



TEKAPO COMMUNITY BOARD

Membership:

Peter Munro (Chairman)
Stella Sweney
Alan Hayman
Lynette Martin
Cr Murray Cox

*Notice is given of a meeting of the Tekapo Community Board on
Tuesday, November 16, 2015, at 7:00pm.*

VENUE: Lake Tekapo Community Hall, Tekapo

BUSINESS: As per agenda attached

WAYNE BARNETT
CHIEF EXECUTIVE OFFICER



TEKAPO COMMUNITY BOARD

Agenda for Tuesday, November 16, 2015

APOLOGIES

DECLARATIONS OF INTEREST

VISITORS:

Stephanie Hagen will attend the meeting to speak regarding the Lake Tekapo Emergency Event Team. She has supplied a paper that is attached to this agenda.

MINUTES:

Confirm and adopt as the correct record the minutes of the meeting held on October 13, 2015.

MATTERS UNDER ACTION

REPORTS:

1. Lake Tekapo Emergency Event Team (attached).
2. Financial report (to come).
3. Tekapo Projects Report (attached).
4. Meeting Schedule for 2016 (attached).
5. Ward member's report (verbal).
6. Reports from members who represent the board on other committees (verbal).

GENERAL BUSINESS:

1. Email from Glenmore Station requesting road signs (attached).

PUBLIC EXCLUDED:

Resolve that the public be excluded from the following part of the proceedings of this meeting namely 'Email seeking advice on new commercial ventures'.

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Email seeking advice on new commercial ventures.	Commercial sensitivity	48(1)(a)(i)

This resolution is made in reliance on Section 48(1)(a)(i) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows: *Email seeking advice on new commercial ventures under section 7(2)(b)(ii).*

MACKENZIE DISTRICT COUNCIL

MINUTES OF A MEETING OF THE TEKAPO COMMUNITY BOARD HELD IN THE LAKE TEKAPO COMMUNITY HALL, TEKAPO, ON TUESDAY, OCTOBER 13, 2015, AT 7.03PM

PRESENT:

Peter Munro (Chair)
Murray Cox
Stella Sweney
Lyn Martin

IN ATTENDANCE:

Wayne Barnett, Chief Executive
Garth Nixon, Community Facilities Manager
Ray Gardner, Civil Defence
Arlene Goss, Committee Secretary
Helen Jack, Environment Canterbury
Marion Gadsby, Environment Canterbury
4 members of the public

OPENING:

The chairman welcomed everyone to the meeting.

APOLOGIES:

Resolved that apologies be received from community board member Alan Hayman and Mayor Claire Barlow.

Lyn Martin/Stella Sweney

DECLARATIONS OF INTEREST:

There were no declarations of interest.

VISITORS:

Helen Jack and Marion Gadsby from Environment Canterbury were at the meeting to speak on tsunami risk on Lake Tekapo. Their report is attached to the agenda, named "Tsunami and Seiche Hazard Scoping Study".

The chairman welcomed them to the meeting. Helen Jack gave a presentation on the study. A copy of this presentation is available as an attachment to these minutes.

This was followed by a second presentation from Marion Gadsby on the Lake Tekapo Mapping Project Plan, which will be carried out over the next year at Lake Tekapo by NIWA. This presentation is also available as an attachment to these minutes.

The chairman asked if the tsunami risk has been listed as a hazard in the civil defence emergency response plan. Yes, but there will be more come out of this study to include.

MINUTES:

Resolved that the minutes of the meeting of the Tekapo Community Board held on August 24, 2015, be confirmed and adopted as the correct record of the meeting.

Stella Sweney/Murray Cox

MATTERS ARISING

Stella Sweney asked to follow up the numbering of Rapuwai Lane. The chief executive says he believes the businesses on the lane have been given their numbers. They are the same numbers as what was there before. The chief executive said he will follow up on this and get an email sent out to the community board with an update.

TEKAPO COMMUNITY BOARD MATTERS UNDER ACTION:

1. **Tekapo Plantation: Murray Place/Section A:**

Planting will take place in the next two weeks.

2. **Freedom Camping:**

Garth Nixon said new signs have been installed. Council has engaged a warden to do some monitoring and write some tickets. This is Gavin Cox. Council has received some complaints about wardens writing tickets. Lyn Martin asked if volunteer wardens can issue tickets. Yes. Discussion was held on the need for better signage. Stella Sweney asked if it was possible to restrict freedom camping at Hamilton Drive due to health and safety reasons. She put forward the following resolution:

That Hamilton Drive be closed as a freedom camping site and strict enforcement measures be used to monitor this. Lyn Martin seconded this.

