

Wānaka-Upper Clutha Community Board

24 September 2026

Report for Agenda Item | Rīpoata moto e Rāraki take [3]

Department: Community Services

Title | Taitara: Proposed Donation of Seat & Commemorative Plaque for Stephen & Geraldine Keen within Peninsula Bay Reserve, Wānaka

Purpose of the Report | Te Take mō te Pūroko

The purpose of this report is to consider accepting the donation and installation of a new public seat within the Peninsula Bay Reserve, including approval of a commemorative plaque to be attached to the seat acknowledging Stephen and Geraldine Keen.

Recommendation | Kā Tūtohu

That the Wānaka-Upper Clutha Community Board:

1. **Note** the contents of this report; and
2. **Approve** the seat and donor plaque installation for Stephen and Geraldine Keen, noting the seat would be located within the Peninsula Bay Reserve (Attachment A).

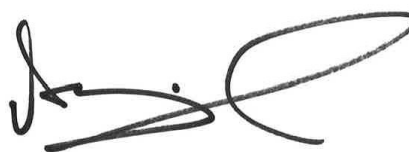
Prepared by:



Name: Tarsy Koentges

Title: Parks Officer, Cemeteries and Heritage
31 August 2026

Reviewed and Authorised by:



Name: Ken Bailey

Title: General Manager, Community Services
2 September 2026

Context | Horopaki

1. On 3 June 2026, Queenstown Lakes District Council (QLDC) received a request from Stephen and Geraldine Keen to donate a new public seat for installation within the Peninsula Bay Reserve, specifically “positioned looking towards Stevensons Island area.” The proposed seat would include a commemorative plaque acknowledging Stephen and Geraldine Keen, with the proposed wording:

*“Rest Awhile
Donated by Stephen & Geraldine Keen”*

2. The applicant has offered to meet the costs associated with the procurement and installation of the seat and plaque. The principal benefit of the proposal is therefore the addition of a functional public asset for community use, with the plaque providing commemorative recognition.
3. The proposal is primarily an asset donation rather than a stand-alone memorial; however, the inclusion of the plaque brings the request within Category 4 of the QLDC *Plaques, Memorials and Monuments (PMM) Policy 2010*. Category 4 applies to personalised commemorative plaques attached to seats, benches or picnic tables and requires applications to be considered on a case-by-case basis.
4. The PMM Policy was adopted in 2010 and does not expressly distinguish between the donation of a functional community asset carrying a commemorative plaque and an application whose primary purpose is memorialisation. This application can nevertheless be considered under the existing Category 4 framework. The broader policy gap may be addressed through a future review of the policy.
5. Under the PMM Policy, approval depends on there being a genuine need for the item of furniture, the proposed site being suitable, and the person or people being commemorated having lived in or having a special association with the Queenstown Lakes District. Stephen and Geraldine Keen have had an association with the district for approximately 20 years and therefore meet the relevant eligibility criterion.
6. The Parks Planning Manager has reviewed the proposal and supports the application. The proposed location has been assessed as appropriate/supporting an identified need for public seating, subject to the final positioning confirmation.
7. When considering previous memorial-seat applications, the Wānaka–Upper Clutha Community Board (WUCCB) has indicated that memorial seating in the Upper Clutha is not presently oversaturated and has expressed an interest in considering further applications. The proposed donation is consistent with that position because it would provide an additional community asset without requiring Council-funded capital expenditure, subject to the proposed location being suitable and the resulting asset management responsibilities being acceptable.

Analysis and Advice | Tatāritaka me kā Tohutohu

8. This report identifies and assesses the following reasonably practicable options for assessing the matter as required by section 77 of the Local Government Act 2002 (LGA).
9. The proposed location within the Peninsula Bay Reserve has been considered by the Parks Team. The installation of a new seat at this location would provide an additional public seating opportunity and enhance the use and enjoyment of the area. The proposed site has been assessed as suitable for the additional asset, and the existing number of memorial and commemorative seats in the Upper Clutha is not considered to have reached a level of oversaturation.
10. Option 1: Approve the donation and installation of the new public seat and commemorative plaque within the Peninsula Bay Reserve

Advantages:

- Provides an additional functional public asset that can be used and enjoyed by the wider community.
- Enables an improvement to the reserve to be delivered without requiring Council-funded capital expenditure, as the applicant will meet the costs associated with the procurement and installation of the seat and plaque.
- Acknowledges Stephen and Geraldine Keen and their longstanding association with the Queenstown Lakes District.
- Is consistent with the WUCCB's previously expressed support for considering additional memorial or commemorative seating where the location is appropriate and the asset provides a wider community benefit.

