



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

**Date: Thursday, 15 October 2020**

**Time: 4.30pm**

**Location: Council Chambers  
Fairlie**

# **AGENDA**

**Fairlie Community Board Meeting**

**15 October 2020**

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

**Fairlie Community Board Membership:**

Les Blacklock  
Damon Smith  
Leaine Rush  
Angela Habraken  
Murray Cox



**Order Of Business**

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

## **5        REPORTS**

### **5.1       MINUTES OF FAIRLIE COMMUNITY BOARD MEETING - 6 AUGUST 2020**

**Author:**                **Arlene Goss, Governance Advisor**

**Authoriser:**

**Attachments:**        **1.       Minutes of the Fairlie CB meeting on August 6 2020**  

#### **RECOMMENDATION**

That the Minutes of the Fairlie Community Board Meeting held on Thursday 6 August 2020 be received and confirmed as an accurate record of the meeting.



# **Unconfirmed MINUTES**

## **Fairlie Community Board Meeting**

**6 August 2020**

**MINUTES OF MACKENZIE DISTRICT COUNCIL  
FAIRLIE COMMUNITY BOARD MEETING  
HELD AT THE COUNCIL CHAMBERS, FAIRLIE  
ON THURSDAY, 6 AUGUST 2020 AT 4.30PM**

**PRESENT:** Mr Damon Smith (Acting Chairman), Leaine Rush, Angela Habraken, Cr Murray Cox

**IN ATTENDANCE:** Mayor Graham Smith, Tim Harty (General Manager Operations), Charlotte Borrell (Community Services and Facilities Officer), Ann Rodgers (Planning Manager), Aaron Hakkart (Planning Team Leader), Mark Offen (Compliance and Monitoring Officer), Arlene Goss (Governance Advisor), and four members of the public.

**1 OPENING**

Acting chairman Damon Smith opened the meeting and welcomed everyone.

**2 APOLOGIES**

**COMMITTEE RESOLUTION FCB/2020/125**

Moved: Member Leaine Rush

Seconded: Member Angela Habraken

That apologies be received from chairman Les Blacklock, and chief executive Suzette van Aswegen.

**CARRIED**

**3 PUBLIC FORUM**

**Mark Offen, Compliance and Monitoring Officer**, introduced himself and said there had been issues in Fairlie with wandering dogs. He said the community was proactive in reporting dog problems. Education of dog owners was needed around keeping dogs on leads, and why they are barking.

The Mayor said some of the problem dogs have been recurring. He applauded the idea of educating people and suggested that some communication work be carried out to let people know the expectations on dog owners.

Mr Offen also said that coming into summer he was working with mobile traders. The general issue in Fairlie was that, while they appreciated having two sites available for them, they were not getting the foot traffic.

Mr Offen was thanked for attending the meeting.

**Charlotte Taylor asked to speak on behalf of Plunket.** She would like some form of fencing around the playground to provide a safer facility for young children. She said she has had some tense moments with children disappearing.

She has received a quote for a fence but wants to know how to proceed. There was a possibility to get some money from Plunket and this had support from Plunket mothers.

Member Damon Smith said this had been looked at in the past but they were waiting for the skate park and wanted to fence it all in one.

General Manager Operations Tim Harty suggested a softer approach than a fence, such as mounds to make the route children have to run further. He said he would like to talk to the Plunket ladies about the options and handed Ms Taylor his card. They will get in touch with him.

#### **4 DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **5 REPORTS**

##### **5.1 UPDATE FROM PLANNING AND REGULATORY STAFF**

Planning Manager Ann Rodgers updated the community board on the town spatial planning work currently being undertaken by planning staff. This included a community survey and spatial planning workshops.

She handed out a document on planning issues perceived by the Fairlie community. This is available as an attachment to these minutes.

The options for the town would go out for public consultation soon and then to Council. She said this had been exciting work and there had been a consistent message on what was of concern to people. This was the provision of open spaces, green spaces and paths that lined up.

Planners had also visited Burkes Pass, Kimbell and Albury and had a good public turnout in those towns. This process will inform the District Plan Review.

Ann Rodgers also told the community board about the new Let's Talk platform. All information was available to the public there.

The chairman said the issues being raised had been around in the community for a long time and it was good to see some action on these.

Cr Cox asked if the community boards could submit as part of the consultation process. Yes.

Ann Rodgers was thanked for attending the meeting.

##### **5.2 MINUTES OF FAIRLIE COMMUNITY BOARD MEETING - 11 JUNE 2020**

Member Leaine Rush asked for an update on the resolution on the heating of the community hall. The heating charges had been removed from the hire charges and the cost of heating would be met by the council from now on.

Other issues related to the district's community centres and swimming pools would be workshopped by Council soon.

The board heard that the Fairlie Events Centre user group had re-started and they were planning a big clean up. They would probably bring some recommendations to the community board on future work at a later meeting.

##### **COMMITTEE RESOLUTION FCB/2020/126**

Moved: Member Angela Habraken

Seconded: Member Leaine Rush

That the Minutes of the Fairlie Community Board Meeting held on Thursday 11 June 2020 be received and confirmed as an accurate record of the meeting.

**CARRIED**

### 5.3 COMMUNITY BOARD ACTION LIST

**Fairlie Skate Park** – The skate park committee had confirmed there was a sewer pipe in the way so they needed to move things a few inches in their plans. They were hoping to start in September but did not have a firm date yet.

**Fairlie Problem Dogs** – Signs have arrived and will go up.

**Bus Parking by the Playground** – Any changes would need to take the skate park into account. It was agreed to park this matter until after the skate park was built.

**Letter from Owen Hunter re Problem Trees** – Charlotte Borrell has spoken to Mr Hunter. He would not be taking the trees down at this stage. Tree policy is to be reviewed.

### 5.4 COMMUNITY BOARD FINANCIAL REPORT

It was noted that there was a new website page with information on community board grants, and these grants would be advertised before the next meeting.

#### COMMITTEE RESOLUTION FCB/2020/127

Moved: Member Leaine Rush

Seconded: Member Angela Habraken

That the community board financial report be received.

**CARRIED**

### 5.5 DOG PARK UPDATE

Community Services and Facilities Officer Charlotte Borrell noted that the \$65,000 figure mentioned in her report was to show the amount of money available to the community board, not the actual cost of the dog park. She said there was a lot to work through if the current site was chosen.

The board noted there had been a lot of community feedback and this was a good thing. It demonstrated the need for a concept plan.

The good thing about the dog park being on that site was that it linked both sides of the bridge together. But the bridge did not have a footpath. The Mayor said NZTA needed to look at putting a footpath on the bridge to make it safe.

Tim Harty said the issue of the bridge was raised with NZTA. He needed some numbers of how many people would use the bridge, and wider consultation with the community.



Members discussed whether there was more need to spend money in other parts of the community. Could the money be used for the swimming pool. Yes. Maybe they could buy something like an inflatable or a fun add-on for the pool.

Charlotte Borrell suggested a broad approach to consultation, asking people what they wanted on the Village Green and what their priorities were.

**COMMITTEE RESOLUTION FCB/2020/128**

Moved: Cr Murray Cox

Seconded: Member Angela Habraken

1. That the report be received, and that
2. The Fairlie Community Board requests engagement with the community on township-wide projects with a report back to the community board as soon as practicable.

**CARRIED**

**5.6 REPORT FROM CR COX**

Cr Cox said Council had been working on spatial planning for the townships. There was also news from the 3 Waters project. The government had set up a new regulatory authority to look at water. This would take over from the health department in assessing water standards.

They had asked Councils whether there should be consistency in who delivered infrastructure for water. Should this be standardised across councils? For example, should there be one authority for water in Canterbury.

The Mayor said 30% of Council's business was in maintaining the "3 Waters" services.

**The Meeting closed at 5.43pm.**

**The minutes of this meeting were confirmed at the Fairlie Community Board Meeting held on 15 October 2020.**

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**CHAIRPERSON**

## **5.2 COMMUNITY BOARD FINANCIAL REPORT**

**Author:** Jo Hurst, Management Accountant

**Authoriser:** Adrian Hodgett, Finance Manager

**Attachments:** 1. Financial Report for Fairlie Community Board [!\[\]\(339a16584d5da0f0a3ca4e9ec17bf6a1\_img.jpg\) !\[\]\(e06a1d39938b2f5d7a2c3618fea4f77f\_img.jpg\)](#)

### **STAFF RECOMMENDATIONS**

That the community board financial report be received.

### **BACKGROUND**

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



## Fairlie Community Board Financial Performance August 2020

	YTD Actual 2020/21	YTD Budget 2020/21	YTD Actual 2019/20	Variance v Budget	Variance v Budget (%)	Variance v 2019/20	Variance v 2019/20 (%)
Other Revenue	4,457	8,983	4,899	(4,526)	-50.38%	(442)	-9.02%

Other Revenue has come in under budget as hireage of the Mackenzie Community Centre is less than budgeted. Rental income from the camping ground is lower as budget was included in two areas for this rental.

Operating Expenditure	46,952	58,674	38,872	11,722	19.98%	(8,080)	-20.79%
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Operating expenditure is under budget as township projects have yet to commence. Spending is up on the prior year as a replacement bridge was required on the walkway, slide repairs and domain maintenance were also carried out.

Capital Expenditure	-	5,270	-	5,270	100.00%		
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Capital expenditure projects have yet to start for the year.

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

	Budget 2020/21	YTD Actual 2020/21
<b>Mackenzie Community Centre</b>		
Community Assets - Buildings	31,620	0
<b>Total Mackenzie Community Centre</b>	<b>31,620</b>	<b>0</b>

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



<b>Date</b>	<b>Organisation</b>	<b>Amount</b>
1/07/2020	New financial year 2020/21	\$ 42,000.00
	Expenditure to date:	
27/07/2020	Surveying for the Fairlie Dog Park	\$ 775.00
	Balance remaining	\$ 41,225.00

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

<b>Date</b>	<b>Organisation</b>	<b>Amount</b>
1/07/2020	New financial year 2020/21	\$ 2,000.00
	Expenditure to date:	
	Balance remaining	\$ 2,000.00

\* Maximum of \$250 can be allocated per grant application

**5.3 COMMUNITY FACILITIES AND PARKS REPORT**

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

**STAFF RECOMMENDATIONS**

That the information be noted.

**BACKGROUND**

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

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

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

**CONCLUSION**

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

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



29 July 2020

Tim Harty  
General Manager Operations  
Mackenzie District Council

Via Email  
tim.harty@mackenzie.govt.nz

Tēnā koe Tim

### Community Facilities and Parks Risks – Forward Approach

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

#### Risk Areas

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

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

#### Strategies, Policy and Plans

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

Commercial in confidence

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

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

### **1 – Parks/Open Space Strategy**

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

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

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

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

### **2 – Activity Management Plan (AMP)**

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

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

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

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

### 3 – Asset Management Information and System (AMIS)

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

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

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

### 4 – Reserve Management Plan/s

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

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

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

A structure for the plans to consider could be:

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

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

### 5 – Trails/Walkway Strategy and Development Plan

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

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

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

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

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



Tekapo sub-division link unmarked



Tekapo sub-division link unmarked



Trail from Fairlie Domain



Tekapo



Walkway from Fairlie Domain



Fairlie Domain new entrance

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

## 6 – Playground Strategy and Toilet Strategy

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

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

Albury Domain  
playground in very poor  
condition

Albury Domain Swings



Tekapo playground tractor





Playground safety surfacing options



Lake Ruataniwha Play equipment



Scott Street playground Tekapo poor environment and unappealing to users

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

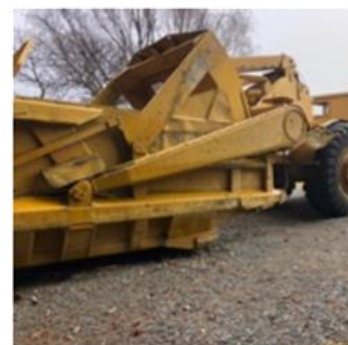
The Twizel BMX bike track appears to be of poor quality and should be subject to a review, which could be incorporated into the playground strategy along with the new skateboard facility planned for Fairlie.