The chairman called for discussion. He was unsure if closure was needed when someone has been employed to enforce the rules and new signs have been made. Cr Cox said the area had been used by freedom campers for 12 months and Council had not been able to control the problem. It was noted that Gavin Cox has only been enforcing the rules for the last two weeks.

The chief executive talked through the process involved in preventing freedom camping at the Hamilton Drive site and whether it was possible to chain the area to stop them driving in. Chaining it shut would be unwise because it has an effluent dump station and people use the area for legitimate parking. Discussion was held on campers using the area as a toilet. Garth Nixon offered to investigate further whether a camping area could be closed for sanitary reasons.

Cr Cox suggested an alternative resolution "that the community board instructs Council staff to look into the options to close Hamilton Drive as a freedom camping site, with a report coming back to the community board on the options". Further discussion was held on this option and the resolution was re-worded to the following, which was passed unanimously:

Resolved that the Tekapo Community Board recommends to Council that they investigate stopping camping at Hamilton Drive.

Murray Cox/Stella Sweney

Enforcement by Gavin Cox will continue and the community board will be updated on this.

3. Future of Motuariki Island:

Nothing further to report.

4. Tekapo Squash Club:

The chief executive and Cr Cox have met with the Squash Club to discuss moving the club premises. The club representatives have agreed to go back to club members to discuss how this might happen. Discussion has been around opening up the squash club facilities to a wider section of the community.

5. Town Projects:

a. Alps2Ocean Link between Tekapo and Canal Road.

Garth Nixon has spoken to all the residents who have put planting on council berm and all have agreed to co-operate. This cycle track is nearly ready to announce as officially open.

b. Walkway on Lakeside Drive.

The timing of this will depend on when the footbridge goes in.

6. Tekapo Domain Playground:

The chairman said the community board had a productive afternoon walk to look at the site. Garth Nixon will meet with Whitestone to make a start on this.

7. 60Km Speed Limit Extension: The request has gone in to NZTA but no reply to date.

8. Civil Defence:

Ray Gardener presented the community board with the latest version of the draft document titled "Lake Tekapo Civil Defence Community Response Plan". He would like local organisations and people to contribute to the document so it becomes a community resource. This will give the community some ownership of the plan. A copy of this document is available as an attachment to these minutes.

Discussion was held on the roles of Civil Defence and the separate emergency event group that has been formed in the community. The relationship between the groups and with emergency services has broken down. There is a need to get people together to discuss roles and how they can work together in an emergency situation. The chief executive suggested sitting down with these groups and listening to them as a first step. It was agreed to initiate dialogue between the two groups.

9. New pathway from Hamilton Drive to Greg Street:

Complete. Remove from list.

FINANCIAL REPORT TO AUGUST, 2015:

This report is the financial report for the community board for the period to August, 2015, the purpose of which to update board members on the financial performance of the Tekapo Community as a whole for that period.

Garth Nixon took members through the report and noted some of the differentials. On page 20 the playground maintenance spend is to inspect the playgrounds and upgrade the bark mulch. Lyn Martin asked for a large tree to be inspected at the Scott Street playground as she was concerned it might fall. Garth Nixon agreed to look at this.

The litter bin collection figure is large and discussion was held on whether the costs of litter could be partly met by businesses.

The chairman reminded Garth Nixon that security lights need to be installed at the Tekapo Hall.

Cr Cox asked regarding projects money. The chief executive said a template to inform the community board about projects money has been developed and will be used at future community board meetings.

Resolved that the report be received.

Lyn Martin/Murray Cox

WARD MEMBER'S REPORT:

Cr Cox said he went to a smoke free conference and people there talked about government initiatives to get New Zealand smoke free by 2025. One thing likely to happen at some stage is that the Cancer Society will be doing a survey in Tekapo, over the summer, about business attitudes towards making more areas smoke free.

Regarding the Upper Waitaki water zone committee, there has been a delay on the plan change that will put into effect the nitrogen limits for farmers and require them to do farm environment plans. This will now be notified in January. This committee is talking about public toilets around the lakes and running a campaign to educate the public. One spot identified as a hot spot is a toilet at Lake Pukaki on LINZ land.

Regarding the Tekapo Property Group, one of the discussions is around the parking plan. The property group is currently looking into parking in the village and discussion was held on the difficulties of not having enough parking in busy times.

REPORTS FROM MEMBERS WHO REPRESENT THE COMMUNITY BOARD ON OTHER COMMITTEES:

Cr Cox said the park is open again after winter. Cr Cox will bring more information to the community board on a new trail that is planned.

