



Order Paper for the Meeting of the

**WANAKA COMMUNITY BOARD**

Wednesday, 14 December 2016

commencing at 10.00am

In the Armstrong Room,

Lake Wanaka Centre, Wanaka

## ITEMS NOT ON THE AGENDA

### 3.7.5

An item that is not on the agenda for a meeting may be dealt with at the meeting if –

- (a) the local authority by resolution so decides; and
- (b) the presiding member explains at the meeting at a time when it is open to the public, –
  - (i) the reason why the item is not on the agenda; and
  - (ii) the reason why the discussion of the item cannot be delayed until a subsequent meeting.

### 3.7.6

Where an item is not on the agenda for a meeting, –

- (a) That item may be discussed at that meeting if –
  - (i) That item is a minor matter relating to the general business of the local authority; and
  - (ii) The presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- (b) No resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.

### 3.7.7

For the avoidance of doubt in the interpretation of Standing Orders 3.7.5 and 3.7.6, the Council will, when matters of urgent business that are not minor arise, deal with these matters at an extraordinary meeting called in accordance with Standing Order 2.14.

### 3.7.8

That Standing Orders 3.7.5 and 3.7.7 do not apply to meetings of the Council's Property Subcommittee which may consider relevant items (being items that are not on the agenda and are not minor) in order to resolve property matters in a timely manner if –

- a) The subcommittee by resolution so decides; and
- b) The presiding member explains at the meeting:
  - i) The reason why the item is not on the agenda; and
  - ii) The reason why the discussion of the item cannot be delayed until a subsequent meeting.

### 3.7.9

The chairperson of any meeting may include on the agenda for that meeting a chairperson's recommendation regarding any item brought before the meeting.

## REFERENCES:

New Zealand Model Standing Orders NZS 9202:2003 (Incorporating Amendment No. 1) as amended and adopted by the Queenstown Lakes District Council on 27 October 2007 (and additional amendments clause 3.7.8, 3.7.9, 2.12.4A and 2.5.1(4) adopted 22 May 2012).

Agenda for a meeting of the Wanaka Community Board to be held in the Armstrong Room, Lake Wanaka Centre, Wanaka on Wednesday 14 December 2016 commencing at 10.00am.

<b>Item</b>	<b>Page Number</b>	<b>Report/ Item Title</b>
		<b>Karakia/Prayer</b>
		<b>Apologies/Leave of Absence Requests</b>
		<b>Public Forum</b>
		<b>Declarations of Conflict of Interest</b>
		<b>Matters Lying on the Table</b>
		<b>Confirmation of Agenda</b>
	4	<b>Confirmation of Minutes</b> 16 November 2016
1	13	<b>Ballantyne Road Safety Options</b>
2	17	<b>Minor Improvements Policy</b>
3	25	<b>Wanaka Community Board Terms of Reference and Governance Protocol Statement</b>
4	39	<b>Chair's Report</b>



**Wanaka Community Board  
16 November 2016**

Minutes of a meeting of the Wanaka Community Board held in the Armstrong Room, Lake Wanaka Centre, Wanaka on Wednesday 16 November 2016 beginning at 10am

**Present:**

Ms Rachel Brown (Chair), Ms Ruth Harrison, Councillor Ella Lawton, Councillor Calum MacLeod, Councillor Ross McRobie, Mr Quentin Smith and Mr Ed Taylor

**In attendance:**

Mr Tony Avery (General Manager, Planning and Development), Mr Blake Hoger (Property Advisor, APL Property Ltd) and Ms Jane Robertson (Senior Governance Advisor); 11 members of the public and 5 members of the media

**Opening**

The meeting commenced with a karakia from the Chair.

**Apologies**

The following requests for leave of absence were made:

- Councillor Calum MacLeod: 17-21 November 2016
- Mr Ed Taylor: 17-21 November 2016
- Ms Ruth Harrison: 21-26 November 2016

**On the motion of Councillors McRobie and Lawton  
the Wanaka Community Board resolved that the  
requests for leave of absence be approved.**

**Public Forum**

1. Morgan Knoesen and Richard Prout

Mr Knoesen and Mr Prout spoke in favour of electric vehicles, stating that their aim was to switch 80% of the vehicles in Wanaka to electric. They described the characteristics and options for electric cars and the benefits, noting that all major brands now produced an electric car. They highlighted the need for charging points in all towns to allow for long distance travel. The best locations for charge points in Wanaka were considered to be adjacent to the Skate Park and in Brownston Street, and the wish was to establish two charging points at the Skate Park initially. They favoured the Council developing one charging point and commercial operators taking responsibility for any others.

2. Richard Vorstermans

Mr Vorstermans spoke on behalf of the Wanaka Junior Football Club. He noted that the club planned to make a submission on the Parks and Open Space Strategy about the future provision of sportsfields in Wanaka. In terms of the club's activities, Kelly's Flat was at capacity and the club also used Pembroke Park. Although there would be new grounds developed at the Wanaka

Recreation Centre, continued membership growth would require the club to find new grounds on which to play which could result in its games being spread across the town at different venues. The club favoured centralising sports facilities in Ballantyne Road and suggested that the former oxidation ponds could be turned into sportsfields.

**On the motion of Councillors MacLeod and McRobie the Wanaka Community Board resolved that Standing Orders be suspended to extend the Public Forum beyond 30 minutes.**

3. Bruce Hebbard

Mr Hebbard spoke on behalf of the Albert Town Community Association and its project to erect entrance signs to the town. He advised that NZTA approval for the sign locations on the State Highway had been received and the sites had been selected with traffic safety in mind. He noted that the sign design was a variation on the Albert Town Community Association letterhead.

4. Bryan Lloyd

Mr Lloyd addressed the Board about Ballantyne Road, noting that he had been the Board liaison with the Mt Barker Residents' Association for three years and a Board member for six, describing progress on this issue over this time as 'woeful'. Despite the need for a business case he believed that common sense should prevail in light of the number of vehicles and houses on the road. The problem transitioning between seal and gravel, awkward road camber and poor visibility due to dust had all long been recognised as creating safety issues and he believed the residents deserved more than the Council's performance to date. He hoped that something substantial would be decided at the December Board meeting on this matter.

5. Fletcher Cranfield

Mr Cranfield spoke behalf of The Roding Company. He expressed concern about the lack of rehabilitation capital works being released by the Council. He noted that 60% of the company's work came from Council but it had no roading work from Council for the coming construction season. He understood that funding was there but by the time design and tendering processes were undertaken much of the construction season would be lost. He questioned why the rehabilitation project on Camp Hill Road was no longer going ahead.

6. Russell Lovelock

Mr Lovelock spoke on behalf of the Mt Barker Residents' Association. He believed that a full seal of Ballantyne Road was necessary but it could be 2-3 years until this happened and in the meantime application of Otta seal on the last unsealed sections was acceptable, because this would address the dust, corrugations and transition onto gravel. The Chair signalled that short, medium and long term solutions for Ballantyne Road were being examined.

7. David Allen

Dr Allen accepted the Board's efforts to address issues with Ballantyne Road and he hoped that the new Council would grasp the issues quickly. He noted that Ballantyne Road was particularly heavily used because people used it as a bypass to avoid congestion on the State Highway.

**On the motion of Councillor McRobie and Ms Harrison the Wanaka Community Board resolved that Standing Orders be reinstated.**

### **Declarations of Conflicts of Interest**

No declarations were made.

### **Confirmation of Agenda**

The agenda was confirmed without addition or alteration.

### **Confirmation of Minutes**

**On the motion of Councillor Lawton and Mr Smith the Wanaka Community Board resolved that the minutes of the Wanaka Community Board meeting held on 2 November 2016 be confirmed as a true and correct record.**

#### **1. Temporary Road Closure – Challenge Wanaka 2017**

A report from Sarah Mitchell (Property Consultant, APL Property Ltd) assessed an application for a series of temporary road closures between Thursday 16 February 2017 and Sunday 19 February 2017 to enable the Challenge Wanaka event to take place. The report observed that the road closures applied for were generally the same as for the 2016 event except for a minor variation and the report recommended that the application be approved subject to conditions.

The report and that following were presented by Blake Hoger.

Some concerns were expressed that the event shut off access to the Mt Aspiring National Park at a time of year when many people were trying to go there. Mr Hoger stated a Traffic Management Plan would be prepared and that he would ask for the issue to be addressed in this.

Councillor Lawton praised the inclusion of alternative means of travel in plans for the event and asked for this to be something considered for all events along with waste disposal. She also asked the Council to support this initiative.

Mr Smith asked for the event organisers to consider where ramps may be needed to ensure universal accessibility.