Twizel BMX track



Twizel construction vehicle



Twizel construction vehicle

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



Albury Domain long drop



Single vault toilet Lake Ruataniwha



Lake Pukaki toilets



Lake Opuha toilets Bennets Road



Lake Opuha toilets



Tekapo charge toilets



Lake Wardell toilet and donations box



Good quality toilet provision



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

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

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

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

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

## **7 –Tree Mapping, Policy and Maintenance Plan Development**

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

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

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

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

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

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

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

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

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

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

#### Rotorua Coroner's Report 2019

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

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

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

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

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

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

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





Fairlie Domain tree recently removed and stump left



Albury Community Hall fence stakes now imbedded in tree



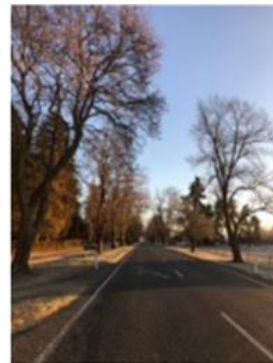
Fairlie Domain unreadable tree labels



Fairlie street tree very poorly maintained



Fairlie village green poor quality arborist work



Peace Avenue



Fairlie Domain Horse Chestnut in need of attention



Albury Domain stock protection now strangling tree



Twizel poor quality stakes not removed

## 8 – Grounds Maintenance Areas Mapping

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

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

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

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

## 9 – Cemetery Operating Procedures and Analysis of Cemetery Capacity

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

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

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



Burkes Pass Cemetery



Burkes Pass Cemetery



Tekapo cemetery





Twizel cemetery



Albury cemetery



Fairlie cemetery



Fairlie cemetery



Albury cemetery



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

#### 10 – Community Buildings Review/Strategy

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

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

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

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



Twizel unused building



Albury hall dangerous doorway



Albury tennis pavilion



Fairlie Domain iceskating club



Sherwood Downs community hall



Skipton hall



Skipton hall kitchen



Twizel empty pensioner flat



Albury cricket pavilion



Twizel recreation centre

Twizel recreation centre  
climbing wall anchor pointsTwizel recreation  
centre squash court

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

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

### 11 – Reserve Development Plans

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

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

### 12 – Wayfinding

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

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



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

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



Scott Street Playground  
random signs



Albury Domain sign



Fairlie Domain



Alps 2 Ocean Cycle Trail  
quality signage



Sherwood Downs community  
hall



Lake Tekapo community hall



Lake Wardell sign



Lake Opuhu random signage



Fairlie very poor condition  
visitor information sign

### 13 – Benchmarking Yardstick

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

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

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

#### **14 – Contract Audits**

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

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

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

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

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

#### **15 – Aquatic Facilities**

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

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

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

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

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



Twizel learners pool



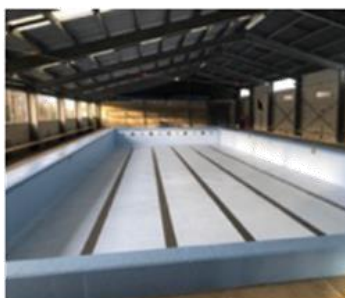
Twizel plant room



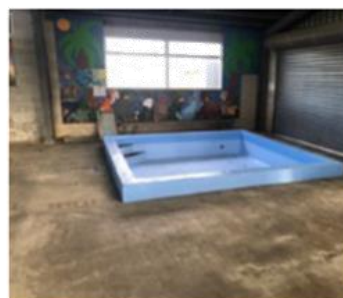
Twizel pool



Twizel pool



Fairlie pool



Fairlie learners pool



## 16 – War Memorials

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

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



War memorial



Albury memorial



Fairlie cemetery

## 17 – Parks Furniture

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

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

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



McLean Park Fairlie



McLean Park



Fairlie Cemetery



Albury Cemetery



McLean Park Fairlie



Fairlie Domain

### 18 – Delegations

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

### 19 – Staff

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

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

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

### 20 – Other Observations

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

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

### Priority of projects

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

#### Urgent

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

#### Priority 1

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

#### Priority 2

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

#### Priority 3

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

### How can Xyst assist

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

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

### Our fees

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

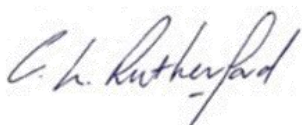
### Next steps

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

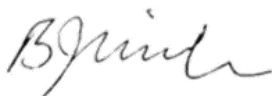
Resolving the aquatic operations for the summer season is the first priority.

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

Nā māua noa, nā



Chris Rutherford  
Director



Brian Milne  
Director



## **APPENDIX**

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

#### **Butterworth [2019] NZCorC 62 (19 December 2019)**

Last Updated: 26 February 2020

Date of Finding: 19 December 2019

#### **CIRCUMSTANCES**

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

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

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

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

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

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

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

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

#### COMMENTS OF CORONER BAIN

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

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

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

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

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

#### RECOMMENDATIONS OF CORONER BAIN

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



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

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

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

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

3. Other Trees of Interest 1995/96

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

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

### APPENDIX O – OTHER TREES OF INTEREST

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

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

Mackenzie District Plan

01

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

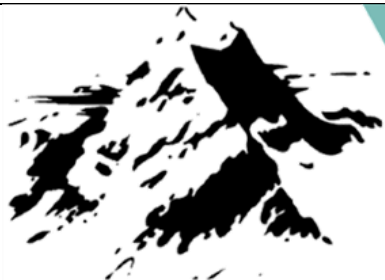
DP number	Species	Legal description/Location
39	<i>Cedrus deodara</i> (Deodar Cedar); <i>Aesculus hippocastanum</i> (White Horsechestnut); <i>Ulmus procera</i> (Golden Elm)	Pt RS 18193
40	<i>Quercus robur</i> (Oak)	Ashwick War Memorial, Fairlie
42	<i>Pinus torreyana</i> (Torrey Pine); <i>Sequoiadendron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



# Community Facilities Update



Workshop 6<sup>th</sup> October 2020



## Background

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



## The Why?

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

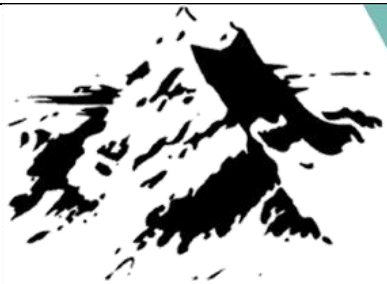
**Woman killed by falling tree in Rotorua a 'tragic accident' – NZ Herald 6<sup>th</sup> Jan 2018**

**Child dies in Upper Hutt after suspected 'tragic accident' at park – NZ Herald 27<sup>th</sup> August 2020**

**Boy dies after incident at Whanganui public pool – Stuff 6<sup>th</sup> July 2020**

**Boy, 4, dies after being run over by council mower – Stuff 13<sup>th</sup> Oct 2013**

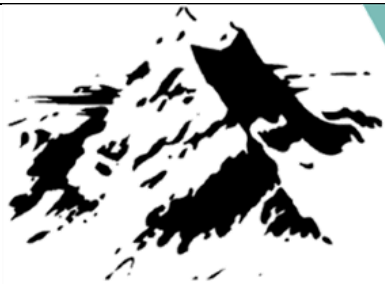




## The Why ?

Peace Tree falls in high wind 5 October 2020





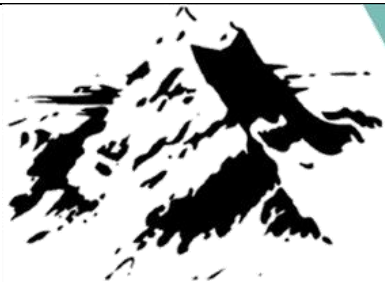
# Report Findings

## Risk Areas

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

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

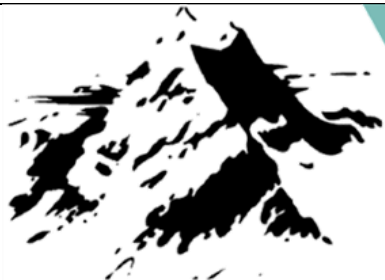




# Its not all bad !

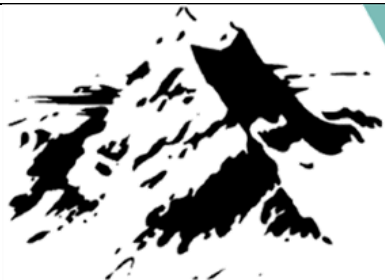
We have some treasures.....  
It's just our assets that let us down  
At times





## Councils Overall Performance

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



## Yardstick Results

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



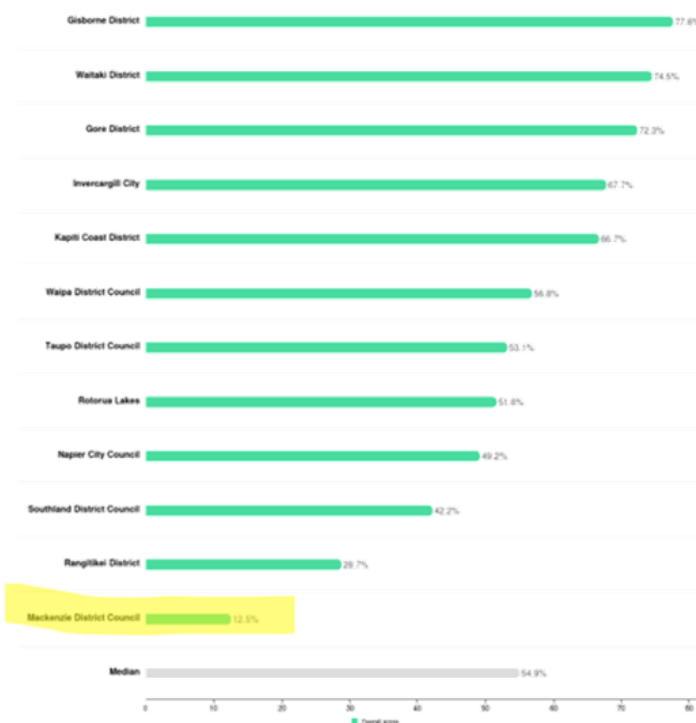
## Best Practice Overall

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

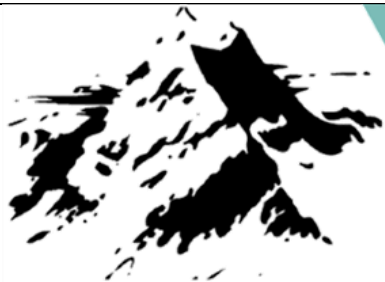
KPI: Key Performance Indicators: Best practice indicators