The chairman reported from the Tekapo Footbridge Committee. He said the crane has been delayed a week for the installation of the footbridge. Hopefully it will only be two weeks work once it arrives. Things are coming together. The crane will cost \$198,000 for the work it does.

Lyn Martin reported on a great AGM for Tekapo Promotions which saw a new chairwoman appointed. They still need more committee members, with the first meeting due to be held on October 20.

The chairman reported from the white water trust. The next water release is the weekend of the 30th October. Some white water groups will be taking advantage of this.

He also reported from the search and rescue group who have been reasonably busy this week. The group is now affiliated with Twizel, rather than with groups in the Timaru area.

GENERAL BUSINESS:

1. Email from Pierre Montell requesting a skate park for Tekapo:

Lyn Martin questioned the cost, the need for maintenance and safety issues. She said people come to Tekapo for peace and quiet. It's not a financial priority for the community board and the village cannot provide everything for everyone. The chairman said this has been raised before by the playground group. They were keen, but received a similar reaction from the community board. Lyn Martin said the community board has so many priorities and she would rather see the playground done right. Stella Sweney asked if the concrete path from the campground was good enough for people to skateboard on. This walkway had been agreed to be sealed for disabled people in wheelchairs, pushchairs etc. to use. She suggested the path would be an ideal place to skateboard.

Resolved that the Tekapo Community Board instructs staff to respond to Pierre Montell that they are not inclined to support a skate park at this point in time.

Peter Munro/Lyn Martin

2. Freedom camping at Hamilton Drive lookout.
This has been discussed earlier in the meeting.
3. Emergency/civil defence plan for Tekapo.
This has been discussed earlier in the meeting.
4. Council/community board approval process for business to operate on the lake.

Stella Sweney said she had heard there was a proposal for a business to operate on the lake. She questioned whether the community board needed to do some preparation if a resource consent was applied for. She gave the example of kayakers on the lake and the requirements of maritime safety. The chief executive said he would talk to the planning and regulation manager about Council and community board's responsibilities regarding people operating on the lake surface, and get more information on this.

5. Garth Nixon requested to speak to the community board regarding a block of trees between the Lakeside Drive toilets and the control gates into the campground. Two or three trees in this area had blown down. The campground owner is keen to take the rest of the trees down. He would like approval to take down those trees that are on council land, with the campground owner suggesting the Lions Club could remove the ones on the campground land.
6. The chairman has received a letter from Steve Binns, from Mackenzie Rescue Coast guard, talking about the Lake Tekapo canal boat ramp. Cr Cox said the boat ramp is the only access in and out of the lake for the coast guard. This needs a joint discussion between council and Genesis to have a look at what can be done to widen the ramp and provide a turnaround area. The chief executive asked who was responsible for maintenance of the ramp. This ramp belongs to the community. Garth Nixon said he has cleared it in the past. Garth Nixon agreed to review the agreement between Genesis and the Council and discussing this further.
7. Stella Sweney asked if the meeting time should change to an earlier start time. Following discussion no changes were made.

**THERE BEING NO FURTHER BUSINESS
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 9.46PM
CHAIRMAN: _____**

DATE: _____

Unconfirmed

TEKAPO COMMUNITY BOARD MATTERS UNDER ACTION:

1. **Tekapo Plantation: Murray Place/Section A:**
Cr Cox would like to table the subject of access of motorbikes at the next community board meeting after further discussion with affected parties.
Planting taking place this month.
2. **Freedom Camping:**
Council has resolved to continue with enforcement and data collection until a review next March.
3. **Future of Motuariki Island:**
Nothing to report.
4. **Tekapo Squash Club:**
Club representatives have agreed to go back to their members.
5. **Town Projects:**
 - a. Alps2Ocean Link between Tekapo and Canal Road - Initial track cut and gravelled. Awaiting costings from Whitestone.
 - b. Rock wall extension along Main Road to Aorangi Crescent - This will be completed once the Alps2Ocean track is completed. The chairman would like gravel put on the corner.
 - c. Upgrade of Hamilton Drive lookout - Work currently being priced.
 - d. Walkway on Lakeside Drive – Next step is to get the area mulched.
6. **Tekapo Domain Playground:**
Initial site meeting held. Next step to mark out boundary and prepare site.
7. **60Km Speed Limit Extension:** This request has gone to NZTA.
8. **Civil Defence:**
To be discussed at the meeting.
9. **Tekapo Footbridge:**
Official opening to take place on Sunday, November 22.
10. **Tekapo canal boat ramp:**
Joint discussion needed on widening the ramp and providing a turnaround area. Garth Nixon to review the agreement between Genesis and Council.
11. **Solar System Project:**
Lyn Martin requested that this be added back to the list of matters under action.

