

QLDC Council
30 June 2016

Report for Agenda Item: 21

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;
 - b. **Approve** the Arrowtown Campground budget variation.

Prepared by:



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Chief Executive

15/06/2016

Update: Progress on QLDC 2015/16 Work Programme

1. Core Infrastructure and Services

1.1. *Design build phase of Project Shotover / Sludge disposal:*

(a) ***Business case for disposal fields (Council report for noting by December 2015):***

Negotiations on new disposal fields for the Shotover site are continuing positively with key parties.

(b) ***Project completion report (Council report for noting November 2016):***

Staff are working with a number of parties regarding the easily implementable options to divert sludge from the Victoria Landfill. At present discussions are underway with operators of Kingsbend, including transport requirements for sludge from both Project Pure and Project Shotover.

1.2. ***Wakatipu Master Plan – implementation of parts of the transport strategy, including effectiveness measures (milestones TBC):***

Working with NZTA to establish priorities for inclusion in the LTP.

1.3. ***Eastern Access Road:***

(a) ***Progress updates to monthly workshop:***

Finalising resource consent application (July 2016), consultation, consent drawings and funding application for NZTA (submit mid-July). Feedback from peer reviews has been incorporated into assumptions and design drawings.

1.4. ***Stage 2 of Asset Data completion:***

(a) ***Calibrated Waste Water Models***

Wakatipu wastewater model is built and calibrated. System performance results have been drafted and reviewed, awaiting final report.

Wanaka model has been built and calibration is nearing completion. Calibration and System performance results being presented at the end of May.

Overall both models are on track to allow an assessment of current system performance before the end of the financial year.

(b) ***Level of Service Review***

On track to report current Levels of Service to Council in June workshop including benchmarking against other councils around the country.

(c) ***Asset Management Plan Review***

RAPT (Review and Prioritisation Team) drive overs with NZTA are scheduled for beginning June to look at forward works programme Closing out internal annual review of Three Waters and Transport Asset Management Plans.

1.5. Waste Management Strategy:

- (a) **Draft report to Council workshop on findings by February 2016:**
Complete
- (b) **Final report to Council for adoption by May 2016:**
Complete

1.6. Cardrona and Glenorchy Waste Water Treatment Options:

- (a) **Glenorchy: Recommendation report on preferred option for Council by April 2016:**
Report to Council to consider procurement options included in this agenda.
Meet with Community Association prior to June Council meeting.
Minor delays resulting from Community concerns over procurement options.
- (b) **Cardrona: Recommendation report on preferred option for Council by April 2016:**
Complete

1.7. Trade waste implementation: Council report presenting findings of Monitoring, Enforcement and Education Review by February 2016:
Complete

1.8. Re-tender new road maintenance contract:

- (a) **Report to Council on preferred procurement option seeking approval to proceed with procurement by November 2015:**
Complete
- (b) **Recommendation report to award contract to Council by May 2016:**
Complete

1.9. Re-tender new streetlight contract:

- (a) **Preferred procurement option report to Council for approval by October 2015:**
Not proceeding this year

1.10. Implement NZTA transportation funding model (ONRC):

- (a) **Update to Councillor workshop by January 2016:**
Complete

1.11. Water Supply Bylaw Review:

- (a) **Report to Council with recommendation by June 2016:**

Proposed Water Supply Bylaw was adopted at the Full Council meeting on 26 November 2015.

1.12. Complete water meter installations:

- (a) **Analysis and update report to Councillor workshop in October 2015 and March 2016:**
Complete

2. Community Services and Facilities

2.1. Establish Parks Strategy by May 2016:

Second milestone complete. Workshop was brought forward and undertaken in April. Second workshop to be held in July.

2.2. Wanaka Sports Facility and Pool:

Construction works are progressing well, with the handover date planned for 1 July, and the official opening scheduled for 7th July. This will be followed by a series of open days over the weekend 9 to 10 July. Staff are continuing to implement the plan to 'operationalise' the complex, including a meeting of all potential users and interested sporting groups in Wanaka.

The carpark and internal access road will not be sealed ahead of the winter period. These areas will be gravelled and compacted to enable public use.

Contract documents for the Pool project have been issued to the contractor and prices are being called for sub-trades. Detailed design work is progressing.

2.3. Wanaka Lakefront Development Plan:

- (a) **Council report for approval of draft plan by December 2015:**
Complete
- (b) **Public consultation (February 2016):**
Complete
- (c) **Report with final plan recommendations to WCB by May 2016:**
Complete
- (d) **Report with final plan recommendations to full Council by June 2016:**
Recommendation to Wanaka Community Board Plan that plan is adopted by Council in June report.