Overall best practice score

Year Selection: 2020





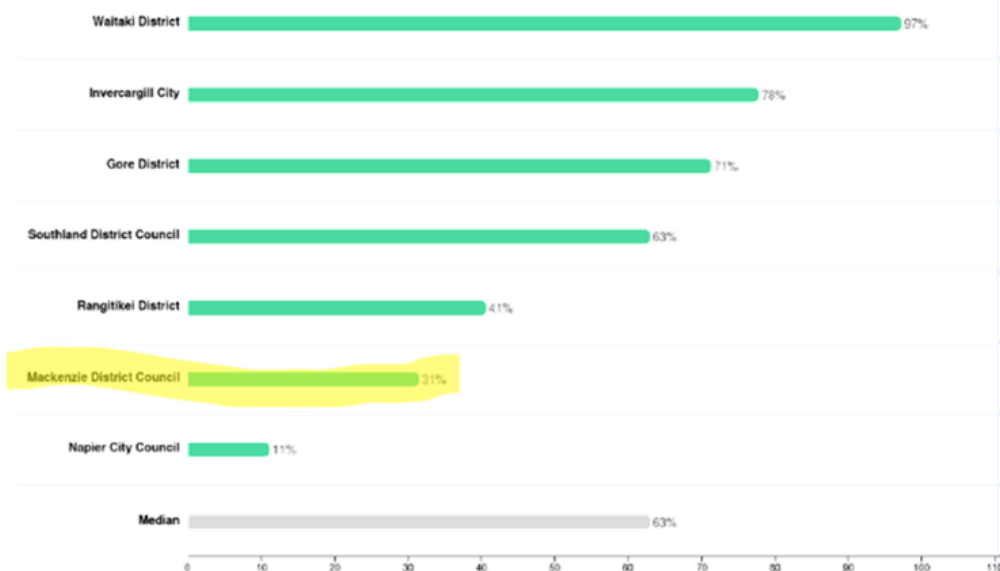


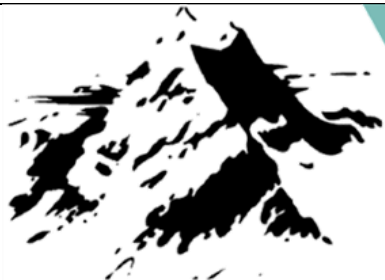
# Best Practice Operations

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

KPI. Key Performance Indicators: Best practice indicators  
Operations score

Year Selection: 2020





# Best Practise Planning

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

Open Space Strategy

Reserve Management Plans

Tree Strategy

Playground Strategy

Trails Strategy

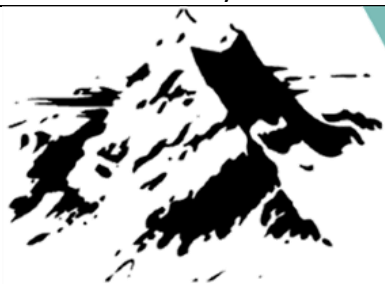
Toilet Strategy

Cemetery Strategy

KPI: Key Performance Indicators: Best practice indicators  
Planning score

Year Selection: 2020



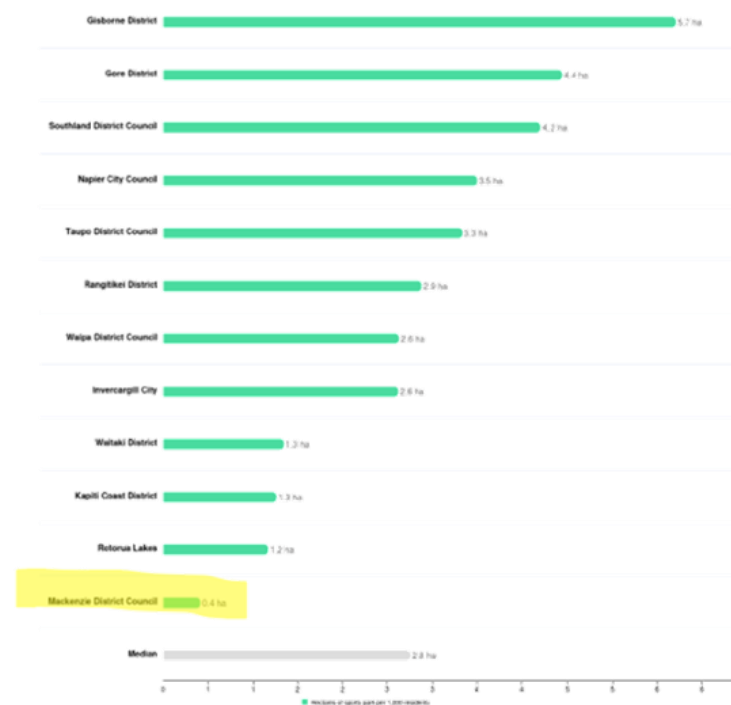


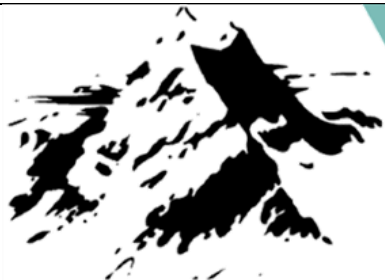
# Provision of Sports Parks

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

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

Year Selection: 2020



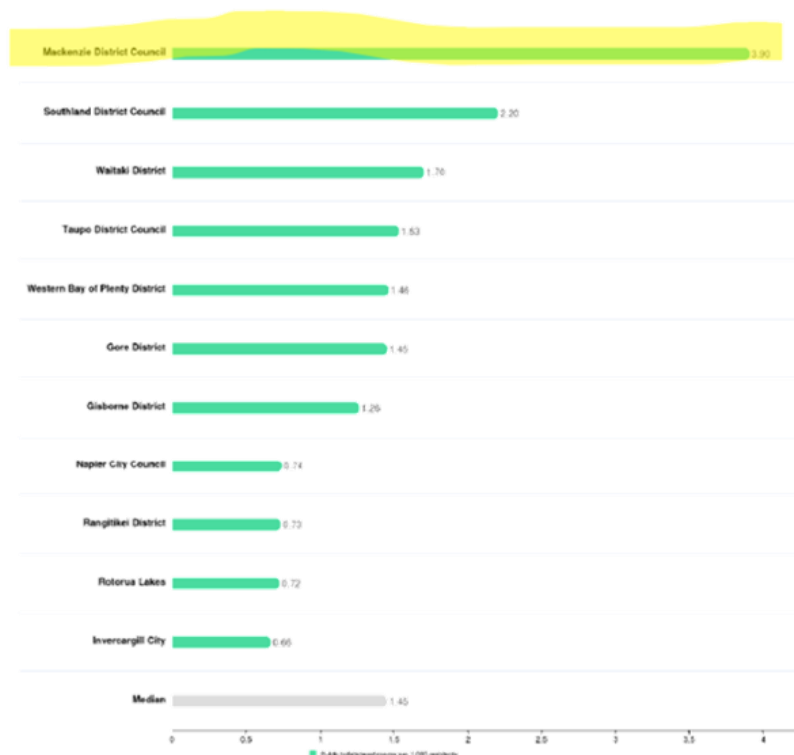


# Provision of Public Toilets

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

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

Year Selection: 2020





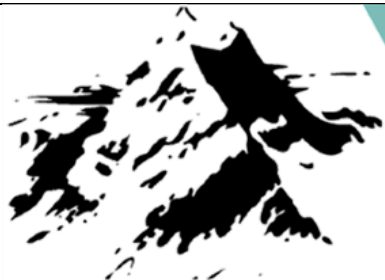
# Playgrounds

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

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

Year Selection: 2020

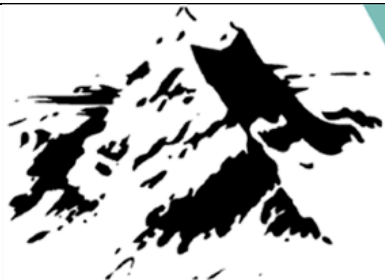




## Overall Results

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





## Next Steps

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



## Discussion

## 5.4 COMMUNITY FACILITIES AND SERVICES OFFICER UPDATE

**Author:** Charlotte Borrell, Community Facilities and Services Officer

**Authoriser:** Tim Harty, General Manager Operations

**Attachments:**

1. Swimming Pool Operation 2020/21 Season [↓](#) 
2. Landscape Plan for Fairlie Skate Park [↓](#) 
3. Fairlie Village Green child barrier detail [↓](#) 

### STAFF RECOMMENDATIONS

1. That the report be received.
2. That the Fairlie Community Board fund the Village Green improvements around the playground area to a value of \$10,000.

### BACKGROUND

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

### LET'S TALK PUBLIC REQUEST FOR PROJECT PRIORITIES

As only two ideas had been presented at the writing of this report, the request for ideas will be re-publicized in the Accessible and on Facebook to encourage additional ideas. Staff will present a report on ideas received at the December Board Meeting.

### VILLAGE GREEN SKATE PARK AND PLAYGROUND AREA

The community funded skate park construction is about to commence and Council is supporting this process. A condition of the consent for the works was to Landscape the area, and a proposed landscape plan is attached.

Following a request at the last CB meeting, staff have meet with Plunket and agreed on some fencing/barriers in the area to address concerns of children running onto the highway. An indicative style and layout plan is attached for comment.

Plunket are to confirm a level of funding support and if the Community Board also financially supports the project, staff can commence planning for the works to be completed.

Draft plans for Community Board comment are attached. Please note the wire on the barriers will be replaced with a soldi wooden barrier.

### STRATHCONAN SWIMMING POOL

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

### FUTURE PROJECTS\*

- Jack and Enid Hutt Community Lounge upgrade
- Access control to community hall (required prior to kitchen fit out)

- Fit out of community hall kitchen

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



## Mackenzie District Council

# SWIMMING POOLS 2020/2021 SEASON

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

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

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

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

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

opening the pools for the 2020/2021 season.

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

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

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

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

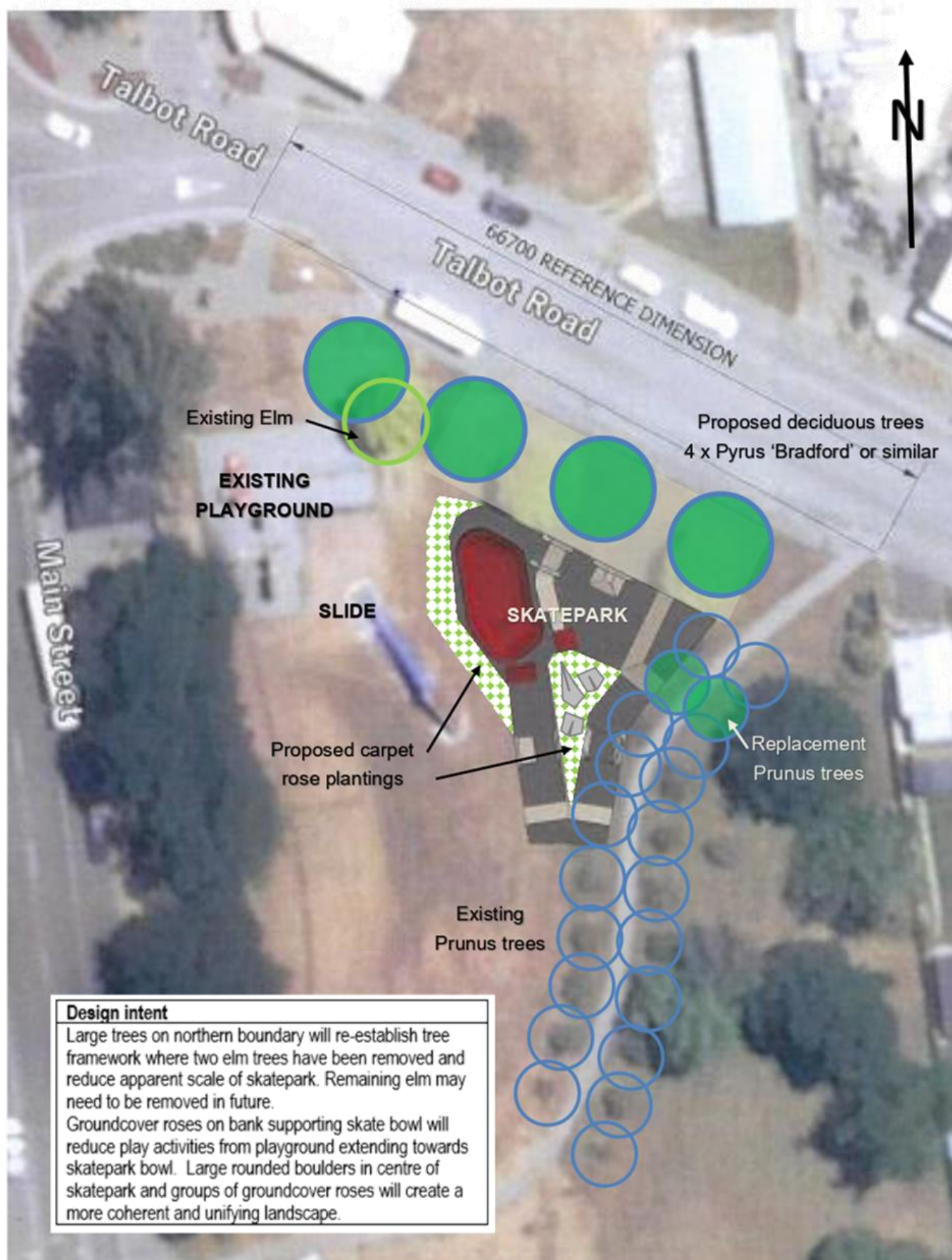


# Fairlie Village Green Skatepark - Proposed Landscape Plan

Xyst Limited (Robin Rawson NZILA Registered)