**On the motion of Councillor McRobie and Mr Smith it was resolved that the Wanaka Community Board:**

- 1. Note the contents of this report;**
- 2. Approve the temporary road closure application for the Challenge Wanaka 2017 event subject to the following conditions:**

- a. **Approval of the final Traffic Management Plan by QLDC Planning and Development prior to the event taking place.**
  - b. **Radio advertising two days prior and on the morning of the event.**
  - c. **The event organisers arranging suitable disposal methods for recycling and rubbish/refuse.**
  - d. **The event organisers ensure access is available for emergency services and maintenance contractors if required;**
  - e. **A reminder notice advising of the duration and dates of the closure being distributed to all residential and business properties located along the closure route at least ten working days prior to the event. A copy of this notice is to be supplied to APL Property Limited.**
  - f. **Where safe and practical, vehicles delivering to businesses within the closure area, should be permitted by traffic management crew to undertake their deliveries and if applicable, they should be directed to appropriate detour routes.**
  - g. **Clear signage is to be placed around the closure areas within the CBD advising the public that businesses in the affected area are still operating.**
  - h. **Parks are not to be coned off except where required for traffic management. In those instances, cones are to be removed as soon as practical.**
  - i. **The applicant providing APL Property Limited a copy of New Zealand Transport Agency's approval for the one way closure of Red Bridge.**
- 3. Authorise the following schedule of temporary road closures:**



**Infrastructure build up and breakdown**

**Roads to be Closed:** Ardmore Street from Dungarvon Street to McDougall Street

**Period of Closure:** 0800 Thursday 16 February 2017 to 1800 Sunday 19 February 2017

**Infrastructure Build Up and safe passage of athletes including Junior Challenge**

**Roads to be Closed:** Dungarvon Street from Dunmore Street to Ardmore Street

**Period of Closure:** 1200 Friday 17 February 2017 to 0300 Sunday 19 February 2017

**Roads to be Closed:** Ardmore Street from Helwick Street to Dungarvon Street

**Period of Closure:** 1200 Friday 17 February 2017 to 0300 Sunday 19 February 2017

**Infrastructure Build Up and safe passage of athletes**

**Roads to be Closed:** Ardmore Street from Helwick Street to Lakeside Road

**Period of Closure:** 0300 Saturday 18 February 2017 to 0300 Sunday 19 February 2017

**For Challenge Wanaka for safe passage for athletes and motorists**

**Roads to be Closed:** Single Lane closure of Mount Aspiring Road from Meadowstone Drive to Hospital Flat

**Period of Closure:** 0615 to 1200 Saturday 18 February 2017

**Roads to be Closed:** Ardmore Street from McDougall Street to Meadowstone Drive

**Period of Closure:** 0615 to 1730 Saturday 18 February 2017

**Roads to be Closed:** Single lane closure of McDougall Street from Faulks Terrace to Ardmore Street (traffic flow as usual out of town)

**Period of Closure:** 0815 to 1730 Saturday 18 February 2017

**Closure to allow safe transition of Cyclists at Aid Station**

**Roads to be Closed:** Kane Road between Camphill Road and St Ninians Way

**Period of Closure:** 0815 to 1700 Saturday 18 February 2017

**2. Affected Person's Approval and Licence to Occupy Road Reserve – Albert Town Entrance Sign**

A report from Dan Cruickshank (Property Advisor, APL Property Ltd) assessed an application for a Licence to Occupy Road Reserve and an affected person's approval to allow the construction of a 'Welcome Albert Town' entrance sign on Aubrey Road. The report recommended that the Board agree to both, subject to conditions.

**On the motion of Councillor Lawton and MacLeod it was resolved that the Wanaka Community Board:**

- 1. Note the contents of this report;**
- 2. Agree to execute affected person's approval to the Albert Town Community Association's application for consent dated 21 September 2016;**
- 3. Approve the Licence to Occupy Road Reserve for the placement of an entrance sign on Aubrey Road subject to the following conditions:**
  - a. The structure must not compromise safe sight distances for traffic movements.**
  - b. The structure must not compromise pedestrian movements/safety.**
  - c. The structure must not compromise roading or services maintenance activities.**
  - d. Ongoing maintenance of the structure is to be the responsibility of the Licensee along with any damage that may occur to the road reserve as a result of the structure.**
  - e. All services including phone, power and gas within the road reserve and any water, sewer and storm water services must be identified and catered for and no compromise shall be made to Council Infrastructure or access to same.**
  - f. If deemed appropriate by Council Engineers, approval of a Traffic Management Plan before any work commences.**
  - g. All activities are to be undertaken in accordance with Worksafe New Zealand's standards for the work environment.**
  - h. Any necessary Building Consent or Resource Consent to be obtained prior to works commencing.**

#### **4. Delegate execution of the affected person's approval to Council's Chief Engineer, Property and Infrastructure**

### **3. Wanaka Chair's Report**

A report from the Chair updated the Board on the following matters:

- Hawea Unformed Legal Roads
- Ballantyne Road
- Governance Agreement
- Appointment of Board members to community groups and organisations
- Local Easter Sunday Shop Trading Policy
- Wanaka Airport Governance Options
- Wanaka Recreation Centre and Wanaka Community Pool
- Proposed District Plan hearings
- Projects Summary – Property and Infrastructure; Parks and Reserves

Councillor Lawton asked for the Board appointments to community groups and organisations to be placed on the Council website.

Clarification was sought on whether the proposed Local Easter Sunday Shop Trading Policy would be in place by Easter 2017.

In relation to the consultation being undertaken on Wanaka Airport Governance Options the Chair advised that she was preparing a submission on the process that the Board would like to see for the airport going forward. Councillor McRobie questioned whether the Board making a submission represented a conflict of interest for Councillors who wanted to be involved in a hearings panel or to take part in the Council's eventual decision-making on the issue. It was suggested that a legal view be obtained on this question.

Councillor MacLeod referred to a 1995 Wanaka Airport report that he wished to be made available to the Board.

It was suggested that interest groups keen to promote a spray free policy could raise this via the consultation currently open on the Parks and Open Space Strategy.

A question was raised on how many submissions had been received on the draft Wanaka Recreation Reserve Reserve Management Plan.

The Board sought updates on the projects to upgrade Camp Hill Road and Mt Aspiring Road.

A request was made to use social media to publicise meetings on an ongoing basis.

**On the motion of Ms Brown and Ms Harrison it was resolved that the Wanaka Community Board:**

- 1. Note the contents of this report;**

**2. Approve the following appointments of Board members to community groups:**

Albert Town Community Association	Ella Lawton
Alpine Community Development Trust	Ella Lawton
Alpine Lakes Research and Education Centre	Ruth Harrison
Armstrong Trust	Rachel Brown
Aspiring Arts and Culture Trust	Ruth Harrison
Aspiring Tracks Network	Ella Lawton
Cardrona Community Association	Ruth Harrison
Elmslie House and Enliven	Ruth Harrison
Events	Quentin Smith
Friends of Pembroke Park	Calum MacLeod
G and O West Charitable Trust	Ross McRobie
Guardians of Albert Town Lagoon	Ella Lawton
Guardians of Lake Wanaka	Calum MacLeod
Hawea Community Association	Rachel Brown
Kahu Youth Trust	Ella Lawton
Lagarosiphon Management Team	Calum MacLeod
Lake Wanaka Tourism	Ella Lawton
Lake Wanaka Trust	Calum MacLeod
Landcare Group	Rachel Brown
Link Upper Clutha	Ella Lawton
Luggate Community Association	Calum MacLeod
Makarora Valley Community Inc	Ross McRobie
Mt Barker Residents' Association	Ed Taylor
Ruby Island Management Committee	Quentin Smith
The Cube	Ross McRobie
Upper Clutha A & P Society	Calum MacLeod
Upper Clutha Historical Records Society	Ed Taylor
Upper Clutha Sports Community	Quentin Smith
Upper Clutha Tracks Trust	Rachel Brown
Upper Clutha Vegetation Control	Ed Taylor
Wanaka Residents Association	Quentin Smith
Wanaka Arts Centre Trust	Ruth Harrison
Wanaka Community House Trust	Ruth Harrison
Wanaka Public Library Association	Rachel Brown
Wanaka Airport User Group	Ed Taylor
Wanaka Chamber of Commerce	Calum MacLeod
Wanaka Alcohol Group	Rachel Brown

*The meeting concluded at 11.16am.*

**Confirmed as a true and correct record:**

---

**Chairperson**

---

**14 December 2016**

**Wanaka Community Board  
14 December 2016****Report for Agenda Item: 1****Department: Property & Infrastructure****Ballantyne Road Safety Options****Purpose**

The purpose of this report is to present the options considered and the preferred option to address the safety issues on the unsealed section of Ballantyne Road.

**Recommendation**

That the Wanaka Community Board:

1. **Note** the contents of this report;
2. **Agree** in principle, subject to further work that the preferred option is to improve the road to full seal standard;
3. **Agree** that funding for the preferred option be investigated with NZTA;
4. **Note** indicative costs of \$315,000 in 2017-18 and \$2.1 million for construction in 2018/19; and
5. **Approve** warning signage being optimised, continuation of the temporary lower speed limit and use of dust suppressant until the sealed road can be constructed.