3. Regulatory Functions and Services

3.1. Public Obstruction Bylaw:

(a) ***Initial report approving consultation to Council by February 2016:***

A report was tabled with Full Council on 28 April, and adopted for formal public consultation. There were 587 submissions received, with the majority relating to Licensed Premises Tours. The Consultation closed on 30 May 2016, with the hearing scheduled for 9th June being postponed until August due to staff availability.

(b) ***Final report to Council with recommendations by June 2016:***

A delay in the reporting following the re-scheduling of the hearing to August.

4. Environment

4.1. ***District Plan Notification Stage 1:***

(a) Two hearing streams have been completed involving the Strategic, Rural, Indigenous Vegetation and Wilding Exotic Trees, comprising ten individual chapters.

(b) The next hearing is for heritage and protected trees commencing on 27 June.

4.2. ***Wilding conifers:***

(a) ***Report to Council proposing options for future logging or removal of Coronet Forest by November 2015:***

Complete. A separate item is included in this agenda.

4.3. ***Eco design advisor:***

This was the subject of an internal submission to the Council's Annual Plan process and it was not included in the 2016/17 Annual Plan.

5. Economic Development

5.1. ***Lakeview:***

(a) ***Preferred Developer – Council report decision (June 2016):***

Formal market engagement is paused pending funding decisions regarding the Convention Centre. Any future development scenarios will need to be considered and adopted by the Council before proceeding further

(b) ***Plan Change 50 operative (under appeal) – Council report (June 2016):***

Complete. A separate item is included in this agenda.

5.2. ***Housing Affordability:***

(a) ***Report scoping (pending Councillor working group brief) – Report to Council TBC:***

Underway – an agenda item was presented to the Extraordinary Meeting of Council on 1 March 2016 setting out recommendations from the Queenstown Lakes Community Affordable Housing Working group. Further action requires prioritisation and funding through the 2016/17 Annual Plan.

(b) **Special Housing Areas**

An update is below on the various stages:

SHA	Status of decision/deed	Progress
Bridesdale	Final Resource Consent Decision Issued	Subdivision, earthworks and infrastructure consents all been issued. Applicant is current working through pre-commencement conditions with Engineering. Works likely to start on site this week/early next week.
Arthurs Point	Order in Council Approved 23 June 2016	SHA approved by the Minister. Awaiting resource consent application.
Shotover Country	Order in Council Approved 23 June 2016	SHA approved by the Minister. Awaiting resource consent application
Onslow Road	Order in Council Approved 20 May 2016	SHA approved by the Minister. Awaiting resource consent application.
Arrowtown Retirement Village	Order in Council Approved 23 June 2016	SHA approved by the Minister. Awaiting resource consent application
Gorge Road	Order in Council Approved 23 June 2016	SHA approved by the Minister. Awaiting resource consent application.
Ladies Mile Retirement Village	Final Council Decision Issued	Final stages of negotiation of Deed. Application to be submitted to the Minister by the end of the week. The Minister has indicated that it will aim to take it to the Cabinet Committee on the 11 July.
Waterfall Park	Expression of interest being processed	The proposed waterfall SHA (being a further and modified interaction of the previous Ayrburn proposals) has been received (16 June 2016) and has been made available for public feedback.

5.3. **Convention Centre:**

(a) **Report to Council on alternative funding sources by June 2016:**

Work on funding remains underway.

6. Service

6.1. *Single Council office in Queenstown:*

(a) ***Report to Council on options for Council office accommodation by November 2015:***

Complete. A proposal to be considered in the 2017/18 Annual Plan will be prepared over the next 6 months.

7. Financial Management

7.1. *Review of rates:*

(a) ***Rates review workshops with Elected Members by November 2015:***

The review is complete with final workshops having occurred in February 2016.

(b) ***Report to Council on recommended approach by February 2016:***

Report has been completed and was adopted for consultation at the March 2016 Council meeting.

7.2. *Procurement Policy:*

(a) ***Initial review report on policy and practice to Audit and Risk Committee by February 2016:***

Draft Policy reflecting best practice within the sector has been completed and is currently under internal review. An informal draft of the policy has been circulated to Councillors for their feedback.

(b) ***Report to Council for adoption of policy by March 2016:***

Report will be drafted when the review of procedures is completed. It is intended to discuss the proposed policy with Council at the first workshop in July and to prepare a report for the July Council meeting.

8. IANZ Building Control Authority Review

Following the review by IANZ, the Council considered and adopted an action plan to address the Corrective Actions (CARs) identified in the report. The proposed plan, submitted by Council on 20 May was accepted by IANZ.

