



FAIRLIE COMMUNITY BOARD

Membership:

Owen Hunter (Chairman)
Les Blacklock
Trish Willis
Warren Barker
Cr Noel Jackson

*Notice is given of the Meeting of the Fairlie Community Board to
be held on Monday July 20, 2015, at 5pm.*

VENUE: Council Chambers, Fairlie.

BUSINESS: As per agenda attached

WAYNE BARNETT
CHIEF EXECUTIVE OFFICER



FAIRLIE COMMUNITY BOARD

Agenda for Monday July 20, 2015

APOLOGIES

DECLARATIONS OF INTEREST

MINUTES:

Confirm and adopt as the correct record the minutes of the meeting held on Monday 8, June 2015.

MATTERS UNDER ACTION

REPORTS:

1. Financial Report to May, 2015 (attached).
2. Ward member's report (verbal).
3. Reports from members who represent the board on other committees (verbal).
4. Community Facilities Fees And Charges
5. Fairlie Projects Report.
6. Minor Improvements Project List – Regent Street, Fairlie.
7. Fairlie Camping Ground – (verbal)
8. Allandale Entrance (plan to be tabled)

PUBLIC EXCLUDED:

Resolve that the public, be excluded from the following part of the proceedings of this meeting namely:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Starlight Highway Tourist Drive	Commercial sensitivity	48(1)(a)(i)

Act, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows: *Starlight Highway Tourist Drive, under section 7(2)(b)(ii)*.²

GENERAL BUSINESS:

1. Update to Board regarding painting of furniture, bollards and lanterns.
2. Community Centre survey update.
3. Community Board response to resident's complaints about issues on Regent Street. Trish Willis to speak on this.

**MACKENZIE DISTRICT COUNCIL
MINUTES OF A MEETING OF THE FAIRLIE COMMUNITY BOARD
HELD IN THE COUNCIL CHAMBERS, FAIRLIE, ON MONDAY JUNE
8, 2015, AT 5:01PM**

PRESENT:

Owen Hunter (Chairman)
Les Blacklock
Trish Willis (arrived 5.02pm)
Warren Barker
Noel Jackson

IN ATTENDANCE:

Garth Nixon (Community Facilities Manager)
Julie Jongen (Committee Clerk)
Wayne Barnett (Chief Executive)
Claire Barlow (Mayor)
Geoff Horler (Utilities Manager arrived 5.47pm)
Anne Thomson (left at 5.17pm)

VISITOR:

Anne Thomson – Reported that she has prices for the new playground equipment which would be placed at the right rear of the mound and cut into the mound. The area would be a diameter of 11 metres. Ideally she would have liked a Flying Fox to have been part of this but it won't take place this time round. Funding has been sought through external sources. Anne tabled a brochure with pricing (attached).

Fairlie is 150 years old next year. A week has been set aside for celebrations in the 3rd week of October next year. So far a ball, dinner, old movies, and hopefully a horse drawn cart from Albury to Fairlie where it will join the grand parade.

There are entertainers booked for the village green. Mackenzie Developer worker Amy Lamb has been an absolute joy she has a lot of ideas, enthusiasm and is working on building the relations between the towns. Getting prices for information panels to be made.

Trish Willis asked about the newly placed notice board. Mrs Thomson replied she is waiting on the builder to put a secure lock on it, and looks forward to any ideas.

APOLOGIES:

No apologies were received.

DECLARATIONS OF INTEREST:

No declarations of interest were declared.

MINUTES:

Resolved that the minutes of the meeting of the Fairlie Community Board held on April 13, 2015, be confirmed and adopted as the correct record.

Warren Barker/Les Blacklock

FAIRLIE COMMUNITY BOARD MATTERS UNDER ACTION

1. **Fairlie Western Catchments Project:**
2. **Allandale Bridge – Walkway:**
3. **Green Sign and Power Pole in front of Old Library Building:**
4. **Raised ground on the north side of the bridge heading to Tekapo:**
5. **Community Centre Courtyard Upgrade:**
6. **Paintball Ground Lease:**
7. **Town Projects:**
 - River Track – Allandale to Talbot Development and Maintenance.
 - Allandale Rd State Highway Entranceway – Garth to give verbal report.
 - Mount Cook Rd State Highway Entranceway.
 - Timaru State Highway Entranceway.
 - Fairlie Village Hub – Improve Street Keeping and Maintenance
 - Improve watering system on Main Street Islands.
 - Painting of Town Furniture – timeframe for painting required.
 - Community Centre maintenance and improvements.
 - Survey of Residents on Community Centre Use – Trish to update Board
 - Public Toilets (advocacy role) - maintenance/improvement plan and timeframe

8. **Restaurant seating on footpath:**
9. **Improvements to Signage at the entrance to town:**
10. **Relocation of community noticeboard:**
11. **Land for Expansion of Township:**

REPORTS:

FAIRLIE COMMUNITY BOARD FINANCIAL ACTIVITY REPORT TO APRIL 2015:

The Chief Executive spoke on the report.

Administration expenses for Fairlie Domain were over budget and The Mayor questioned why? Garth Nixon will come back with a reply.

Fairlie Township – Lawn mowing costs up due to additional mowing and a new contractor.

Unplanned Maintenance – Is over budget with ongoing repairs on bits and pieces around the town.

Projects Money – more planting to do. The Chairman mentioned that at the last meeting he requested a breakdown of the project, to date this has not been received. Trish Willis asked about contractors expenses and if they are people employed by Whitestone. Mr Nixon replied they are administration costs from Whitestone.

Resolved that the report be received.

Trish Willis/Les Blacklock

SALE OF LAND AT FOX VIEW ROAD, FAIRLIE:

Purpose of Report

To seek the Community Board's direction in relation to the establishment of an easement for landscaping purposes over sections at Fox View Road.

The Chief Executive spoke on this report. Council have two small sections that are to be sold as one. The choices are to sell them as they are or reset the planting boundary for landscaping.

