

**QLDC Council**  
**26 February 2015**

**Report for Agenda Item: 13**

**Department:**  
**CEO Office**

**Chief Executive's Monthly Report**

**Purpose**

- 1 To update the Council on recent activities and progress on achieving Council priorities.

**Recommendation**

- 2 *That Council:*
  - a. **Note** the report; and
  - b. **Approve** the deferral of consideration of an application for a Narrows Ferry resource consent until June 2015;
  - c. **Approve** interim funding of \$20k to 30 June 2015 to "The Cell" proposal from Gigatown Wanaka Ltd.

Prepared by:



Adam Feeley  
Chief Executive

09/02/2015

## 1. Update: Progress on QLDC 2014/15 Work Programme

### 1. Core Infrastructure and services:

#### 1.1. **Asset Management Plans (AMP) complete (1 February):**

Draft AMP's together with the Thirty Year Infrastructure Strategy were approved in principle at the December Council meeting. Documents will be reviewed by Mayor and Infrastructure Councillors before being finalised.

#### 1.2. **Award new 3 Waters contract (1 April):**

Tenders closed in January followed by contractor presentations and site visits. A shortlist of two will be established by 13 February when price clarification will commence. We remain on target to make recommendation to award contract at the 24 March Council meeting.

#### 1.3. **Complete the Queenstown town centre (Inner Links) transport strategy (1 March):**

Strategy development workshops were completed mid-December. Draft strategy for Queenstown Town Centre transportation strategy will be presented to Councillors at the February 2015 Council meeting.

#### 1.4. **Complete the Economic Network Plan (1 April):**

Agenda item will be drafted for the March 2015 Council meeting.

#### 1.5. **Commence development of Stage One of the Shotover Wastewater Treatment Plant (30 June):**

Negotiations with preferred proposer continue. Consent changes being considered by original submitters and Otago Regional Council.

#### 1.6. **Confirm a decision whether to trial metering within one water supply scheme (1 April):**

Council approved a 12 month trial at the November Council meeting. A project plan is being developed for the trial to commence in April 2015.

#### 1.7. **Complete wastewater options reports for Cardrona and Glenorchy (30 June):**

Works continue on the preferred options for Cardrona wastewater. The economics of the options will be developed before reporting back to Councillors.

Staff continue to respond to questions from the Glenorchy Community Association.

#### 1.8. **Complete Glenorchy Airport Reserve Management Plan (1 December):**

The Glenorchy Airport Reserve Management Plan has been significantly progressed. In order to conclude issues of access to the Reserve area, it is recommended that completion of the report is deferred until March.

**1.9. Complete priority elements for the Wanaka Transport Strategy (30 June):**

Draft Strategic Directions paper is to be considered by the Wanaka Community Board at the February meeting.

**1.10. Complete, with NZ Transport Agency, construction of Glenda Drive and associated roads project (30 June):**

The physical works contract was awarded to Fulton Hogan in January 2015. Construction is underway. The traffic lanes and kerbs will be complete by the end of April 2015.

## **2. Community Services and Facilities**

### **2.1. Library Services:**

**(a) Implement RFID and self-checkout (31 March):**

Draft Business Case being completed for March.

**(b) Complete an options paper for Frankton library (31 March):**

An initial Library Workshop has been completed with elected members. A discussion paper is to be completed for March 2015.

### **2.2. Wanaka Sports Facility:**

**(a) Whole of life cost estimates complete (30 August):**

Complete.

**(b) Designation change complete (1 December):**

Complete.

**(c) Construction commenced (30 June):**

Expression of interest for main construction contractor completed, with selected parties to go through to Request for Proposal. Earthworks consent approved with work underway.

### **2.3. Award long-term outsourced lease of campgrounds (1 November):**

Complete.

### **2.4. Complete review of vegetation management contracts (1 October):**

Complete.

### **2.5. Public Art Policy prepared (30 June):**

The draft policy has been prepared for Councillor input.

### **2.6. Secure designation change for Arrowtown Sports Facility site (31 March):**

Completion of designation now only requires two affected party approvals (QLCHT and one neighbour). Subject to this, an application for designation change is expected to be in March.

**2.7. Complete a review of the Queenstown Bay component of the Sunshine Bay to Kelvin Heights Foreshore Management Plan (30 June):**

Summary report (titled "Commercial Activity Review – Sunshine Bay to Kelvin Heights Reserve") has been received and reviewed. Next stage is for Council either to resolve to give public notice of intention to undertake a comprehensive review of Queenstown Bay component of Sunshine Bay to Kelvin Heights Foreshore Management Plan, or to undertake a minor review of the Queenstown Bay component as it relates to commercial activities.

### **3. Regulatory functions and Services**

**3.1. Establish Practice Statements for consenting (30 June):**

A total of six Practice Notes have now been issued, and two more are at the 'final draft' stage. A workshop was held with Councillors on 29 January.

