



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

**Date: Thursday, 12 September 2019**

**Time: 4.30pm**

**Location: Council Chambers Fairlie**

# **AGENDA**

## **Fairlie Community Board Meeting**

**12 September 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>
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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 - 1 AUGUST 2019**

**File Reference:**        PAD

**Author:**                Andrea Adams, Governance Advisor (Temp)

**Authoriser:**          Darren Brown, Information and Engagement Manager

**Attachments:**        Nil

<p><b>RECOMMENDATION</b></p> <p>That the Minutes of the Fairlie Community Board Meeting held on Thursday 1 August 2019 be received and the recommendations therein be adopted.</p>
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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:** Andrea Adams, Governance Advisor (Temp)**Authoriser:** Darren Brown, Information and Engagement Manager**Attachments:** Nil**COMPLETED/RESOLVED ACTIONS**

- Playground Extension
- Hexagonal Seat near Playground
- Gray Street Road Marking changes

**SHORT TERM ACTIONS**

Date	Project	Actioned Required By
	<u>War Memorial Maintenance:</u> The Community Facilities and Services Officer will engage a stone mason to complete this.	Ms Borrell
	<u>Problem dogs:</u> The Community Facilities and Services Officer to liaise planning to assess the status.	Ms Borrell

**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>Security cameras in Fairlie:</u> no change, to be investigated	Ms Borrell
	<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>To be included in the Community Hall upgrade, an individual report follows later in this agenda.</i>	Ms Borrell

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 Financials [↓](#) **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 July 2019, the purpose of which is to update Board members on the financial performance of the Fairlie Community as a whole for that period.

Fairlie Township Projects are on page eight as a separate breakdown report. There is also approximately \$15K that was not spent on the Village Green playground upgrade that is available for township projects.

***Fairlie Community Board Grant Allocations 2019/20 Financial Year***

Date	Organisation	Amount
1 July 2019	New financial year 2019/20	\$2000.00
	Balance	\$2000.00

SUZETTE VAN ASWEGEN

**CHIEF EXECUTIVE OFFICER**

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

	<b>LYTD Actual 2018</b>	<b>YTD Actual July 2019</b>	<b>YTD Budget July 2019</b>	<b>Variance</b>	<b>Variance %</b>	<b>Full Year Budget 30/06/2020</b>
<b>Council - General Fairlie</b>						
<b>Income</b>						
Targeted Rates	808	992	992	-	0%	11,900
<b>Total Income</b>	<b>808</b>	<b>992</b>	<b>992</b>	<b>-</b>		<b>11,900</b>
<b>Expenses</b>						
Members Expenses	801	861	992	130	13%	11,900
<b>Total Expenses</b>	<b>801</b>	<b>861</b>	<b>992</b>	<b>130</b>		<b>11,900</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 July 2019**

	LYTD Actual 2018	YTD Actual July 2019	YTD Budget July 2019	Variance	Variance %	Full Year Budget 30/06/2020
<b>Fairlie Domain</b>						
<b>Income</b>						
Targeted Rates	(389)	643	643	-	0%	7,714
Other Income	1,333	1,333	1,735	(402)	-23%	20,820
<b>Total Income</b>	<b>944</b>	<b>1,976</b>	<b>2,378</b>	<b>(402)</b>		<b>28,534</b>
<b>Expenses</b>						
Administration Expenses	247	260	275	15	6%	3,305
Operational and Maintenance	323	774	819	45	5%	9,824
Depreciation	1,194	1,249	1,249	-	0%	14,990
<b>Total Expenses</b>	<b>1,764</b>	<b>2,283</b>	<b>2,343</b>	<b>60</b>		<b>28,119</b>
<b>Total Fairlie Domain</b>	<b>(820)</b>	<b>(307)</b>	<b>35</b>	<b>(341)</b>		<b>415</b>

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

	LYTD Actual 2018	YTD Actual July 2019	YTD Budget July 2019	Variance	Variance %	Full Year Budget 30/06/2020
<b>Mackenzie Community Centre</b>						
<b>Income</b>						
Targeted Rates	5,402	5,137	5,137	-	0%	61,641
Other Income	775	835	1,280	(445)	-35%	15,360
Internal Interest Income	50	120	51	69	135%	613
<b>Total Income</b>	<b>6,227</b>	<b>6,091</b>	<b>6,468</b>	<b>(376)</b>		<b>77,614</b>
<b>Expenses</b>						
Administration Expenses	747	752	843	90	11%	10,111
Operational and Maintenance	1,466	2,302	2,695	394	15%	32,345
Depreciation	3,465	3,662	3,662	-	0%	43,947
<b>Total Expenses</b>	<b>5,678</b>	<b>6,716</b>	<b>7,200</b>	<b>484</b>		<b>86,403</b>
<b>Total Mackenzie Community Centre</b>	<b>549</b>	<b>(625)</b>	<b>(732)</b>	<b>107</b>		<b>(8,789)</b>
<b>Furniture and Fittings</b>	-	-	-	-		92,430
<b>Total Capital Expenditure</b>	-	-	-	-		<b>92,430</b>

