Quarterly Report

Key Performance Indicators – Traffic light status report

Health & Safety Summary

Key Priorities Update

Financial Management Report

December 2021



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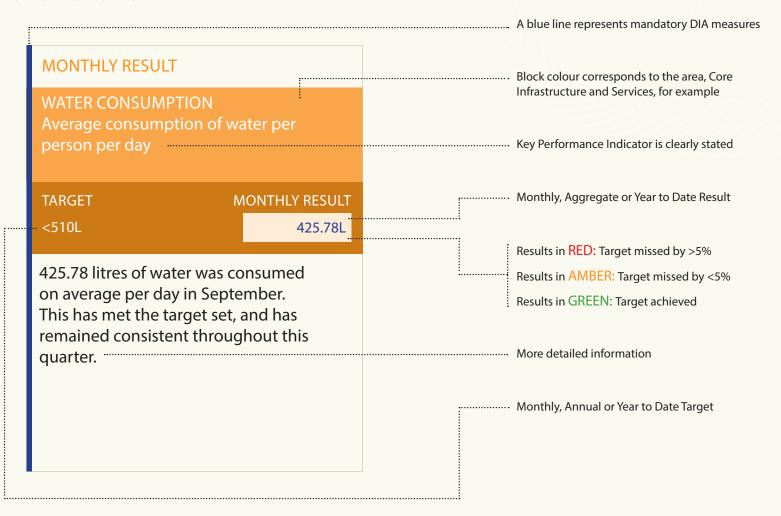
WHAT IS A KPI?

A Key Performance Indicator (KPI) is a quantifiable measure that demonstrates how effectively an organisation is achieving key community outcomes and objectives. The KPIs and their targets are defined and consulted on every three years during the Ten Year Plan (TYP) process. The TYP is comprised of monthly and annual KPIs and now includes an additional set of Department of Internal Affairs (DIA) measures.

The monthly KPIs and their targets are identified easily by the use of result boxes. These result boxes clearly state the KPI, the target and either the monthly, aggregated or year to date result. They are colour co-ordinated to relate to the different Queenstown Lakes District Council activities – Core Infrastructure and Services, Community Services and Facilities, Regulatory Functions and Services, Environment, Economy, Local Democracy, and Financial Support and Services.



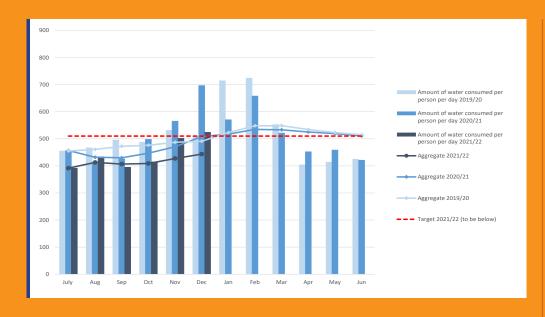
HOW TO READ THIS REPORT

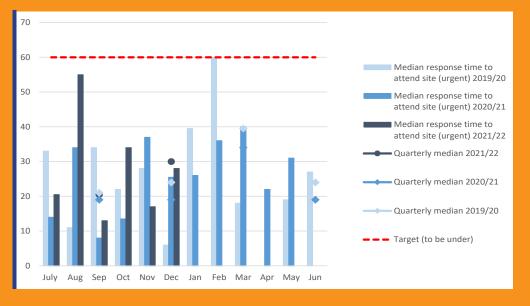


Key Performance Indicators



Water Supply





MONTHLY RESULT

WATER CONSUMPTION
Average consumption of water per person per day

TARGET MONTHLY RESULT <510L 524L

524 litres of water was consumed on average per person per day in December. The target set was not met and follows the trend over the past few years showing higher water consumption per person per day over the summer months.

AGGREGATE RESULT

WATER CONSUMPTION
Average consumption of water per person per day

TARGET YTD RESULT <510L 419L

419 litres of water have been consumed on average per person per day for the year to date. This meets the target.

MONTHLY RESULT

Median response time to attend site (urgent)

TARGET MONTHLY RESULT <60 mins 28 mins

The median response time to attend site for urgent issues was 28 minutes for December. There were nine urgent issues recorded for December. This achieved the target set.

AGGREGATE RESULT

WATER SUPPLY FAULTS

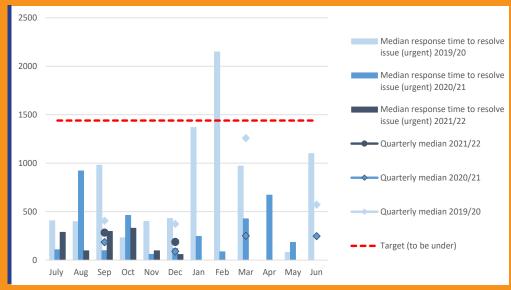
Median response time to attend site urgent)

TARGET QTR RESULT <60 mins 30 mins

The median response time to attend to site for urgent issues was 30 minutes for the second quarter. There have been 29 urgent issues lodged over this period. Response times are within the target set.

Water Supply





MONTHLY RESULT

WATER SUPPLY FAULTS
Median response time to attend site
(non-urgent)

TARGET MONTHLY RESULT <1440 mins 718 mins

The median response time to attend to site for non-urgent issues was 718 minutes for December. There were 100 non-urgent issues recorded for December. This achieved the target set.

AGGREGATE RESULT

WATER SUPPLY FAULTS

Median response time to attend site
(non-urgent)

TARGET YTD RESULT <1440 mins 1168 mins

The median response time to attend site for non-urgent issues is 1186 minutes for the first quarter. There have been 361 non urgent issues lodged over this period.

MONTHLY RESULT

MATER SUPPLY FAULTS

Median response time to resolve problem (urgent)

TARGET MONTHLY RESULT < 1440 mins 58 mins

There were nine urgent issues with the municipal water reticulation network in the month of December. The median resolution time for urgent issues was 58 minutes. This achieved the target set.

AGGREGATE RESULT

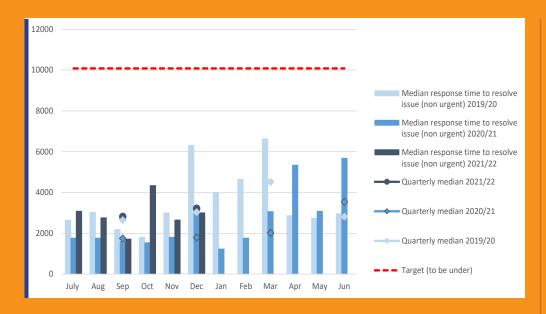
WATER SUPPLY FAULTS

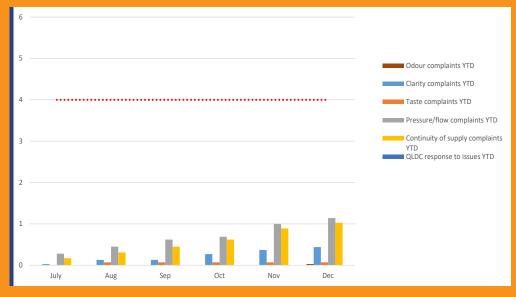
Median response time to resolve broblem (urgent)

TARGET YTD RESULT <1440 mins 188 mins

The indicative median resolution time for urgent issues was 188 minutes for the second quarter. There have been 29 urgent issues lodged over the period. Resolution times are within the target set.

Water Supply





MONTHLY RESULT

Median response time to resolve problem (non-urgent)

TARGET N	MONTHLY RESULT
<10,080 mins	3,007 mins

The median resolution time for nonurgent issues was 3007 minutes for December. There were 100 non-urgent issues recorded for December. This achieved the target set.

AGGREGATE RESULT

WATER SUPPLY FAULTS
Median response time to resolve problem (non-urgent)

TARGET	QTR RESULT
<10,080 mins	3,217 mins

The median resolution time for nonurgent issues is 3217 minutes for the second quarter. There have been 361 non-urgent issues lodged over the period. Resolution times are within the target set.