The Chairman spoke that the agreement in the past was that the purchaser would landscape the area.

The Mayor asked if it is part of resource consents that the owners were to landscape their frontages. If this is the case then the consents may need to be monitored.

The Chairman stated that if they could get buy in from the business's they would be able to have controlled and uniform planting done.

Trish Willis commented that herself and Mr Chairman went and looked at the area and agreed that uniform planting would be best and to be kept under the control of the Community Board.

Ms Willis requested Garth Nixon to produce a plan for planting.

Mr Nixon spoke about shrub planting which lacks impact, but wondered what the board feels about cabbage trees with under planting. The Chairman requested a plan with costings so the board can make further decisions.

NZTA requirement is 20 metres back from the edge of seal. The Chief Executive added NZTA requirements do limit the value and the size of the site.

Resolved

1. That the Report be received.

Owen Hunter/Trish Willis

2. That the Community Board indicate its view on this matter:

Resolved

That the sections be marketed without provision being made for boundary adjustment or landscaping easement.

Owen Hunter/Warren Barker

WESTERN CATCHMENT FLOOD PROTECTION CONSULTATION:

Purpose of Report

To present to the Community Board the results of the consultation with the Fairlie community regarding the proposed flood protection scheme and the decision Council has taken with this project.

Geoff Horler spoke on this report. Mr Horlers suggestion is Council don't do the work and that Ecan do this. Trish Willis asked what water races were involved to which Mr Horler replied it's not about the water races but the main stream that comes into Fairlie.

If Ecan do their regular checks there should be no problems arising.

Resolved

1. That the report be received.

Les Blacklock/Warren Barker

2. That the parcel of land acquired to build this system be sold.

Les Blacklock/Warren Barker

WARD MEMBERS REPORT: (verbal)
Cr Noel Jackson –

REPORTS FROM MEMBERS WHO REPRESENT THE BOARD ON OTHER
COMMITTEES: (verbal)

GENERAL BUSINESS:

1. Update to Board regarding painting of furniture, bollards and lanterns.
2. The “parcel of land” in front of Daz’s Coffee lounge.

Trish Willis had a chat with Nathan Hole, and the piece of land in front of Daz’s was is a parcel of land owned by the council, his view is that the community board could go ahead and make a decision about this piece of land so Daz’s can extend their outdoor dining area. He would need to sign a lease for the use of this land. The Chairman commented that the community seem to complain about the lack of car parks and whether removing the existing car parks would be an issue. The Chief Executive asked if anyone has spoken to Daz, to which Ms Willis replied she has spoken to him and he is very keen to develop this area. The Mayor agreed the idea is good to catch incoming traffic.

3. Community Centre survey update.
4. Community Board to advocate the prevention of ineffective drainage of current water races to E-Can. Advice required for this.
This item was discussed with the Western catchment report.
5. Community Board response to resident’s complaints about issues on Regent Street. Trish Willis to speak on this.

Items 1, 3, and 5 were not discussed due to discussion on the Consultation Document.

6.10 pm. The Chairman invited Mr Morris to speak on the Consultation Document.

The chairman closed the meeting without topics 1, 3, and 5 not being discussed these will be on the agenda for the next meeting.

**THERE BEING NO FURTHER BUSINESS THE CHAIRPERSON
DECLARED THE MEETING CLOSED AT 6.27pm**

CHAIRMAN: _____

DATE: _____

1. **Fairlie Western Catchments Project:**
2. **Allandale Bridge – Walkway:**
3. **Green Sign and Power Pole in front of Old Library Building:**
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5. **Community Centre Courtyard Upgrade:**
6. **Paintball Ground Lease:**
7. **Town Projects:**
 - River Track
 - Allandale Rd State Highway Entranceway.
 - Mount Cook Rd State Highway Entranceway.
 - Timaru State Highway Entranceway.
 - Fairlie Village Hub – Improve Street Keeping and Maintenance.
 - Painting of Town Furniture.
 - Community Centre maintenance and improvements.
 - Survey of Residents on Community Centre Use.
8. **Restaurant seating on footpath:**
9. **Improvements to Signage at the entrance to town:**
10. **Relocation of community noticeboard:**
11. **Land for Expansion of Township:**

MACKENZIE DISTRICT COUNCIL
FAIRLIE COMMUNITY BOARD REPORT
Activity Statement
For the period ended May 2015

	LYTD Actual May 2014	YTD Actual May 2015	YTD Budget May 2015	Variance		Full Year Budget June 2015
Council - General Fairlie						
Fairlie Community Board						
Income						
Targeted Rates	8,614	7,007	7,007	-	✓	7,650
Total Income	8,614	7,007	7,007	-	✓	7,650
Expenses						
Members Expenses	6,500	7,038	7,007	(31)	✗	7,650
Total Expenses	6,500	7,038	7,007	(31)	✗	7,650
Net Operating Surplus/(Deficit)	2,115	(31)	-	31	✗	-

MACKENZIE DISTRICT COUNCIL
FAIRLIE COMMUNITY BOARD REPORT
Activity Statement
For the period ended May 2015

	LYTD Actual May 2014	YTD Actual May 2015	YTD Budget May 2015	Variance		Full Year Budget June 2015
Fairlie Community Water Supply						
Fairlie Community Board						
Income						
Targeted Rates	200,768	220,370	220,462	(92)	✗	240,516
Other Income	(1,031)	(800)	6,897	(7,697)	✗	7,528
Financial Contributions	4,675	-	-	-	✓	4,675
Total Income	204,412	219,569	227,359	(7,790)	✗	252,719
Expenses						
Consultancy Expenses	2,910	2,217	4,000	1,783	✓	4,000
Administration Expenses	803	1,509	3,203	1,694	✓	3,490
Operational and Maintenance	65,734	50,572	68,241	17,669	✓	74,378
Internal interest Expense	46,786	40,881	55,710	14,829	✓	61,001
Depreciation	73,721	96,404	96,404	-	✓	105,175
Total Expenses	189,954	191,582	227,558	35,976	✓	248,044
Net Operating Surplus/(Deficit)	14,457	27,987	(199)	(43,765)	✓	4,675