Prepared by:



Andrew Edgar  
Senior Engineer

27/11/2016

Reviewed and Authorised by:



Deborah Lind  
Manager, Strategy &  
Performance

28/11/2016

**Background**

- 1 This report has been prepared, following a Council workshop on 15 November 2016, to progress the short and long term solutions to address the issues pertaining to Ballantyne Road, Wanaka.

## **Comment**

- 2 The attached business case describes the need to invest, the strategic context, the options assessment, affordability and funding issues, commercial arrangements and delivery timelines.
- 3 The attached business case identifies and assesses the reasonably practicable options for assessing the matter as required by section 77 of the Local Government Act 2002.

### ***Options***

- 4 This report recommends option SS-6 – ‘Improve the road to full seal standard’ as it reduces the risk of crashes and assists the growth of Wanaka and satellite towns by providing a safe, alternative route to the state highway.
- 5 Options of additional warning signs, continuing the temporary lower speed limit and dust suppression are recommended to manage safety issues in the short term.

### ***Significance and Engagement***

- 6 This matter is of high significance, as determined by reference to the Council’s Significance and Engagement Policy because the recommended approach would be a significant capital project for the district.
- 7 Consultation would be through the Annual Plan and Long Term Plan to meet the requirements of 76-78 of the Local Government Act 2002.

### ***Risk***

- 8 This matter related to the operational risk OR004a Serious injury to member of community caused by a building (including roads), as documented in the Council’s risk register. The risk is classed as high. This matter relates to serious risk to members of the community.
- 9 The recommended option considered above mitigates the risk by ‘treating the risk – putting measures in place which directly impact the risk.’

## **Financial Implications**

- 10 The recommended option is estimated to cost \$315,000 for design and \$2.1 million for construction. Joint funding with New Zealand Transport Agency will be explored.
- 11 Signage and dust suppression is in the order of \$180,000 and will be funded from existing budgets.

## **Council Policies, Strategies and Bylaws**

- 12 The following Council policies, strategies and bylaws were considered:
  - 10 Year Plan 2015-2015

- 13 The recommended option is consistent with the principles set out in the named policy by assessing the options against the community outcomes and related objectives.
- 14 This matter is included in the 10-Year Plan within the Transport section as it indicates we are planning to address network development around Wanaka.

### **Local Government Act 2002 Purpose Provisions**

15 The recommended option:

- Will help meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses by upgrading Ballantyne Road to allow the safe movement of vehicles between urban Wanaka and the Upper Clutha communities to the west of Wanaka;
- Is consistent with the Council's plans and policies; and
- Would not alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or transfer the ownership or control of a strategic asset to or from the Council.

Funding provision will be needed in the Annual Plan and 10 Year Plan.

### **Consultation: Community Views and Preferences**

- 16 The persons who are affected by or interested in this matter are local residents, through drivers and ratepayers who will be contributing to the cost of the recommended upgrade.
- 17 The Council, through the Wanaka Community Board, held a public meeting in April 2016, which identified these local community needs:
- a. A through road to be able to travel directly from Luggate and beyond to Ballantyne Rd industrial area and beyond, and vice versa, especially for truck traffic.
  - b. Reduce the amount of through traffic, especially truck traffic to keep it as a local road.
  - c. A safe road for any user.
  - d. The Police indicated at the meeting that Ballantyne Road was not a high priority for enforcement based on previous crash data.

### **Attachments**

- A Ballantyne Road Safety Improvements – Executive Summary



Rural Ballantyne Road Safety Improvements

**Need to invest**

- A high personal risk of a serious vehicle crashes for the traffic volume based on the NZTA's personal risk assessment of 1 serious or fatal crash per 5 years over the 4.1km of unsealed road and estimated annual daily traffic of 400 vehicles.
- The road has been Notta sealed in 2011 as a dust suppressant where the road was previously oiled as crashes had been occurring due to dust
- Evidence that the sealing of Ballantyne Rd between Boundary Rd and State Highway 6 was the 3rd highest priority in the Wanaka ward in 2010 at \$840,000. However, only a seal extension at the intersection with the state highway was completed in 2011.
- High percentage of heavy vehicles (up to 40%) for relatively low volumes per day (up to 400)
- Traffic volumes expected to increase as urban Ballantyne Road developments, including Three Parks, are completed, along with developments around Luggate feeding into Wanaka.
- Root need for works in the past has been dust caused by trucks and other vehicles
- Straight road encourages high speeds, but undulations create blind crests
- From the Wanaka Community Board's public meeting in April 2016, the local community needs include:
  - A through road to be able to travel directly from Luggate and beyond to Ballantyne Rd industrial area and beyond, and visa versa for truck traffic.
  - Reduce the amount of through traffic, especially truck traffic to keep it as a local road.
  - A safe road for any user

The Police indicated that Ballantyne Rd was not a high priority for enforcement based on previous crash data.

**Strategic Context**

Two Council community outcomes could be addressed:

- A safe and healthy community that is strong, diverse and inclusive for people of all age groups and incomes: By providing a road that can be driven on by all road users without fear of crashing.
- Effective and efficient infrastructure that meets the needs for growth: urban Ballantyne Rd developments, such as Three Parks continues to grow which is putting pressure on the surrounding road network.

The road has a high strategic fit for NZTA purposes as there is a very high personal crash risk.

The ONRC classification is a secondary collector road and the community outcome and measure that could be addressed is:

- Safety: the number of fatal and serious injuries on the network and related risk measures

**Strategic Case:**  
**Investment Objectives and Case for Change**

<b>Objective 1</b>	<b>To ensure there is a progressive reduction in the number of fatalities and serious injuries.</b>
<b>Status Quo</b>	Minor crashes will still occur with a serious injury or fatal crash at least once every 5 years.
<b>Relevant Investment Benefits</b>	Families, businesses and the community will not have to deal with the loss or incapacitation of a person or persons due to a crash.
<b>Relevant KPIs</b>	Reducing number of serious and fatal injuries on network each financial year as part of a 5 year trend.
<b>Potential Scope</b>	Improve the road surface and design to ensure vehicle failure, driver error or environmental conditions (ice) do not result in a serious or fatal crash. Or reduce traffic volumes to only local residents by eliminating through vehicles who want to travel through the Ballantyne Road area quickly.
<b>Constraints and dependencies</b>	The current rural section of Ballantyne Rd is narrow and although the road is straight, there are significant crests restricting the view of the road ahead, particularly accesses. There is also no stormwater facilities along the road so there will be additional drainage issues as the sealed surface will create greater runoff.
<b>Risks</b>	Any improvement works on the rural section of Ballantyne Rd will reduce the impact of the safety improvements by creating other safety issues (such as at intersections) and conflicts with local traffic movements (such as moving farm equipment or stock).

<b>Objective 2</b>	<b>Roads are operated to facilitate journey movements.</b>
<b>Status Quo</b>	The lower speed, unsealed environment only attracts those road users who are comfortable driving in those conditions.
<b>Relevant Investment Benefits</b>	Upgrading the route to the urban section of Ballantyne Rd will make it easier to access the rapidly developing east Wanaka developments, particularly the 3-Parks development.
<b>Relevant KPIs</b>	Traffic volumes increase year on year to the urban section of Ballantyne Rd in line with increases in development in the eastern area of Wanaka.
<b>Potential Scope</b>	Improving the route to the urban section of Ballantyne Rd will attract more drivers accessing the developments in the eastern Wanaka area.
<b>Constraints and dependencies</b>	As above, on the rural section of Ballantyne Rd with significant crests restricting the view of the road ahead, particularly accesses, and no stormwater facilities.
<b>Risks</b>	As above, the increases in traffic create other safety issues along Ballantyne Rd. The planned developments on the urban end of Ballantyne Rd do not go ahead and expected increases in traffic do not occur.

**Economic Case:**  
**Determine Potential Value for Money**

Multi-criteria Analysis (Based on Corporate Risk Framework)

	Status Quo	Block road and redirect traffic	Design and seal "unsealed" section
Political	Very serious community concerns	Some community concerns	No concerns
Economic	Loss <\$1m/yr in crash costs	Loss <\$0.5m/yr in crash costs	Loss <\$0.25m/yr in crash costs
Social	Serious injuries or fatalities possible	Serious injuries or fatalities possible	Minor injuries expected.
Technical	Some reduction in service delivery	Negligible impact on service delivery	Negligible impact on service delivery
Legal	No legal challenges	Technical legal challenges	No legal challenges
Environment	Dust making driving difficult	Dust making driving difficult	Road runoff increase into water courses
NPV (\$M)	0	0	3.6
<b>Preferred Option:</b>			<b>Preferred</b>

**The Preferred Option:** Design and construction of the 4.1km of unsealed Ballantyne Rd (the section comprising of Notta seal and remaining gravel sections) to full design standard for the expected traffic volumes. The design will include increased road width, full pavement design, seal design, vertical alignment improvements, drainage and safety treatments (such as barriers).