WATER SUPPLY COMPLAINTS # of complaints per 1000 connections

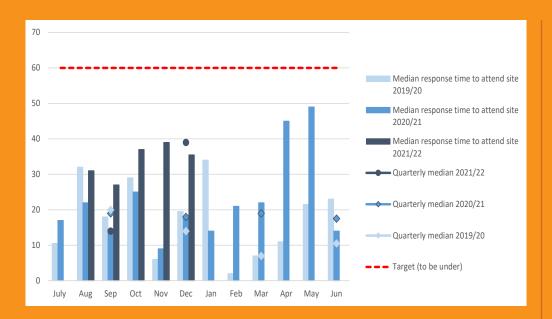
	YTD	
	ULT	
Odour 0.03 0.	03	
Clarity 0.07 0.	31	
Taste 0	0	
Pressure/flow 0.14 0.	51	
Continuity of supply 0.14 0.	58	
TARGET <2 per annum		

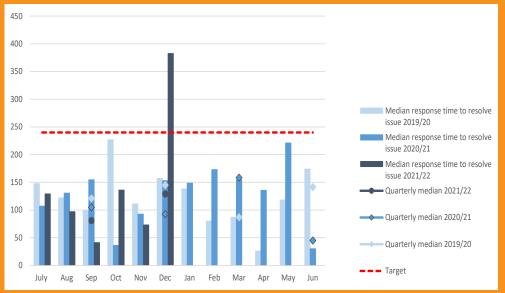
response to issues

All categories are currently below the cumulative target to be <4 per 1000 connections for odour, clarity, taste, pressure/ flow and continuity of supply of water, and <2 per 1000 connections for Queenstown Lakes District Council's response to complaints for the month of December.

Year to date, requests for service in the following categories have been received: 13 for clarity, two for taste, one for odour, 33 for pressure, 31 for water continuity and zero complaints regarding Queenstown Lakes District Council's response to issues.

Wastewater





MONTHLY RESULT

WASTEWATER OVERFLOWS

Median response time to attend site

TARGET N	MONTHLY RESULT	
<60 mins	35.5 mins	

The median response time to attend site for wastewater overflows was 35.5 minutes in December. This is within the target set.

AGGREGATE RESULT

Median response time to attend site

TARGET	QTR RESULT
<60 mins	39 mins

The median response time to attend site for wastewater overflows was 39 minutes for the second quarter. Eleven requests for service were received. This achieved the target set.

MONTHLY RESULT

Median response time to resolve problem

TARGET M	MONTHLY RESULT
<240 mins	382.5 mins

There were two wastewater overflow issues received this month and the median response time to resolve these wastewater overflows was 382.5 minutes. The increased time was due to the complex repair of a collapsed sewer main on Peninsula Rd walking track which required excavation. This meant the target was not achieved.

AGGREGATE RESULT

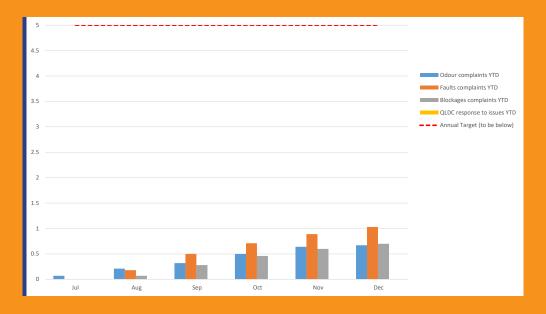
WASTEWATER OVERFLOWS

Median response time to resolve
problem

TARGET	QTR RESULT
<240 mins	129 mins

The median response time to resolve the wastewater overflows was 129 minutes for the second quarter. This achieved the target set. There have been eleven issues recorded in this quarter.

Wastewate



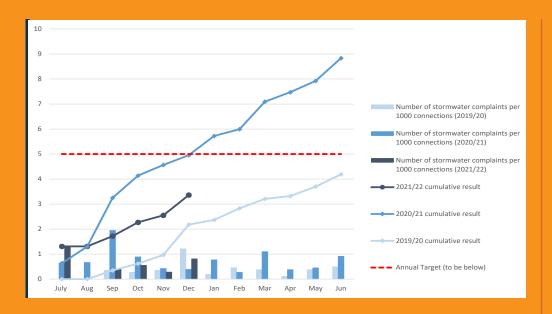
WASTEWATER COMPLAINTS # of complaints per 1000 connections TARGET <5 per annum MONTHLY YTD RESULT Odour 0.03 0.11 Faults 0.14 0.24 Blockages 0.1 0.13

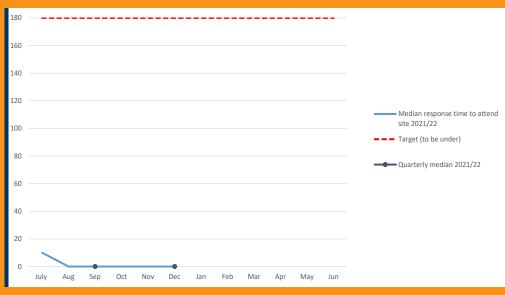
TARGET <2 per annum

All targets have been achieved for the number of wastewater complaints per 1000 connections for the month and the year to date.



Stormwater





MONTHLY RESULT

STORMWATER COMPLAINTS
of complaints per 1000 connections

TARGET MONTHLY RESULT <5 per annum 0.81

The number of stormwater complaints per 1000 connections was 0.81 for December. There were 24 stormwater requests for service this month. A rain event on 22 December contributed to a higher than anticipated monthly result.

AGGREGATE RESULT

STORMWATER COMPLAINTS
of complaints per 1000 connections

TARGET YTD RESULT <5 per annum 1.68

For the second quarter 49 issues were reported which represents 1.68 issues per 1000 connections.

MONTHLY RESULT

STORMWATER FLOODING Median response time to attend site

TARGET MONTHLY RESULT
<180 mins 0 mins

The median monthly response time to attend sites for stormwater floods is zero minutes as there have been no stormwater flooding events raised in December. This achieves the target set.

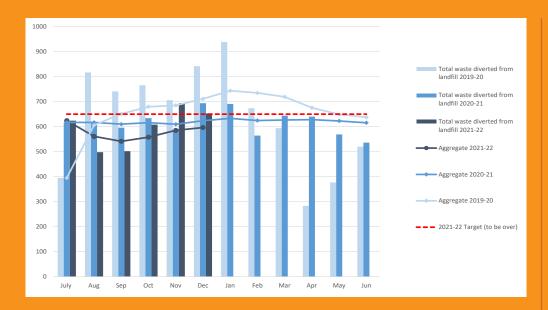
AGGREGATE RESULT

TORMWATER FLOODING Median response time to attend site

TARGET YTD RESULT
<180 mins 0 mins

The median year to date response time to attend sites for stormwater floods is zero minutes as there have been no stormwater flooding events raised year to date. This achieves the target set.

Waste Management





MONTHLY RESULT

WASTE DIVERTED FROM LANDFILL Total waste diverted from landfill

TARGET	MONTHLY RESULT
>650t	653t

The total waste diverted from landfill was 653 tonnes for the month of December. This meets the target set.

AGGREGATE RESULT

WASTE DIVERTED FROM LANDFIL Total waste diverted from landfill

TARGET	YTD RESULT
>650t	598t

On average 598 tonnes of waste has been diverted from landfill per month for the year to date 2021/22. This does not achieve the target and is tracking below the same period last year. This is largely due to three weeks in Alert Level 4/3 where the plant was not operational due to COVID-19 restrictions.

MONTHLY RESULT

WASTE TO LANDFILL Total waste to landfill

TARGET	MONTHLY RESULT
<3,500t	3,921t

Waste to landfill is higher than target for the month of December at 3,912 tonnes. This increase is largely due to the summer period.

AGGREGATE RESULT

WASTE TO LANDFILL
Total waste to landfill

GET YTD RESULT 3,515t

On average, the total waste to landfill per month for the year to date 2021/22 is 3,515 tonnes. This is slightly higher than the target of 3,500 tonnes but comparable with the same period last year and within the 5% tolerance.

Waste Managemen



MONTHLY RESULT

WASTE TO LANDFILL
% of MRF recycling contaminated

TARGET <20%

MONTHLY RESULT 13.39%

The percentage of Materials Recovery Facility recycling contaminated is 13.39% for the month of December. This meets the target set.

