



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

**Date: Thursday, 1 August 2019**

**Time: 4.30pm**

**Location: Council Chambers Fairlie**

# **AGENDA**

## **Fairlie Community Board Meeting**

**1 August 2019**

**Suzette van Aswegen  
Chief Executive Officer**

**Fairlie Community Board Membership:**

Les Blacklock (Chairperson)

Carolyn Coakley

Pauline Jackson

Damon Smith

Chris Clarke

**Order Of Business**

<b>1</b>	<b>Opening .....</b>	<b>5</b>
<b>2</b>	<b>Apologies .....</b>	<b>5</b>
<b>3</b>	<b>Public Forum .....</b>	<b>5</b>
<b>4</b>	<b>Declarations Of Interest.....</b>	<b>5</b>
<b>5</b>	<b>Reports .....</b>	<b>6</b>
5.1	Minutes of Fairlie Community Board Meeting - 6 June 2019 .....	6
5.2	Fairlie Community Board Matters Under Action .....	7
5.3	Fairlie Community Board Financial Report .....	9
5.4	General Business .....	18
5.5	Ward Members Report/ Report From Members of the Board.....	19
5.6	Minutes from Other Community Boards .....	20



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

## **5        REPORTS**

### **5.1       MINUTES OF FAIRLIE COMMUNITY BOARD MEETING - 6 JUNE 2019**

**File Reference:**        PAD

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

**Authoriser:**          Simon Mackenzie, General Manager Operations

**Attachments:**        Nil

<p><b>RECOMMENDATION</b></p> <p>That the Minutes of the Fairlie Community Board Meeting held on Thursday 6 June 2019 be received and the recommendations therein be adopted.</p>
--

Confirmed, and unconfirmed minutes are available at the Twizel Community Library and the Mackenzie Community Library, Fairlie or at [www.mackenzie.govt.nz](http://www.mackenzie.govt.nz).

**5.2 FAIRLIE COMMUNITY BOARD MATTERS UNDER ACTION****File Reference:** NA**Author:** Charlotte Borrell, Community Services Officer**Authoriser:** Simon Mackenzie, General Manager Operations**Attachments:** Nil**COMPLETED/RESOLVED ACTIONS**

- Footpath from public toilet along Main Street to the carpark

**SHORT TERM ACTIONS**

Date	Project	Actioned Required By
14 Mar 19	<u>Gray Street:</u> Resolution passed "That Council remove the angle parking and replace parallel parking on Gray Street." <i>Working to get sub contractor's back into the area to change the marking to parallel parking both sides of the street</i>	Mr Mckenzie
	<u>War Memorial Maintenance:</u> Plastering and tiles to be completed. <i>The Community Services Officer is working with contractors to complete this.</i>	
	<u>Problem dogs:</u> Two new signs will be erected on the Village Green. <i>Signs have been ordered.</i>	
	<u>Playground Extension:</u> Resolution "That a basket swing be installed on a steel frame at the playground."	
	<u>Hexagonal seat around tree on Talbot Road:</u> Prices were received and the resolution passed "That Council fit one macrocarpa seat to the tree located closest to the playground." <i>Contractor has been engaged.</i>	
	<u>Security cameras in Fairlie:</u> A CCTV policy should be implemented. The board would like the cameras moved to a central location accessible by the CB.	