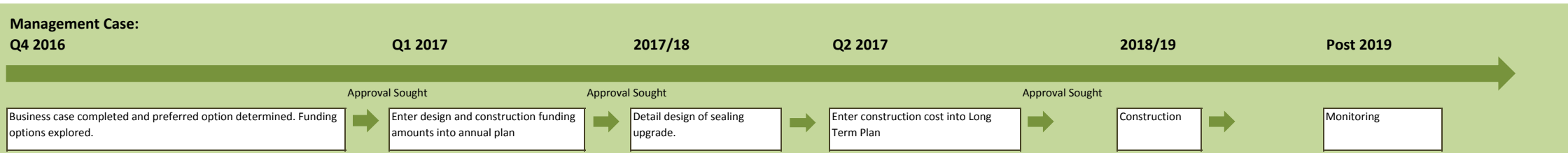
**Commercial Case:**

TO BE COMPLETED ONCE PREFERRED APPROVED

**Financial Case:**  
**Financial Costing**

	Year One	Total
Capital Expenses	\$315,000	\$2,415,000
Operating Expenses	\$9,000	\$279,000
Total Revenue	\$0	\$0
Capital Funding Required	\$315,000	\$2,415,000
Operating Funding Required	\$9,000	\$279,000

Affordability and Funding: TO BE COMPLETED ONCE THE PREFERRED HAS BEEN APPROVED BY THE NZTA FOR CO-FUNDING



**Wanaka Community Board  
14 December 2016**

**Report for Agenda Item: 2**

**Department: Property & Infrastructure**

**Minor Improvements Policy**

**Purpose**

- 1 The purpose of this report is to seek a recommendation that the Infrastructure Committee or delegated authority adopt the updated Minor Improvements Policy.

**Recommendation**

That the Wanaka Community Board:

1. **Note** the contents of this report;
2. **Recommend** adoption of the updated Minor Improvements Policy;
3. **Authorise** the Property and Infrastructure General Manager to approve further changes to the policy that serve to:
  - a. Fix identified minor errors and or omissions; and
  - b. Ensure continuity with other proposed provisions.

Prepared by:



Alison Tomlinson  
Infrastructure Analyst

25/11/2016

Reviewed and Authorised by:



Peter Hansby  
General Manager, Property &  
Infrastructure

28/11/2016

## Background

- 2 This is a revision to the existing policy which was adopted in 2006. The original policy was called 'Prioritisation of Minor Safety Projects' and has been renamed in accordance with amended NZTA terminology.
- 3 The purpose of this policy is to create a framework for the creation of the Roding Minor Improvement works programme that allows for consistent and equitable decision-making regarding competing priorities and in accordance with the QLDC Procurement Policy, QLDC Corporate Risk Management Framework and the NZTA investment protocol.

## Comment

- 4 The policy identifies the process and criteria for assessing works considered for the minor improvement programme.

## Options

- 5 This report identifies and assesses the following reasonably practicable options for assessing the matter as required by section 77 of the Local Government Act 2002.

Option 1 Adopt the 'Minor Improvements Programme Policy'.

*Advantages:*

- 6 Adoption of a revised policy and guidelines will provide improved clarity on how the Minor Improvement Programme is developed.
- 7 Adoption of a revised policy will enable Council to reflect current organisational structure, NZTA's updated processes, the One Network Road Classification framework and updated best practice.

*Disadvantages:*

- 8 No known disadvantages.

Option 2 – Do not adopt the 'Minor Improvements Programme Policy'.

*Advantages:*

- 9 No known advantages.

*Disadvantages:*

- 10 Current policy will continue to have force.
- 11 Current policy contains references to positions and processes which have been modified over time by custom and practice and does not fully reflect practice or intent

12 The report recommends the adoption of a new Minor Improvement Policy as it will put Council processes on a modern and more transparent setting. It is recognised that the proposed policy may be updated further, and should be reviewed on a regular basis (3-5 years).

### *Significance and Engagement*

13 This matter is of low significance, as determined by reference to the Council's Significance and Engagement Policy because of its importance to the Queenstown Lakes District and community.

### **Risk**

14 This matter relates to the strategic risk SR1 and SR6a as documented in the Council's risk register. The risk is classed as low. This matter relates to investment of minor improvement works and supports transparent investment in improving our infrastructure.

15 The recommended option considered above mitigates the risk by treating the risk – putting measures in place which directly impact the risk.

### **Financial Implications**

16 The policy is designed to support the best process for developing a minor improvement works programme and allocation of the budget to ensure that the policy's operation addresses the principles of Quality and Value for Money.

### **Council Policies, Strategies and Bylaws**

17 The following Council policies, strategies and bylaws were considered:

- Prioritisation of Minor Safety Projects
- QLDC Procurement Policy
- QLDC Corporate Risk management Framework

18 The recommended option is superseding the Prioritisation of Minor Safety Projects Policy dated December 2006 and is consistent with the principles set out in the other named strategies.

### **Local Government Act 2002 Purpose Provisions**

19 The recommended option:

- Will help meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses by having a robust process for developing a minor work programme.
- Can be implemented through current funding under the 10-Year Plan and Annual Plan;
- Is consistent with the Council's plans and policies; and

- Would not alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or transfer the ownership or control of a strategic asset to or from the Council.

**Consultation: Community Views and Preferences**

20 The persons who are affected by or interested in this matter are internal staff who manage the Minor Improvement Programme and the elected members.

21 Consultation has taken place with the Board to develop the criteria.

22 The Council has undertaken workshops on the policy with the Wanaka Community Board.

**Attachments**

A Minor Improvements Policy

# Minor Improvements Programme Development Policy

---

## **Roading Contract Manager: Maintenance & Operations**

**Approving authority:** General Manager, Property and Infrastructure

**Last reviewed:** November 2016

**Next review date:** July 2017

## **Application**

1. This policy applies to the development of the annual QLDC Minor Improvements Programme for Land Transport Infrastructure.
2. Minor Improvements is a Category of Work which can attract NZTA financial assistance. Minor improvement works provide for the construction or implementation of low-cost/low-risk improvements in line with NZTA Funding Policy to the transport network. Examples of qualifying activities can be found within the NZTA Works Category 341. A minor improvement project can form part of another project but the value of the subsidised minor improvement component cannot exceed \$300,000.
3. Projects which do not qualify for NZTA subsidy will be funded under QLDC unsubsidised Minor Improvements budget.

## **Purpose**

4. The purpose of this policy is to create a framework that allows for consistent and equitable decision-making regarding competing priorities and in accordance with the QLDC Procurement Policy, QLDC Strategy for the Procurement of Transport Infrastructure Service (NZTA Procurement requirement), QLDC Corporate Risk Management Framework and the NZTA investment protocol.

## **Related Documents**

5. This Policy should be read in conjunction with the following documents:
  - QLDC Procurement Policy
  - QLDC Strategy for the Procurement of Transport Infrastructure Services (NZTA Procurement requirement)
  - QLDC Corporate Risk Management Framework
  - NZTA Planning & Investment Knowledge Base webpage (Work category 341: Minor Improvements.)
  - ONRC Framework
  - Local Government Act, Section 10

## Principles

6. Minor improvement projects may arise from a variety of sources; including requests for service, identified safety deficiencies, community liaison, council strategies and using the One Network Road Classification performance framework.
7. All potential projects identified will be entered in QLDC's central roading database repository Road Assessment and Maintenance Management (RAMM) by the Roding Contract Manager. Each project will then be assessed on the Assessment Criteria; a weighting is applied to each score and the projects ranking highest will be undertaken subject to available funding.
8. Consultation on the ward based prioritised programme will be via the Wanaka Community Board, the Infrastructure Committee or other elected representative groups.
9. Individual projects agreed with NZTA as part of the approved Capital Works Programme may not be required to go through the ranking system.
10. Projects over \$50,000 or which have multiple solutions may require a Point of Entry to go through the QLDC Better Business Case Approach for further evaluation.
11. The ranked programme may be adjusted for the following reasons:
  - To coordinate with other activities on the roading network, such as planned roadworks, other utility works, or adjoining developments.
  - To meet other district priorities or for other extenuating circumstances.