MACKENZIE DISTRICT COUNCIL
FAIRLIE COMMUNITY BOARD REPORT
Activity Statement
For the period ended May 2015

	LYTD Actual May 2014	YTD Actual May 2015	YTD Budget May 2015	Variance	Full Year Budget June 2015
Capital Expenditure					
Water					
0118201. Town Reticulation - Renewal	141,311	110,000	100,826	(9,174) ✖	110,000
0118204. Head Works - Renewal	-	303	-	(303) ✖	-
0118206. Service Connections - Renewal	810	15,449	23,837	8,389 ✔	26,000
0118211. Treatment - New	26,020	14,365	32,087	17,722 ✔	35,000
0118215. Plant	3,518	-	-	- ✔	-
0118982. Water Meters	-	-	2,288	2,288 ✔	2,500
0118999. Transfer to Assets	(145,640)	-	-	- ✔	-
Total Water Capital Expenditure	26,020	140,116	159,038	18,922 ✔	173,500

MACKENZIE DISTRICT COUNCIL
FAIRLIE COMMUNITY BOARD REPORT
Activity Statement
For the period ended May 2015

	LYTD Actual May 2014	YTD Actual May 2015	YTD Budget May 2015	Variance		Full Year Budget June 2015
Fairlie Community Sewerage						
Fairlie Community Board						
Income						
Targeted Rates	80,413	91,003	91,003	-	✓	99,280
Other Income	170	963	-	963	✓	-
Financial Contributions	3,540	-	-	-	✓	1,850
Total Income	84,123	91,966	91,003	963	✓	101,130
Expenses						
Consultancy Expenses	2,399	-	3,975	3,975	✓	5,300
Administration Expenses	-	1,273	1,474	201	✓	1,613
Operational and Maintenance	31,231	32,817	39,986	7,169	✓	44,721
Internal interest Expense	5,433	4,159	4,927	768	✓	5,289
Depreciation	33,549	38,830	38,830	-	✓	42,357
Total Expenses	72,612	77,079	89,192	12,113	✓	99,280
Net Operating Surplus/(Deficit)	11,512	14,887	1,811	(11,150)	✓	1,850
Capital Expenditure						
Sewer						
0278401. Sewer Reticulation Renewal	-	7,648	-	(7,648)	✗	-
0278403. Sewer Pump Station Renewal	-	13,366	-	(13,366)	✗	-
0278410. New Reticulation - Eversley	-	862	-	(862)	✗	-
Total Sewer Capital Expenditure	-	21,875	-	(21,875)	✗	-

MACKENZIE DISTRICT COUNCIL
FAIRLIE COMMUNITY BOARD REPORT
Activity Statement
For the period ended May 2015

	LYTD Actual May 2014	YTD Actual May 2015	YTD Budget May 2015	Variance		Full Year Budget June 2015
Fairlie Stormwater						
Fairlie Community Board						
Income						
Targeted Rates	25,367	22,649	22,649	-	✓	24,706
Financial Contributions	-	-	-	-	✓	9,087
Internal Interest Income	205	585	777	(192)	✗	869
Total Income	25,572	23,234	23,426	(192)	✗	34,662
Expenses						
Consultancy Expenses	1,971	-	-	-	✓	-
Administration Expenses	307	291	1,338	1,047	✓	1,398
Operational and Maintenance	2,824	5,912	6,168	256	✓	6,702
Depreciation	16,181	16,016	16,016	-	✓	17,475
Total Expenses	21,283	22,220	23,522	1,302	✓	25,575
Net Operating Surplus/(Deficit)	4,290	1,014	(96)	(1,495)	✓	9,087

MACKENZIE DISTRICT COUNCIL
FAIRLIE COMMUNITY BOARD REPORT
Activity Statement
For the period ended May 2015

	LYTD Actual May 2014	YTD Actual May 2015	YTD Budget May 2015	Variance		Full Year Budget June 2015
Fairlie Investment Income						
Fairlie Community Board						
Income						
Targeted Rates	(1,469)	(1,463)	(1,463)	-	✓	(1,600)
Total Income	(1,469)	(1,463)	(1,463)	-	✓	(1,600)
Net Operating Surplus/(Deficit)	(1,469)	(1,463)	(1,463)	-	✓	(1,600)

MACKENZIE DISTRICT COUNCIL
FAIRLIE COMMUNITY BOARD REPORT
Activity Statement
For the period ended May 2015

	LYTD Actual May 2014	YTD Actual May 2015	YTD Budget May 2015	Variance		Full Year Budget June 2015
Investment						
Fairlie Community Board						
Income						
Other Income	1,467	-	1,463	(1,463)	✗	1,600
Internal Income	-	-	(1,463)	1,463	✓	(1,600)
Total Income	1,467	-	-	-	✓	-
Net Operating Surplus/(Deficit)	1,467	-	-	-	✓	-

MACKENZIE DISTRICT COUNCIL
FAIRLIE COMMUNITY BOARD REPORT
Activity Statement
For the period ended May 2015

	LYTD Actual May 2014	YTD Actual May 2015	YTD Budget May 2015	Variance		Full Year Budget June 2015
Fairlie Domain						
Fairlie Community Board						
Income						
Targeted Rates	3,642	(231)	(231)	-	✓	(248)
Other Income	1,705	(3,950)	13,612	(17,562)	✗	13,800
Total Income	5,347	(4,181)	13,381	(17,562)	✗	13,552
Expenses						
Employment Expenses	(2,262)	-	3,839	3,839	✓	4,194
Administration Expenses	3,797	3,653	908	(2,745)	✗	953
Operational and Maintenance	6,679	6,686	7,799	1,113	✓	8,510
Depreciation	6,049	5,731	5,731	-	✓	6,257
Total Expenses	14,263	16,071	18,277	2,206	✓	19,914
Net Operating Surplus/(Deficit)	(8,916)	(20,252)	(4,896)	(19,768)	✗	(6,362)