**3.2. Implement 2014 Enforcement Strategy (30 June):**

Key areas of impact for the month included:

- Alcohol bar monitoring of high/very high risk premises;
- Implementation of a three month trial regarding litter collection times and locations in the Queenstown CBD;
- New Navigation Safety Bylaw adopted;
- Implementation of afterhours parking response (e.g. parked across a driveway);
- Monitoring of 63 resource consents and follow up actions.

**3.3. Review the Liquor Bylaw (1 December):**

Report completed and bylaw adopted at Full Council meeting on 18 December 2014. Complete.

**3.4. Notify trade-waste and water supply bylaws (1 December):**

Complete.

**3.5. Review Local Alcohol Policy/Local Approved Products and/or changes to the District Plan or a bylaw (30 June):**

LAPP – A report is scheduled for Council on 24 March.

LAP – Meetings with stakeholders in February/March to discuss the issues regarding alcohol in our community and solutions.

### **4. Environment**

**4.1. Notification of Stage 1 of the District Plan (31 May):**

This item remains on track with a series of workshops and policy development workstreams continuing.

## 5. Economic Development

### 5.1. **Adopt Economic Development Strategy (1 October):**

The second round of feedback has been completed and a paper prepared for February 2015 Council meeting.

As a separate item related to the Economic Development Strategy, Gigatown Wanaka Ltd have advised Council that it intends to make a submission through the LTP process for ongoing funding towards their economic development initiative, "The Cell". The proposal is a continuation of the Gigatown project and the details of it, and request for interim funding of \$20k is appended to this report.

### 5.2. **Review of Film Office functions within QLD (31 March):**

The review, incorporating consultation with Film Otago Southland and the wider industry, will commence March 2015.

### 5.3. **Proposed Queenstown Convention Centre: Report to Council on;**

#### (a) **Preferred operating model;**

No progress this month.

#### (b) **Alternative ratings model (30 September):**

Revised rating tables and benefit analysis to be included in 10-year plan consultation material.

### 5.4. **Lakeview Development:**

#### (a) **Complete plan change (30 June):**

The Plan Change 50 hearing has been adjourned and expert witnesses (representing submitters) invited to conferencing meetings on specific matters raised at the hearing. The hearing is scheduled to reconvene 23 February 2015.

#### (b) **Complete new titles (1 April):**

No progress this month.

#### (c) **Decision on the NTT Hot Pool development (1 April):**

Negotiation of heads of agreement terms and conditions continue.

### 5.5. **Establish a Housing Accord (30 June):**

16 expressions of interest were received. These are currently being evaluated by staff against the legislative requirements and the Lead Policy previously approved by Council. It is anticipated that a paper will be prepared for the March Council meeting.

### 5.6. **Facilitate a Narrows Ferry Resource Consent application and decision (31 March):**

An initial engineering assessment to confirm the feasibility of potential jetty locations is complete. Key stakeholder agreements in principle to the proposal are to be progressed in February and March before initiating detailed design work and wider consultation. An application for resource consent will need to be deferred until these agreements

are finalised in order to provide the Council and affected parties have certainty over the scope of the proposal.

## **6. Local Democracy**

- 6.1. ***Adopt Public Engagement and Significance Policy (1 December):***  
Complete.
- 6.2. ***Complete Otago Regional Performance Benchmarking report (1 December):***  
Complete.

## **7. Service**

- 7.1. ***Implement new H&S requirements (30 June):***  
Preparation, for the incoming Health & Safety Reform bill continues. Work has commenced on two working groups that QLDC will participate in with a view to ensuring the organisation, and others in the region are sufficiently aware of Health & Safety requirements. To enable QLDC to meet our obligations in relation to expected legislative changes, recruitment has commenced for a Health & Safety Advisor.

## **8. Financial management**

- 8.1. ***Post TechOne implementation review of financial management and reporting (31 January):***  
The final report was released on 9 December 2014. Recruitment is currently underway. The new structure to take effect from March 2015.
- 8.2. ***Deliver Annual Plan (30 June):***  
Part of Long Term Plan process (see below).
- 8.3. ***Deliver Long Term Plan (LTP) (30 June):***  
Revised capital programmes have been presented to the steering group. Operational budgets have been prepared and collated using the TechOne Enterprise budgeting module. A series of LTP workshops were held for all elected members in December. Final compilation of the complete 10 Year budgets is now underway. Further LTP workshops for all electeds will be held in February. The LTP audit commences 23 February 2015.
- 8.4. ***Complete Annual Report (1 November):***  
The Annual Report was adopted on 30 October 2014.
- 8.5. ***Review Development Contribution & Financial Contributions Policies (30 June):***  
The enhanced asset disclosures and reconsideration process required by the new Act have been added to the current Policy. Draft revised contributions have been presented to the LTP Steering Group. A review of the Reserves Strategy is underway which will allow for an amended

Reserve land contribution. A revised Policy based on the revised 10 Year capex programme will be consulted on in parallel to the LTP.