## Assessment Criteria

Weighting (total 100)	Criteria	Score	Justification
40	Safety / Criticality	5	Extreme - Possibility of more than one fatal or serious injury per year
		4	Very Serious - Possibility of one fatal or serious injury per year
		3	Serious - Possibility of one fatal or serious injury every 5 years
		2	Moderate - Possibility of one fatal or serious injury every 5 to 20 years
		1	Insignificant - no plausible possibility of fatal or serious injury
15	Technical	5	Successive failures in achieving service delivery standards
		4	Failure to achieve some service delivery standards
		3	Some reduction in service delivery standards
		2	Minor breach of service delivery standards
		1	Negligible impact on service delivery standards
25	Public Concern	5	Identified in Community Outcomes, Council Strategy and Plans
		4	Escalated by Community Board or Infrastructure Councillors
		3	Raised by a Petition to Council, Community Association or a large number of individual requests.
		2	Raised by an individual on behalf of others or a few separate.
		1	Raised by an individual
10	One Network Road Classification (Traffic Volume & Function)	5	Arterial
		4	Primary Collector
		3	Secondary Collector
		2	Access
		1	Low Volume Access
10	Cost (\$)	5	0 – 5,000
		4	5,001 - 25,000
		3	25,001 - 50,000
		2	50,001 - 150,000
		1	150,001 - 300,000



## Assessment Criteria Commentary

<b>Safety / Criticality</b>	Refer to QLDC Risk Management Framework Understanding of any history of previous accidents or near misses, and using Engineering judgement to assess risk and probability.
<b>Technical</b>	Refer to QLDC Risk Management Framework. Standards may include, but not limited to: Code of Practice for Temporary Traffic Management (COPTTM), Manual of traffic signs and markings (MOTSAM), One Network Road Classification (ONRC), QLDC Land Development and Subdivision Code of Practice
<b>Public Concern</b>	Consideration must be given to: <ul style="list-style-type: none"> <li>• The strategic objectives of the community and other public and private projects.</li> <li>• The groundswell of community interest. The highest scores will be supported by media, social media and community discussions. However, there must be a balance between sustained issues and kickback reactions to change.</li> <li>• If over time there is concern that projects are not meeting priority, then the score can be escalated by the Wanaka Community Board or the Infrastructure Councillors.</li> <li>• It is expected that site validations have taken place and a good understanding of the problem exists.</li> </ul>
<b>One Network Road Classification (Traffic Volume &amp; Function)</b>	Classification defined by NZTA ONRC framework in QLDC. This is based on traffic counts, function of the road/connectivity with significant community infrastructure.
<b>Cost</b>	Projects over \$50,000 or which have multiple solutions may require a Point of Entry to go through the QLDC Better Business Case Approach for further evaluation.

**Wanaka Community Board  
14 December 2016**

**Report for Agenda Item: 3**

**Department: Corporate Services**

**Wanaka Community Board Terms of Reference and Governance Protocol Statement**

**Purpose**

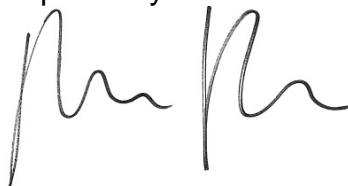
The purpose of this report is to present the new Terms of Reference (delegations) and the updated Governance Agreement to the Wanaka Community Board.

**Recommendation**

That the Wanaka Community Board:

1. **Note** the contents of this report.

Prepared by:



Meaghan Miller  
GM Corporate Services

27/11/2016

Reviewed and Authorised by:



Mike Theelen  
Chief Executive

28/11/2016

**Background**

- 1 The Council will adopt a new committee structure at its meeting on 15 December. As part of this new structure, the Wanaka Community Board terms of reference (delegations) have been updated, as has the Governance Agreement, which has now been renamed the 'Governance Protocol Statement.'

**Comment**

- 2 Early in his tenure, Mayor Jim Boulton signalled that a new committee-based structure would be re-introduced at QLDC with the goal of enabling the Council to operate more transparently, efficiently and effectively.
- 3 The proposed standing committee structure broadly mirrors the Council's activity areas and is as follows:
  - Infrastructure
  - Community and Services

- Planning and Strategy
- Finance, Audit and Risk

- 4 Except for the Finance, Audit and Risk Committee, each committee has a membership of five, a quorum of three and will meet six-weekly. The Finance, Audit and Risk Committee has four members, of which two are external and shall meet quarterly. The Wanaka Community Board has been included in the overall meeting schedule and will also meet on a six-weekly basis during 2017.
- 5 The Mayor has also signalled that he does not intend to re-establish the Property Subcommittee (PSC) in this term of Council. In the previous term of Council, PSC considered minor property transactions (other than sale or acquisition), including Affected Person's Approval, minor variations to leases or licences, licences to occupy road reserve and table and chair licences. Where matters handled by PSC were for activities in the Wanaka ward, they were dealt with by the Wanaka Community Board.
- 6 Except for some minor changes, the new Wanaka Community Board Terms and Reference largely retain the Board's previous delegations.
- 7 The Governance Agreement has been redrafted as the Governance Protocol Statement'. It has been re-named to better represent what is effectively a protocol for communications between the Board and Council. It has no statutory authority but it does set out a standard for best practice in the relations between the Board and Council and has been a fundamental plank of communication and understanding for a number of years.

### ***Options***

- 8 As this is simply for noting, no options have been considered.

### ***Significance and Engagement***

- 9 This matter is of low significance as determined by reference to the Council's Significance and Engagement Policy because it is an internal matter relating to the democratic structure and decision-making framework.

### ***Risk***

- 10 This matter relates to the strategic risk SR2: 'Business capability planning - delegation ownership and business continuity' and is classed as moderate.
- 11 The recommended option (adopting the new committee structure and terms of reference) mitigates the risk by 'treating the risk – putting measures in place which directly impact the risk.'

### **Financial Implications**

- 12 There will be some additional (minor) public notification costs and the potential for increased resourcing (yet to be determined) in governance resourcing. It is anticipated the previous remuneration of Portfolio Leaders and Deputies will translate directly to the newly created Chair and Deputy Chair roles.

## **Council Policies, Strategies and Bylaws**

13 The following Council policies, strategies and bylaws were considered:

- 10 Year Plan 2015-2015

## **Local Government Act 2002 Purpose Provisions**

14 The recommended option:

- Will help meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses through strategic governance;
- Is consistent with the Council's plans and policies; and
- Would not alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or transfer the ownership or control of a strategic asset to or from the Council.

Funding provision will be needed in the Annual Plan and 10 Year Plan.

## **Consultation: Community Views and Preferences**

15 This is an internal governance matter and not an issue requiring public input.

## **ATTACHMENTS**

- A Wanaka Community Board Terms of Reference 2016-19
- B Governance Protocol Statement

## **WANAKA COMMUNITY BOARD**

### **TERMS OF REFERENCE**

#### **MEMBERSHIP**

##### **Chairperson**

Rachel Brown

##### **Deputy Chairperson**

Quentin Smith

##### **Members**

Councillor Ella Lawton

Councillor Ross McRobie

Councillor Calum MacLeod

Ruth Harrison

Ed Taylor

##### **Quorum**

The quorum for every meeting shall be four members.

##### **Frequency of Meetings**

Every six weeks.

##### **Parent Body**

The Board reports to the Queenstown Lakes District Council.

##### **Objectives of the Wanaka Community Board**

The objectives of the Wanaka Community Board are to carry out its role as set out in section 52 of the Local Government Act 2002 to give effect to the purpose of local government in section 10 of the Local Government Act 2002, as set out in the Appendix.

### **TERMS OF REFERENCE**

#### **Responsibilities and Key Projects**

- a) Represent and act as an advocate for, the interests of its community; and
- b) Consider and report on all matters referred to it by the Council, or any matters of interest or concern to the Wanaka Community Board; and
- c) Maintain an overview of services provided by the Council within the community; and
- d) Prepare an annual submission to the Council for expenditure within the community; and
- e) Communicate with community organisations and special interest groups within the community; and

- f) Undertake any other responsibilities that are delegated to it by the Council.

#### Delegated Authority

The Wanaka Community Board will have authority to carry out activities within its Terms of Reference (excluding all powers reserved to the Council by law, or by resolution of the Council).

#### **Power to Act:**

The Wanaka Community Board will:

- a) prepare submissions to the draft TYP or annual plan relating to the Wanaka Ward (including the prioritisation of proposals from community groups);
- b) lodge and present submissions to external bodies on policies and legislation relevant to the Board's Terms of Reference;
- c) make decisions, subject to such general policies as are determined by the Council and having regard to the duties and powers set out in these Terms of Reference, on the following Council activities within the Wanaka Ward:
  1. Car Parking
  2. Cemetery
  3. Council owned buildings and property
  4. Footpaths
  5. Temporary road closures for non-arterial roads, over 13 hours duration in the Wanaka Ward
  6. Legislation relating to –
    - Street names, parades, collections and special uses;
    - Waterways and waterfront special cases and concessions except for formal regulatory functions;
  7. Public toilets
  8. Recreation and reserve areas
  9. Sports fields
  10. Swimming pool
  11. Public information signage
  12. Street lighting
  13. Trees on Council owned land
  14. Elderly persons housing; and
  15. Other items not specified above that fall within the same general local interest category of Council activities within the Wanaka Ward.