MACKENZIE DISTRICT COUNCIL
FAIRLIE COMMUNITY BOARD REPORT
Activity Statement
For the period ended May 2015

	LYTD Actual May 2014	YTD Actual May 2015	YTD Budget May 2015	Variance		Full Year Budget June 2015
Mackenzie Community Centre						
Fairlie Community Board						
Income						
Targeted Rates	22,309	24,332	24,332	-	✓	26,545
Other Income	14,981	13,638	13,750	(112)	✗	15,000
Internal Interest Income	286	550	363	187	✓	382
Total Income	37,576	38,521	38,445	76	✓	41,927
Expenses						
Employment Expenses	(2,936)	1,205	5,742	4,537	✓	6,266
Administration Expenses	8,507	8,026	7,723	(303)	✗	8,362
Operational and Maintenance	15,597	51,778	39,325	(12,453)	✗	42,893
Depreciation	26,883	26,411	26,411	-	✓	28,811
Total Expenses	48,050	87,420	79,201	(8,219)	✗	86,332
Net Operating Surplus/(Deficit)	(10,475)	(48,899)	(40,756)	8,294	✗	(44,405)

MACKENZIE DISTRICT COUNCIL
FAIRLIE COMMUNITY BOARD REPORT
Activity Statement
For the period ended May 2015

	LYTD Actual May 2014	YTD Actual May 2015	YTD Budget May 2015	Variance		Full Year Budget June 2015
Strathconan Park						
Fairlie Community Board						
Income						
Targeted Rates	-	5,863	5,863	-	✓	6,400
Total Income	-	5,863	5,863	-	✓	6,400
Expenses						
Administration Expenses	5,616	5,887	5,400	(487)	✗	5,400
Operational and Maintenance	-	698	913	215	✓	1,000
Total Expenses	5,616	6,585	6,313	(272)	✗	6,400
Net Operating Surplus/(Deficit)	(5,616)	(722)	(450)	272	✗	-

MACKENZIE DISTRICT COUNCIL
FAIRLIE COMMUNITY BOARD REPORT
Activity Statement
For the period ended May 2015

	LYTD Actual May 2014	YTD Actual May 2015	YTD Budget May 2015	Variance		Full Year Budget June 2015
Strathconan Swimming Pool						
Fairlie Community Board						
Income						
Targeted Rates	34,219	39,897	39,897	-	✓	43,523
Other Income	25,784	28,110	25,028	3,082	✓	25,028
Total Income	60,003	68,007	64,925	3,082	✓	68,551
Expenses						
Employment Expenses	41,344	45,770	37,291	(8,479)	✗	37,291
Administration Expenses	5,230	5,562	5,447	(115)	✗	5,845
Operational and Maintenance	30,450	19,135	17,974	(1,161)	✗	19,607
Internal interest Expense	909	751	570	(181)	✗	608
Depreciation	9,241	9,526	9,526	-	✓	10,400
Total Expenses	87,174	80,744	70,808	(9,936)	✗	73,751
Net Operating Surplus/(Deficit)	(27,171)	(12,737)	(5,883)	13,018	✗	(5,200)

MACKENZIE DISTRICT COUNCIL
FAIRLIE COMMUNITY BOARD REPORT
Activity Statement
For the period ended May 2015

	LYTD Actual May 2014	YTD Actual May 2015	YTD Budget May 2015	Variance	Full Year Budget June 2015
Capital Expenditure					
Recreational Facilities					
0528965. Comm Asset - Public Amenities	-	80	-	(80) ✖	-
1228925. Plant and Equipment	-	499	18,337	17,838 ✔	20,000
1228940. Furniture & Fittings - Other	-	-	4,587	4,587 ✔	5,000
1408215. Plant	4,753	-	-	- ✔	-
1408999. Transfer to Assets	(4,753)	-	-	- ✔	-
Total Recreational Facilities Capital Expenditure	-	579	22,924	22,345 ✔	25,000

MACKENZIE DISTRICT COUNCIL
FAIRLIE COMMUNITY BOARD REPORT
Activity Statement
For the period ended May 2015

	LYTD Actual May 2014	YTD Actual May 2015	YTD Budget May 2015	Variance		Full Year Budget June 2015
Fairlie Township						
Fairlie Community Board						
Income						
Targeted Rates	132,856	160,732	160,732	-	✓	175,346
Other Income	348	-	-	-	✓	-
Internal Interest Income	-	432	-	432	✓	-
Total Income	133,204	161,164	160,732	432	✓	175,346
Expenses						
Administration Expenses	13,955	2,136	17,228	15,092	✓	18,595
Operational and Maintenance	112,428	94,849	142,021	47,173	✓	154,951
Internal interest Expense	-	-	1,653	1,653	✓	1,800
Depreciation	6,158	7,711	7,711	-	✓	8,409
Total Expenses	132,541	104,695	168,613	63,918	✓	183,755
Net Operating Surplus/(Deficit)	663	56,468	(7,881)	(63,486)	✓	(8,409)

MACKENZIE DISTRICT COUNCIL
COMMUNITY BOARD
Detailed Expenses Report
For the period ended May 2015