**LONG TERM ACTIONS**

Date	Project	Actioned Required By
6 June 2019	<u>Bus Parking by Playground:</u> People disembark and smoke around the playground. This is not safe for children. When skate park is installed would be a good time to move the bus parking. Mr Haar will investigate the option of bus parking on SH8 with NZTA further and supply options to the board.	Mr Haar
15 Mar 18	<u>Regent Street:</u> Council is waiting for the township traffic strategies to be completed. No money in current budget for this work. Mayor believes it will happen within the next two years.	Council
	<u>WiFi for Fairlie Main Street:</u> Will be connected in 2021. Council are trying to speed this process up.	Cr Clarke
	<u>Abley Transportation Strategy:</u> The parking survey was completed mid-January to collect base line data. This is currently on hold until strategic study complete.	Council
	<u>Street Lighting:</u> Roading manager is seeking prices for bollards in Fairlie and Tekapo. Ongoing.	Mr Mckenzie
	<u>Rating System:</u> Resolution passed on April 26, 2018, "That the Fairlie Community Board recommends that Council reviews the rating system for Fairlie amenities, in particular the split between town and rural." The chief executive reported there will be a rating review.	Council
	<u>Dog Park in Fairlie:</u> An area has been suggested on the southeast side of the Allandale Bridge. <i>This is on hold pending demand.</i>	
	<u>Fairlie Skate Park:</u> Planning is underway.	
18 Apr 19	<u>Community Centre Heating:</u> Resolution "That the heating options for the Mackenzie Community Centre be reviewed."  <i>In future an assessment and plan for maintenance will be made by staff.</i>	

SUZETTE VAN ASWEGEN  
**CHIEF EXECUTIVE OFFICER**



**5.3 FAIRLIE COMMUNITY BOARD FINANCIAL REPORT****File Reference:** NA**Author:** Jo Hurst, Management Accountant**Authoriser:** Adrian Hodgett, Finance Manager**Attachments:** 1. Fairlie Community Board Financial reports [↓](#) **PURPOSE OF REPORT**

For the Fairlie Community Board to note the financial performance of the Fairlie Community as a whole.

**STAFF RECOMMENDATIONS**

That the report be received.

**BACKGROUND**

The financial report for the Community Board for the period ended June, 2019, the purpose of which is to update Board members on the financial performance of the Fairlie Community as a whole for that period.

SUZETTE VAN ASWEGEN

**CHIEF EXECUTIVE OFFICER**

**MACKENZIE DISTRICT COUNCIL**  
**FAIRLIE COMMUNITY BOARD REPORT**  
**Activity Statement**  
**For the period ended June 2019**

	LYTD Actual 2018	YTD Actual June 2019	YTD Budget June 2019	Variance	Variance %	Full Year Budget 30/06/2019
<b>Council - General Fairlie</b>						
Income						
Targeted Rates	9,436	9,700	9,700	-	0%	9,700
<b>Total Income</b>	<b>9,436</b>	<b>9,700</b>	<b>9,700</b>	<b>-</b>		<b>9,700</b>
Expenses						
Members Expenses	9,429	9,570	9,700	130	1%	9,700
<b>Total Expenses</b>	<b>9,429</b>	<b>9,570</b>	<b>9,700</b>	<b>130</b>		<b>9,700</b>
<b>Total Council - General Fairlie</b>	<b>7</b>	<b>130</b>	<b>-</b>	<b>130</b>		<b>-</b>

**MACKENZIE DISTRICT COUNCIL**  
**FAIRLIE COMMUNITY BOARD REPORT**  
**Activity Statement**  
**For the period ended June 2019**

	LYTD Actual 2018	YTD Actual June 2019	YTD Budget June 2019	Variance	Variance %	Full Year Budget 30/06/2019
<b>Fairlie Domain</b>						
<b>Income</b>						
Targeted Rates	1,430	(4,664)	(4,664)	-	0%	(4,664)
Other Income	18,884	18,259	20,332	(2,073)	-10%	20,332
<b>Total Income</b>	<b>20,314</b>	<b>13,595</b>	<b>15,668</b>	<b>(2,073)</b>		<b>15,668</b>
<b>Expenses</b>						
Administration Expenses	2,913	3,311	3,228	(83)	-3%	3,228
Operational and Maintenance	8,065	7,221	12,440	5,219	42%	12,440
Depreciation	14,330	14,330	14,330	-	0%	14,330
<b>Total Expenses</b>	<b>25,309</b>	<b>24,862</b>	<b>29,998</b>	<b>5,136</b>		<b>29,998</b>
<b>Total Fairlie Domain</b>	<b>(4,994)</b>	<b>(11,266)</b>	<b>(14,330)</b>	<b>3,064</b>		<b>(14,330)</b>

**Variance Analysis:**

1. Budget was too high in other income as rental income was \$2,072 less than was budgeted.
2. Operational and maintenance expenses were less than anticipated as there was unspent budget for gardening and tree maintenance.