#### **Power to Recommend:**

The Wanaka Community Board will recommend:

- a) rates and charges to be levied in the Wanaka Ward (in particular, those related to water, sewerage, roading, tourism promotion and parking);
- b) other revenues to be collected in the Wanaka Ward which relate to the areas listed in (a) above;
- c) any bylaws required for the safety or good governance of the Wanaka Ward;
- d) the use of borrowing to fund works or facilities in the Wanaka Ward;

- e) any decision involving the use of the Public Works Act 1981 within the Wanaka Ward;
- f) setting policy on the leasing or licensing of use of Council property;
- g) the development of the district plan, long term financial strategy, funding policy, treasury policies and borrowing policies;

#### **Delegation Limitations**

These delegations MUST BE read subject to the following qualifications. The Wanaka Community Board's jurisdiction and authority will be limited in regard to the following decisions:

- Any decision delegated to an officer or contractor under Council delegations including sub-delegations to an officer or contractor from the Chief Executive;
- Any services or facilities funded by any rate, charge or other revenue collected on a district wide basis;
- Any contract entered in by the Council for the good of the District as a whole;
- Any work, service, facility or payment that is not funded fully from revenue raised in the Wanaka Ward;
- The power to employ staff;
- Any decision where the Mayor records concerns about the authority of the Wanaka Community Board to make that decision;
- Any decisions involving the development of the Proposed District Plan which shall be in the hands of the Planning & Strategy Committee;
- Any matter where any Board member, or members, considering the issue could be seen to have an interest or bias;
- Financial contributions set in the District Plan or Long Term Plan or imposed in any resource consent application;
- Any decision that is contrary to policy set by the Council. Where the Wanaka Community Board considers that a policy is wrong or requires amendment to provide for circumstances which are not catered for, the Board will submit a proposal for amendment to the policy to the Council.

11.1 WCB DELEGATION SCHEDULE<sup>1</sup>

	Decision by: <sup>2</sup>			
	Officer	WCB	Committee	Council
<b>Artwork</b>				
• locations		✓		
<b>Buildings and Property</b>				
• sale and purchase		✓	✓	✓
• service and operation		✓		✓
• maintenance	✓			
<b>Bylaws</b>		✓	✓	✓
<b>Council Policy</b>		✓	✓	✓
<b>Cemetery Plan</b>				
• development and approval		✓		
• implementation	✓			
<b>District Plan</b>				
• development and approval		✓	✓	✓
• implementation	✓			
<b>Elderly persons housing</b>				
• policy		✓	✓	✓
• design		✓		
• location		✓	✓	✓
• purchase and sale				✓
• maintenance	✓	✓		
<b>Footpaths and walkways</b>				
• locations/priorities		✓		
• specification / LoS		✓		✓
• maintenance	✓			
• trails trust		✓		
<b>Infrastructure</b>				
Capital				
• scoping		✓		
• funding		✓	✓	✓
• planning		✓	✓	✓
Operational				
• location		✓		✓
• specifications/LoS		✓		✓
• maintenance	✓			
• design and build	✓			
<b>Land vesting as reserve</b>		✓		✓

1 This schedule is designed to clarify decision making powers by subject matter. If there is any inconsistency between this schedule and the Terms of Reference and Delegations, the Terms of Reference and Delegations will prevail.

2 Ticks appear in each column where approval is required before the final decision is reached. The final decision is made by the body with the last tick (reading left to right along each row).



	Decision by: <sup>2</sup>			
	Officer	WCB	Committee	Council
<b>Lagarosiphon Control</b>				
• management plan		✓		
• implementation	✓			
<b>TYP</b>				
• preparation		✓	✓	✓
• adoption				✓
• implementation	✓			
<b>Memorials</b>				
• design		✓		
• location		✓		
<b>Operational matters</b>				
• emergency works	✓			
<b>Parking</b>				
• strategic planning		✓		✓
• time restrictions		✓		✓
• no stopping areas		✓		
• location of areas		✓		
• enforcement	✓			
• implement payment		✓		
• fund payment option		✓		✓
<b>Public information signage</b>				
• location		✓		
• specification				✓
• installation	✓			
<b>Public toilets</b>				
• locations		✓		
• specification/LoS		✓		✓
• maintenance and cleaning	✓			
<b>Reserve and recreation areas</b>				
• management plans		✓		✓
• locations		✓		✓
• specification / LoS		✓		✓
• LoS trade-offs		✓		
• maintenance	✓			
• conditions of hire		✓		
• concessions	↗			
• decision to notify long term land leases (lease period greater than 5 years)	↗			
• Lease renewal where Council has discretion	↗			
• Granting of subleases	↗			

	Decision by: <sup>2</sup>			
	Officer	WCB	Committee	Council
• Table and chair licences	✓			
• Decision to notify the intention to grant any approvals for events in excess of 6 days	✓			
• Decision to notify right of way (ROW) easement	✓			
• Affected Party Approval for permanent private development encroaching on Council land	✓			
<b>Rivers and Lakes</b>				
• speed limits		✓		✓
• enforcement	✓			
• concessions		✓		
• charges		✓		
• navigation aids	✓			
• structure design and location		✓		
• Commercial activity permit for activity from a jetty		✓		
<b>Roads</b>				
Capital				
• strategic planning		✓		✓
• funding		✓	✓	✓
• new seals		✓		
• re-seals	✓			
Operational				
• policy		✓		✓
• LoS trade-offs		✓		
• maintenance	✓			
• naming	✓			
• stopping		✓		✓
• temporary closure pursuant to policy		✓		
Minor safety works				
• implement projects	✓			
• change priority of projects		✓		
• approve new projects		✓		✓
<b>Service Delivery</b>				
• specification / LoS		✓		✓
• delivery	✓			
• monitoring		✓		
<b>Staff issues</b>				

	Decision by: <sup>2</sup>			
	Officer	WCB	Committee	Council
• employment	✓			
• performance	✓			
• dismissal	✓			
<b>Street furniture and paving</b>				
• policy and palette		✓		✓
• location		✓		
• purchase	✓			
• Installation/removal	✓			
<b>Street lighting</b>				
• policy		✓	✓	✓
• location		✓		
• style		✓		
• purchase	✓			
• Installation/removal	✓			
• under-grounding priorities		✓		
<b>Swimming Pool</b>				
• location		✓		
• design		✓		
• operation	✓			
• funding		✓	✓	✓
<b>Trees on Council Land</b>				
• location		✓		
• species		✓		
• planting	✓			

- ◆ Note: delegation to be exercised by officers following prior consultation with the Community Board Chairperson, or other nominated representative(s) of the Community Board where practicable.
- ◆ For temporary road closures over 13 hours.  
Under 13 hours CEO

## APPENDIX

### 10 Purpose of local government

- (1) The purpose of local government is—
- (a) to enable democratic local decision-making and action by, and on behalf of, communities; and
  - (b) to meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.
- (2) In this Act, **good-quality**, in relation to local infrastructure, local public services, and performance of regulatory functions, means infrastructure, services, and performance that are—
- (a) efficient; and
  - (b) effective; and
  - (c) appropriate to present and anticipated future circumstances.

Section 10(1)(b): replaced, on 5 December 2012, by [section 7\(1\)](#) of the Local Government Act 2002 Amendment Act 2012 (2012 No 93).

Section 10(2): inserted, on 5 December 2012, by [section 7\(2\)](#) of the Local Government Act 2002 Amendment Act 2012 (2012 No 93).

### 52 Role of community boards

The role of a community board is to—

- (a) represent, and act as an advocate for, the interests of its community; and
- (b) consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board; and
- (c) maintain an overview of services provided by the territorial authority within the community; and
- (d) prepare an annual submission to the territorial authority for expenditure within the community; and
- (e) communicate with community organisations and special interest groups within the community; and
- (f) undertake any other responsibilities that are delegated to it by the territorial authority.

Compare: 1974 No 66 s 101ZY

## **Wanaka Community Board**

### **GOVERNANCE PROTOCOL STATEMENT**

#### **Purpose**

This protocol statement aims to document best practice protocols to:

- Encourage communication, coordination and cooperation between the Queenstown Lakes District Council ("Council") and the Wanaka Community Board ("Board").
- Provide a mechanism for the Council and the Board to:
  - a) enable democratic local decision-making and action by, and on behalf of, communities; and
  - b) meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses

#### **Protocols for Governance, Communication and Coordination**

- The Council and Board have a joint responsibility for the good governance of the district and that the best interests of the communities of the district are served when the Council and Board work cooperatively.
- The Board will be consulted on significant policy and planning documents that impact on the Wanaka Ward before the policies or plans are adopted as draft documents and notified for public comment. It is acknowledged that in some special circumstances, urgency may limit the applicability of this protocol.
- The Board and the Council will agree on levels of service to be provided in the Wanaka Ward. Where the agreed service levels differ from the district-wide service level adopted by Council then a rate differential may be applied to the Wanaka Ward to equalise the different level of service.
- Board concerns regarding operational performance will be communicated to the relevant General Manager in the first instance and subsequently to the Council's Chief Executive if not resolved.
- The Council's Chief Executive will ensure that the Board is provided with complete, timely and robust information, support and advice to enable the Board to carry out its role as prescribed in the Local Government Act 2002 (as

set out in the attached Appendix) and exercise its delegations. This includes the provision of adequate staff support for Board activities.