Lake Tekapo Emergency Event Team

Purpose:

The Emergency Event Team is a community based group that supports the community in a time of need when no formal response is in place from either local or central government agencies. The Emergency Event Team will usually be activated by a request from an Emergency Organisation (EO) – eg Police; St John; Fire Brigade.

It may also be used to communicate information such as road closures and weather conditions to the public via noticeboards at Challenge Service station and the supermarket.

This document describes:

- How the EET is formed, maintained and who is responsible for it.
- Roles within EET.
- How the EET works.

Structure of EET:

There is no “governing body” for EET’s. The EET is formed by volunteer community members choosing to work together to support their own community. All EET’s in the Mackenzie District will communicate and work together to support the individual needs of each unique community.

Each EET will have similar purpose and structure but will be unique to each community.

EET Roles:

EET LEADER:

Purpose:

To lead the EET team and respond to requests from Emergency Organisations to meet community needs during an event.

To advise local and/or central government of community needs.

EET Community Co-ORDINATOR (CC)

Purpose:

The CC will hold the overall list of permanent residents in the community.

The CC will advise the EET Leader of any changes to this list.

In an “event” the CC will contact the Street-list Holders to organise the checking of the well-being of residents in their designated area.

If in an “event” there are any Street-list Holders who are out of contact the CC will contact an EET volunteer to take over this Street-list Holder’s responsibilities. If none available the CC will take over that Street-list Holder’s responsibilities themselves.

After the Street-list Holders identify those who need assistance the CC will pass on the information to the EET Leader.

The EET Community Co-ordinator will continue to liaise with the “list” people throughout the event in case needs should change and will advise EET Leader of any changes.

EET Street-list Holder

Purpose

To make contact with the people in their designated area to ascertain their well-being and identify any needs.

To communicate any needs to the Community Co-ordinator.

EET Volunteer

Purpose: Provide additional community support during an event

The EET Leader will task volunteers with activities to either help establish community need or to fulfil the community need.

Tasks that may be required are for example:

- Assist at the Fire Station as directed by the Fire Chief.
- Provide transport.
- Coordinate information to be written on the white boards at the supermarket and outside the petrol station

Volunteers will be encouraged to meet for training and updates prior to winter or following an event.

Emergency Organizations: (EO)

Purpose: To provide ground level liaison with local organizations during an event when the community has needs that are not being met by any external organization.

Each Emergency Organization will be invited to provide a contact person who will liaise with the EET Leader.

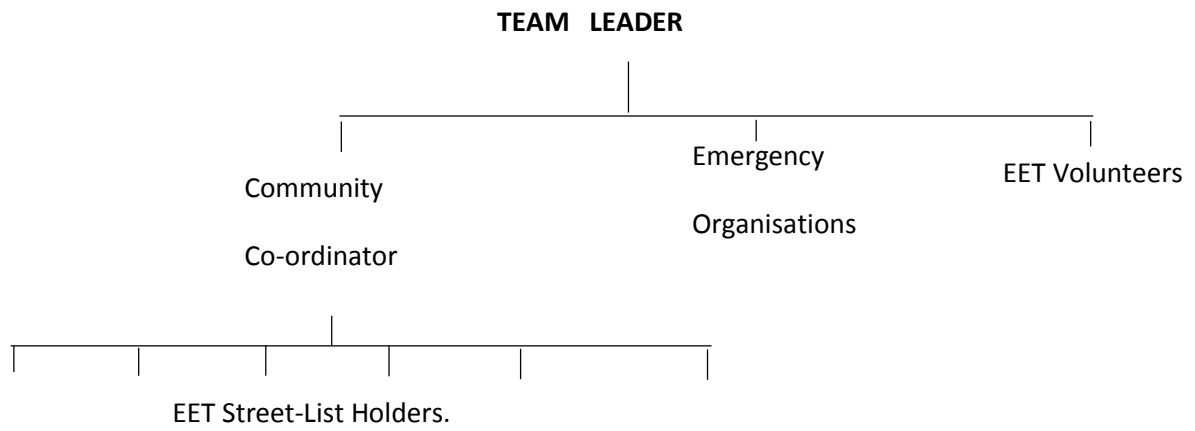
The EET Leader will contact the EO with a request for assistance from their organization with the needs that the “list” holders have identified. The EET Leader will liaise with the EO to confirm the needs have been met or if the needs cannot be met.

Emergency Organizations may also identify needs the EET members may assist with.

Note 1: It is assumed that those in rental/commercial accommodation will be looked after by the businesses and rental agencies involved, however the EET team will respond to a request for assistance from an EO.