Since then, staff have been developing the plan and implementing the corrective actions and evidence base required met the next submission date to IANZ, which is 15 July.

This has included, engaging Mr. John Woest of CeaseFire Solutions Ltd, who is coordinating the response. John has assisted a number of BCA's with the accreditation process, and has recently worked extensively with Tauranga

City. We have also increased the number of consultants in use, been actively recruiting staff, and tasking staff to address CAR's.

The Council has received 10 CAR's which relate to specific regulations and Council is required to demonstrate compliance with a series of regulations under the Building Act. While not a technical or extensive analysis of the CAR's response, at this stage, we are building up the plan, processes and evidence base to address the following:

- Development, implementation and auditing procedures to ensure quality control of the building process and compliance with the regulations
- Demonstration that Council has adequate processes in place to predict building consent demand and plans to ensure that Council maintains adequate capacity to meet demand
- A documented process to record, recognise and resolve customer complaints
- A annual documented audit training and development plan for all staff the building regulation area
- Demonstrated capacity to meet the statutory compliance timeframes for building consents and code of compliance consents
- A regular audit system, including an annualised programme to review all systems and processes in the Building Control Act area, as well as development capacity undertaken technical audits of individual building consents
- Developed implementation and auditing of systems to engage, monitor and review contractor performance, including internal and external contractors supplying services to the Building Control Act
- Establishment of a BCA development strategy that addresses strategic goals reacting to compliance, employment and training, and quality
- Development and implementation of a continuous improvement programme, to address organisational improvements identified through regular management review, internal and external audit programmes and future CAR's.

Work is underway in each of these areas to scope the gap, identify what process and procedures are needed to address this, both for 15 July and by October 2016. The required of the CAR's is to demonstrate that we have a full awareness of the regulations, that we have appropriate documentation, processes and procedures in place to report against these requirements and evidence that we are doing so. The staff, working with the consultant are in the very early stages of scoping what is required, and creating the process steps to address these. We will keep Council apprised of this development and the progress.

In the midst of this work, building control actively has remained high, and Council staff are juggling their resources between addressing CAR's and continuing to process consents. The sheer work demands has resulted in a further reduction in the number of consents being issued within the statutory timeframe. This is undesirable, but realistic, as staff prioritise resources to address IANZ concerns. At present, getting system and processes

operationalised is a higher priority than date compliance. This however should not be interpreted as Council not having a focus on timeliness. We have already instituted a number of process steps to triage consents, so that the less complex consents are accelerated through the process, and that complex commercial consents are handled by a Wellington based firm specialising in commercial buildings. We will monitor this closely and I will respond to the Councillors on progress so that Council remains fully informed.

9. Improved Online Payment Process

While ratepayers and customers have been able to pay a number of fees online for some time, this has required a large amount of manual reconciliation 'behind the scenes'. As of last week, we have launched a new and improved payment option, initially for dog licensing. Now, people can pay the Council fee online, and this automatically updates our internal records, generates a license and dispatches the dog tags. This improves accuracy and timeliness for customers.

While perhaps a small step, this has been the result of considerable work to connect a range of disparate databases and processes across different departments and systems. It lifts the speed and accuracy of levels of service to customers, ensuring a more timely and accurate service. The teams, across Regulatory, IT, Finance and Customer Services are currently working to implement the same level of improvement to the other payment and licencing systems operated by Council. It is a small but important step in raising customer service.

10. 15/16 Capex budget transfer request: Arrowtown Campground - Re-plumb water supply

The following budget adjustments are proposed in order to fund unplanned re-plumbing works at Arrowtown Campground pre-winter. Works required to fix issue are considered substantial and beyond routine repairs and maintenance.

The transfer of 15/16 capex budgets for the Arrowtown, Glendhu Bay and Queenstown Campgrounds to the Commonage project was approved by Council in December 2015. At the time of this request, Officers were not aware of any major works planned at the camps.

Project Description	2015-16 Budget	Proposed	Movement	Comments
Wanaka Service Centre - Painting	\$17,303	\$0	(\$17,303)	Budget no longer required. Revised scope of works for interior and exterior paint works have been carried out under Project 238 and within budget.
Commonage Subdivision	\$92,284	\$79,587	(\$12,697)	Timing of project has been delayed. Balance of budget to be reinstated 16/17 once scope finalised and approved by Council.
Arrowtown Campground – Minor Capex	\$0	\$30,000	\$30,000	Unplanned for re-plumbing works required to be carried out pre-winter.