- Appropriately qualified members of the Board may be appointed to any Hearings Panel to consider resource consent applications. This will require that the Board maintain an impartial position on resource consent applications at all times.
- The Council and the Board will ensure that appropriate training and development is provided for Councillors and Board Members to ensure they have the necessary skills to undertake their governance and policy making responsibilities within local government.
- The Council and the Board acknowledge that good governance requires them to consider community views and provide a balance of the different views and the trade-offs necessary.
- As far as is practicable the Council will delegate powers to the Board over matters concerning the Wanaka ward that are necessary to enable the Board to fulfill its role as prescribed in the Local Government Act 2002. The Board will be consulted over any changes the Council proposes to make to delegations to the Board.
- Delegations to the Board underlie the spirit of partnership between the Council and the Board and any changes to delegations and this Governance Protocol Statement should be considered in tandem with each other.
- Where the Board is exercising its powers (either mandated or delegated) to make binding decisions where the Council considers there is a high degree of significance (as defined in Council's Significance and Engagement Policy) to the community it must follow the special consultative procedure under the Local Government Act 2002 in reaching its decision.
- The Council and the Board will act consistently with the Code of Conduct. Where the Board has been involved in reaching decisions made by the Council then it will not publicly criticise those decisions.

### **Process**

The Mayor and Chief Executive may attend meetings of the Board to report on Council issues impacting on the Board. Members of the senior management team will regularly attend Board meetings for this purpose. The Chair of the Board may attend Council meetings and report on Board issues impacting on the Council.

**Review of Protocol Statement**

The Council and the Board may consider and review this protocol statement at any time. Any proposal for change must be presented for consideration at the next available meetings of the Council and the Board upon the request of either of them. The request must be made in writing to the Chief Executive at least two weeks before the next meeting date.

The Council and the Board must ratify any proposed changes to this protocol statement prior to them coming into effect.

This protocol statement will be placed on the agenda of the final meetings of the Council and the Board prior to the triennial election for the purpose of reviewing the document and recommending changes (if any) to the incoming Council and Board.

**SIGNATURES**

Jim Boulton (Mayor)

\_\_\_\_\_

Rachel Brown (Chairperson  
Wanaka Community Board)

\_\_\_\_\_

**Wanaka Community Board****14 December 2016****Report for Agenda Item: 4****Chair's Report****Purpose**

To present a report from the Wanaka Community Board Chair.

**Recommendation**

That the Wanaka Community Board:

1. **Note** the report;
2. **Recommend** to Council that the process for preparing a Reserve Management Plan to cover Lismore Park, Allenby Park, Kelly's Flat and Faulks Terrace Recreation Reserves is undertaken; and
3. **Recommend** to Council that the lease to Wanaka Firewood Limited over approximately 5000 square metres of section 37 Block III Lower Wanaka SD to operate a firewood yard be extended on the same terms until June 2017.

Prepared by: Rachel Brown



Chair, Wanaka Community Board  
30/11/2016

**Hawea Unformed Legal Roads**

- 1 The umbrella agreement is still with Devon Dairies Ltd for signing, as reported at the previous meeting. It then needs to pass through the Upper Clutha Tracks Trust, Clutha Fisheries Trust and finally the QLDC for signing.
- 2 APL Property is managing this project and is making sure that matters keep moving.

**Wanaka Airport Governance Options**

- 3 Submissions closed on 25 November. 78 submissions were received, of which 53 were submitted on-line and a further 25 via other means (email, letter).
- 4 At the Council meeting held on 24 November Councillors Hill, Lawton and MacLeod were appointed to a panel to hear submissions on Wanaka Airport



Governance Options and make a recommendation to Council. The hearing is likely to take place in the new year, with the hearings panel's recommendations to go to the Council meeting planned for early March 2017.

### **Meeting Dates**

- 5 The Council will adopt a meeting schedule containing standing committee, Council and Wanaka Community Board meetings at its meeting on 15 December.
- 6 The schedule is planned around a six-week cycle with all meetings on Thursdays, including Wanaka Community Board meetings, with Board and committee meetings starting at 10am and Council meetings at 1pm. I realise that both the meeting day and recurrence are different from what has been the norm for several years but I am supportive of this approach for two key reasons. Firstly, Board meetings will coordinate with other Council commitments; secondly, this schedule will ensure that a senior manager is available to attend Board meetings, as a Wednesday meeting has always clashed with the regular executive team meeting.
- 7 The proposed meeting dates are as follows:
  - 16 February
  - 30 March
  - 11 May
  - 22 June
  - 3 August
  - 14 September
  - 25 October (this is a Wednesday)
  - 30 November

### **New Reserve Management Plan**

- 8 Wanaka is an increasingly popular tourist and holiday destination and the resident population is forecast to double in the next twenty years.
- 9 It is necessary to ensure that Wanaka's parks are managed to provide for the needs of the Wanaka community, and the requirement for a Reserve Management Plan (RMP) to cover Lismore Park, Allenby Park and Kelly's Flat has been previously identified as a priority. This is because some of the existing policies are no longer relevant and a review provides an ability to consider further opportunities for the management of the reserves.
- 10 It is also recognised that there is an ability also to include the Faulks Terrace Reserve into a RMP process for the three aforementioned parks. This would likely result in an overall efficiency and would allow for a RMP to address four instead of three parks.
- 11 The Parks and Reserves Planning Team now seek to undertake a process necessary to create a RMP for the four identified parks. In order to do so, the Board needs to resolve to recommend to Council that a Reserve Management Plan be prepared.

### **Wanaka Firewood**

- 12 About five years ago, Council agreed to grant a lease to Wanaka Firewood for the site off Ballantyne Road near the abandoned car yard. The lease was tendered, and Wanaka Firewood was the highest tenderer.
- 13 The applicant had to get resource consent before commencing the lease and to date, has not obtained consent.
- 14 The offer to lease had to be actioned within five years and that period has now expired. However, it is the staff view that it would be unreasonable to withdraw the lease at this stage in light of the applicant's efforts to obtain resource consent. Accordingly it is recommended that the Board recommend to Council that the lease be extended on the same terms until June 2017.

### **Wanaka Croquet Club**

- 15 At the Board meeting held on 14 September 2016 the Board approved public notification of the intention to grant a new lease to the Wanaka Croquet Club.
- 16 Subject to the new lease being granted, the club also wanted to build a new 18 square metre Skyline Garage to replace the present storage shed. The report presented to the Board also sought Lessor's consent and Affected Person's Approval to do this and under delegated authority, the Board provided both approvals.
- 17 The consultation attracted one objection that the location of the proposed new building would block the view from an adjacent property. APL Property discussed this with the club which agreed to build the garage in a new location and the objector withdrew the objection.
- 18 Parks and Reserves staff teams consider that the intention to grant a new lease needs to be re-notified because the proposal has changed from what was originally presented to the Board and notified. APL Property is managing the process and will action this prior to Christmas.

### **Upper Clutha A&P Society**

- 19 As agreed in the process of granting a new lease to the Upper Clutha A&P Society in 2015, plans for their proposed building project were presented to members of the Wanaka Community Board and submitters for consultation at a meeting on 6 December. It was agreed that the plans are acceptable and the Society will now follow due process to achieve their goals. Issues of access to and public enjoyment of the Wanaka Recreation Reserve were also discussed.

### **Wanaka Recreation Reserve Reserve Management Plan**

- 20 Submissions closed on 12 November with 13 submissions received and 9 submitters wishing to speak at a hearing. At the Council meeting on 24 November Councillors MacLeod and McRobie were appointed to a hearings panel to hear submissions and make a recommendation to the Wanaka Community Board. A hearing date towards the end of January is being sought.

### **Wanaka Recreation Centre and Wanaka Community Pool**

- 21 By the time the Board meeting takes place, a community meeting about sport and recreation in the Wanaka area will have occurred. The business to be covered at the meeting has been advertised as being:
- A general update on the Wanaka Pool, artificial turf and new sports fields;
  - Discussion about where things are going with the Wanaka Recreation Centre;
  - Input from the public about ideas for new programmes and activities to be offered at the Wanaka Recreation Centre and the issues facing sport and recreation groups.