Note 2: Being a volunteer organization with the intent to assist where possible EET takes no responsibility for an inability to meet requests for assistance where volunteers are unable to meet the need or are not available at the time of request.

EET FLOWCHART



Tekapo Projects

November 2015

		Expenditure to date	Comments
Domain Walkway	Work commenced to link in with bridge opening		
Alps to Ocean Link	Initial track cut and gravelled. Additional work to be undertaken in widening footpath to Roto Place. Details have been discussed and agreed with neighbours Awaiting costing from Whitestone	\$ 3500.00	
Bridge approaches	Work commencing this week in conjunction with O'Neil Earthmoving's removal of metal from outlet.		
Domain Grassing and irrigation	Not started		
Play Ground	Initial site meeting. Next step to mark out Playground Boundary and prepare site.		
Hamilton Drive Carpark	Work currently being priced		
Forestry plantings	Planting taking place this month		Awaiting plant material
Walkways	Marker posts options to be discussed along with symbols		Estimate \$ 1400 per 100 marked as required

September October

Projects Budget

Total Budget available \$ 150,000.00

Expenditure to date

Tekapo Foots Bridge works

\$ 340.00

Domain walkway link

Cycle way link

\$ 3,488.00

Forestry planting

Walkways

Lakeside Drive Cleanup

\$ 108.00

\$ 448.00 \$ 3,488.00

OTHER WORKS

Poppy Blanket

\$ 1,886.00

Expenditure to
date

\$ 5,822.00

MACKENZIE DISTRICT COUNCIL

REPORT TO: TEKAPO COMMUNITY BOARD
SUBJECT: MEETING SCHEDULE FOR 2016
MEETING DATE: NOVEMBER 16, 2015
REF: PAD 4
FROM: ARLENE GOSS, COMMITTEE CLERK

PURPOSE OF REPORT:

To advise the community board of the schedule of meetings for 2016.

STAFF RECOMMENDATIONS:

1. That the report be received and the attached schedule of meetings be noted.

WAYNE BARNETT
CHIEF EXECUTIVE OFFICER

Schedule of Tekapo Community Board Meeting Dates for 2016

Meetings will be held at the Lake Tekapo Community Hall, starting at 7pm

Monday, January 25

Monday, March 7

Monday, April 18

Monday, May 30

Monday, July 11

Monday, August 22

Monday, September 26 (final meeting before the election)

Election Day will be on Saturday, October 8

Ceremony to swear in the new community board will be held on Tuesday, October 25

First meeting of the new Tekapo Community Board will be on Monday, November 14

Hi Arlene

Could the request below please be added to the agenda for the Community Board meeting. If the papers are already done then perhaps a note to remind us under General Business.

many thanks

Stella

----- Forwarded message -----

From: Glenmore Station <glenmore@farmside.co.nz>

Date: Tue, Nov 10, 2015 at 12:49 PM

Subject: Re: Map Changes - copy to check

To: Lake Tekapo Promotions <laketekapopromotions@gmail.com>

Is there any way a sign could be erected at the Lake McGregor turn off to direct people to the camping ground as we get about 2-3 vehicles a day which have driven past it. Cheers Will

Will & Emily Murray

Glenmore Station

PO Box 97

Lake Tekapo 7945

03 680 6752

[021 680 505](tel:021680505)

glenmore@farmside.co.nz

This boat ride has the potential to be tailored to suit tourism operators and could be booked out in advance.

There are similar challenges to this venture as with the paraflights business including fuelling up the boat and getting people on and off the boat.

Hole in one golf

This activity will be similar to the hole in one seen operating on Taupo's lake front. Customers will use a high numbered club (8 iron through to pitching wedge) to try and hit the provided golf ball onto a floating pontoon on Lake Tekapo. Should the customer hit the pontoon they will receive another golf ball with the ultimate aim being to get a hole in one which will result in the winning of a more substantial prize.

The pontoon itself will be roughly 12m by 8m and would be anchored to the lake floor.

The tee from which customers would tee off would be subject to feedback but ideally would not be too far from the Tekapo township taking into consideration not to spoil any views from the church. It would also need to be below the path running alongside the lake edge so as to not endanger people walking along the track.

The balls themselves would be collected by a diver as well as by a net that will be suspended under the pontoon.

Feedback from tourism operators is that this venture would offer a good quick activity that will suit a wide variety of tourists.

I am unsure how much information you require on each venture so I have given you a topline brief on each. Please let me know should you require any further more detailed information on each venture.

I am happy to take any feedback from you and the Lake Community Board.

Thank you

Ben Giesen <benjamingiesen@gmail.com>