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

	LYTD Actual 2018	YTD Actual July 2019	YTD Budget July 2019	Variance	Variance %	Full Year Budget 30/06/2020
<b>Strathconan Park</b>						
Income						
Targeted Rates	353	361	361	-	0%	4,335
<b>Total Income</b>	<b>353</b>	<b>361</b>	<b>361</b>	<b>-</b>		<b>4,335</b>
<b>Expenses</b>						
Administration Expenses	-	-	276	276	100%	3,311
Operational and Maintenance	-	-	85	85	100%	1,024
<b>Total Expenses</b>	<b>-</b>	<b>-</b>	<b>361</b>	<b>361</b>		<b>4,335</b>
<b>Total Strathconan Park</b>	<b>353</b>	<b>361</b>	<b>-</b>	<b>361</b>		<b>-</b>

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

	LYTD Actual 2018	YTD Actual July 2019	YTD Budget July 2019	Variance	Variance %	Full Year Budget 30/06/2020
<b>Strathconan Swimming Pool</b>						
<b>Income</b>						
Targeted Rates	5,247	4,645	4,645	-	0%	55,734
Other Income	-	-	-	-	0%	18,007
Internal Interest Income	9	40	42	(2)	-6%	508
<b>Total Income</b>	<b>5,256</b>	<b>4,685</b>	<b>4,687</b>	<b>(2)</b>		<b>74,249</b>
<b>Expenses</b>						
Employment Expenses	-	-	-	-	0%	41,712
Administration Expenses	286	292	393	101	26%	4,710
Operational and Maintenance	2,087	701	1,639	938	57%	19,673
Internal interest Expense	-	-	-	-		-
Depreciation	817	849	849	-	0%	10,193
<b>Total Expenses</b>	<b>3,190</b>	<b>1,842</b>	<b>2,881</b>	<b>1,039</b>		<b>76,288</b>
<b>Total Strathconan Swimming Pool</b>	<b>2,066</b>	<b>2,842</b>	<b>1,806</b>	<b>1,037</b>		<b>(2,039)</b>

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

	LYTD Actual 2018	YTD Actual July 2019	YTD Budget July 2019	Variance	Variance %	Full Year Budget 30/06/2020
<b>Fairlie Township</b>						
Income						
Targeted Rates	(13,515)	13,538	13,538	-	0%	162,460
<b>Total Income</b>	<b>(13,515)</b>	<b>13,538</b>	<b>13,538</b>	<b>-</b>		<b>162,460</b>
<b>Expenses</b>						
Administration Expenses	47	50	1,592	1,542	97%	19,100
Operational and Maintenance	8,143	5,361	11,947	6,586	55%	143,360
Depreciation	515	682	682	-	0%	8,178
<b>Total Expenses</b>	<b>8,705</b>	<b>6,092</b>	<b>14,220</b>	<b>8,127</b>		<b>170,638</b>
<b>Total Fairlie Township</b>	<b>(22,220)</b>	<b>7,446</b>	<b>(681)</b>	<b>8,127</b>		<b>(8,178)</b>
Playground Upgrade	-	-	-	-		30,000
<b>Total Capital Expenditure</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>30,000</b>

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

	LYTD July 2018	YTD Actual July 2019	YTD Budget July 2019	Variance	Variance %	Full Year Budget 30/06/20
<b>Fairlie Township</b>						
<b>Administration Expenses</b>						
0524485. Donations & Grants	-	-	1,333	1,333	100%	16,000
0524495. Insurance	47	50	50	-		600
0524615. Rates	-	-	208	208		2,500
<b>Total Administration Expenses</b>	<b>47</b>	<b>50</b>	<b>1,592</b>	<b>1,542</b>		<b>19,100</b>
<b>Operational and Maintenance</b>						
0525001. Materials Purchased	-	-	26	26	100%	307
0525020. Gardening	2,127	2,223	2,987	763	26%	35,840
0525021. Contractors	208	208	230	22	10%	2,765
0525022. Irrigation equip - maintenance	63	63	85	22	26%	1,024
0525023. Water Meter	-	-	-	-		-
0525025. Lawn Mowing	-	-	3,167	3,167	100%	38,000
0525026. Repairs & Maintenance Planned	-	-	833	833	100%	10,000
0525027. Repairs & Maint Unplanned	-	300	896	597	67%	10,752
0525029. Tree Maintenance	1,963	331	667	335	50%	8,000
0525035. Playground Maintenance	415	133	184	51	28%	2,212
0525042. Litter Bin Collection	1,220	1,220	1,542	322	21%	18,500
0525210. Fairlie Walkway	-	882	417	(465)	-112%	5,000
0525603. Fairlie Township Projects	2,146	-	913	913	100%	10,960
<b>Total Operational and Maintenance</b>	<b>8,143</b>	<b>5,361</b>	<b>11,947</b>	<b>6,586</b>		<b>143,360</b>