AGGREGATE RESULT

% of MRF recycling contaminated

TARGET <20%

YTD RESULT 17.59%

On average, the total contamination per month for the year to date 2021/22 is 17.59% tonnes. This is lower than the target of 20% and is attributable to processing changes made in the last quarter that continue to achieve lower levels of contamination than previously.



Service



REQUESTS FOR SERVICE (RFS) % customer RFS resolved on time TARGET >95% MONTHLY RESULT 3 Waters 94.9% Solid Waste 99.6%

81.1%

Roading

Requests for services for Solid Waste exceeded the target set for the month of December.
Requests for services for Three Waters did not meet the target set, however, was within the 5% threshhold. Roading requests for service have not met the target set for December.



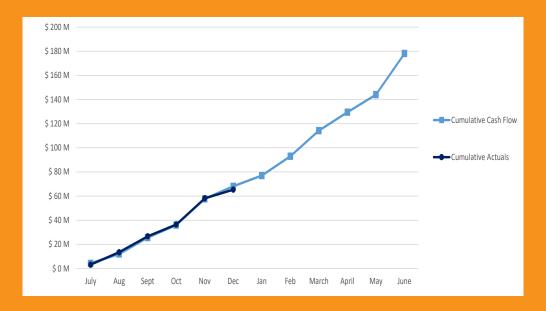
REQUESTS FOR SERVICE (RFS) % customer RFS resolved on time TARGET >95% MONTHLY RESULT 3 Waters 96.6% Solid Waste 98.6%

Roading

74.8%

In the year to date, requests for service for Three Waters and Solid Waste have been resolved on time for the most part meeting the target set. Roading has not resolved requests for services within the target timeframe in four of the past six months, therefore not achieving the aggregate target.

Roading



MONTHLY RESULT

CAPEX

% of capital works completed annually, including renewals (against the annual budget adopted by Council for 3 Waters, waste management and roading).

TARGET 80-110%

MONTHLY RESULT 96%

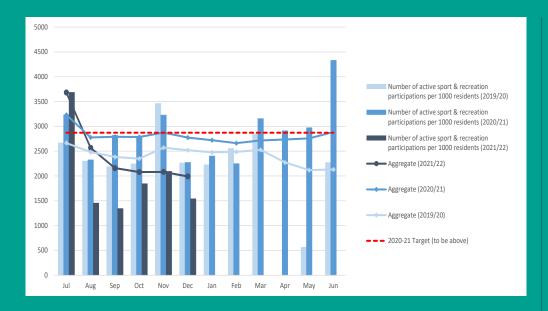
The spend over the year to date aligns with the monthly adjusted budget to meet the target set in December.

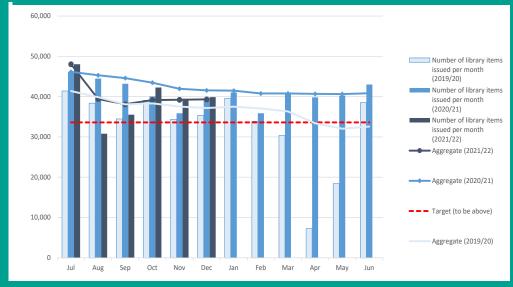
The largest CAPEX projects in December were:

- Queenstown Street Upgrades
- Queenstown Town Centre Arterials
- Reform Stimulus Delivery
- Shotover Country Water Services new Water Treatment Plant



Community Services





MONTHLY RESULT

ACTIVE PARTICIPANTS

of gym and pool visits per capita (based on usually resident population)

TARGET MONTHLY RESULT 6,250 1,583.1

An error has been identified with this target. However, the rates are lower than this time last year due to the impact of COVID-19. It will be resolved and updated.

AGGREGATE RESULT

ACTIVE PARTICIPANTS

of gym and pool visits per capita (based on usually resident population)

TARGET YTD RESULT 75,000 11,994.1

An error has been identified with this target. However, the rates are lower than this time last year due to the impact of COVID-19. It will be resolved and updated

MONTHLY RESULT

LIBRARY CIRCULATION
of items issued per month

 TARGET
 MONTHLY RESULT

 >33,611
 39,872

The number of items issued in December exceeded the target set with 33,359 hard copy items issued and 6,513 e-items issued.

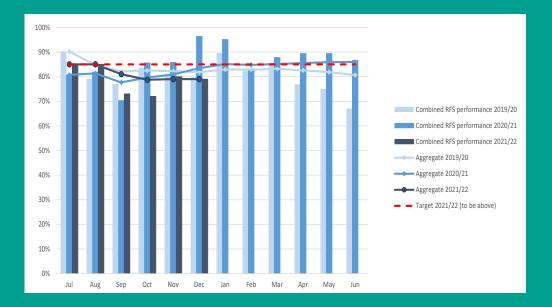
AGGREGATE RESULT

LIBRARY CIRCULATION
of items issued per month

TARGET YTD RESULT >33,611 39,319

The year to date number of items issued met the target set. Compared to December 2020, fewer hard copy items were issued, however, more e-items were issued.

Community Services



MONTHLY RESULT

PARKS RFS

% RFS resolved within specified timeframe

TARGET

MONTHLY RESULT

>85%

79%

The number of internal staff service requests resolved within the specified timeframe was 27 out of 59 or 46% during December.

However, the number of external contractor service requests resolved within the secified timeframe was 116 out of 121 or 96% for the month.

December 2020 comparatively (internal & external) met the target set at 158 out of 164 or 96%

AGGREGATE RESULT

PARKS RFS

% RFS resolved within specified timeframe

TARGET

YTD RESULT

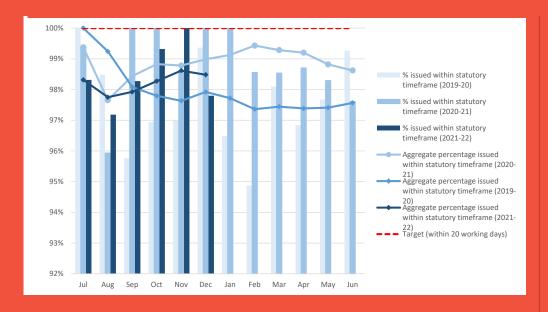
>85%

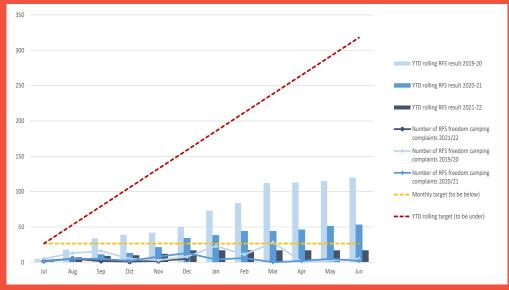
79%

The aggregate result for the requests for service resolved in the specified time frame was 79%, which did not meet the target set. This was due to several months not meeting the set target.



Regulatory Functions & Services





MONTHLY RESULT

BUILDING CONSENT TIMES
% of building consents processed within statutory timeframes.

TARGET MONTHLY RESULT 100% 97.8%

The target of 100% of building consents being processed within the 20 day statutory timeframe was not achieved in December. 97.8% of building consents were processed within the 20 day statutory timeframe in December. This is within 5% of the target.

AGGREGATE RESULT

BUILDING CONSENT TIMES % of building consents processed within statutory timeframes.

TARGET YTD RESULT 100% 98.44%

The target for processing building consents within the statutory timeframes has not been met in the year to date, however, this is consistent with high volumes of incoming consents and is within 5% of the target.

MONTHLY RESULT

FREEDOM CAMPING RFS # of freedom camping RFS per month

TARGET MONTHLY RESULT <26.5 5

Overall there were nine freedom camping complaints in December, however, four were unsubstantiated.

The remaining five were made up of: One tenting with education given, two ticketed for prohibited camping, and two were given daytime education.