**8.6. *Contribute to the LGNZ Local Government Funding Review (31 March):***

The LGNZ Consultation Paper was issued this month. A final report is due in April.

**8.7. *Risk management – complete Mitigation and Management Schedule (31 January):***

The schedule has been adopted by Council (December 2014).



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15<sup>th</sup> February 2015

Mr Adam Feely  
Queenstown Lakes District Council  
Queenstown

By Email

## **SUBMISSION ON FUNDING ECONOMIC DEVELOPMENT**

We are writing for Queenstown Lakes District Council support during the first crucial stage of the Gigatown Wanaka Plan "The Cell".

The Cell is a collaborative working space for start up entrepreneurs, innovators and professionals, nestled in the heart of downtown Wanaka. The Cell is more than just a shared office. The Cell takes care of everything in your workspace so you can focus solely on unleashing your creative energy. We are a space created for creators, a destination for innovation, and a place where diverse talents collide. We offer our members a unique environment that enables business and personal growth.

We are looking to fund an Office Manager to manage The Cell along with further Economic Development progression following the Gigatown campaign and leads generated from this and events as per below.

**We respectfully ask for a financial contribution of \$20,000 plus GST is made now to fund the role through to 30 June 2015.**

We will also look to include an update/submission of requirements for the continuation of the Economic Development plan (The CUBE ex. Gigatown Wanaka) in the LTP. We will put further budgetary information into this along with further information as to how this would be used.

The funding will be used to fund an Office Manager in the role as per above along with provide us the ability to get some of the events and programmes as per below under way.

The Cell will be used to allow those that want to work in a positive and energetic environment the opportunity to move from their home desk space and come and work in the heart of town.



The Cell will also be carrying out the following functions:

- Provision of specialist resource – working with local business The Cell aims to provide those renting space with the opportunity to book with certain specialists for introductory time slots (around 15 mins) for any specific needs they may have. Once a month on set days The Cell aims to have a lawyer, an accountant, a marketer etc available to have time booked. These could rotate throughout the specialist services around town giving them exposure to the possibility of new clients and those seeking the assistance a chance to sound out their ideas or seek advice to take a step forward in their business.
- Co-Starters programme – with local district facilitators that would be trained up by those that created the programme from the US these 9 week courses would run for those with an idea or business concept to step through the steps of setting up a business and learning about all of the aspects involved including financial, marketing, customer service, customer needs assessment, elevator pitch and more.
- Beer & Pizza Nights – in conjunction with those mentors or investors that live and holiday in our district we would invite businesses and individuals to these evenings once a quarter to mingle with these mentors and investors giving them the opportunity to present their ideas concepts for support or funding in a more casual environment and get advise around their next steps for their businesses or ideas.
- The opportunity for it to be hired out as a venue to hold these sorts of events
- The opportunity for people to hire out meeting room space to hold meetings, run workshops etc.
- The Cell also plans to raise funding to kit out a full media editing suite which could be hired for those in the film industry wanting a direct connection to the GiG to plug in and use this high speed network.
- The Cell will also become the open door for those moving to town, or thinking about it, to come and see who they can connect to and provide a space to start in the town. It will also be the networker between businesses and individuals for the area with a 'black book' of contacts that can be called upon to support and help those in their endeavours.
- The Cell will connect the business community like never before.

The Governance of The Cell would be the following:

- As outlined in the Gigatown Wanaka plan there would be the Economic development unit which would be a rebranded Gigatown Wanaka – The Cube. This would be the operating body with The Cell being a function of this. The Cube would have a board of which there would be a representative from Council on this.

Oversight of the funding provided by the QLDC and KPI's that will be in place as follows:

- The measurement of success of this would be those businesses that outgrow The Cell to go on and rent space in town and employ staff along with the number of people that are enquiring through the open doors and being connected to businesses in the area.
- Another measure would also be the number of people utilising the space as this would directly affect the energy and vibrancy of the business community in town.

- The number of events being run out of The Cell i.e. If there are 4-5 Co-Starters programmes running per year then this is a very healthy environment for our community of new business possibilities in the town coming from this that would support local specialist services along with over time growth economically and employment.

We are very confident that Wanaka will benefit from The Cell and the services it will offer and the results will be extremely positive for your business and the town economy. We believe The Cell is a productive tool for the council to show your general support for Wanaka's economic diversity and growth aspirations for business.

**We respectfully ask for a financial contribution of \$20,000 plus GST is made available.**

Please contact us with any questions.

Sincerely,



Alistair King  
Chairman  
Wanaka Chamber of Commerce

Kelly Good  
Executive  
The Cell