MACKENZIE DISTRICT COUNCIL  
 FAIRLIE COMMUNITY BOARD REPORT  
 Activity Statement  
 For the period ended June 2019

	LYTD Actual 2018	YTD Actual June 2019	YTD Budget June 2019	Variance	Variance %	Full Year Budget 30/06/2019
<b>Fairlie Investment Income</b>						
Income						
Targeted Rates	(1,600)	(3,200)	(3,200)	-	0%	(3,200)
Other Income	1,600	3,200	3,200	-	0%	3,200
<b>Total Income</b>	-	-	-	-	X	-
<b>Total Fairlie Investment Income</b>	-	-	-	-	X	-

**MACKENZIE DISTRICT COUNCIL  
FAIRLIE COMMUNITY BOARD REPORT  
Activity Statement  
For the period ended June 2019**

	LYTD Actual 2018	YTD Actual June 2019	YTD Budget June 2019	Variance	Variance %	Full Year Budget 30/06/2019
<b>Fairlie Township</b>						
<b>Income</b>						
Targeted Rates	174,733	162,135	162,180	(45)	0%	162,180
Other Income	5,000	-	16,000	(16,000)	-100%	16,000
<b>Total Income</b>	<b>179,733</b>	<b>162,135</b>	<b>178,180</b>	<b>(16,045)</b>		<b>178,180</b>
<b>Expenses</b>						
Administration Expenses	3,147	16,732	16,700	(32)	0%	16,700
Operational and Maintenance	105,604	120,790	161,480	40,690	25%	161,480
Depreciation	6,179	6,178	6,178	-	0%	6,178
<b>Total Expenses</b>	<b>114,930</b>	<b>143,700</b>	<b>184,358</b>	<b>40,658</b>		<b>184,358</b>
<b>Total Fairlie Township</b>	<b>64,803</b>	<b>18,435</b>	<b>(6,178)</b>	<b>24,613</b>		<b>(6,178)</b>
Playground Upgrade	-	6,047	50,000	(43,953)	88%	50,000
<b>Total Capital Expenditure</b>	<b>-</b>	<b>6,047</b>	<b>50,000</b>	<b>(43,953)</b>		<b>50,000</b>

**Variance Analysis:**

1. Other income of \$16,000 has been budgeted however this was included here in error as relates to the Fairlie Camping Ground rental which is budgeted for and received in the Fairlie Domain cost centre.
2. Administration costs are currently just over budget. Donations are under budget by \$2,040, while insurance and rate costs of \$2,573 in total were not budgeted for this year.
3. Operational and maintenance costs are currently under budget, however there has been an overspend with regards to tree maintenance, with an arborist and Whitestone Contracting used to tidy up the township and village green trees. Lawnmowing is also currently just over budget due to additional areas mowed than planned and the CPI adjustments charged in April. Water charges were also incurred this year for \$1,595 which had not been budgeted for.
4. Purchase of a flying saucer for the playground. The contractor will commence work shortly.

**MACKENZIE DISTRICT COUNCIL  
FAIRLIE COMMUNITY BOARD REPORT  
Activity Statement  
For the period ended June 2019**

	LYTD Actual 2018	YTD Actual June 2019	YTD Budget June 2019	Variance	Variance %	Full Year Budget 30/06/2019
<b>Mackenzie Community Centre</b>						
<b>Income</b>						
Targeted Rates	63,854	64,823	64,823	-	0%	64,823
Other Income	14,647	29,549	15,000	14,549	97%	15,000
Internal Interest Income	705	1,083	746	337	45%	746
<b>Total Income</b>	<b>79,206</b>	<b>95,454</b>	<b>80,569</b>	<b>14,885</b>		<b>80,569</b>
<b>Expenses</b>						
Employment Expenses	-	223	8,642	8,419	97%	8,642
Administration Expenses	8,787	9,870	9,000	(870)	-10%	9,000
Operational and Maintenance	30,350	17,015	42,085	25,070	60%	42,085
Depreciation	41,173	41,573	41,573	-	0%	41,573
<b>Total Expenses</b>	<b>80,311</b>	<b>68,682</b>	<b>101,300</b>	<b>32,618</b>		<b>101,300</b>
<b>Total Mackenzie Community Centre</b>	<b>(1,105)</b>	<b>26,773</b>	<b>(20,731)</b>	<b>47,504</b>		<b>(20,731)</b>
<b>Building Upgrade</b>	-	-	20,000	(20,000)		20,000
<b>Total Capital Expenditure</b>	-	-	<b>20,000</b>	<b>(20,000)</b>		<b>20,000</b>