	LYTD May 2014	YTD Actual May 2015	YTD Budget May 2015	Variance		Full Year Budget June 2015
Fairlie Township						
Fairlie Community Board						
Expenses						
Administration Expenses						
0524455. Advertising	-	278	220	(58)	✗	244
0524485. Donations & Grants	12,002	-	14,564	14,564	✓	15,883
0524615. Rates	1,953	1,857	2,224	367	✓	2,224
0524618. Water Meter Remissions	-	-	220	220	✓	244
Total Administration Expenses	13,955	2,136	17,228	15,092	✓	18,595
Operational and Maintenance						
0525001. Materials Purchased	6	-	-	-	✓	-
0525020. Gardening	21,033	22,535	27,500	4,965	✓	30,000
0525021. Contractors	1,135	2,355	9,163	6,808	✓	10,000
05250221. Irrigation equip - maintenance	286	633	792	159	✓	866
0525023. Water Meter	300	-	-	-	✓	-
0525025. Lawn Mowing	28,103	33,032	26,125	(6,907)	✗	28,505
0525027. Repairs & Maint Unplanned	6,232	2,725	528	(2,197)	✗	576
05250271. Repairs & maint - programmed	-	-	1,375	1,375	✓	1,497
0525029. Tree Maintenance	3,793	3,644	3,883	239	✓	4,235
0525035. Playground Maintenance	454	1,935	990	(945)	✗	1,084
0525042. Litter Bin Collection	18,947	13,913	22,913	9,000	✓	25,000
0525210. Fairlie Walkway	7,267	957	9,702	8,745	✓	10,588
0525213. Tree Surgery	-	-	1,837	1,837	✓	2,000
0525561. Walkways	1,255	-	-	-	✓	-
0525603. Fairlie Township Projects	23,617	13,119	37,213	24,094	✓	40,600
Total Operational and Maintenance	112,428	94,849	142,021	47,173	✓	154,951

MACKENZIE DISTRICT COUNCIL

REPORT TO: FAIRLIE COMMUNITY BOARD
SUBJECT: COMMUNITY FACILITIES FEES AND CHARGES
MEETING DATE: 20 July 2015
REF: WAS 3/3
FROM: MANAGER – COMMUNITY FACILITIES

PURPOSE OF REPORT:

To review fees and charges for Fairlie Community Facilities

STAFF RECOMMENDATIONS:

1. That the report be received.
2. That the Fairlie Community Board adopt the revised Fees and Charges as proposed

GARTH NIXON
MANAGER – COMMUNITY FACILITIES

BACKGROUND:

Each year the Community Board revises its fees and charges ideally to stay up to date with inflation. This year proposed increases are based on a 2 % increase and the number rounded to avoid small change; with such small amounts these adjustments impact on the percentage increase.

Strathconan Pool	2014/15	Proposed 2015-16
Adult Session	\$3.70	\$3.80
Child Session	\$2.60	\$2.70
Preschool Session	\$1.00	\$1.00
Adult Concession Ticket	\$37.00	\$38.00
Child Concession Ticket	\$26.00	\$27.00
Adult Season Pass	\$144.00	\$147.00
Child Season Pass	\$95.00	\$97.00
Family Pass	\$190.00	\$195.00
School Use	\$15.00	\$15.30
Private use per hour, structured session including one lifeguard	\$60.00	\$62.00
Private use per hour, play session including two lifeguards	\$90.00	\$92.00

Mackenzie Community Centre		
	2014-15	Proposed 2015-16
Stadium:		
Local user (and any nonprofit organisation)	\$19.50	\$20.00
Set up charge	\$7.20	\$7.50
Regular user	\$15.50	\$16.00
Stadium heating (per unit)	\$18.00	\$20.00
Commercial function, hourly rate plus heating	\$46.00	\$50.00
Commercial set up fee	\$12.50	\$13.00
Hall hire bond	\$65.00	\$65.00
		\$0.00
Theatre: (seats 180 people)		\$0.00
Local users (and any nonprofit organisation)	\$16.00	\$16.50
Set up cost per hour	\$7.00	\$7.20
Regular user	\$13.50	\$13.80
Commercial function	\$36.00	\$37.00
Theatre heating (per unit)	\$18.00	\$20.00
		\$0.00
Kitchen:		\$0.00
Kitchen	\$15.50	\$16.00
Morning, afternoon teas, suppers etc where only zip and fridge is used	\$7.50	\$8.00
		\$0.00

Meeting Rooms:		\$0.00
Upstairs Meeting Room	\$8.70	\$9.00
Hire Lounge (includes tea making facilities and power consumption)	\$13.00	\$13.50
Lounge Hire – Regular user	\$10.25	\$10.50
Misc Hire Items:		
Crockery available without charge (not to be removed from the Comm Centre)		
Furniture		
Hire of chairs	\$1.50	\$1.50
Hire of forms	\$2.50	\$2.50
Hire of tables	\$11.50	\$12.00
Furniture bond per 10 items	\$50.00	\$50.00
Hire of piano (per performance)	\$26.00	\$26.50
Note: If furniture is required in the complex, it is not available for hire)		
Note: Regular User = user with 20 or more pre bookings		
Commercial business rates (ie rates for people getting profit from hiring the hall).		

CONCLUSION:

The 2% adjustment is only small however it is important to stay on top of these rates as when large changes occur it always proves difficult with the Community. The Community Board should adopt these rates as proposed

MACKENZIE DISTRICT COUNCIL

REPORT TO: FAIRLIE COMMUNITY BOARD
SUBJECT: Project Report
MEETING DATE: 20 July 2015
REF: WAS 3/3
FROM: GARTH NIXON - COMMUNITY FACILITIES MANAGER

PURPOSE OF REPORT:

To Update the Community Board on Town Projects

STAFF RECOMMENDATIONS:

1. That the report be received.
2. The Fairlie Community Board should recommend to Council that the surplus funds \$21,000 from the projects budget be carried through to the Township Reserve Account and the uncompleted work be undertaken in the next financial year and funded from this reserve as an unbudgeted item.

