Health or other relevant affected parties.

Special licenses can cover an event or series of related events to a maximum of 20 events per premise per year (1 July to 30 June). A maximum of 15 events will be issued per 6 month period.

Discretionary Conditions

Discretionary Conditions for Special Licence may include:

- Sale of Ready to Drink (RTD) alcoholic beverages to be under 5% alcohol
- Provide an Alcohol Management Plan.
- No alcohol is to be sold in glass containers for events exceeding 100 people
- License area to be clearly defined where liquor is to be consumed e.g. Beer tent.
- Wine not to be sold by the bottle.
- Maximum number of alcoholic drinks per purchase may be specified.

Licensed Hours

No Special Licence will be granted to extend later than 2.00am.

4. One Way Door

All premises licensed to open to 3.00am shall apply a one way door restriction at 2.00am on Friday, Saturday and Sunday morning and for any event exceeding 100 people occurring at the premises.

5. Policy Statement

5.1. Application and Scope

This policy applies to any licensing application made to a District Licensing Committee in the Mackenzie, Timaru and Waimate Districts.

Transitional Provisions

The provisions of this policy come into effect after the Provisional policy is adopted as the final policy (Council determination usually 30 days).

Exemptions

Any application for a new license or license renewal for any premises which had a current license at the date this policy came into effect is exempt from the provisions of this policy relating to the location of licensed premises. The exemption remains in force for as long as the premises remains continuously licensed and will cease to exist when the current license or any subsequent license for the premises is surrendered or not renewed.

Relationship to the Act

This policy does not include all the provisions that may apply to license applications and should therefore be read in conjunction with the Act, which contains a number of additional provisions.

6. Policy Review

The three territorial authorities will monitor the policy to ensure it is operating to full effect.

An evaluation will be conducted 18 months after the policy comes into effect. If this evaluation results in an assessment that changes may be needed, the policy will be reviewed.

This policy was evaluated in July 2017 and did not indicate the need for any changes. A review will be initiated prior to 24 March 2022 (no later than 6 years after it came into force).

7. Adopted By and Date

The final policy was adopted following approval from the Alcohol Regulatory and Licensing Authority (ARLA) on 21 December 2015. The policy was implemented from 24 March 2016.

5.7 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:

1. Supermarket Carpark Safety concerns which includes:
 - Inadequacy of signs recently installed.
 - Road Markings obliterated/no longer visible since gritting.
2. Council's representative on the community board, Cr Matt Murphy, is invited to update the members on recent council activity.

5.8 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: Monday, 24 January 2022 11:23:36 AM


Tekapo Western Carpark				 Mackenzie <small>DISTRICT COUNCIL</small>
Officer and Meeting Date	Target Date	Resolution	Status	
McKenzie, Scott	21/04/2020		<p>7 Sep 2021 - 10:13 AM - Arlene Goss Western Carpark signs – The community board have asked for an exit sign and no-exit sign to this carpark. The governance advisor was asked to put in a service request for these. Mr Harty said he understood that this was a confusing carpark but changing the markings would require a re-seal.</p> <p>3 Nov 2021 - 10:20 AM - Arlene Goss Request for exit signs in this carpark to indicate where people should go. Arlene Goss to follow up on this service request.</p> <p>22 Dec 2021 - 12:26 PM - Arlene Goss Signs have been ordered. Contractor will sign off when the work is done.</p>	

Tekapo Bus Shelter				 Mackenzie <small>DISTRICT COUNCIL</small>
Officer and Meeting Date	Target Date	Resolution	Status	
McKenzie, Scott	21/04/2020		<p>7 Apr 2020 - 11:29 AM - Arlene Goss 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 Update from Scott: Have put together a draft scope to release</p>	

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Monday, 24 January 2022 11:23:36 AM


			<p>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 Roding manager. 15 Feb 2021 - 1:36 PM - Arlene Goss – On hold. Keep on action list.</p>
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Tekapo Walkway from Simpson Lane to Main Carpark:				 Mackenzie DISTRICT COUNCIL
Officer and Meeting Date	Target Date	Resolution	Status	
Adamson, David	21/04/2020		19 Jan 2022 - 1:04 PM - Arlene Goss David - Deferred until funds become available. Suggest removal from action list, or community board to put in request for inclusion in next Long Term Plan.	