**Variance Analysis:**

1. Other income is significantly higher than budgeted due to a donation received to go towards the upgrade of the Community Centre, income from hall hire is currently \$4,563 less than budgeted.
2. Administration expenses are up on budget by \$865 due to rates being charged to the individual activities this year.
3. Operational and maintenance costs are significantly less than budgeted as the planned repairs and maintenance budgeted for this year did not eventuate. Contractor costs were incurred for cleaning the hall which were budgeted for in employment expenses above.

**MACKENZIE DISTRICT COUNCIL  
FAIRLIE COMMUNITY BOARD REPORT  
Activity Statement  
For the period ended June 2019**

	LYTD Actual 2018	YTD Actual June 2019	YTD Budget June 2019	Variance	Variance %	Full Year Budget 30/06/2019
<b>Strathconan Park</b>						
Income						
Targeted Rates	4,283	4,233	4,233	-	0%	4,233
<b>Total Income</b>	<b>4,283</b>	<b>4,233</b>	<b>4,233</b>	<b>-</b>		<b>4,233</b>
Expenses						
Administration Expenses	1,565	1,119	3,233	2,114	65%	3,233
Operational and Maintenance	-	-	1,000	1,000	100%	1,000
<b>Total Expenses</b>	<b>1,565</b>	<b>1,119</b>	<b>4,233</b>	<b>3,114</b>		<b>4,233</b>
<b>Total Strathconan Park</b>	<b>2,718</b>	<b>3,114</b>	<b>-</b>	<b>3,114</b>		<b>-</b>

**MACKENZIE DISTRICT COUNCIL**  
**FAIRLIE COMMUNITY BOARD REPORT**  
**Activity Statement**  
**For the period ended June 2019**

	LYTD Actual 2018	YTD Actual June 2019	YTD Budget June 2019	Variance	Variance %	Full Year Budget 30/06/2019
<b>Strathconan Swimming Pool</b>						
<b>Income</b>						
Targeted Rates	55,831	62,966	62,966	-	0%	62,966
Other Income	16,311	16,904	17,800	(896)	-5%	17,800
Internal Interest Income	112	347	164	183	111%	164
<b>Total Income</b>	<b>72,254</b>	<b>80,217</b>	<b>80,930</b>	<b>(713)</b>		<b>80,930</b>
<b>Expenses</b>						
Employment Expenses	29,995	32,361	44,153	11,792	27%	44,153
Administration Expenses	4,761	5,220	4,600	(620)	-13%	4,600
Operational and Maintenance	17,086	34,228	27,278	(6,950)	-25%	27,278
Internal Interest Expense	47	-	-	-		-
Depreciation	9,798	9,798	9,798	-	0%	9,798
<b>Total Expenses</b>	<b>61,686</b>	<b>81,607</b>	<b>85,829</b>	<b>4,222</b>		<b>85,829</b>
<b>Total Strathconan Swimming Pool</b>	<b>10,568</b>	<b>(1,390)</b>	<b>(4,899)</b>	<b>3,509</b>		<b>(4,899)</b>

**Variance Analysis:**

1. Other income is slightly less than budgeted as season ticket sales and shop sales were less than anticipated.
2. Administration expenses are just over budget as telephone costs were not budgeted for.
3. Operational and maintenance costs are higher than budgeted as electricity costs are up. Repair costs were higher than budget due to the pool being painted, new vinyl laid, venting fan, pre-season and end of season repairs and checks to pumps and chlorinator. Water meter charges have yet to be received.