October 2020

1:500 @ A4





<b>Fairlie Village Green Skatepark Plant Schedule</b>				
<b>Planting area</b>	<b>Species</b>	<b>Number &amp; size</b>	<b>Mature size</b>	<b>Notes</b>
Boundary tree planting	Pyrus 'Bradford' Callery Pear (non-fruiting) OR Zelkova serrata OR Fraxinus 'Raywoodii' OR Carpinus betulus Selection as available	4 x pb150 or pb95 as available	10 x 10m	Large deciduous tree planted at 12m centres approx. 4m back from footpath where 2 of 3 elms have been removed. Remaining elm may need to be removed in future.
Avenue trees (replacement plants)	2 flowering cherries to match existing	4 x pb150 or pb95 as available	Est. 10 x 10m	
Skatebowl bank	Carpet rose 'Yellow-gold' or 'Red' or as available	72 x 2.5l pot or as available	Trim to 300-400mm high	Planted in three staggered rows at 800mm centres on side of bank. Ensure adequate topsoil in this area and use a blanket mulch.
Skatepark centre	Carpet rose 'Yellow-gold' or 'Red' or as available	28 x 2.5l pot or as available	Trim to 300-400mm high	Plants to match bank planting planted in groups next to rocks. Ensure adequate topsoil in this area and use a blanket mulch.
<b>Note:</b> Minor changes may be needed to plan to fit in with final construction and other constraints. Survival of all roses in centre of skatepark not guaranteed due to wear and tear. Regular watering programme required for all planting if planting over summer.				

### Fairlie Village Green - 'hitching post' as playground barrier

#### Posts 150 x 100mm

Length 1.8m

Top rounded into arch as shown

Preferred material: salvage heart totara

Otherwise H4 Pine

#### Rails 125 x 75mm H3.2 Pine

Length 2m or to fit gap

Tenon joint through post

Preferred material: salvage totara

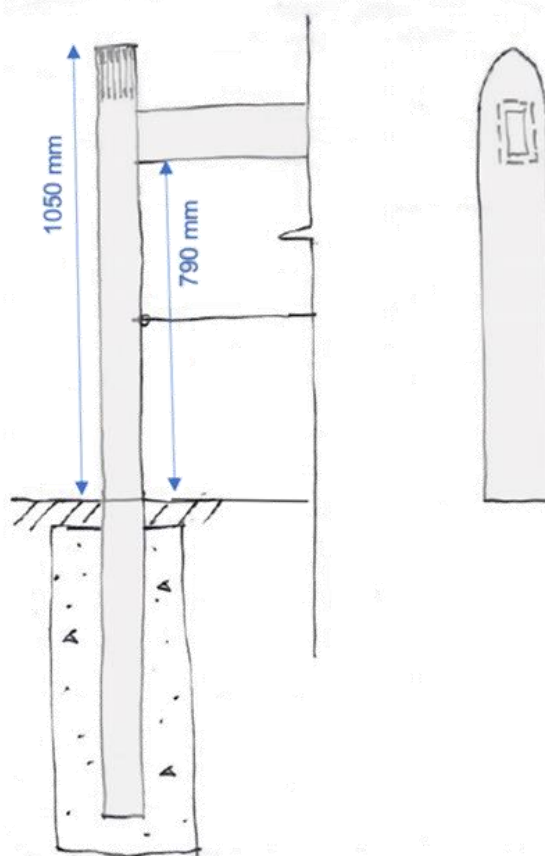
Otherwise H3.2 Pine

Wire attached to midway up post with screws or similar

Finishing options depending on timber – consider exterior oil finish

Drawing NTS

Information below for reference only – iron rings not required.



Constructed outside of the Seddon Street frontage of the Bank of New Zealand building at Raetihi, the Hitching Rail is now partially obscured by a roadside planting of low-lying bushes. It is constructed from native timber and consists of two upright posts connected by a horizontal rail, which has two iron rings attached. The upright posts stand at 1050 millimetres high and are 100 millimetres wide. The top of each post is rounded into an arch. The horizontal rail is rectangular in shape and is located 790 millimetres from the ground. It is 2045 millimetres long. The two iron rings are located on the horizontal rail and are 530 millimetres and 475 millimetres in from the vertical posts



**5.5 CORRESPONDENCE**

**Author:** Arlene Goss, Governance Advisor

**Authoriser:**

**Attachments:** 1. Letter from Dr Paula Hyde (redacted) [↓](#) 

**STAFF RECOMMENDATIONS**

That the correspondence be received and considered.

**BACKGROUND**

The following correspondence has been received by the community board:

- Letter from Dr Paula Hyde, writing on behalf of Audrey Mitchell, requesting the removal of a tree on River Terrace, with supporting photos. Some details have been redacted to protect the privacy of Mrs Mitchell.

Fairlie Medical Centre  
PO Box 6  
Fairlie 7949  
Phone 03 685 8211 Fax 03 685 8215

Dr Paula Hyde  
MB ChB DA DRCOG MRCGP(UK) FRNZCGP

05 Jul 2020

Dear Mackenzie Council Community Board,

Re: Mrs Audrey Mitchell

Address: [REDACTED] FAIRLIE 7925

Mrs Audrey Mitchell

[REDACTED] FAIRLIE  
DOB: [REDACTED] NHI: [REDACTED]

[REDACTED] Ph: [REDACTED] Mobile: [REDACTED]

I am writing on behalf of the above patient in relation to trees on council property opposite her house on River Terrace. If you look through council archives you will see that this problem was raised about 10 years ago and after considerable delay two trees were removed as a compromise. Unfortunately the remaining (uninteresting) tree has grown and now obscures the sun during the winter months until 10am. As a result, her house is an ice trap making it difficult to leave before her steps have thawed later in the morning. She slipped on these icy steps on the 7th June and has been diagnosed with [REDACTED]. I feel it is dangerous for this tree to remain and hope that the community board will start the process to get it removed.

Yours sincerely

  
Dr Paula Hyde

Addendum.

- It is now 3 months since the above patient injured herself. She now requires a walker and frequent physio but she has not yet improved. This is a significant injury.



Photos supplied by Audrey Mitchell



## 5.6 GRANT APPLICATIONS

**Author:** Arlene Goss, Governance Advisor

**Authoriser:**

**Attachments:**

1. Application from South Canterbury Neighbourhood Support [↓](#) 
2. Application from Fairlie Fit [↓](#) 
3. Application from Stronger for Longer [↓](#) 
4. Application from Team Tumble Cheer [↓](#) 
5. Applications from Mackenzie Community Centre User Group [↓](#) 

### STAFF RECOMMENDATIONS

That the grant applications be received and considered.

### BACKGROUND

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

- South Canterbury Neighbourhood Support is requesting \$250 to purchase “Hunters Beware” signs.
- Fairlie Fit is seeking \$250 to run exercise classes for over 35s.
- Stronger for Longer is seeking \$250 to run exercise classes for over 65s.
- Team Tumble Cheer is seeking \$250 to pay venue rental for a new club for 5-15 year olds.
- The Mackenzie Community Centre User Group has put in four requests for \$250 each to help hold events at the community centre.





MACKENZIE DISTRICT COUNCIL

## Community Board Grant Application Form

**A. Details**

Name of organisation:	South Canterbury Neighbourhood Support
Contact person:	Betty-Ann Smart
Postal address:	C/- TIMARU Police Station. P O Box 507, Timaru 7940
Email address:	scns@xtra.co.nz
Telephone:	03 6879802 or 0276688114

**B. Which Community Board are you applying to?**

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

**C. Organisation Details**

1. How many people belong to your organisation?	300 volunteers & 3487 households
2. What is the legal status of your organisation? E.g. Trust, incorporated society, other.	Charity & Incorporated Society.
3. How long has your organisation existed?	20 years in Oct 2020
4. Is your organisation responsible to, or controlled by, any other organisation or authority?	Affiliated to Neighbourhood Support NZ

**D. Grant Details**

1. How much money are you applying for?	\$250									
2. What is this money going to be used for? (Briefly explain): <p>We are at present working with the Police and Fairlie Heartlands Community Resource and Information Centre to develop a new Neighbourhood Support Groups in Alubury, Kimbell and Burkes Pass.</p> <p>It is our aim to create safe, resilient and connected communities. Where communities are better informed, supported and connected they feel safer and are happier.</p> <p>We are aware that in the rural Albury area farmers and landowners are being targeted by poachers and as a crime prevention measure and deterrent we are aiming to raise funds and support to secure 40 'WARNING Hunters Beware' signs developed by Neighbourhood Support NZ with the Police and provided by Neighbourhood Support NZ.</p> <p>These signs will be strategically placed around rural roads and areas to warn and deter hunters without appropriate permissions or licenses and illegal poaching.</p> <p>A similar project has been successful in the rural Otago area of Middelmarsh (see article attached).</p>										
1. Are you registered for GST?	<input type="checkbox"/> Yes / <input checked="" type="checkbox"/> No									
<i>If yes, GST Number:</i>	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>									
2. What are the total costs of the project and where is the funding coming from? <p>The local LIONS CLUB have offered us a contribution of \$500 towards signs.</p> <p>Police, Neighbourhood Support and Heartlands Community Resource and Info Centre staff are providing collaborative working, information, meetings and liaison with community, farmers, landowners.</p>	Community board (this application)	\$250								
	Other funders:	\$500								
	Your contribution:	VOLUNTEER & STAFF TIME, SIGN design & manufacture plus postage								
	<b>Total:</b>	<b>\$750.00</b>								
3. When will this project happen? Before the end of the year (before 31 <sup>st</sup> Dec 2020)										
4. Have you applied for other sources of funding? Briefly explain. <p>The local Lions Club are keen to donate \$500 towards signs, and if our efforts fall short or we need to develop the project wider local landowners/famers and the Police may be able to donate enough funds to cover the shortfall as they are very keen to make it happen, but our aim is to secure the funding required if at all possible.</p>										

**F. Declaration**

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

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

Name:	Betty-Ann Smart		
Position in Organisation / Title:	Co-ordinator		
Signature:	<i>B Smart</i>	Date:	07/09/2020

**G. Checklist**

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

**G. For more information**

Arlene Goss  
Mackenzie District Council  
PO Box 52, Fairlie 7949

Phone 03 685 9010 ext 915

or

[Arlene.Goss@mackenzie.govt.nz](mailto:Arlene.Goss@mackenzie.govt.nz)

**NEIGHBOURHOOD SUPPORT SOUTH CANTERBURY (INC)**  
**DRAFT STRATEGIC PLAN**  
**2019/2020/2021**

Neighbourhood Support provides an opportunity for neighbours and communities to work together with each other, Police and other agencies and community organisations to enhance community safety, wellbeing and resilience.