GARTH NIXON
COMMUNITY FACILITIES MANAGER

BACKGROUND:

Fairlie Township projects update

Total Budget available \$ 40,600

Additional Funding \$8,200 - Made up of \$1,300 Village Green account \$1500 Lions and Land subdivision Reserve \$ 5200

Projects	Budget allocated	Spent
Railway carriage	\$ 8,200.00	\$ 7,667.00
<u>Fairlie Entrance Plantings</u>		
Stan Taylors	\$ 1,000.00	\$ 1000.00
North Entrance	\$ 4,000.00	\$ 116.00
Clayton Road Entrance	\$ 5,000.00	\$5,000.00
Entrance Signage	\$ 14,000.00	-
Light poles	\$ 2,933.00	\$ 2,933.00
Christmas Lights	\$ 795.00	\$ 795.00
Sign relocation	\$ 912.00	\$ 912.00
Promotions sign	\$ 635.97	\$ 635.97
<u>Allocated to date</u>	<u>\$26,342 .00</u>	<u>\$ 18,953.00</u>

The new tree lights cost amount to \$ 2,933.23 of that \$1,874.00 was funded from donations from the Fairlie Lions and Ayr Properties

In summary the Railway carriage money \$ 8,200 is funded outside of the project budget and the Community Board allocated the approximately 26,342 of which \$18,953 has been spent.

Uncompleted projects include the new entrance signage and the northern entrance planting .

CONCLUSION:

The community board should request the surplus funds from the projects budget be carried through to the Township Reserve Account and the uncompleted work be undertaken in the next financial year and funded from this reserve as an unbudgeted item.

MACKENZIE DISTRICT COUNCIL

REPORT TO: FAIRLIE COMMUNITY BOARD

SUBJECT: MINOR IMPROVEMENTS PROJECT LIST

MEETING DATE: 20th July 2015

REF: WAS 2/24

FROM: ROADING MANAGER

ENDORSED BY: CHIEF EXECUTIVE OFFICER

PURPOSE OF REPORT:

To advise Fairlie Community Board of the offer of services received by Abley Transportation Consultants to look at parking and amenity issues and possibilities on Regent Street, Fairlie

STAFF RECOMMENDATIONS:

1. That the report be received.
2. That the Fairlie Community Board employ Abley to undertake a layout and parking bylaw study on Regent Street, Fairlie for the fee of approximately \$4500 +GST

SUZY RATAHI
ROADING MANAGER

WAYNE BARNETT
CHIEF EXECUTIVE OFFICER

BACKGROUND:

Following the development of Princes Street, Fairlie, Regent Street was to be considered next for upgrade, however the mix of commercial and residential use and the proximity to the town centre means that a full assessment of options and parking requirements is required before any design assessment can take place. Abley completed the Tekapo Footbridge funding application report to NZTA, which received great praise. As a result of undertaking this work to such a standard, Council staff have requested Abley to scope two other projects in the Mackenzie District. After receiving an email from Trish Willis, Community Board member, staff requested Abley Transportation Consultants to scope the work outlined in the email.

ATTACHEMENTS:

Abley "Offer of Service: Regent Street cross section design, Fairlie"

POLICY STATUS:

Nil

SIGNIFICANCE OF DECISION REQUESTED:

Nil

ISSUES AND OPTIONS:

1. The Community board accepts Abley's proposal and works with staff and the consultant to get a selection of options for Fairlie's Regent Street layout/design
2. Delay options and design works until existing Council Staff have the time to fully assess the issues and options available on Regent Street.

CONCLUSION:

Due to current staff commitments it is recommended that the Community board engage the specialists at Abley Transportation Consultants to undertake a parking bylaw study and assessment of options on the design lay out of Regent Street, Fairlie.

Connect**Better**

9 June 2015

Mackenzie District Council
PO Box 52
FAIRLIE

Attention: Suzy Ratahi

TRANSMITTAL: EMAIL
suzy@mackenzie.govt.nz

Dear Suzy

OFFER OF SERVICE: REGENT STREET CROSS SECTION DESIGN, FAIRLIE

Further to our meeting on Tuesday 2 June, please find attached an offer of service for the consideration of the layout and parking bylaws for Regent Street, Fairlie. This Offer of Service outlines our understanding of the services to be provided, the proposed scope of services, the project timeframe and a fee proposal. Terms and conditions of appointment are also appended.

Regards,
Abley Transportation Consultants Limited



Courtney Groundwater
Senior Transportation Engineer

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Christchurch

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Christchurch 8144
New Zealand

www.abley.com

Understanding of the Project

We understand that Regent Street between Banks Street and Main St in Fairlie is currently not utilised in the most effective way, the local community board have requested further consideration of Regent Street issues including:

- Use of the road reserve for commercial activities and lack of parking bylaws to require a change in this behaviour.
- Underutilisation of parking on Regent Street for visitors to Fairlie, with a view to relieve parking congestion on Riddle Street,
- Current layout of the cross section requires improvement including consideration of space for landscaping and arrangement of parking spaces to better provide for Town Centre parking.

It is understood that Princes Street previously had a similar layout to Regent Street and has since been upgraded to include grassed berms and some street trees. A similar type of philosophy would underlie any changes to Regent Street however the potential use for town centre parking and the necessity to create consistency along the street would also feed into any options produced.

Scope of Work

We propose to undertake this project in two parts. Part 1 will involve the consideration of appropriate parking bylaws to address the commercial activities occurring on street. Part 2 will involve the consideration of park search signage, signage locations and the layout of Regent Street to best accommodate town centre parking issues and provide a more attractive streetscape. As part of Part 2 we will develop a selection of options for the layout of Regent Street and provide a brief commentary on the benefits and disbenefits of each option to assist Council and the Community Board in selecting the most appropriate layout.

The deliverables of this project will include a technical note detailing parking bylaw recommendations and layout option commentary and CAD plans showing the layout concept options. We anticipate that any concepts developed will be based off aerial imagery, unless a survey of existing infrastructure has been undertaken.

Staffing

The project will be led by Courtney Groundwater, a Senior Transportation Engineer with the firm. Courtney will draw upon the resources of the wider team at Abley where it is cost effective to do so.

Project Timeframes

We can deliver Part 1 and 2 within four weeks of approval to proceed. Please note that this timeframe is indicative only, we are happy to confirm timeframes with you following acceptance of this offer.