Tekapo Maukatua Reserve on D'Archiac Drive:				 Mackenzie DISTRICT COUNCIL
Officer and Meeting Date	Target Date	Resolution	Status	
Milne, Brian	21/04/2020	COMMITTEE RESOLUTION TKCB/2020/177 Moved: Chairperson Steve Howes Seconded: Member Caroll Simcox That the Tekapo Community Board approves the plans for D'Archiac Drive with the addition of a fixed roof structure rather than a shade sail for the barbeque area.	7 Sep 2021 - 10:08 AM - Arlene Goss Furniture has been procured and a final map has been put out. The chairman asked when work was likely to be completed. Mr Milne said he would be asking contractors to aim for a finish date of the end of November. The chairman would like to share the news with the school regarding the name change to Maukatua Reserve. 3 Nov 2021 - 10:16 AM - Arlene Goss Brian Milne said tenders had been received for the Maukatua	


Outstanding	Division:	Date From:
	Committee:	Date To:
	Officer:	
Action Sheets Report		Printed: Monday, 24 January 2022 11:23:36 AM


			<p>Reserve project. The completion timeframe had been extended to allow for delays. Mr Milne hoped to get this underway as soon as possible.</p> <p>Water will be available for planting in February.</p> <p>3 Nov 2021 - 10:24 AM - Arlene Goss</p> <p>A conversation has been held with the school principal and the community board would like to involve the children in a ground breaking ceremony or planting a tree, or unveiling the new sign. Mr Milne to liaise with the chairman once the contractor has been confirmed.</p> <p>3 Nov 2021 - 1:44 PM - Arlene Goss</p> <p>19 Oct 2021 – Brian Milne</p> <p>Tenders for the contract works close 22nd October. Works potentially start from November but due to procurement process delays and contractor availability, allowable timeframe has been extended to end of February 2022.</p> <p>22 Dec 2021 - 11:51 AM - Arlene Goss</p> <p>Maukatua Reserve work starts with soil screening in December, with most of the work finishing in February-March.</p>
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Tekapo Hall				 Mackenzie <small>DISTRICT COUNCIL</small>
Officer and Meeting Date	Target Date	Resolution	Status	
Milne, Brian	3/11/2020	<p>COMMITTEE RESOLUTION TKCB/2021/201</p> <p>Moved: Member Caroll Simcox</p> <p>Seconded: Chairperson Steve Howes</p> <p>That the Tekapo Community Board approves spending \$1,694 from the Tekapo Hall Operational Budget on restocking the kitchen in the</p>	<p>3 Nov 2021 - 10:25 AM - Arlene Goss</p> <p>The new security access system is in place. Stocking of the kitchen is mostly done. The issue of a custodian needed to be addressed. The chairman asked about putting a booking calendar on the council website. Discussion took place on the need to promote and manage the hall.</p>	

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Monday, 24 January 2022 11:23:36 AM

		Tekapo Hall. CARRIED	22 Dec 2021 - 12:24 PM - Arlene Goss
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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>19 Jan 2022 - 1:05 PM - Arlene Goss David - \$10,000 added to the Long-Term Plan to initiate this project. Funding confirmed and work will progress in first quarter 2022. Reallocate to Brian Milne 19 Jan 2022 - 1:06 PM - Arlene Goss Action reassigned to Milne, Brian by: Goss, Arlene for the reason: Requested</p>	

Tekapo Rabbit Control				 Mackenzie <small>DISTRICT COUNCIL</small>
Officer and Meeting Date	Target Date	Resolution	Status	
Adamson, David	1/03/2021		<p>19 Jan 2022 - 1:08 PM - Arlene Goss David - Staff in discussions with ECAN re ways to move forward. Will be raised at next Te Mokihi Meeting which is the agencies coordination group</p>	

Tekapo Bike Stands				
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Outstanding	Division:	Date From:
Action Sheets Report	Committee:	Date To:
	Officer:	Printed: Monday, 24 January 2022 11:23:36 AM


Officer and Meeting Date	Target Date	Resolution	Status
Milne, Brian	27/05/2021		22 Dec 2021 - 12:21 PM - Arlene Goss ould electric bikes use hitching post-style bike stands? No. Community board member – Chris Scrase and Brian would review and finalise locations and design in the next couple of days after this meeting.