**Vision:**

Working together to support and encourage safer, more resilient and better connected communities.

**Mission:**

Neighbourhood Support aims to make our homes, streets, neighbourhoods and communities safer, more resilient and caring places in which to live.

**Values:**

Stability, Inclusiveness, Integrity, Cooperation, Collaboration, Respect (manaakitanga), Fairness, Unity, Neighbourliness (whanaungatanga), Safety, Resilience, Well Being.

**The Vision, Mission and Values underpin the following objectives:**

1. Develop support and coordinate South Canterbury Neighbourhood Support groups to enhance "Safe" streets/neighbourhoods/communities.
2. Develop and maintain systems that contribute to resiliency of all communities within South Canterbury.
3. Support and collaborate with the organisation and operations of our partner agencies, groups and communities including; NZ Police, Timaru District Council Civil Defence Emergency Management, Waimate District Council Civil Defence Emergency Management, Mackenzie District Council Civil Defence Emergency Management, Fire and Emergency New Zealand, South Canterbury Road Safety, Timaru District Council Safer Communities Committee, Timaru Senior Citizens, Timaru Community Patrol, Aoraki Migrant Centre.
4. Provide positive communication between Neighbourhood Support South Canterbury and strategic partners, local stakeholders and South Canterbury communities.

**Core Services:**

Promotion of neighbourhood support groups in South Canterbury;

- Attend public community meetings
- Respond to local queries and requests
- Disseminate information to strategic partners, agencies, local stakeholders and the South Canterbury community
- Develop and maintain the "Gets Ready" programme.

Regular dissemination of information to neighbourhood support groups/street contacts;

- Regular feedback to community via face to face contact, media releases, social media, Gets Ready and newsletters
- Develop and train group and street contacts
- Provide opportunities to liaise with other local groups for training and guidance

Promotion of local community collaboration in South Canterbury by;

- Initiating and supporting community meetings
- Liaising with volunteer organisations and groups
- Promoting the concept of Neighbourhood Support through public media networks

Coordinate through;

- Employment of a Coordinator and ensure viability of operations
- Coordinator support and training
- Coordinating/training group and street/area contacts

Source and liaise with key strategic partners;

- Retain key strategic partners with ongoing collaboration
- Create and maintain new relationships

Source and liaise with local stakeholders;

- Identify local stakeholders
- Create and maintain relationships and networks
- Involve local communities

## **OBJECTIVES FOR 2019/2020/2021:**

### **OBJECTIVE ONE:**

To review the process for committee membership, registration, governance, goals and roles

- Review current committee membership to identify additional agencies, partners, members that would add value and capacity to the committee and could be invited to join
- Review membership registration, vetting and structural procedures to meet with national standards
- Provide increased clarity and expectations around membership roles and responsibilities

### **OBJECTIVE TWO:**

The consolidation of the existing databases to improve the accuracy and scope of the information held.

- Contact all existing members to update their current status with South Canterbury Neighbourhood Support, confirm address (street and suburb), email, cell phone, Face book details, ascertain skills and resources able to be offered, and other contact or relevant details.
- Such data to be transferred to 'Gets Ready' database.

### **OBJECTIVE THREE:**

Continue to research how the 'Gets Ready' programme can be further improved / funded to better meet the requirements of South Canterbury Neighbourhood Support, Emergency Management, Police and other agencies.

- Discuss ongoing requirements with South Canterbury District Councils Emergency Management staff, Police, FENZ, Environment Canterbury, and others agencies to ascertain any current and projected particular needs (Maybe via South Canterbury Civil Defence coordinating committee, and Timaru District Safer Communities committee)
- Investigate support and operational funding with these agencies for local implementation.
- Continue to investigate servicing arrangements for "Gets Ready" with the systems provider to determine the best option for our South Canterbury situation.

### **OBJECTIVE FOUR:**

Continue promotional activities to get Neighbourhood Support better known in the South Canterbury area.

- Attendance at local South Canterbury events such as – but not limited to, Waimate Strawberry Fare, Temuka Family Fun day, Mackenzie Highland show etc.
- Produce further newsletters and updates to members via the "Gets Ready" system, Eyes On Communities magazine, local community newspapers.
- Produce further public media news releases to highlight needs and successes.
- Introduce the Neighbourhood Support programme to local schools in South Canterbury.
- Continuing to provide talks and information to interested residents and community groups.

- Develop and implement a family oriented quiz that can be used at community events to improve the level of interaction with the public and result in increased potential contacts and members.

#### **OBJECTIVE FIVE:**

Continue to refine budget and seek funding from appropriate sources to allow South Canterbury Neighbourhood Support activities to continue and grow in the South Canterbury area.

- Funding of the Coordinator's position to current or increased levels.
- Funding for ongoing sustainability of the South Canterbury Neighbourhood support operation.
- Funding for mobile promotional equipment and materials.
- Investigate corporate sponsorship options.
- Funding for 'Gets Ready' support and operation.

#### **This Strategic Plan is supported by the Coordinator and Committee of Neighbourhood Support South Canterbury Inc**

Craig Chambers, Chairman .....

Robin Baldwin, Treasurer (Timaru Senior Citizens) .....

Betty-Ann Smart, Secretary and Coordinator.....

Senior Constable Bill Phiskie, Committee Member (Police).....

Lamorna Cooper, Committee Member (Civil Defence EM) .....

Christine Stewart, Committee Member (Community Patrol).....

Katy Houstoun, Committee Member (Aoraki Migrants Assn) .....

Andrew Rosanowski, Committee Member (Salvation Army).....

Rob Coleman, Committee Member (Timaru).....

Janet Cooper, Committee Member (Geraldine).....

David Holmes, Committee Member (Waimate) .....

Alister Paul, Committee Member (Pleasant Point) .....

Paddy O'Reilly, Committee Member (Temuka).....

*November 2019*





Timaru Police Station  
20 North Street  
Timaru

Thursday, 3 September, 2020

Mackenzie District Council

To whom it may concern,

This letter is to advise you that Police are working with Neighbourhood Support and the Albury Community, in an effort to prevent unlawful hunting in the area.

Police were contacted in February 2020 and advised the following had occurred in the 12 month period prior to receiving the complaint.

- Up to 12 deer taken from private land.
- Drag marks located showing the deer have been taken from that land onto the roadside.
- Sheep carcasses found under the Rocky Gully Road Bridge
- 17HMR and .223 spent cartridges located on roadsides.
- Farmers report vehicle lights driving the roads, late at night after 23:00hrs.
- Vehicles have been chased from the area by farmers who have gone out to investigate.
- Persons driving their vehicles along public roads and shooting with spot lights into Private Paddocks, killing privately owned animals.
- Shots being fired near private dwellings, and over private land, frightening locals.

Police in conjunction with Neighbourhood Support have sourced warning signs to be placed around the area, clearly identifying that Unlawful Hunting will not be tolerated.

Persons committing this act may be subject to prosecution under the Arms Act 1983, The Wild Animal Control Act 1977, Summary Offences Act 1981 and the Crimes Act 1961.

We are seeking funding to contribute towards the purchase of these signs, in addition to donations made by Police and locals to Neighbourhood Support.

Should you have any queries please contact me at the Timaru Police Station.

Regards,

  
Constable Rory Chapman

RCAR10 | NZ Police | Timaru

✉ Timaru Police Station | 20 North Street | PO Box 507 | Timaru

New Zealand | ☎ (03) 6879808 | Ext: 35024 | 📠 (03) 6841105 | 📠 (021) 191 2298

✉ [rory.chapman@police.govt.nz](mailto:rory.chapman@police.govt.nz)

 **South Canterbury Neighbourhood Support Gets Ready** ...  
August 21 at 4:44 PM · 🌟



**Neighbourhood Support New Zealand**  
August 21 at 4:10 PM · 🌐

**HUNTERS BE AWARE** ⚠️

Constable Allan Lynch, of Middelmarsh, shows off one of 60 [Neighbourhood Support New Zealand](#) + [New Zealand Police](#) anti-poaching signs that will be going up across the district after Otago Neighbourhood Support successfully received \$1000 in funding from Strath Taieri Community Board to support the initiative.

To learn more about purchasing a sign for your property or community, visit:  
<https://www.neighbourhoodsupport.co.nz/post/new-rural-crime-prevention-signs-proving-popular>



Mackenzie Community Development  
Heartlands Resource and Information Centre  
67 Main Street | Fairlie | 7925

02 Sept 2020

Dear Sir/Madam

Re: Neighbourhood Support – Albury area

The Mackenzie Community Development Project team are assisting Betty-Ann, South Canterbury Neighbourhood Support Co-ordinator, with undertaking an awareness and recruitment drive for Neighbourhood Support within the Mackenzie District. In particular we are targeting Albury, Kimbell, Burkes Pass and Lake Tekapo townships and surrounds.

It is my pleasure to write a letter of support for Betty-Ann Smart and her application for funding and donations. Neighbourhood Support is an important project that will provide the residents of Albury with the security and strengthen resilience against crime.

We are confident that Neighbourhood Support will be delivered to the Albury area with the same diligence and enthusiasm which the Fairlie community experienced during this year's Covid-19 lockdown.

In conclusion, we fully support the efforts of South Canterbury Neighbourhood Support in seeking funding and/or donations, to support a program that will provide a safer, more connected community where the Albury's residents feel more informed, protected and engaged with each other.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Lisa North", with a long, sweeping horizontal line extending to the right.

Lisa North



## NSNZ RESOURCES ORDER FORM

### Contact Details

<b>Name:</b> Betty-Ann Smart	<b>Organisation:</b> South Canterbury Neighbourhood Support
<b>Email:</b> scns@xtra.co.nz	<b>Role:</b> Co-ordinator
<b>Delivery Address:</b> C/- Timaru Police Station, 20 North Street, TIMARU 7910 (P O Box 507, Timaru)	<b>District:</b> South canterbury <b>Postcode:</b> 7910 <b>Phone:</b> 03 6879802

### Order

Description	Quantity / Pack	Cost (ex. GST)	Order Quantity	Total Cost
1. Street Sign	10	\$58.20		
2. Letterbox Sticker	100	\$24.00		
3. Window Sticker	100	\$26.00		
4. Prevention Sticker	100	\$36.00		
5. Wipeable Magnet	50	\$36.00		
6. DLE Brochure	50	\$11.50		
7. A5 Booklet	50	\$31.00		
8. A4 Envelopes	50	\$17.00		
9. Rural Sign: Cameras	1	\$16.30		
10. Rural Sign: Hunters	1	\$16.30	40	652

### Order Notes

Please include any other important order details (i.e. delivery instructions) below. Remember to include your street address above to ensure prompt delivery as couriers do not deliver to PO Box's. Invoices will be issued upon receipt of the order form.