Fee Estimate

Our fee estimate is based on the scope of project set out above. We anticipate that our fee for undertaking Part 1 will be **\$1,500 + GST** and for Part 2 will be **\$3,000 + GST**. The fees include for correspondence with Council staff but do not extend to preparation for or attendance at any meetings.

All fees set out above are exclusive of GST and disbursements. Any Variations to the scope of services will be undertaken on a time and cost basis at the following hourly rates:

Our Ref:

MDC Regent St Transport
Options OOS

Date:

9 June 2015

ConnectBetter

- Associate \$200 / hr
- Senior Transportation Engineer \$175 / hr
- Transportation Engineer \$150 / hr
- Graduate Transportation Engineer \$115 / hr
- Senior CAD Designer \$150 / hr

Please note that invoices will be issued monthly for the inputs provided, which may not correspond with the issue of deliverables. This Offer of Service remains valid for one calendar month from the date of issue unless otherwise agreed.

Conditions of Engagement

We propose that this commission is carried out under a modified ACENZ/IPENZ 'Short Form Agreement for Consultant Engagement (Commercial)' as attached.

If you would like us to undertake this work, please arrange for the attached documentation to be completed and returned either by email or post at your convenience. I look forward to hearing from you in due course, but in the meantime, please do not hesitate to contact me if you require further information or clarification of any matters

This communication is © Abley Transportation Consultants Limited and is private between us and the organisation or individual whom this letter is addressed. If you are not the intended recipient you are asked to contact us. Abley Transportation Consultants Limited retains ownership to the intellectual property contained in this communication including possible methodologies and partnerships until superseded by other contractual arrangements. E&EO.

Our Ref:

MDC Regent St Transport
Options OOS

Date:

9 June 2015

Commissioning Details

We can be engaged by a variety of individuals and organisations. We need to be clear about who we are taking instructions from and who is liable to pay our costs before they are incurred.

Please assist us by completing the areas coloured 'yellow'. This includes providing the information requested on page A (this page), specifying the client name and signing page B, and initialising the bottom right corner of page C.

Please return all pages by scanning and emailing to the person from whom you receive this offer and cc'ing **contracts@abley.com**.

Client's agent (this is the person we will take instructions from):

Name	
Organisation	
Telephone	
Email	
Signature	

Client (this is the person or organisation defined as the 'Client' on page B)

Organisation	
Contact Person	
Address for service	
Email	
Email that invoices will be sent to	
P/O number (if applicable)	

Our Ref:

MDC Regent St Transport
Options OOS

Date:

9 June 2015

A

Short Form Agreement for Consultant Engagement

Between:

(Client)

and: ABLEY TRANSPORTATION CONSULTANTS LIMITED (ABLEY)

(Consultant)

Collectively referred to herein as the "Parties" and individually as a "Party"

Project:	Location:
Regent Street Cross Section Design	No site visit unless specified in the offer of service.

Scope & nature of the Services:	As per Abley letter/email offer of service dated 9 June 2015
Programme for the Services:	As per Abley letter/email offer of service dated 9 June 2015
Fees & timing of payments:	As per Abley letter/email offer of service dated 9 June 2015

Information or services to be provided by the Client:

All relevant information received at the commencement of the project.

The Client engages the Consultant to provide the Services described above and the Consultant agrees to perform the Services for the remuneration provided above. Both Parties agree to be bound by the provision of the Short Form Model Conditions of Engagement (overleaf), including clauses 2, 3, 9 and 10 and any variations noted below. Once signed, this agreement, together with the conditions overleaf and any attachments, will replace all or any oral agreement previously reached between the Parties.

Variations to the Short Form Model Conditions of Engagement (overleaf):

Clause 5: Add in the second sentence after "Client" the words "*which is identified as confidential*". Add after the last sentence "*The Consultant shall not be liable for any costs, loss, delay or damage of whatever nature arising from any errors in or omissions from any information supplied by the Client or prepared by any third party (unless under the direct technical control of the Consultant)*".

Clause 6: Delete the full stop at the end of the second sentence and add "*and record the Variation in writing.*"

Clause 8: Delete the first sentence and replace with "*All amounts payable by the Client shall be paid within twenty (20) days of the relevant invoice date*". Delete "*the Consultant's*" in the second sentence and insert "*the ANZ's standard business*".

Clause 9: Add after the last sentence "*The Consultant reserves the right to review timescale rates in March each year or as extra ordinary circumstances prevail. Any local, regional or national goods, services or sales taxes are in addition to the Consultant's timescale rates.*"

Clause 15: Delete and replace with "*The Consultant shall retain ownership of all copyright and other intellectual property rights in all drawings, specifications, photographs, tables, data, documents and other materials prepared by the Consultant. The Client shall be entitled to use them or copy them only for the purpose for which they are intended. The Client may reproduce drawings, specifications and other documents in which the Consultant owns copyright, as reasonably required in connection with the project but not otherwise. The Client shall have no right to use any of these documents where any or all of the fees and expenses remain payable to the Consultant. Without limiting the above, the Consultant may use, copy, modify and disclose all data and factual information prepared or captured in the course of providing the Services for its business purposes except to the extent that the data or factual information is identified by the client as being confidential to the client and (a) is not in the public domain or (b) independently prepared or captured by the Consultant or (c) in the possession of the consultant prior to commencing the Services*".