Tekapo: Pioneer Drive Landscape Work			
Officer and Meeting Date	Target Date	Resolution	Status
Milne, Brian	21/09/2021		7 Sep 2021 - 10:10 AM - Arlene Goss Mr Milne would still like to join the community board in looking at this area to make a decision on how to manage it. He suggested a spring walk-around. 3 Nov 2021 - 10:28 AM - Arlene Goss Discussion took place on post and cable barriers in the church area – a further walkaround was planned for after Christmas.

Tekapo CCTV Cameras			
Officer and Meeting Date	Target Date	Resolution	Status
Adamson, David	21/09/2021		29 Nov 2021 - 3:40 PM - Arlene Goss \$30,000 added to the Long Term Plan to initiate this project.

Outstanding	Division:	Date From:
Action Sheets Report	Committee:	Date To:
	Officer:	Printed: Monday, 24 January 2022 11:23:36 AM


			19 Jan 2022 - 1:13 PM - Arlene Goss David - \$30,000 added to the Long Term Plan to initiate this project. Staff currently looking at procurement options
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Tekapo Aorangi Crescent Upgrade				 Mackenzie DISTRICT COUNCIL
Officer and Meeting Date	Target Date	Resolution	Status	
McKenzie, Scott	21/09/2021		7 Sep 2021 - 10:22 AM - Arlene Goss Aorangi Crescent Upgrade – Cr Murphy asked for an update on this project to come to the next meeting. 3 Nov 2021 - 10:28 AM - Arlene Goss The tender has been let. The contractor who won it has an office in Christchurch. Work is imminent. Other work on services was also happening in the same place so awaiting the completion of this. Mr Adamson would provide a date to the community board. 29 Nov 2021 - 3:40 PM - Arlene Goss The work outside Tekapo School on Aorangi Crescent is programmed to start on 11th January 2022 and will finish on 4th February 2022.	

Tekapo: Request from Tekapo Trails to develop a trail on Unformed Road to Willow Bay				 Mackenzie DISTRICT COUNCIL
Officer and Meeting Date	Target Date	Resolution	Status	
Hakkaart, Aaron	5/01/2022	22 Dec 2021 - 11:49 AM - Arlene Goss COMMITTEE RESOLUTION TKCB/2021/197		

Outstanding	Division:	Date From:
	Committee:	Date To:
	Officer:	
Action Sheets Report		Printed: Monday, 24 January 2022 11:23:36 AM

		<p>Moved: Member Chris Scrase Seconded: Member Sharron Binns That the Tekapo Community Board supports the proposal from Tekapo Trails to develop a new trail on the unformed legal road from Tekapo Regional Park to Willow Bay, subject to council approval and applicable consents. CARRIED</p>	
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Tekapo Township Furniture				 Mackenzie DISTRICT COUNCIL
Officer and Meeting Date	Target Date	Resolution	Status	
Milne, Brian	5/01/2022		<p>22 Dec 2021 - 12:21 PM - Arlene Goss Could a design similar to the Lions seats be made? The community board agreed to approach Lions and ask if they can create some furniture. Any design needed to go to staff first to consider things like safety and accessibility.</p>	

6 PUBLIC EXCLUDED**RESOLUTION TO EXCLUDE THE PUBLIC****RECOMMENDATION**

That the public be excluded from the following parts of the proceedings of this meeting.

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
6.1 - Minutes of Public Excluded Tekapo Community Board Meeting - 2 December 2021	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7