TOTAL - \$652 plus GST @ 15% = \$749.8

Please email completed forms to: [kelsey@neighbourhoodsupport.co.nz](mailto:kelsey@neighbourhoodsupport.co.nz)



Application #2/3



## APPLICATION FOR GRANT

1. Name of Organisation/Individual:  
Fairlie Fit - Moderate Exercises
2. Address:  
Hosted @ Mackenzie Community Stadium  
Erin's Address - 16 School Rd, Fairlie  
\_\_\_\_\_  
Telephone: 0210 847 8373  
Fax: \_\_\_\_\_  
Email: erin.catalano@yahoo.com  
3. Contact Person: Erin Thomson  
Position: Instructor  
Phone: Business: 0210 847 8373  
Phone: Home: \_\_\_\_\_  
4. Please specify the legal status of your organization – trust/Incorporate  
Society/other.  
community class  
5. Is your organisation recognised as a non profit body by the Inland Revenue  
Department?  
Yes/No No  
6. Name of principal officers:  
Chairperson/President: \_\_\_\_\_  
Secretary: \_\_\_\_\_  
Treasurer: \_\_\_\_\_

pg 1

7. State your organisation's purpose and objectives: Fairlie Fit offers residents aged 35+ a moderate exercise class that is available in the evening on Monday nights.
8. How long has your organisation existed? Classes Began 3rd August, 2020
9. Is your organisation responsible to or controlled by any other organisation/authority?  
Please specify: no
10. What level of funding does your organisation request from the Mackenzie District Council? Local User \$250
11. State the purpose for which the grant is requested:  
This is a new class that is still trying to generate numbers for attendees. Some evenings I'm paying out of my own funds to cover rental costs. This will help prevent that and allow a bit of grace while working on attendees
12. State the number whom you expect will benefit from the grant you are requesting:  
Members: 8 regular attendees but not every week  
Others:
13. Has your organization received a donation during the past five years?  
Yes ☒ No ☐

If yes, please detail how your most recent donation was used	Received from	Year	Amount of Donation
TOTAL			

14. If your organisation is registered for GST, please supply your GST number:

N/A

pg 2



15. Please supply a copy of your latest audited financial statements. *N/A*

**DECLARATION**

I hereby declare that the information supplied here on behalf of my organisation is correct:

Name: Erin Thomson

Position: Instructor

Signature: *Erin Thomson*

Date: 6th October, 2020

*pg 3*

Application #1/3



## APPLICATION FOR GRANT

1. Name of Organisation/Individual:

Stronger For Longer - ERIN THOMSON

2. Address:

Hosted @ Community center Stadium

Erin's Address: 16 School Rd. Fairlie

Telephone: 0210 847 8373

Fax: \_\_\_\_\_

Email: erin.catalano@yahoo.com

3. Contact Person: Erin Thomson

Position: Instructor

Phone: Business: \_\_\_\_\_

Phone: Home: \_\_\_\_\_

4. Please specify the legal status of your organization – trust/Incorporate Society/other.

Elderly Exercises under Mackenzie  
Community Enhancement Board

5. Is your organisation recognised as a non profit body by the Inland Revenue Department?

☒ Yes/No

Sponsored by:  
Sports Canterbury

6. Name of principal officers:

Chairperson/President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

pg1

7. State your organisation's purpose and objectives: Stronger For Longer exercise classes are for residents aged 65+ to keep our aging population fit & engaged.
8. How long has your organisation existed? over 7 years
9. Is your organisation responsible to or controlled by any other organisation/authority?
- Please specify: Mackenzie Community Enhancement Board oversees this activity
10. What level of funding does your organisation request from the Mackenzie District Council? \$250 local grant
11. State the purpose for which the grant is requested:  
I am seeking this money to allow more "wobble room" with my class prices. I can put more money toward bands if I have less rental costs.
12. State the number whom you expect will benefit from the grant you are requesting:  
Members: 31 regular attendees Others: \_\_\_\_\_
13. Has your organization received a donation during the past five years?
- Yes ☒ No ☐

If yes, please detail how your most recent donation was used	Received from	Year	Amount of Donation
		TOTAL	

14. If your organisation is registered for GST, please supply your GST number:
- \_\_\_\_\_

pg 2

15. Please supply a copy of your latest audited financial statements.

*Stronger For Longer is not - profit*

**DECLARATION**

I hereby declare that the information supplied here on behalf of my organisation is correct:

Name:

*Erin Thomson*

Position:

*Instructor*

Signature:

*Erin Thomson*

Date:

*6th October, 2020*

*pg 3*

Application # 3/3



## APPLICATION FOR GRANT

1. Name of Organisation/Individual:  
Team Tumble Cheer
2. Address:  
Hosted @ Community Center Stadium  
Erin's Address: 16 School Road  
  
Telephone: 0210 847 8373  
Fax: \_\_\_\_\_  
Email: erin.catalano@yahoo.com
3. Contact Person: Erin Thomson  
Position: Coach / Manager  
Phone: Business: 0210 847 8373  
Phone: Home: \_\_\_\_\_
4. Please specify the legal status of your organization – trust/Incorporate Society/other.  
Sports Club
5. Is your organisation recognised as a non profit body by the Inland Revenue Department?  
Yes ☒ No ☐
6. Name of principal officers:  
Chairperson/President: Erin Thomson  
Secretary: Leonie Stevenson  
Treasurer: \_\_\_\_\_

pg 1



- pg 2



15. Please supply a copy of your latest audited financial statements. *n/a*

**DECLARATION**

I hereby declare that the information supplied here on behalf of my organisation is correct:

Name: *Erin Thomson*

Position: *Coach / Manager*

Signature: *Erin Thomson*

Date: *6<sup>th</sup> October 2020*

*pg 3*

1/4



MACKENZIE DISTRICT COUNCIL

## Community Board Grant Application Form

**A. Details**

Name of organisation:	Mackenzie Community Centre User Group – promoting the use of the Mackenzie Community Centre
Contact person:	Brian Ellis – Badminton and Pickleball Organiser 0224702493
Postal address:	Heartlands - acting as umbrella group
Email address:	fairlie@xtra.co.nz
Telephone:	027 285 8824

**B. Which Community Board are you applying to?**

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

**C. Organisation Details**

1. How many people belong to your organisation?	15 plus
2. What is the legal status of your organisation? E.g. Trust, incorporated society, other.	Inc Society
3. How long has your organisation existed?	24 years
4. Is your organisation responsible to, or controlled by, any other organisation or authority?	n/a

2/4



MACKENZIE DISTRICT COUNCIL

## Community Board Grant Application Form

**A. Details**

Name of organisation:	Mackenzie Community Centre User Group – promoting the use of the Mackenzie Community Centre
Contact person:	Anne Thomson
Postal address:	c/- Heartlands Fairlie
Email address:	fairlie@xtra.co.nz
Telephone:	027285 8824

**B. Which Community Board are you applying to?**

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

**C. Organisation Details**

1. How many people belong to your organisation?	15 plus
2. What is the legal status of your organisation? E.g. Trust, incorporated society, other.	Inc Society
3. How long has your organisation existed?	24 years
4. Is your organisation responsible to, or controlled by, any other organisation or authority?	n/a

**D. Grant Details**

1. How much money are you applying for?	\$250											
2. What is this money going to be used for? (Briefly explain): Towards a free show in the Mackenzie Community Theatre or Courtyard 'Say it with Flowers' A poet laureate, a storyteller and a musician 'Say it with Flowers' on a tour across Aotearoa this November, brought to you by Arts on Tour New Zealand. In this travelling poetry and song cabaret show, David Eggleton, the official Poet Laureate of Aotearoa, presents his own wry, comic take on Kiwiana, alongside stand-up storyteller and former Bard of Christchurch, Steve Thomas. These two veterans of the performance poetry scene in New Zealand are accompanied by master musician Richard Wallis. Say it with flowers' is a title inspired by the English artist Banksy's famous wall image of a youthful masked flower thrower, flinging - not a Molotov cocktail, but a colourful bouquet of flowers, representing our common hopes for the peaceful resolution to the global issues of our time. On this tour, the performers will throw words, sometimes barbed, and often beautiful, or beautifully barbed, with a similar aim of emphasising our common humanity.												
1. Are you registered for GST?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No											
If yes, GST Number:	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>											
2. What are the total costs of the project and where is the funding coming from?	Community board (this application)	\$250										
	Other funders:	\$230										
	Your contribution:	\$230										
	<b>Total:</b>	<b>\$480</b>										
3. When will this project happen? 9 <sup>th</sup> November – part of the Art and heritage Festival												

**F. Declaration**

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

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

Name:	Anne Thomson		
Position in Organisation / Title:	Heartlands Co ordinator – Member of User Group		
Signature:	<i>A. J. Thomson</i>	Date:	30/9/2020

**G. Checklist**

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

**G. For more information**

Arlene Goss  
Mackenzie District Council  
PO Box 52, Fairlie 7949  
  
Phone 03 685 9010 ext 915  
or  
[Arlene.Goss@mackenzie.govt.nz](mailto:Arlene.Goss@mackenzie.govt.nz)

3/4



MACKENZIE DISTRICT COUNCIL

## Community Board Grant Application Form

**A. Details**

Name of organisation:	Mackenzie Community Centre User Group – promoting the use of the Mackenzie Community Centre
Contact person:	Anne Thomson
Postal address:	Heartlands - acting as umbrella group
Email address:	fairlie@xtra.co.nz
Telephone:	027 285 8824

**B. Which Community Board are you applying to?**

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

**C. Organisation Details**

1. How many people belong to your organisation?	15 plus
2. What is the legal status of your organisation? E.g. Trust, incorporated society, other.	Inc Society
3. How long has your organisation existed?	24 years
4. Is your organisation responsible to, or controlled by, any other organisation or authority?	n/a



**D. Grant Details**

1. How much money are you applying for?	\$145	
2. What is this money going to be used for? (Briefly explain):  <p>The Fairlie in Focus Photography group is kindly loaning the Mackenzie Community Centre, their sets of large photos – formerly on Main Street – to be placed on display in the Mackenzie Community Stadium.</p> <p>The group will retain ownership of these photos and will be the only ones who will handle them.</p> <p>To stick them to the wall above the picture rail, they require special removable tape – quoted by Jan McPherson – Fairlie in Focus Group - at \$145.</p> <p>This is the amount the Mackenzie Community Centre User Group request from the Fairlie Community Board.</p>		
1. Are you registered for GST?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No If yes, GST Number:	
2. What are the total costs of the project and where is the funding coming from?	Community board (this application)	\$145
	Other funders:	\$
	Your contribution:	
	<b>Total:</b>	<b>\$145</b>
3. When will this project happen? Summer of 20/21		

4. Have you applied for other sources of funding? Briefly explain.

No we haven't applied elsewhere

#### F. Declaration

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

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

Name:	Anne Thomson		
Position in Organisation / Title:	Heartlands Co ordinator – member of User Group		
Signature:	<i>A. Y. Thomson</i>	Date:	30/9/2020

#### G. Checklist

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

4/4



MACKENZIE DISTRICT COUNCIL

## Community Board Grant Application Form

**A. Details**

Name of organisation:	Mackenzie Community Centre User Group – promoting the use of the Mackenzie Community Centre
Contact person:	Anne Thomson
Postal address:	Heartlands - acting as umbrella group
Email address:	fairlie@xtar.co.nz
Telephone:	027 285 8824

**B. Which Community Board are you applying to?**

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

**C. Organisation Details**

1. How many people belong to your organisation?	15 plus
2. What is the legal status of your organisation? E.g. Trust, incorporated society, other.	Inc Society
3. How long has your organisation existed?	24 years
4. Is your organisation responsible to, or controlled by, any other organisation or authority?	n/a


**D. Grant Details**

1. How much money are you applying for?	\$250											
2. What is this money going to be used for? (Briefly explain):  To support the performance of live music in the Mackenzie Community Centre area To engage Brett Walker to perform in the courtyard of the Mackenzie Community Centre												
1. Are you registered for GST?	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No											
If yes, GST Number:	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>											
2. What are the total costs of the project and where is the funding coming from?	Community board (this application)	\$250										
	Other funders:	\$										
	Your contribution:	\$200										
	<b>Total:</b>	<b>\$450</b>										
3. When will this project happen? Summer of 20/21												
4. Have you applied for other sources of funding? Briefly explain.  No we haven't applied elsewhere												

**F. Declaration**

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

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

Name:	Anne Thomson		
Position in Organisation / Title:	Heartlands Co ordinator – member of User Group		
Signature:		Date:	30/9/2020

**G. Checklist**

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

**G. For more information**

Arlene Goss  
Mackenzie District Council  
PO Box 52, Fairlie 7949

Phone 03 685 9010 ext 915  
or  
[Arlene.Goss@mackenzie.govt.nz](mailto:Arlene.Goss@mackenzie.govt.nz)

**5.7 INTRODUCTION TO REPRESENTATION REVIEW**

**Author:** Arlene Goss, Governance Advisor

**Authoriser:**

**Attachments:** 1. Your Choice - Fairlie [↓](#) 

**STAFF RECOMMENDATIONS**

That the information be noted.