AGGREGATE RESULT

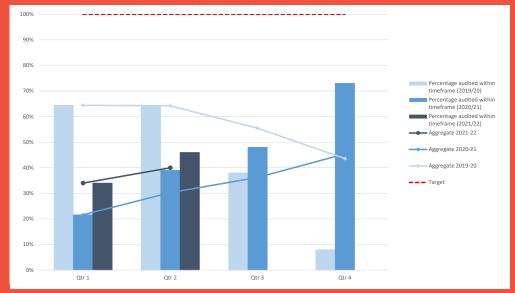
FREEDOM CAMPING RFS
of freedom camping RFS per month

TARGET YTD RESULT <26.5 2.83

The aggregate result for the year to date freedom camping requests for service is just under three, this is well below the target set.

Regulatory Functions & Services





OUARTERLY RESULT

MONITORING PRIORITY OF RESOURCE CONSENTS

% listed as a priority are pro-actively monitored

TARGET QTR RESULT 100% 90%

Monitoring is being undertaken in accordance with the Monitoring Prioritisation Strategy, however a number of staff resignations has resulted in a reduction in monitoring capacity. This has meant lower priority consents have not been monitored. These consents will be monitored going forward. There has been successful recruitment to fill vacancies.

AGGREGATE RESULT

MONITORING PRIORITY OF RESOURCE CONSENTS

% listed as a priority are pro-actively monitored

TARGET YTD RESULT 100% 95%

Proactively monitoring of the resource consents that are listed as a priority has been undertaken in accordance with the strategy for the year to date. While the target was not met due to staff vacancies, this was within 5% of the target set.

OUARTERLY RESULT

FOOD INSPECTIONS

% of food premises that are due an audit are audited within timeframe

TARGET QTR RESULT 100% 46%

Due to the Ministry for Primary Industries restrictions in regard to onsite verifications during COVID-19 restrictions, the number of verifications completed during this period reduced. This generated a backlog which the team are working though and are on track to catch up.

AGGREGATE RESULT

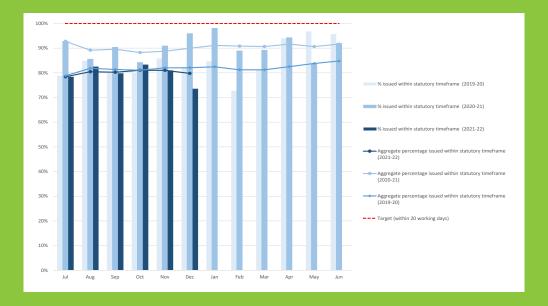
FOOD INSPECTIONS

% of food premises that are due an audit are audited within timeframe

TARGET YTD RESULT 100% 40%

The reduction in audits reflects an increase in the number of new businesses registering under the Food Act 2014. Overall, officers continue to ensure work is undertaken focusing on higher-risk food operators as a priority.

Environment



MONTHLY RESULT

RESOURCE CONSENT TIME
% processed within the statutory timeframe

100%

MONTHLY RESULT

73.56%

In December, 86 applications were formally received and 87 decisions issued. The percentage processed within the statutory timeframe has declined again in December. This is due to continued high volumes of consent applications being lodged (131 in December following 158 in November) requiring vetting for acceptance then processing, combined with ongoing resourcing constraints internally and externally.

AGGREGATE RESULT

RESOURCE CONSENT TIME
% processed within the statutory
timeframe

TARGET 100%

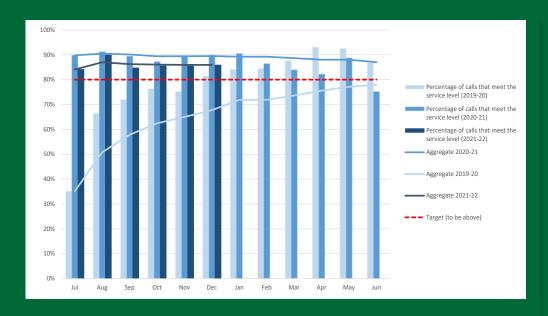
YTD RESULT

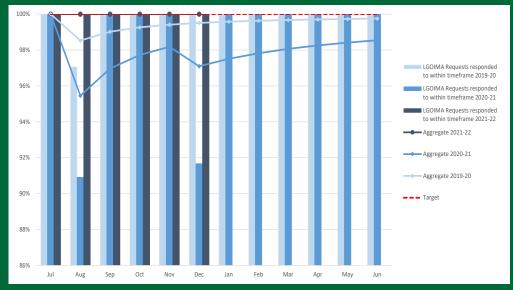
79.38%

The number of overdue applications is a flow on effect of continuing high application numbers, along with reduced internal and external capacity, resulting in not being able to allocate applications quickly to staff. Recruitment remains ongoing through 2022.



Support





MONTHLY RESULT

CUSTOMER CALLS

% answered within 20 seconds

TARGET	MONTHLY RESULT
80%	85.9%

In December, there were 2,988 calls made to Council, of these 85.9% were answered within 20 seconds thereby meeting the target.

AGGREGATE RESULT

CUSTOMER CALLS

% answered within 20 seconds

TARGET	YTD RESULT
80%	85.93%

In the year to date, Queenstown Lakes District Council has received 22,972 calls, of which 85.93% have been answered within 20 seconds. This meets the target set.

MONTHLY RESULT

LGOIMA REQUESTS

% responded to within 20 days

TARGET MONTHLY RESULT 100% 100%

Seven decision responses were due in December. All of which were responded to (and information provided where appropriate) within the 20 working days.

AGGREGATE RESULT

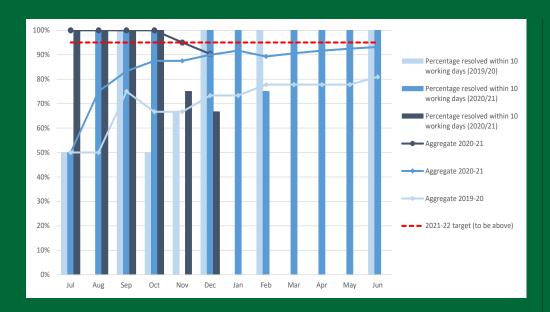
LGOIMA REQUESTS

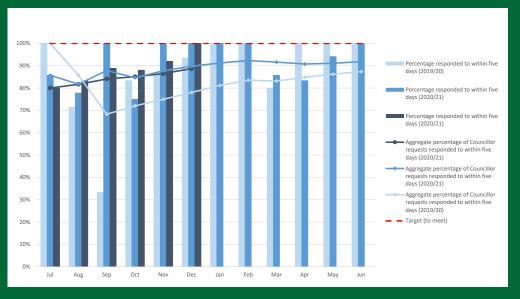
% responded to within 20 days

TARGET YTD RESULT 100% 100%

All LGOIMA requests for the year to date. All have been responded to within 20 days. This has met the target set.

Support





MONTHLY RESULT

COMPLAINTS RESOLVED % complaints resolved within 10 working days

TARGET MONTHLY RESULT >95% 66.7%

Three formal complaints were raised in December including one Corporate and two Community Services. One Community Services request for service did not meet the target due to the delay in validation requirements across multiple departments.

AGGREGATE RESULT

COMPLAINTS RESOLVED % complaints resolved within 10 working days

 TARGET
 YTD RESULT

 >95%
 73.6%

Of the 14 complaints received in the year to date, two were not resolved within ten working days. As a result, the target was not met.

MONTHLY RESULT

COUNCILLOR ENQUIRIES % responded to within 5 working days

TARGET MONTHLY RESULT 100% 100%

Five Councillor requests for service were recorded for December including, one Corporate, one Planning and Development, one Property and Infrastructure and two Regulatory. All were responded to within five working days. This result onlycounts enquiries through the RFS system.

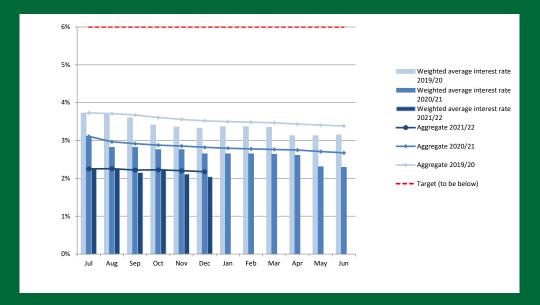
AGGREGATE RESULT

COUNCILLOR ENQUIRIES % responded to within 5 working days

TARGET YTD RESULT 100% 88.67%

There were a total of 46 enquiries year to date. This result only counts enquiries through the RFS system. 88.67% of Councillor enquiries have been responded to within five working days in the year to date. This was due to an ongoing Planning and Development request for service. This did not meet the target set.