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

## Fairlie Township Projects

Date	Project	LYTD		YTD		Variance	Full Year Budget 30/06/2020
		Actual 2018	Actual July 2019	Budget July 2019	Variance		
Fairlie Township Projects							
	Nothing spent to date	-	-	-	-		10960

**5.4 MACKENZIE COMMUNITY CENTRE UPGRADE UPDATE****File Reference:** na**Author:** Charlotte Borrell, Community Facilities and Services Officer**Authoriser:** Simon Mackenzie, General Manager Operations**Attachments:** Nil**PURPOSE OF REPORT**

To update the Fairlie Community Board on the priorities and preferences for the Annual Plan 2019/20 Mackenzie Community Centre Upgrade (budget \$92K) identified at the onsite meeting on Monday 26 August.

**STAFF RECOMMENDATIONS**

1. That the report be received.
2. That the Community Facilities and Services Officer proceed with planning and implementation of the Mackenzie Community Centre upgrade, including the community lounge, based on the recommendations of the Community Board.

**BACKGROUND**

The group discussed the varying needs for the different types of groups which hire the Community Centre. It was agreed that providing the ability to cater for 300+ guests is optimal. The group identified the following priorities, listed in order of importance, to enhance the desirability and functionality of the kitchen, community lounge and theatre. The following lists are in order of priority and items not completed in this upgrade will be planned for in a second stage of implementation, if and when funds can be secured.

**Kitchen Priorities:**

1. Oven/cooktop (larger capacity than current)
2. Extractor (for safety and practicality)
3. Small freezer
4. Kit out (Urns, pots, pans, crockery, cutlery)
5. Lift top dishwasher
6. Bain Marie (to hire to groups for food service)

**Community Lounge:**

1. Kitchenette (add small fridge and cupboard)
2. Lighting (replace/modernise)
3. Wallpaper/paint (replace/modernise)
4. Curtains(replace/modernise)

**Theatre:**

The theatre group will be accessing additional outside funding which will allow a considerably larger upgrade of the theatre without accessing Council or ratepayer funds. This will benefit the community in ease of use and increased hiring of the facilities.

1. Lighting Grid replacement (current grid is unsafe)
2. Fireproof curtains (this is a requirement)
3. Basic sound system

SUZETTE VAN ASWEGEN  
**CHIEF EXECUTIVE OFFICER**

**5.5 FAIRLIE DOMAIN REJUVENATION REPORT**

**File Reference:** na  
**Author:** Charlotte Borrell, Community Facilities and Services Officer  
**Authoriser:** Simon Mackenzie, General Manager Operations  
**Attachments:** Nil

**PURPOSE OF REPORT**

To update the Fairlie Community Board on the priorities and preferences for the Fairlie Domain rejuvenation (\$50K budget) identified at the informal project meeting on Monday 26 August.

**STAFF RECOMMENDATIONS**

1. That the report be received.
2. That the Community Facilities and Services Officer proceed with planning and implementation of the Fairlie Domain upgrade based on the recommendations of the Community Board.

**BACKGROUND**

The group discussed the varying needs for the different activities and types of groups which will use the reserve. It was agreed that more seating was needed and playground equipment needs to be robust. The group identified the following priorities for the park.

**Fairlie Domain:**

1. Flying Fox
2. Additional picnic tables
3. Rejuvenation of existing playground area including the concrete skate rink
4. Water fountain/bottle filling station
5. Improve signage and entrances (Allandale Rd and Grey St)
6. Addition of another piece of playground equipment (if budget allows)
7. Tidy gardens

SUZETTE VAN ASWEGEN  
**CHIEF EXECUTIVE OFFICER**

**5.6 MACKENZIE COLLEGE GRANT REQUEST****File Reference:** na**Author:** Andrea Adams, Governance Advisor (Temp)**Authoriser:** Darren Brown, Information and Engagement Manager**Attachments:** Nil**PURPOSE OF REPORT**

Mackenzie College have submitted grant request for Mackenzie Community Hall hire for their Science Fair Award Ceremony on 21 August 2019.

The application form and supporting documentation will be circulated to the board members prior to the meeting and tabled for the public at this Community Board meeting.

**STAFF RECOMMENDATIONS**

1. That the report be received.
2. That the Fairlie Community Board consider the grant request for \$494.83 (excl GST) from Mackenzie College for the hire of the Mackenzie Community Hall for their Science Fair Award Ceremony on 21 August 2019.

SUZETTE VAN ASWEGEN  
**CHIEF EXECUTIVE OFFICER**

**5.7 WARD MEMBERS REPORT/ REPORT FROM MEMBERS OF THE BOARD****File Reference:** NA**Author:** Andrea Adams, Governance Advisor (Temp)**Authoriser:** Darren Brown, Information and Engagement Manager**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**

**5.8 MINUTES FROM OTHER COMMUNITY BOARDS****File Reference:** NA**Author:** Andrea Adams, Governance Advisor (Temp)**Authoriser:** Darren Brown, Information and Engagement Manager**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.

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**