**BACKGROUND**

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

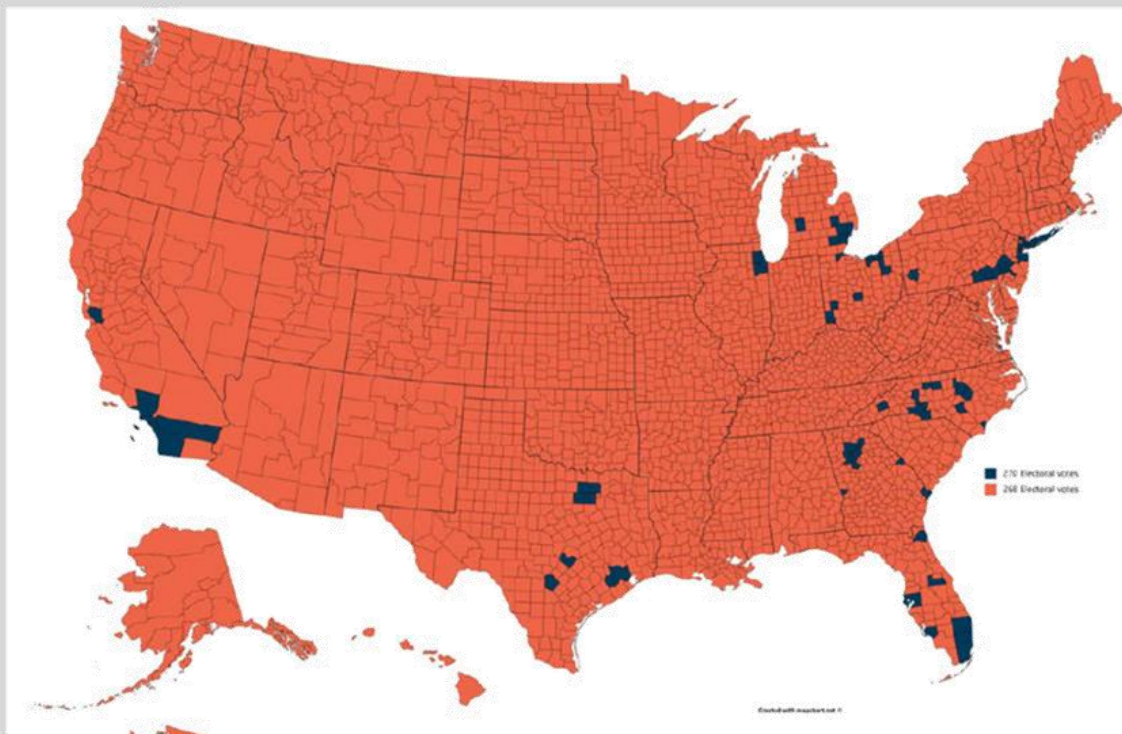




# YOUR CHOICE

2022 Election Review

# Why is fair representation important?



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

Blue = 270 Electoral Votes  
Orange = 268 Electoral Votes

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

# The Goal of this Election Review

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

(Local Government Act 2002)

# Decisions will be needed at three levels



DISTRICT



WARD



COMMUNITY BOARD

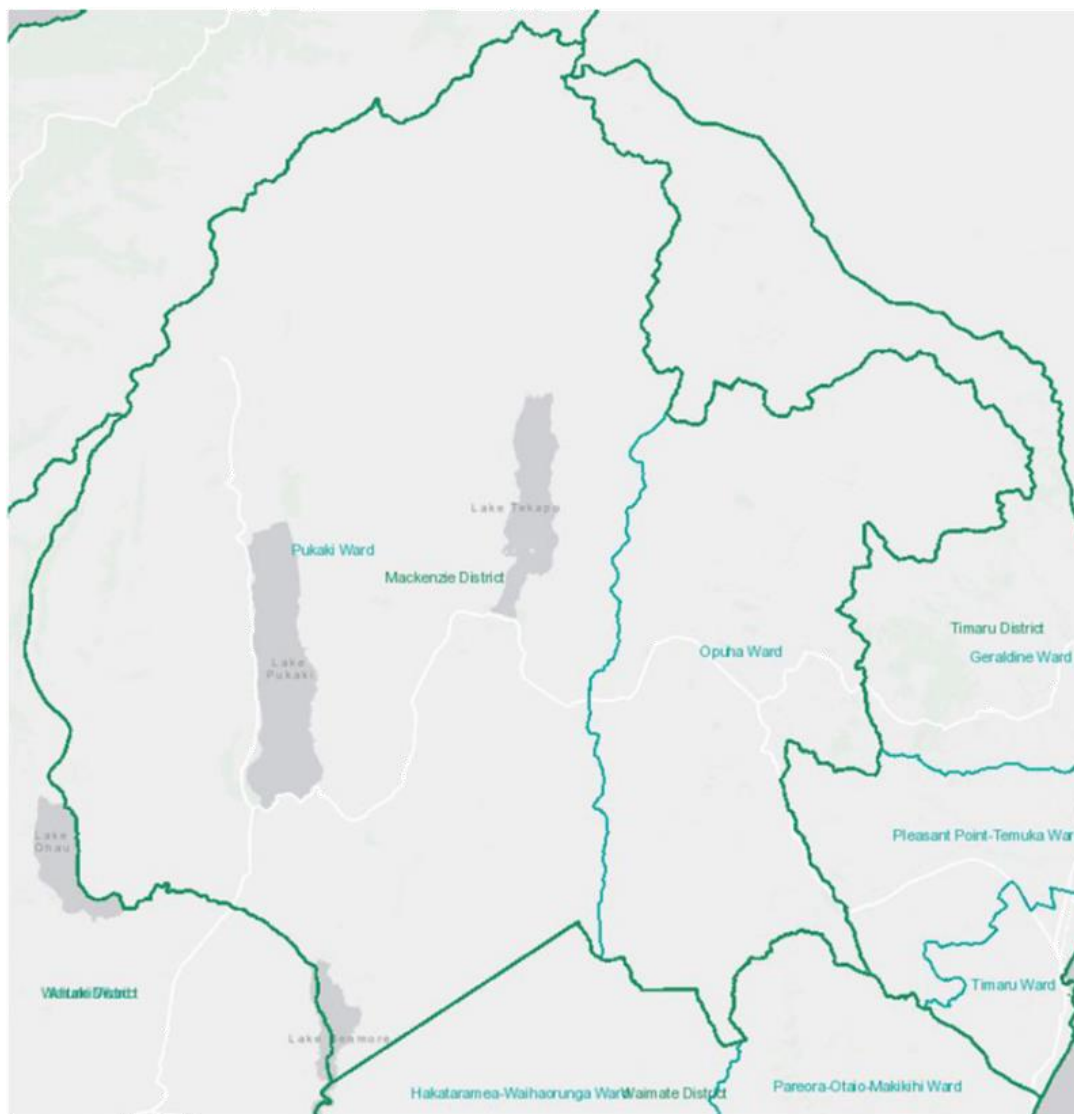
# District: Number of Councillors



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

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

How many councillors is the right number and why?



# Wards



## Discussion

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

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

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

## Question

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



# Community Boards: Number of Boards

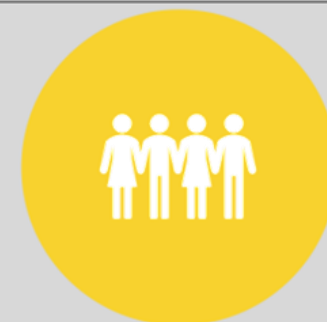


There are currently three community boards in the Mackenzie District, one each in Twizel, Tekapo and Fairlie.

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

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

# Community Boards: Membership



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

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

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

# Community Boards: Boundaries



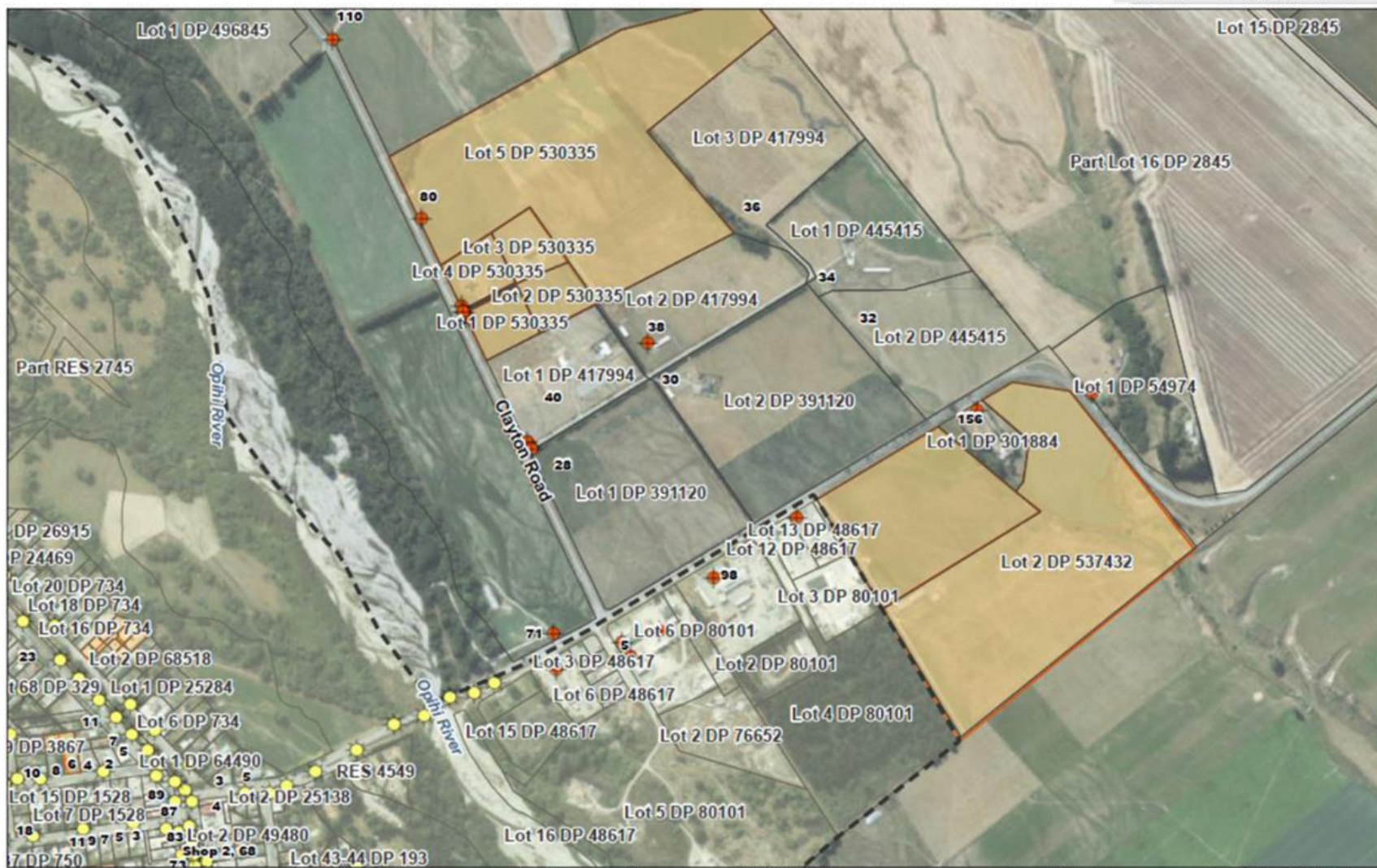
Township boundaries in the Mackenzie District can change as new subdivisions are built and towns grow. Community board boundaries should reflect this.