Support





With a weighted average interest rate of 2.04% for December, the monthly target has been met.

AGGREGATE RESULT

INTEREST RATES
Weighted average interest rate per month

TARGET YTD RESULT
<6% 2.17%

Interest rates continue to remain at lower than forecast levels but are expected to

rise before the end of the calendar year.

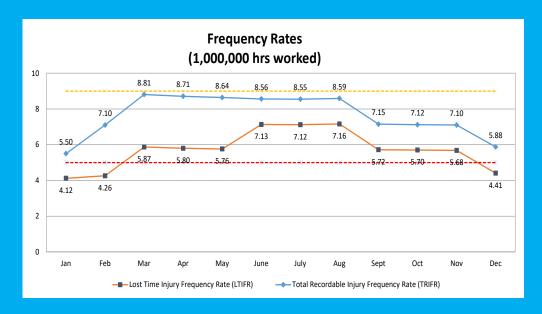


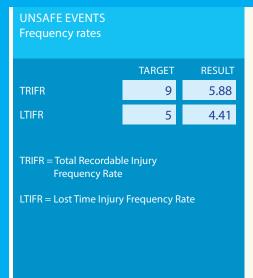
Health & Safety Summary

Health and Safety Committee

CHAIR'S SUMMARY

- December has seen the Total Recordable Injury Frequency Rate and Lost Time Injury Frequency Rate drop back below our targets of nine and five respectively. There have been no 'recordable' incidents for the last six months.
- A number of staff have experienced challenging situations from members of the public. In some instances, police were called to deal with the situation.
- An unsecured load on a ute resulted in a wheelbarrow being shed from the deck onto the road. There were no injuries or damage to third party vehicles. The operating procedure requires loads to be secured no matter the distance.





The Total Recordable Injury Frequency Rate and the Lost Time Injury Frequency Rate targets were both met in December. Due to no injuries, the Lost Time Injury Frequency Rate calculation target has been met for the first time year to date.

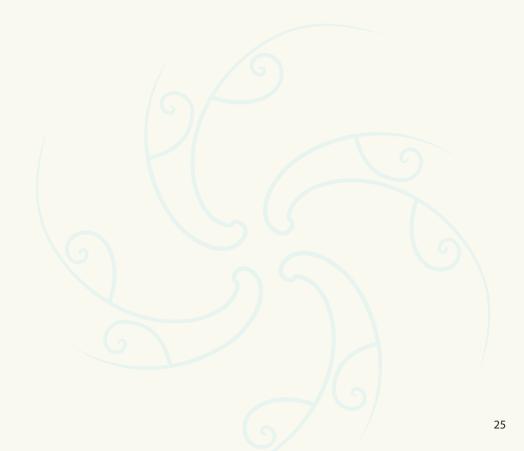


There were no notifiable events to Worksafe in December.

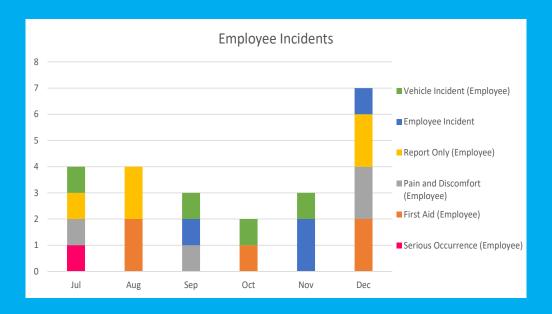
Health and Safety Committee

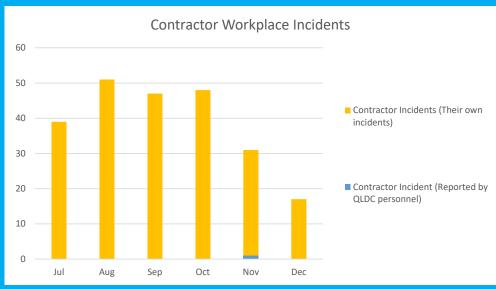
Queenstown Lakes District Council has set a range of measurable indicators that demonstrate progress across a range of Health, Safety and Wellbeing areas. These indicators are shown below and are referenced throughout this section.

2021/22	
Compliance	Health & Safety internal audit by each department to be conducted utilising the Workplace Safety Management Practices (WSMP) as standard
Unsafe Events	 Total Recordable Injury Frequency Rate - <9 Lost Time Injury Frequency Rate - <5
Prevention	 90% of all incidents reported each month closed within allocated timeframe 100% of all Positive Actions Safety Statistics reported each month
Improvement	90% of Health & Safety Committee actions completed on time
Behaviour	Behavioural self assessment - Twice the amount of A scores to be reported monthly compared to C scores
Wellbeing Engagement	At least 60% participation across wellbeing activities



Unsafe Events and Frequency Rates



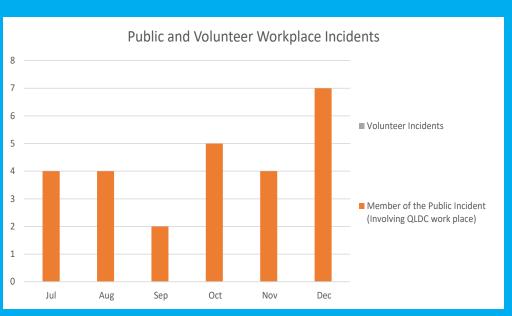




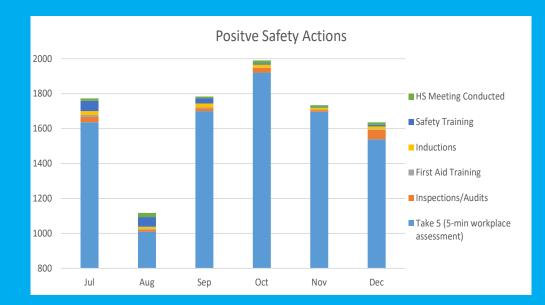
All contractor incidents were their own incidents not reported by Queenstown Lakes District Council, however, this is the lowest reported contractor incidents in the year to date.

A few minor incidents were reported with regard to employees. One incident requires follow up to ensure procedures are followed. This was a wheel barrow falling from the back of a ute on a short trip as it was not properly secured.

The public incidents were classified as minor. These were a mix of a few minor pool incidents and incidents where a member of the public caused distress or harm to an employee.



Prevention

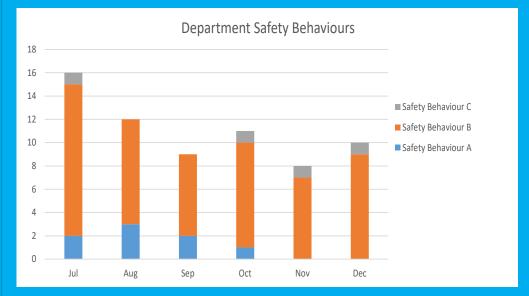


POSITIVE SAFETY ACTIONS

	RESULT
Take 5's	1,539
Inspection/Audits	55
Safety and Wellbeing Training	9
HS Meetings	14
First Aid	3

While high numbers of Take 5's and Inspection/ Audits have been reported for December 2021, low numbers of Safety and Wellbeing Training and First Aid Training have been reported. This declining trend can be seen across the year to date.

Behaviour – Self Assessment



DEPARTMENT SAFETY BEHAVIOURS

Type A 0
Type B 9
Type C 1
Target Achieved No

QLDC departments are required to rate their monthly safety performance based on a simple question; have they improved safety (A score) or has it been business as usual (B score)? A C-score in response indicates a significant accident or incident, or performance generally in need of improvement. If one C is given, the organisation's overall score will be a C.

The objective set is to have twice the number of A's to C's.

With zero x A scores this month, nine x B scores and one x C score, the target was not achieved.