### **Wanaka Community Board 'Drop-In' Sessions**

- 22 I instigated monthly 'Drop-In' sessions during the last term of Council. These were opportunities for members of the public to call in to the office in Ardmore Street to raise any questions, concerns or suggestions about Council activities, projects or policies. There was no compulsion for any specific board members to attend nor was the public expectation raised that this was an opportunity to 'meet the board'. However, it did fulfil a need in the community for those people who prefer a quiet chat rather than the other more formal approaches to Council. People did not need to make an appointment and the sessions were for two hours between 11am and 1pm.
- 23 It is my intention to reintroduce them in this term of Council. As noted above, the Council will operate a six-week meeting cycle in 2017 but I believe that the Drop-In Sessions need to occur on a very regular basis to become part of the public 'mentality'. Accordingly, I propose that they occur monthly on the first Wednesday of every month, beginning on Wednesday 1 February 2017. We generally use the Ardmore Street meeting room but it has also been suggested that from time to time we may use the Wanaka Library.

### **Projects Summary**

- 24 See Attachment A for the Property and Infrastructure Department's summary of projects currently underway and Attachment B for the project summary for Parks and Reserves.

### **Reports from Liaison Positions, Community Associations and recent Council meetings**

- 25 Members are invited to report on the Board-related activities they have been involved in since the date of the last meeting and Councillors are asked to comment on any matters of interest to the Board from recent Council meetings.

### **Attachments**

- A Property and Infrastructure Team Summary Report
- B Parks Summary Report

## INFRASTRUCTURE TEAM SUMMARY REPORT

REPORT ISSUED ON: Thursday, 24 November 2016

dd/mm/yy	Due in next 2 wks	On Track
dd/mm/yy	On Hold	At Risk
dd/mm/yy	Overdue	Complete N/A

PROJECT	CATEGORY	ACTIVITY TYPE	PROJECT MANAGER	CONCEPT DESIGN GATEWAY	DETAILED DESIGN GATEWAY	CONSTRUCTION GATEWAY	PRACTICAL COMPLETION	POST HANDOVER GATEWAY	H&S STATUS	FINANCIAL STATUS	RISK/ISSUE STATUS	PROJECT HEALTH STATUS	FY 15/16 BUDGET	FORECAST	SPENT TO DATE
Wanaka Transportation - Minor Improvements, Non-Sub	Renewals	Transportation - Non Sub	NEWPM	20/07/16	20/07/16	31/08/16	6/06/17	25/08/17					475,398		
Gordon Road Pump Station Upgrade	New Capital	Sewerage	Deborah - BBC	1/06/17	30/06/17	25/08/17	22/09/17	15/12/17					35,400		
Edgewater Gravity Sewer Upgrade - Seperable Portion 2	New Capital	Sewerage	Rob Darby			15/02/17	18/05/17	11/08/17					380,906	394,500	13,835
DISTRICT WIDE RESEALS	Renewals	Transportation - NZTA	NEWPM	25/03/16	17/06/16	1/10/17	3/03/17	2/06/17					1,705,000	1,705,000	
CAMP HILL ROAD - Sealed Road Pavement Rehab - RP: 1510 to 3200	Renewals	Transportation - NZTA	Rob Darby	15/10/16	15/10/16	6/02/17	31/03/17	16/06/17					534,100	525,000	408
Ardmore St Build Outs	New Capital	Transportation - NZTA	Rob Darby			7/11/16	21/12/16	18/01/17					45,000	44,000	3,960
Cardrona New Water Supply Scheme	New Capital	Water Supply	Rob Darby	25/03/16	20/05/16		20/04/17	14/07/17					367,296	360,000	15,104
Wanaka Airport Pump Station - BBC	New Capital	Sewerage	Deborah - BBC	1/06/17	30/06/17	25/08/17	22/09/17	15/12/17							
Water Supply - Renewals - Wanaka	Renewals	Water Supply	Simon Leary	29/02/16	25/04/16	15/08/16	30/06/17	22/09/17					257,600		32,728
Wanaka Water Supply, Anderson Road Extension	Renewals	Water Supply	Rob Darby	6/05/16	1/07/16	15/02/17	30/04/17	30/06/17					299,200	490,000	1,800
Wanaka Airport water supply reticulation - BBC	Renewals	Water Supply	Deborah - BBC	1/06/17	30/06/17	25/08/17	22/09/17	15/12/17							
Beacon Point Road - Project	Renewals	Stormwater	Simon Leary	18/01/16	14/03/16	4/07/16	30/09/16	10/02/17					490,000		
Wastewater - Renewals - Wanaka	Renewals	Sewerage	Simon Leary	25/04/16	23/05/16	15/08/16	30/06/17	22/09/17					75,900		1,280
Aubrey Road PS (Upgrade or Decommission)	New Capital	Transportation - NZTA	Rob Darby		5/09/16	9/11/16	7/12/16	10/03/17			On Hold	On Hold	50,000	45,000	
Mt Aspiring Road booster to address fire	Renewals	Water Supply	Rob Darby	28/11/15	20/02/16	1/10/16	20/12/16	10/03/17			On Hold	On Hold	613,552		5,705
Albert Town Ring Main	Renewals	Water Supply	Rob Darby	20/11/15	15/01/16	6/05/16	29/07/16	21/10/16					232,557	70,000	21,196
Wanaka Yacht Club Borefield Stage 1	New Capital	Water Supply	Deborah - BBC	6/02/17	6/02/17	10/04/17	10/04/17	10/04/17					60,000		
Mt Aspiring Road Widening	New Capital	Transportation - NZTA	Simon Leary	8/04/16	3/06/16	23/09/16	16/12/16	10/03/17					300,000		
Cardrona New Wastewater Scheme	New Capital	Sewerage	Rob Darby	24/09/15	17/12/15	28/07/16	18/11/16	13/01/17					722,651	685,000	53,218



# INFRASTRUCTURE TEAM SUMMARY REPORT

REPORT ISSUED ON: Thursday, 24 November 2016

dd/mm/yy	Due in next 2 wks	On Track
dd/mm/yy	On Hold	At Risk
dd/mm/yy	Overdue	Complete N/A

PROJECT	CATEGORY	ACTIVITY TYPE	PROJECT MANAGER	CONCEPT DESIGN GATEWAY	DETAILED DESIGN GATEWAY	CONSTRUCTION GATEWAY	PRACTICAL COMPLETION	POST HANDOVER GATEWAY	H&S STATUS	FINANCIAL STATUS	RISK/ISSUE STATUS	PROJECT HEALTH STATUS	FY 15/16 BUDGET	FORECAST	SPENT TO DATE
Ardmore St/Lakefront Streetscape	New Capital	Transportation - Non Sub	NEWPM	18/11/16	15/01/17	10/03/17	4/04/17	30/06/17	On Hold	On Hold		On Hold	50,000		

**REPORT ISSUED ON:** Thursday, 1 December 2016

dd/mm/yy	Due in next 2 wks	On Track
dd/mm/yy	On Hold	At Risk
dd/mm/yy	Overdue	Complete N/A

PROJECT	WARD	PROJECT MANAGER	H&S STATUS	FINANCIAL STATUS	RISK/ISSUE STATUS	PROJECT HEALTH STATUS	FY 16/17 BUDGET	PROJECT STATUS COMMENTS
Albert Town Lagoon	Wanaka	DM						Excavation work still delayed until after the lagoon drops. Seat & plinth installed. Path extension through Walkway renewals.
Lake Hawea North Beach - Replace NZED Block with landmark	Wanaka	MJ						Norski toilet approved, ordered & due to arrive late Jan 2017 for an early Feb install.
Street Tree Replacement program - 2-3 streets a year Wanaka	Wanaka	TE						Tim Errington
Parks and Reserves Roding Minor Improvements – Wanaka	Wanaka	SQ	N/A	On Hold	N/A			Determining work programme with Roding.
Wanaka Cemetery Improvements	Wanaka	MJ						Grow-in period complete. Handed back to the contractor. Concrete beams ready to be placed - waiting for contractor H&S plan before entering into SF contract
Playground Renewals - Wanaka	Wanaka	MJ	N/A		N/A			Works programme determined & currently seeking pricing.
Roys Bay Park Improvements	Wanaka	SQ	N/A		N/A			Detailed design almost complete with Reset Urban Design. Setting scope for project delivery & costing with Beca.
Aspiring Road - replace permaloo with Exeloo	Wanaka	SQ	N/A		N/A			Working on further design & costing following decision on Exeloo toilet. Construction deferred/budget reforecast to 17/18.
Walkway Renewals - Wanaka	Wanaka	SQ	N/A		N/A			Trail upgrade programme approved through UCTT and pricing through Cranking Fine. Construction in progress.
Minor Renewal Reserve Works - Wanaka Ward	Wanaka	SQ						Working through agreed work plan with Maintenance & Ops