Clause 17: Add in the second sentence after "material default" the words "*that has not been remedied within 14 days of receiving the other party's notice of breach.*" Add after the last sentence "*If the Client is in material default of the Agreement, the Consultant shall be entitled to payment for all services up to project suspension or termination and to claim any additional costs associated with suspending or terminating the Services. The Consultant shall also be entitled to payment for any additional costs associated with recommending the Services at a later date and to provide a revised cost estimate for providing the remaining Services.*"

Add Clause 20: "*If the Client defaults on any payment due, the Consultant may suspend the Services and give written notice to the Client specifying the default and requesting payment within 7 days of the date of service of the notice. If the Client fails to remedy the default within that period, the Consultant shall be entitled to terminate the Agreement without further notice and the Consultant shall not be liable for any damage or loss arising directly or indirectly in connection with the Services.*"

Add Clause 21: "*In the event an estimate is provided to the Client in relation to the Services to be carried out, the Client expressly acknowledges that any estimate is, at all times, only an indication only of the fees anticipated to complete the Services. The Client acknowledges that fees will at all times be billed on the basis of actual hours incurred and Services carried out. The Consultant will endeavour to inform the Client if during the course of the Services the fee estimate requires substantial modification.*"

Add Clause 22: "*The Services provided to the Client are for the sole use of the Client. The Services cannot be used or relied upon by the Client for any purpose other than for which they are intended nor by any third party without the prior written consent of the Consultant.*"

Client authorised signatory (ies):

.....

Print name:

Date:

Consultant authorised signatory (ies):



Print name: Courtney Groundwater

Date: 9 June 2015

SHORT FORM MODEL CONDITIONS OF ENGAGEMENT

1. The Consultant shall perform the Services as described in the attached documents.
2. Nothing in this Agreement shall restrict, negate, modify or limit any of the Client's rights under the Consumer Guarantees Act 1993 where the Services acquired are of a kind ordinarily acquired for personal, domestic or household use or consumption and the Client is not acquiring the Services for the purpose of a business.
3. The Client and the Consultant agree that where all, or any of, the Services are acquired for the purposes of a business the provisions of the Consumer Guarantees Act 1993 are excluded in relation to those Services.
4. In providing the Services the Consultant shall exercise the degree of skill, care and diligence normally expected of a competent professional.
5. The Client shall provide to the Consultant, free of cost, as soon as practicable following any request for information, all information in his or her power to obtain which may relate to the Services. The Consultant shall not, without the Client's prior consent, use information provided by the Client for purposes unrelated to the Services. In providing the information to the Consultant, the Client shall ensure compliance with the Copyright Act 1994 and shall identify any proprietary rights that any other person may have in any information provided.
6. The Client may order variations to the Services in writing or may request the Consultant to submit proposals for variation to the Services. Where the Consultant considers a direction from the Client or any other circumstance is a Variation the Consultant shall notify the Client as soon as practicable.
7. The Client shall pay the Consultant for the Services the fees and expenses at the times and in the manner set out in the attached documents. Where this Agreement has been entered by an agent (or a person purporting to act as agent) on behalf of the Client, the agent and Client shall be jointly and severally liable for payment of all fees and expenses due to the Consultant under this Agreement.
8. All amounts payable by the Client shall be paid within twenty (20) working days of the relevant invoice being mailed to the Client. Late payment shall constitute a default, and the Client shall pay default interest on overdue amounts from the date payment falls due to the date of payment at the rate of the Consultant's overdraft rate plus 2% and in addition the costs of any actions taken by the Consultant to recover the debt.
9. Where Services are carried out on a time charge basis, the Consultant may purchase such incidental goods and/or Services as are reasonably required for the Consultant to perform the Services. The cost of obtaining such incidental goods and/or Services shall be payable by the Client. The Consultant shall maintain records which clearly identify time and expenses incurred.
10. Where the Consultant breaches this Agreement, the Consultant is liable to the Client for reasonably foreseeable claims, damages, liabilities, losses or expenses caused directly by the breach. The Consultant shall not be liable to the Client under this Agreement for the Client's indirect, consequential or special loss, or loss of profit, however arising, whether under contract, in tort or otherwise.
11. The maximum aggregate amount payable, whether in contract, tort or otherwise, in relation to claims, damages, liabilities, losses or expenses, shall be five times the fee (exclusive of GST and disbursements) with a maximum limit of \$NZ500,000.
12. Without limiting any defences a Party may have under the Limitation Act 2010, neither Party shall be considered liable for any loss or damage resulting from any occurrence unless a claim is formally made on a Party within 6 years from completion of the Services.
13. The Consultant shall take out and maintain for the duration of the Services a policy of Professional Indemnity insurance for the amount of liability under clause 11. The Consultant undertakes to use all reasonable endeavours to maintain a similar policy of insurance for six years after the completion of the Services.
14. If either Party is found liable to the other (whether in contract, tort or otherwise), and the claiming Party and/or a Third Party has contributed to the loss or damage, the liable Party shall only be liable to the proportional extent of its own contribution.
15. Intellectual property prepared or created by the Consultant in carrying out the Services ("New Intellectual Property") shall be jointly owned by the Client and the Consultant. The Client and Consultant hereby grant to the other an unrestricted royalty-free license in perpetuity to copy or use New intellectual Property. Intellectual property owned by a Party prior to the commencement of this Agreement and intellectual property created by a Party independently of this Agreement remains the property of that Party. The ownership of data and factual information collected by the Consultant and paid for by the Client shall, after payment by the Client, lie with the Client. The Consultant does not warrant the suitability of New Intellectual Property for any purpose other than the Services or any other use stated in the Agreement.
16. The Consultant has not and will not assume any obligation as the Client's Agent or otherwise which may be imposed upon the Client from time to time pursuant to the Health and Safety in Employment Act 1992 ("the Act") arising out of this engagement. The Consultant and Client agree that in terms of the Act, the Consultant will not be the person who controls the place of work.
17. The Client may suspend all or part of the Services by notice to the Consultant who shall immediately make arrangements to stop the Services and minimise further expenditure. The Client and the Consultant may (in the event the other Party is in material default) terminate the Agreement by notice to the other Party. Suspension or termination shall not prejudice or affect the accrued rights or claims and liabilities of the Parties.
18. The Parties shall attempt in good faith to settle any dispute by mediation.
19. This Agreement is governed by the New Zealand law, the New Zealand courts have jurisdiction in respect of this Agreement, and all amounts are payable in New Zealand dollars.