Key Priorities Summary

High Profile Capital Projects

ITEM	COMMENTARY	NEXT KEY MILESTONES	RAG STATUS
Te Atamira	 Head lease, Sub Lease and Heads of Agreement all signed. Procurement plan/Business plan/Occupancy analysis all completed. Initial Funding of \$1.4m achieved. A number of grant applications have been lodged with major funders. \$700k received from Central Lakes Trust in addition to the \$1.4m. Contract awarded to supplier for \$1.8m to start fitout. Construction started and due for completion in April. 	31st December 2021 – Funding completed (revised until the 20th January 2022).	Green
Wanaka Youth and Community Centre	 Final valuation agreed to by Landlord. Concept plans of possible usage in development with an architect along with costing of the fitout underway. 	 Property lease report and finances to go to Council on 3 February 2022. Stakeholder meeting scheduled for early February 2022. 	Amber

High Profile Capital Projects

ITEM	COMMENTARY	NEXT KEY MILESTONES	RAG STATUS
Queenstown Gardens	 Signage still in progress. Delays due to material shortage and turbulent market pricing, forcing a change in design. Planting out of gardens completed. Minor remedial work continues as project closes out. 	 Installation of new signage. Blessing will be scheduled once signage is installed. Final completion of minor remedial work. 	Green
Coronet Forest Harvest	 63% of the forest has been harvested. Advanced warning for Registration of Interest was put on the Government Electronic Tender Service in December. 	 Registration of Interest to be uploaded in late January 2022 Tender to be released in March 2022 	Green
Capital Infrastructure Projects (CIP) (Arterials and Street Upgrades) Street Upgrades:	 The construction team successfully met the December delivery dates for providing safe and secure access for pedestrians and vehicular traffic over the Christmas and holiday period (enabling five weeks of unimpeded retail trading). Unfortunately, the milestone for completion of paving within Beach and Park Streets was not met, due to paving crews being affected by Auckland COVID-19 travel restrictions. This has been reported to Capital Infrastructure Projects and will have no implications on the monthly progress payments. Scope increased to include an upgrade of the existing footpath on Park Street. Scope decreased as a result of the Council resolution not to proceed with the construction of the Hotops Cycle path on to Camp Street. 	 Works commence on the upgrade of Rees Street – 1 March 2022 Completion of paving for Lower Beach Street – 25 March 2022 	Green
Arterial Stage One:	 The stormwater outfall structure on Park Street was completed and preparations for storm water pipe installation and overhead power undergrounding work on Melbourne Street commenced. Subcontractor procurement is ongoing and early procurement of materials is being progressed to mitigate escalation risk where possible. Land acquisition and construction access negotiations on Frankton Road are ongoing and becoming time critical to reach agreement on construction access by 1 February 2022 to enable community notification prior to construction commencement 15 February 2022. Land acquisition has been agreed with one party and negotiations with another party are progressing and will become time critical. 	 Commencement of undergrounding power lines on Melbourne Street - 17 January 2022. Commencement of works on Frankton Road, requiring access to private property - 15 February 2022. 	Green

High Profile Capital Projects

ITEM	COMMENTARY	NEXT KEY MILESTONES	RAG STATUS
Wānaka Lakefront Development Stage 2	 Wānaka Lakefront Development Plan Stage Two Requests for Tender currently on the Government Elecetronic Tender Service. Tenders close Tuesday 18 January 2022. 	 Tender review scheduled for last week in January. Depending on tenders received, anticipate awarding contract in early February 2022. 	Green
516 Ladies Mile	 Resource consent lodged with Queenstown Lakes District Council and awaiting final sign off. Draft budget came in at \$3.66m. Council workshop gave direction for reforecast in February 2022 to bring forward additional funding. Development of the procurement plan for detailed civil design and approval to proceed with detailed civil design and tender for civil construction. Approval to prepare the procurement plan and Request for Proposal tender documents for an architect and design consultants for the detailed design for the building construction which will need to go out on the Government Electronic Tender Service in an open tender. 	 February 2022 - Council Meeting to confirm reforecast. Project Timeline revised – January 2022. Moisture mapping report due February 2022. Civil Design completed and construction tender for civil construction issued – February 2022. 	Amber
Frankton Campground (Drift- away QT)	August COVID-19 impact to schedule has removed all contingency and will delay opening.	Lessee/developer estimating late January opening date. Bookings being taken from 1 February 2022.	Amber

Selected Capital Projects

ITEM	COMMENTARY	NEXT KEY MILESTONES	RAG STATUS
Residential Growth (Housing Infrastructure Fund) Kingston	 Water Scheme: Detailed design complete. Final Project Control Group for approval to proceed to construction to occur early February 2022. Wastewater Scheme: Detailed design on hold while obtaining discharge consent. Publicly notified in September 2021 with hearing date in January 2022. Engagement with submitters ongoing. Contractor and Quantity Survey cost estimates collated and presented to leadership team. Procurement plan for next steps to be proposed in February 2022 Project Control Group. 	 Finalise minor design documentation (water scheme) amendments for construction tender documentation. Wastewater discharge consent hearing January 2022; then proceed with next design phase. Obtain wastewater designation March 2022. Project Control Group approval of detailed design to construction procurement gateway and procurement methodology in February 2022. 	Amber
Quail Rise	The reservoir and associated rising and falling mains are now in detailed design and the Queenstown Lakes District Council is engaging with stakeholders and affected parties regarding its Notice of Requirement application. Notice of Requirement being drafted and associated Affected Person's Approval.	 Notice of Requirement for submission Late February. Detailed Design due for completion April 2022. 	Amber
Lakeview Develpoment and Ancillary Works	Over 10,350m³ of earthworks has been completed. Approximately 690m of new Three Waters infrastructure and 1200m of new power, gas and communication utilities have been installed.	 Commencement of raingarden installation 17 January 2022. Closure of Thompson Street 1 February 2022 to commence road widening and Three Waters works. Commencement of internal roading and completion of Earthworks March 2022. 	Green
Responsible Camping Strategy	 Revised Responsible Camping Memorandum Of Understanding signed by agencies – 17 December 2022. Bylaw decision made by full Council – 16 December 2022. 	 Complete signoffs from all parties (Ministry of Business, Innovation and Epmloyment, Land Information New ZealaInd, Department of Conservation and Waka Kotahi) in January. Responses to Strategy Review Request for Proposal – by 14 January 2022. Assessment Panel identify preferred supplier – by 31 January 2022. Supplier negotiation and contract – January/February 2022. 	Green

ITEM	COMMENTARY	NEXT KEY MILESTONES	RAG STATUS
Proposed District Plan (PDP) Stage One Appeals Progress	 Decisions and consent notices for over 90% of appeal points (101 appeals and 1065 appeal points originally lodged) received and updated into the plan. Small number of outstanding appeals on complex re-zoning requests subject to Environment Court hearing timetables or further mediations. 	Environment Court process to resolve a small number of outstanding Rural Zone appeal points during the first quarter 2022.	Green
Stage Two Appeals Progress	 84 appeals and 930 appeal points received challenging Council's decisions. Mediations completed, Environment Court hearings underway. Wakatipu Basin hearing took place in December 2021, with closing legal submissions due in February 2022. 	Environment Court Hearings for Wakatipu Basin re-zonings to be scheduled (second and third quarters 2022).	Green
Stage Three Appeals Progress	 43 appeals (total) containing 354 separate appeal points lodged. Mediations for Stage Three appeals underway. Agreement reached in December 2021 on one of the two Chapter 30 Energy and Utilities appeals. 	Mediations scheduled through the first and second quarter of 2022.	Green

ITEM	COMMENTARY	NEXT KEY MILESTONES	RAG STATUS
Te Putahi Ladies Mile Masterplan and Plan Variation	 Response from Ministry of Education to the questions raised at the Councillor workshop regarding the proposal to co-locate a High School on 516 – December 2021. Council workshop – Workshop with Councillors on draft Planning provisions – 14 December 2021. Workshop with Ladies Mile landowners relating to the draft planning provisions – December 2021. 	 Responses from Ladies Mile landowners to draft planning provisions due 21 January 2022. Follow up workshop with Ladies Mile landowners 28 January 2022. Council workshop – Workshop with Councillors on final Planning provisions – 22 February 2022. Council Meeting – Full Council meeting with Councillors on final Planning provisions and masterplan – 28 April 2022. 	Amber
Luggate Memorial Hall	Insulation of the ceiling completed along with the high-level external cladding.	Programme planning for the remaining earthworks to commence in the new year.	Amber