Disadvantages:

- The installation will add a new asset to Council's portfolio, resulting in an ongoing responsibility for inspection, maintenance and eventual removal or replacement.
- The seat and plaque will contribute to the cumulative number of memorial and commemorative items in the public realm, although the proposed location is not currently considered to be oversaturated.
- Approval may create an expectation that comparable future applications will also be approved; however, each application will continue to be assessed individually against the relevant policy criteria, site suitability and identified need.

11. Option 2: Decline the request and retain the status quo

Advantages:

- Council would not acquire an additional asset or assume any associated ongoing maintenance responsibilities.
- There would be no increase in the number of commemorative plaques or seats at the proposed location.

Disadvantages:

- Council would forgo the opportunity to receive an applicant-funded public asset that would provide additional seating and enhance community use of the area.
- The applicant would not be afforded the opportunity to contribute positively to the improvement of the Peninsula Bay Reserve while acknowledging Stephen and Geraldine and their association with the district.
- Declining the request may not reflect the WUCCB's previously expressed willingness to consider additional memorial and commemorative seats where these provide an appropriate community benefit and do not result in oversaturation.

12. This report recommends **Option 1** because the proposal would provide a functional and publicly accessible asset that enhances the use and enjoyment of Peninsula Bay Reserve, without requiring Council-funded capital expenditure. The proposed plaque acknowledges individuals with a longstanding association with the district, the location is considered suitable for the additional seat, and the resulting ongoing maintenance responsibilities can be accommodated within Council's existing asset-management arrangements.

Consultation Process | Hātepe Matapaki

Significance and Engagement | Te Whakamahi I kā Whakaaro Hiraka

13. This matter is of low significance, as determined by reference to the Council's Significance and Engagement Policy 2024 because the land it relates to is not identified as a significant asset, and the proposal of a new seat will support community wellbeing.
14. The persons who are affected by or interested in this matter are the residents/ratepayers of the Queenstown Lakes District community.
15. Council has noted that the Parks Planning Manager and Parks Manager are in support of this proposed seat installation.

Māori Consultation | Iwi Rūnaka

16. This matter did not require consultation with iwi.

Risk and Mitigations | Kā Raru Tūpono me kā Whakamaurutaka

17. This matter relates to the Community & Wellbeing risk category. It is associated with RISK10022 Ineffective operations and maintenance of community services or facilities within the QLDC Risk Register. This risk has been assessed as having a high residual risk rating.

18. The approval of the recommended option will allow Council to retain the risk at its current level. This will be achieved by improving assets for community utilisation and wellbeing within the reserve.

Financial Implications | Kā Riteka ā-Pūtea

19. There are no financial implications, all costs will be met by the applicant.

Council Effects and Views | Kā Whakaaweawe me kā Tirohaka a te Kaunihera

20. The following Council policies, strategies and bylaws were considered:

- Plaques, Memorials and Monuments Policy 2010;
- Parks and Open Spaces Strategy 2021; and
- Proposal is in alignment with the principles of the Vision Beyond 2050.

21. The recommended option is consistent with the principles set out in the named policies.

22. This matter is not included in the Ten Year Plan/Annual Plan and will not have any impact on it.

Local Government Act 2002 Purpose Provisions | Te Whakatureture 2002 o te Kāwanataka ā-Kiaka

23. Section 10 of the LGA states the purpose of local government is (a) to enable democratic local decision-making and action by, and on behalf of, communities; and (b) to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future. As such, the recommendation in this report is appropriate and within the ambit of Section 10 of the LGA as it will help meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses by providing support for a community activity.

24. The recommended option:

- Is consistent with the Council's plans and policies; and
- Would not significantly alter the intended level of service provision for any significant activity undertaken by or on behalf of the Council or transfer the ownership or control of a strategic asset to or from the Council.

Attachments | Kā Tāpirihaka

A	Map of Proposed Seat Installation in Peninsula Bay Reserve
B	Waihi Seat Model to be Installed

Map of Proposed Seat Installation in Peninsula Bay Reserve



** Approximate seat location indicated by yellow pin (subject to final confirmation)*

Attachment B: Waihi Seat Model to be Installed

Waihi Seat Model to be Installed