**MACKENZIE DISTRICT COUNCIL**  
**FAIRLIE COMMUNITY BOARD**  
**Detailed Expenses Report**  
**For the period ended June 2019**

	LYTD June 2018	YTD Actual June 2019	YTD Budget June 2019	Variance	Variance %	Full Year Budget 30/06/19
<b>Fairlie Township</b>						
<b>Administration Expenses</b>						
0524455. Advertising	-	-	500	500	100%	500
0524485. Donations & Grants	500	14,160	16,200	2,040	13%	16,200
0524495. Insurance	528	559	-	(559)	X	-
0524615. Rates	2,120	2,013	-	(2,013)	X	-
<b>Total Administration Expenses</b>	<b>3,147</b>	<b>16,732</b>	<b>16,700</b>	<b>(32)</b>	<b>X</b>	<b>16,700</b>
<b>Operational and Maintenance</b>						
0525001. Materials Purchased	-	278	300	22	7%	300
0525020. Gardening	28,943	29,296	35,000	5,704	16%	35,000
0525021. Contractors	2,677	2,768	2,700	(68)	-3%	2,700
0525022. Irrigation equip - maintenance	814	841	1,000	159	16%	1,000
0525023. Water Meter	-	1,595	-	(1,595)	X	-
0525025. Lawn Mowing	37,550	37,967	36,000	(1,967)	-5%	36,000
0525026. Repairs & Maintenance Planned	-	-	5,000	5,000	100%	5,000
0525027. Repairs & Maint Unplanned	1,876	3,940	10,500	6,560	62%	10,500
0525029. Tree Maintenance	8,114	13,008	6,000	(7,008)	-117%	6,000
0525035. Playground Maintenance	1,961	2,430	2,160	(270)	-12%	2,160
0525042. Litter Bin Collection	16,223	16,541	17,820	1,279	7%	17,820
0525210. Fairlie Walkway	2,065	45	5,000	4,955	99%	5,000
0525603. Fairlie Township Projects	5,382	12,081	40,000	27,919	70%	40,000
<b>Total Operational and Maintenance</b>	<b>105,604</b>	<b>120,790</b>	<b>161,480</b>	<b>40,690</b>	<b>X</b>	<b>161,480</b>

#### **5.4 GENERAL BUSINESS**

**File Reference:** PAD

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

**Authoriser:** Simon Mackenzie, General Manager Operations

**Attachments:** Nil

#### **BACKGROUND**

The Fairlie Community Board chair has requested a discussion on the following matters:

1. Fairlie Annual Plan project update from staff

SUZETTE VAN ASWEGEN

**CHIEF EXECUTIVE OFFICER**

**5.5 WARD MEMBERS REPORT/ REPORT FROM MEMBERS OF THE BOARD****File Reference:** NA**Author:** Charlotte Borrell, Community Services Officer**Authoriser:** Simon Mackenzie, General Manager Operations**Attachments:** Nil**STAFF RECOMMENDATIONS**

That the information be noted.

**BACKGROUND**

1. Cr Clarke will provide a verbal report regarding recent Council business that has occurred since the last Community Board meeting for members' information.
2. Reports from members who represent the Board on other Committees.

SUZETTE VAN ASWEGEN

**CHIEF EXECUTIVE OFFICER**

**5.6 MINUTES FROM OTHER COMMUNITY BOARDS****File Reference:** NA**Author:** Charlotte Borrell, Community Services Officer**Authoriser:** Simon Mackenzie, General Manager Operations**Attachments:** Nil**STAFF RECOMMENDATIONS**

That the unconfirmed minutes of the most recent meetings of the other two community boards in the Mackenzie District be noted.

All confirmed, and unconfirmed minutes are available at the Twizel Community Library and the Mackenzie Community Library, Fairlie or at [www.mackenzie.govt.nz](http://www.mackenzie.govt.nz).

SUZETTE VAN ASWEGEN

**CHIEF EXECUTIVE OFFICER**