ITEM	COMMENTARY	NEXT KEY MILESTONES	RAG STATUS
Economic Diversification Plan	The Economic Diversification Plan is an output of the Spatial Plan. It is currently being scoped and all relevant projects, initiatives and programmes are being collated. Consideration to the development of a reference group is underway. A report is being prepared for the Queenstown Lakes Spatial Plan Steering Group.	 March 2022 Brief and procurement panel resolved. May 2022 Procurement complete. October 2022 Draft strategy complete. December 2022 Strategy consultation complete. February 2023 Strategy endorsed by public organisations and communications tools/collateral complete. 	Green
Destination Management Plan	The Destination Management Plan is an output of the Spatial Plan. It is being developed in partnership with the Regional Tourism Organisations and will focus on regenerative tourism by 2030. A significant programme of community, council and elected member engagement continues, and the plan is being drafted. A report is being prepared for the Queenstown Lakes Spatial Plan Steering Group.	 July 2020 – Project initiation. October 2020 – Prototype and concept developed. September 2021 – Main tranche of public consultation complete. October 2021 – Wanaka WAO summit. February 2022 – Socialisation of draft actions and Advisory Board Review. March 2022 – Finalise draft. March 2022 – Otago University Tourism Policy School. April 2022 – Complete public digital consultation and finalise the plan. June 2022 – Endorse / Adopt plan. 	Green
Climate and Biodiversity Action Plan	The Climate and Biodiversity Action Plan is currently being reviewed, through a broad process of targeted community consultation. The Climate Reference Group has prioritised actions within the plan and drafting continues.	 Draft preparation – September / October / November 2021. Targeted community consultation on draft – December 2021/ January 2022. Public consultation – March / April 2022. Adoption – June 2022. 	Green

ITEM	COMMENTARY	NEXT KEY MILESTONES	RAG STATUS
Housing Strategy	 The Housing Strategy was consulted on during September. It was finalised in late 2021 and will likely be aligned with the Inclusionary Zoning chapter of the Proposed District Plan. Officers will now focus on the development of the Joint Housing Action Plan, a priority initiative within the Spatial Plan. 	Finalisation of strategy – early 2022.	Green
Spatial Plan	 The Spatial Plan was adopted on 29 July 2021. An Implementation Plan is in development and the new governance structure has become live. The independent chair, Keith Turner has been appointed for the Steering Group and Governance Group. 	Steering Group and Political Governance Group meeting – February 2022.	Green
Annual Plan	Development of the Annual Plan for 2022/23 is underway.	Community Consultation – March/April 2022.	Green

Financial Management Report

Operating Expenditure and Revenue

Financial Management Report % of the year completed 50%

DESCRIPTION	December Actual	December Adjusted Budget	Variance to Budget	Year to date Actual	Year to date Adjusted Budget	Year to date Variance	Full Year Adjusted Budget	YTD Actuals to Full Year Budget	*
REVENUE		buuget							
Operating Revenue									
Income - Rates	7,990,408	8,112,096	(121,688)	48,580,063	48,617,072	(37,009)	96,805,942	50%	
Income - Grants & Subsidies	462,186	462,025	161	3,041,342	3,252,851	(211,509)	6,447,423	47%	1*
Income - NZTA External Cost Recoveries	317,439	512,240	(194,802)	2,228,760	3,073,442	(844,682)	6,146,884	36%	2*
Income - Consents	921,580	906,978	14,603	6,367,071	6,641,170	(274,099)	12,558,418	51%	3*
Income - External Cost Recovery	31,079	78,133	(47,054)	425,883	468,796	(42,913)	937,592	45%	
Income - Regulatory	366,428	508,995	(142,567)	2,080,042	2,909,632	(829,590)	5,942,984	35%	4*
Income - Operational	1,705,648	2,293,300	(587,652)	12,174,036	13,491,512	(1,317,476)	26,887,177	45%	5*
Total Operating Revenue	11,794,767	12,873,767	(1,079,000)	74,897,197	78,454,475	(3,557,278)	155,726,420	48%	
EXPENDITURE									
Personnel Expenditure									
Expenditure - Salaries and Wages	3,445,295	3,473,770	28,475	18,717,170	19,789,973	1,072,802	39,323,565	48%	6*
Expenditure - Salaries and Wages Contract	346,352	250,445	(95,908)	2,643,731	1,863,069	(780,662)	3,478,512	76%	7*
Expenditure - Health Insurance	29,965	36,031	6,066	177,135	216,185	39,050	432,370	41%	
Total Personnel Expenditure	3,821,612	3,760,245	(61,367)	21,538,036	21,869,227	331,190	43,234,447	50%	
Operating Expenditure									
Expenditure - Professional Services	221,673	472,907	251,235	1,482,732	2,507,240	1,024,508	5,084,681	29%	8*
Expenditure - Legal	451,776	251,846	(199,930)	3,524,082	1,511,075	(2,013,008)	3,022,149	117%	9*
Expenditure - Stationery	18,219	32,870	14,651	149,808	197,219	47,411	394,437	38%	
Expenditure - IT & Phones	78,399	128,963	50,564	411,194	525,972	114,777	1,007,691	41%	
Expenditure - Commercial Rent	275,252	287,929	12,677	1,562,112	1,727,576	165,464	3,455,149	45%	10*
Expenditure - Vehicle	38,895	58,833	19,938	358,471	352,998	(5,473)	706,000	51%	
Expenditure - Power	247,296	310,101	62,805	1,687,770	1,868,957	181,187	3,656,725	46%	11*
Expenditure - Insurance	(69,659)	130,308	199,967	1,040,561	781,848	(258,714)	1,563,700	67%	12*

Operating Expenditure and Revenue

Financial Management Report

% of the year completed

50%

DESCRIPTION	December Actual	December Adjusted Budget	Variance to Budget	Year to date Actual	Year to date Adjusted Budget	Year to date Variance	Full Year Adjusted Budget	YTD Actuals to Full Year Budget	*
EXPENDITURE									
Operating Expenditure continued									
Expenditure - Infrastructure Maintenance	2,708,165	2,774,201	66,037	17,257,210	17,350,207	92,997	34,394,914	50%	
Expenditure - Parks & Reserves Maintenance	1,167,667	1,152,427	(15,240)	5,153,260	6,178,493	1,025,233	12,417,139	42%	13*
Expense - External Cost On Chargeable	39,057	78,133	39,076	410,864	468,796	57,932	937,592	44%	
Expenditure - Grants	502,660	496,256	(6,404)	3,950,100	3,910,857	(39,243)	8,443,549	47%	
Expenditure - Other	1,226,544	1,317,851	91,306	6,523,780	7,588,748	1,064,969	16,981,449	38%	14*
Total Operating Expenditure	6,905,943	7,492,625	586,682	43,511,944	44,969,984	1,458,040	92,065,175	47%	
Interest and Depreciation									
Expenditure - Interest	412,192	746,747	334,555	2,478,365	4,480,480	2,002,115	8,960,960	28%	15*
Expenditure - Depreciation	3,578,663	3,578,663	0	21,519,893	21,519,264	(629)	42,899,010	50%	
Total Interest and Depreciation	3,990,855	4,325,410	334,555	23,998,258	25,999,744	2,001,486	51,859,970	46%	
TOTAL EXPENDITURE	14,718,411	15,578,280	859,869	89,048,238	92,838,955	3,790,717	187,159,591	48%	
NET OPERATING SURPLUS (DEFECIT)	(2,923,643)	(2,704,513)	(219,130)	(14,151,041)	(14,384,480)	233,439	(31,433,171)		

* Commentary

^{*1} Income - Grants & Subsidies - \$212k unfavourable variance with NZTA subsidy roading maintenance costs due to timing.

^{*2} Income - NZTA External Cost Recoveries - The \$845k unfavourable variance is mainly within Infrastructure and is due to lower internal time allocations to CAPEX projects of \$769k, due in part to staff vacancies and lower than assumed internal time allocations.