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

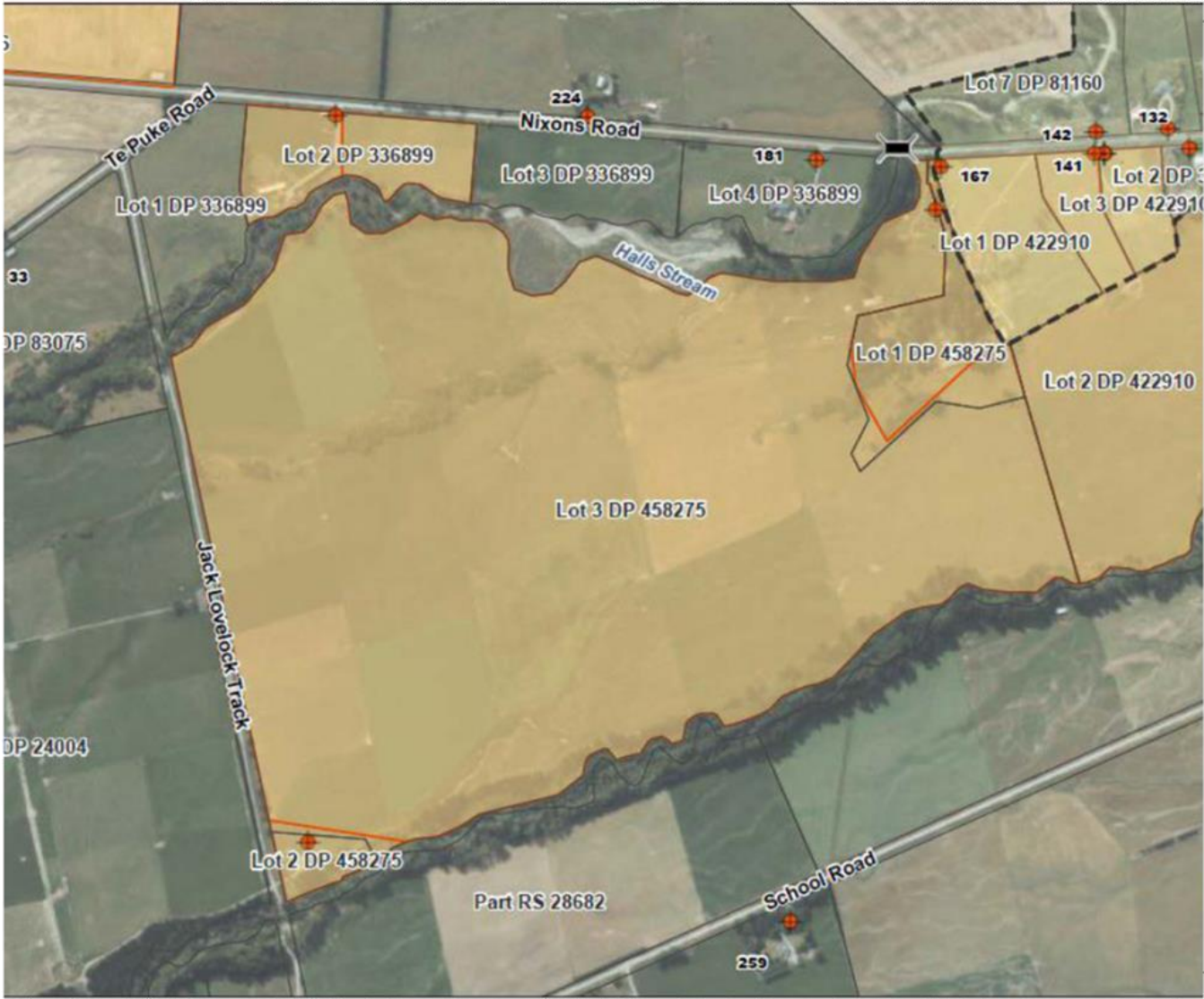
The following maps are for discussion.







Fairlie:  
Area of  
Interest 1



Fairlie:  
Area of  
Interest 2



# Names of Electoral Areas

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

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

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

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

# Public Consultation

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

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

That proposal will then be advertised and submissions called for.

## 2022 Election Review Process

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



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

**5.8 FAIRLIE COMMUNITY BOARD MEETING SCHEDULE 2021**

**Author:** Arlene Goss, Governance Advisor

**Authoriser:**

**Attachments:** Nil

**PURPOSE OF REPORT**

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

**STAFF RECOMMENDATIONS**

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

**FAIRLIE COMMUNITY BOARD MEETINGS IN 2021**

Thursday, January 28

Thursday, March 18

Thursday, May 6

Thursday, July 15

Thursday, September 2

Thursday, October 21

Thursday, December 9

The meetings will begin at 4.30pm and will be held in the Council Chambers at Fairlie (unless it is not available).

## **5.9 GENERAL BUSINESS AND COUNCILLOR UPDATE**

**Author:** Arlene Goss, Governance Advisor

**Authoriser:**

**Attachments:** Nil

### **STAFF RECOMMENDATIONS**

That the information be noted.

### **GENERAL BUSINESS**

Any matters of general business can be raised.

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



**5.10 COMMUNITY BOARD ACTION LIST**

**Author:** Arlene Goss, Governance Advisor

**Authoriser:**

**Attachments:** 1. Action list for Fairlie [!\[\]\(d66ff64371a51729ac8c1cdaa685ba6f\_img.jpg\)](#) 

**STAFF RECOMMENDATIONS**

That the information be noted.

**BACKGROUND**

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

Outstanding	Division:	Date From:
	Committee:	Date To:
Action Sheets Report	Officer:	
		Printed: Wednesday, 7 October 2020 4:09:10 PM

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	<b>Fairlie Problem Dogs</b>	Borrell, Charlotte Harty, Tim		21/04/2020		
<p>7 Apr 2020 - 9:37 AM - Arlene Goss Contractor is engaged to install signs. Pricing options for dog bag dispensers will come to the next meeting.</p> <p>7 Apr 2020 - 9:52 AM - Arlene Goss Action reassigned to Borrell, Charlotte by: Goss, Arlene for the reason: Uploading action</p> <p>7 Apr 2020 - 9:52 AM - Arlene Goss Cleaned up existing signage. Dogs on lead signs still to come.</p> <p>8 Apr 2020 - 9:28 AM - Arlene Goss Charlotte Borrell: Delayed by Covid19 shutdown.</p> <p>28 Jul 2020 - 9:28 AM - Arlene Goss Charlotte: Signs ordered and will be installed shortly.</p> <p>18 Aug 2020 - 5:06 PM - Arlene Goss CB meeting August 6 - Signs have arrived and will go up.</p>						

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	<b>Fairlie Bus Parking by Playground</b>	McKenzie, Scott Harty, Tim		21/04/2020		
<p>7 Apr 2020 - 9:39 AM - Arlene Goss Bus Parking by Playground Mr Haar will investigate the option of bus parking on SH8 with NZTA further and supply options to the board. The community board would like to make changes to bus parking in this area including moving the footpath and introducing angle parking.</p> <p>7 Apr 2020 - 9:55 AM - Arlene Goss Action reassigned to Borrell, Charlotte by: Goss, Arlene for the reason: Action Uploaded</p> <p>7 Apr 2020 - 9:55 AM - Arlene Goss</p>						

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Wednesday, 7 October 2020 4:09:10 PM

Mr Haar has found a copy of the original plan for the area. He suggested sharing this with the community board. Need to get this project into the Long Term Plan, with the aim to get buses away from parking outside the public toilets and playground.

The chairman had a copy of the plan with him and said he wanted to move the footpath. A separate Long Term Plan session was suggested. Ms Borrell offered to organise a workshop and invite Mr Haar.

8 Apr 2020 - 9:30 AM - Arlene Goss

Charlotte Borrell: Needs to go to Scott in Roading (I will add it to the LTP discussion with the Fairlie CB that I am trying to work on atm)

8 Apr 2020 - 9:31 AM - Arlene Goss

Action reassigned to McKenzie, Scott by: Goss, Arlene for the reason: Sent by Charlotte to Scott.

15 Jun 2020 - 4:34 PM - Arlene Goss

CB meeting June 11 2020 - Waiting for completion of skate park before deciding on this. Put on hold for now.

18 Aug 2020 - 5:07 PM - Arlene Goss

CB meeting August 6 - no change.

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	<b>Fairlie Dog Park</b>	Borrell, Charlotte Harty, Tim		21/04/2020		
	7 Apr 2020 - 9:41 AM - Arlene Goss					
	An area has been suggested on the southeast side of the Allandale Bridge. The community board agreed that Charlotte Borrell would check on the status and size of the land and get a price for clean-up and fencing.					
	7 Apr 2020 - 9:55 AM - Arlene Goss					
	The community board has established that council has vacant possession of the land for the proposed dog park. Ms Borrell will prepare a report for next meeting.					
	7 Apr 2020 - 9:56 AM - Arlene Goss					
	Action reassigned to Borrell, Charlotte by: Goss, Arlene for the reason: Action Uploaded					
	8 Apr 2020 - 9:31 AM - Arlene Goss					
	Charlotte Borrell: Delayed by Covid19 shutdown.					
	15 Jun 2020 - 4:36 PM - Arlene Goss					
	CB meeting June 11 - Pricing to clear the site and build fencing would come to the next meeting.					
	18 Aug 2020 - 5:10 PM - Arlene Goss					

Outstanding	Division: Committee: Officer:	Date From: Date To:
Action Sheets Report		Printed: Wednesday, 7 October 2020 4:09:10 PM

CB meeting August 6 - Dog park would require NZTA to build a footpath on the bridge. CB uncertain about community support for dog park. Resolution passed to conduct engagement with the community on township-wide projects with a report back to the community board as soon as practicable.  
 14 Sep 2020 - 1:25 PM - Arlene Goss  
 Public engagement underway.

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	<b>Fairlie Community Board Under Observation</b>	Goss, Arlene van Aswegen, Suzette		21/04/2020		
	<p>7 Apr 2020 - 9:56 AM - Arlene Goss            Wifi for Fairlie Main Street - 5G is still on track to happen in Fairlie.            Abley Study - no change            Street lighting – Council has decided to include all of Mackenzie in the Dark Sky reserve. This means as street lights go out they will be replaced with dimmer lights.            Rating System – The Mayor said he believed rural ratepayers should pay rates towards town amenities that they use. The chairman also suggested that rural ratepayers should be able to vote for the community board. This is on the agenda for the representation review later this year.</p>					

Type	Subject	Officer/Director	Meeting	Est. Compl.	Emailed	Completed
	<b>Fairlie: Fence or Barrier Around Playground</b>	Harty, Tim Harty, Tim		1/09/2020		
	<p>18 Aug 2020 - 5:04 PM - Arlene Goss            CB meeting August 6 - Charlotte Taylor from Plunket asked for a fence around the playground for safety reasons. The community board agreed something was needed. Tim Harty gave her his card and asked her to get in touch with him.</p>					