^{*3} Income - Consents - Unfavourable variance of \$274k of which \$332k is within Planning & Development. Resource Consents \$557k unfavourable due to lower recoverable hours \$417k (hours 19% lower than budgeted), driven partly by the onboarding of new resources in Q1. In addition, there have been some credits issued as historical account queries are worked through (\$153k). This has been partially offset by Engineering Consents \$146k favourable with a greater than budgeted level of recoverable hours (20% higher than budget).

^{*4} Income - Regulatory - \$830k below budget. Legal and Regulatory \$614k unfavourable with Parking fees and permits \$386k below, this is 65% of prior years actuals YTD due to tourism downturn/lockdowns. Campervan infringements \$157k below, driven by international border delays and lockdown restrictions (54 campervan infringements issued YTD vs 1,273 to YTD Dec 19/20 (pre covid). Premise registrations \$106k under as a result of business suspensions and level 4 & 3 restrictions. Infrastructure Parking income \$294k unfavourable due to lower volume driven by lockdowns and international border delays.

* Commentary

Financial Management Report

Operating Expenditure and Revenue

- *5 Income Operational \$1.3m unfavourable
- Community Services \$1.1m below with Parks & Reserves \$757k down, \$317k due to low forestry volumes, the balance being offset by higher yield prices relative to prior year, which have been dropping since July, Community Property \$425k unfavourable due to lower lease rental income (mainly Wakatipu due to Skyline which is based on 20-21 actuals). Venue hire revenue lower by \$267k mainly due to the delayed opening of the Mitre 10 centre.
- Finance \$354k lower with net interest driven by BNZ factoring position
- Infrastructure \$125k favourable. \$370k lower Refuse income, due to lower volumes as a result of lockdowns earlier in the year. This has been offset by a 3W grant recceived from DIA \$419k to be reclassified to '17 Income Grants & Subsidies Capex' in January.
- Property \$336k unfavourable due to lower lease rental income with Wanaka Airport \$279k driven mainly by lower Nasa income. Commerical licence fees are lower by \$141k largely due to Lakeview base rent reduction due to the ongoing development on this site.
- Corporate \$337k favourable variance in Corporate, driven mainly by income for Economic Development \$210k being unbudgted income relating to Welcoming Communities and Lifetime value of a visitor and \$146k Civil Defense from MBIE COVID recovery. Income offset by expenditure.
- *6 Expenditure Salaries and Wages \$1.1m lower with favourable variances in Infrastructure & Property of \$565k, Planning & Development \$387k, Corporate \$129k, and Finance, Legal & Regulatory \$86k, Community \$93k higher than budget. The favourable variance is being driven mainly by 67 (Nov: 55) vacancies across all directorates, an increase of 12 since last month.
- *7 Expenditure Salaries and Wages Contract \$781k above budget with \$653k unfavourable in Planning & Development to cover vacancies, \$356k in Resource Consents and \$222k in Building Services. The balance is spread across a number of directorates.
- *8 Expenditure Professional Services \$1.0m lower with \$616k favourable in Infrastructure of \$324k within Roading and \$263k within 3 Waters due to timing. Corporate \$366k with \$224k favourable in Other Consultants and \$105k in Policy and Performance due to timing of projects within Spatial plan.
- *9 Expenditure Legal \$2.0m unfavourable with \$1.8k unfavourable weather tightness variance in Building Services.
- *10 Expenditure Commercial Rent \$165k favourable with \$284k favourable in Community Services as the Mitre 10 Community centre in Wanaka building lease has not started. Lease negotiations have been completed and will be presented to Council in February.
- *11 Expenditure Power \$181k favourable due to the delay of the Mitre 10 Community Centre lease, lower Lakeview utilisation and a number of smaller variances across 3W infrastructure.
- *12 Expenditure Insurance \$259k adverse due to an increase in premiums following the renewal of the policy.
- *13 Expenditure Parks & Reserves Maintenance \$1.0m favourable largely within Community Services (\$915k). \$335k lower stumpage costs relating to reduced forestry output (offset by unfavourable revenue variance due to August covid lockdown and poor weather in July), and \$184k favourable Parks and Reserves Open Space contract costs due to Covid in August and savings in tree maintenance as targeted cost saving opportunity pursued in this area. \$229K favourable building and grounds maintenance mainly due to timing of preventative maintenance to be coordinated by the Property team.
- *14 Expenditure Other \$1.1m favourable due largely to timing. \$626k in Planning & Development due mainly to favourable District Plan commissioner costs and \$188k in Corporate mainly due to HR Staff Training.
- *15 Expenditure Interest Interest expense is favourable by \$2.0m due to lower than expected interest rates and timing of capex spend which is mainly within the Property & Infrastructure space where the interest budget is phased straight line and has not been adjusted for projects deferred timing of delivery. Balance made up of a number of smaller items across other directorates.

Capital Expenditure and Revenue

Financial Management Report

DESCRIPTION	December Actual	December Adjusted Budget	Variance to Budget	Year to date Actual	Year to date Adjusted Budget	Year to date Variance	Full Year Adjusted Budget	YTD Actuals to Full Year Budget	*
Capital Revenue									
Income - Development Contributions	2,147,878	1,112,881	1,034,997	9,046,946	6,677,288	2,369,659	13,354,575	68%	16*
Income - Vested Assets	0	0	0	0	0	0	19,600,000	0%	
Income - Grants & Subsidies Capex	3,153,401	4,953,144	(1,799,743)	18,878,864	29,718,864	(10,840,000)	59,437,726	32%	17*
Income - Grants & Subsidies	0	0	0	2,579,799	0	2,579,799	0	0%	
Total Capital Revenue	5,301,279	6,066,025	(764,746)	30,505,610	36,396,152	(5,890,542)	92,392,301	33%	
Capital Expenditure									
Projects/Asset Purchases	10,899,613	13,253,539	2,353,926	79,444,379	82,144,145	2,699,767	226,568,731	35%	18*
Debt Repayment	0	0	0	0	0	0	16,890,000		
Total Capital Expenditure	10,899,613	13,253,539	2,353,926	79,444,379	82,144,145	2,699,767	243,458,731		
NET CAPITAL FUNDING REQUIRED	5,598,334	7,187,514	3,118,673	48,938,769	45,747,994	8,590,308	151,066,430		
External Borrowing									
Loans	268,023,000						342,400,000		
TOTAL BORROWING	268,023,000						342,400,000		

* Commentary

- *16 Income Development Contributions \$2.4m favourable. \$1.6m favourable within Infrastructure roading \$2.4m higher, partially offset by \$0.8m unfavourable in 3 Waters. Community Parks & Reserves \$0.7m favourable.
- *17 Income Grants & Subsidies Capex \$10.9m unfavourable
- \$5.0m within NZTA Subsidy target income has reduced as a result of lower than expected Waka Kotahi funding along with the late notification of NLTP budgets in September, which coupled with changes to Waka Kotahi activities, has caused a delay with developing the 3 year work programme to align with funding approved. Budgets will be more closely aligned through the December 2021 reforecast and the Capex subsidy budget will be adjusted down following council approval in February 2022.
- \$6.0m within CIP Subsidy Queenstown Town Centre Arterials CIP The Target Outturn Cost (TOC) estimate based on the 30% detailed design was approved in December 2021. The main contract works construction is progressing in line with the CIP funding agreement amendment milestones which were approved on 24 November 2021. Queenstown Street Upgrades CIP Construction is continuing on Brecon St, Park St and Beach St. Works will be commencing in Rees St in early March 2022. Hotops cycle path is being removed from the Alliance scope of work, as resolved at the 16 December Council Meeting, and a discussion with CIP regarding the reduction in scope is scheduled for February. Construction is progressing in line with the CIP funding agreement amendment milestones, which were approved on 24 November 2021. \$9.5M cost (\$5.3M income) deferred in Dec reforecast and the CIP subsidy budget will be adjusted down following council approval in February 2022.
- *18 Projects Capital Expenditure \$79.4m year to date spend vs budget of \$82.1m. Main project spend this month included \$2.9m Queenstown Street Upgrades CIP, \$1.3m Qtn Town Centre Arterials Stage 1, \$0.8m Shotover Country WS new WTP, \$0.6m 3 Waters Reform Stimulus Delivery Plan and \$0.4m on the purchase of Mt Iron Reserve Land.