

Minutes of a Council Workshop

Tuesday, 17 September 2024 at 10.00am
Council Chambers, Gorge Road, Queenstown

Present:	Mayor Lewes (Chair)	Councillor Guy
	Councillor Bartlett	Councillor Smith
	Councillor Bruce (online)	Councillor Tucker
	Councillor Cocks (online)	Councillor Wong
	Councillor Gladding (online)	Councillor White
	Mr Chris Hadfield (WUCCB) (online item 1)	Ms Linda Joll (WUCCB) (online item 1)
	Mr John Wellington (WUCCB) (online item 1)	
Apologies:	Councillor Whitehead	Councillor Ferguson
In attendance:	Anna Robinson (Otago Regional Waste Officer, DCC) (item 1 and 2)	Paul Speedy (item 4)
	Caleb Dawson-Swale (item 3)	Rebecca Pitts (online item 1)
	Dan Crosby (item 3)	Sara Patterson
	Diana Pietruschke (item 3)	Simmon Battrick (item 1)
	Katherine Harbrow	Simon Mason (item 1 and 2)
	Meaghan Miller	Sophie Mander (item 1 and 2)
	Mike Theelen	Tony Avery
	Naell Crosby Roe (online items 1-3 in person for item 4)	
	No members of the media or public were in attendance	

No.	Agenda Item	Actions
1.	<p><u>QLDC Sports Field Plan 2024</u></p> <p>Simon Battrick presented the item and stepped the Council through a PowerPoint presentation highlighting:</p> <ul style="list-style-type: none"> - The way forward for sports grounds in Whakatipu and Wānaka, with a focus on reallocation of training, upgrading existing fields to a high standard surface, floodlight installation, development of new fields and ancillaries, and the development of an artificial turf in Wānaka. - Implementation options for 2025/26 and 2026/27. <p>Mike Theelen reiterated that this briefing was not looking for decisions or debate, the intent is to brief council on the latest information.</p>	<p><i>Simon Battrick to share copy of presentation. (This has been actioned)</i></p>

No.	Agenda Item	Actions
	<p>Councillors discussed:</p> <ul style="list-style-type: none"> - How other funding can integrate into the improvement costs. Mr Battrick confirmed that discussions with Trusts have been held, and are ongoing, and highlighted the importance of any outcome meeting the needs of the community and not just one sector. - The large shortfall of suitable grounds in Wānaka despite a greater funding allocation to Whakatipu. Mr Battrick confirmed that Ladies Mile takes most of the Wakatipu budget allocation and elaborated that it had been previously identified that 50-60% of children in Whakatipu come from Lake Hayes, Arrowtown and surrounds confirming its ideal location to serve the community needs, and its associated reduction in traffic congestion into Frankton. - Perceived idea of micro plastics in artificial turfs. Confirmed turfs come long way with manufacturers looking at sustainability, rainwater harvesting, how to recycle turf. It was also noted that maintenance costs for turf grounds is approx. \$20k per annum vs soil turfs of approx. \$40k. <p>Mr Battrick confirmed the quantity of quality fields is the primary issue in Wānaka, and the Whakatipu primary issue is lack of indoor Courts.</p> <p>Councillors questioned when the Sports Field Plan (attachment A) was received, Mr Battrick confirmed it was received approx.2 weeks ago and that it was not available at time of Long Term Plan deliberation.</p> <p>Councillors noted they wanted more time to discuss and were encouraged to send questions to Mr Battrick via email.</p> <p>Attachments: <i>Attachment A - QLDC Sports Field Plan (see workshop agenda)</i></p>	
2.	<p><u>Collaboration in Waste</u></p> <p>Sophie Mander and Simon Mason presented the item and introduced Anna Robinson as the newly appointed Otago Regional Waste Officer.</p> <p>Ms Robinson spoke to her role and the anticipated work programme across the region including the short and long-term plans.</p>	

No.	Agenda Item	Actions
	<p>Staff presented the assessment work for a replacement Regional Material Recovery Facility (MRF), with five shortlisted site locations.</p> <p>The preferred site was confirmed as Council owned land in Ballantyne Rd, Wānaka, but viable alternative sites include Central Otago District Council (CODC) land in Cromwell and access to planned or existing MRF facilities located out of district. More work is needed to understand the risks, with a report and plan to be presented to the Infrastructure Committee in November.</p> <p>Ms Mander highlighted recent analysis that 55% of material in QLDC red bins is made up of food scraps and greenwaste. An application for funding by the Ministry for the Environment's (MfE) has been submitted to build an organics processing facility in the Central Otago district. Advice from the MfE is expected before the end of 2024. If successful, the CODC facility is anticipated to be operational by 2026/2027.</p> <p>Councillors questioned current process and why a joint services model wouldn't be a good option. Ms Mander advised that the various councils hold contracts with multiple suppliers of variable duration so a joint services model would require a long-term approach to establish. It was also confirmed that the CODC organics facility is not anticipated to be co-located with a regional MRF facility.</p> <p>Attachments: <i>Attachment A - Collaboration in Waste Presentation (See attached)</i> <i>Attachment B - Otago Region Waste Assessment 2024 (see workshop agenda)</i> <i>Attachment C - Waste and Recycling in Otago 2022 (see workshop agenda)</i></p>	
3.	<p><u>Monthly and Quarterly Reporting improvements: Key Priorities Reporting</u></p> <p>Dan Crosby, Caleb Dawson-Swale and Diana Pietruschke presented on business process improvements, focusing on timeliness and quality. It was noted that Zak Brown had led the project to date but was unable to attend the session. The presenters shared examples of the changes to reporting and answered questions.</p> <p>Mike Theelen clarified that this reporting focused on QLDC KPI's specifically and is therefore based on QLDC performance only.</p>	<p><i>A framework and draft of what is anticipated will be shared with councillors in due course.</i></p>

No.	Agenda Item	Actions
	<p>Councillors discussed the need for inclusion of reporting on any projects that have a large budget, are high on community radar, and the need for anything that is red and running overbudget to be reported. It was clarified that budgetary aspect of projects are currently the main criteria being developed for project reporting.</p> <p>Attachments: <i>Attachment A - July Monthly Highlight Report (see workshop agenda)</i> <i>Attachment B - Example Quarterly chart changes (see attached)</i></p>	
4.	<p><u>Civic Administration Building Location Assessment Request for Proposal (RFP)</u></p> <p>Paul Speedy spoke to the item. Mr Speedy noted the purpose of the briefing was to ensure the RFP and scope of services are still consistent with the views of council at time of deciding on the need for a Civic Administration Building location review.</p> <p>Mr Speedy confirmed that staff are looking for a measure of value between locations. The assessment would allow for review across multiple criteria.</p> <p>Mr Speedy confirmed that the aim is to undertake procurement in November, with the work to be done by the end of Q1, 2025. Findings would then be presented back to council for consideration by June 2025.</p> <p>Councillors questioned the engagement process and expressed their expectation of a feedback loop on how the assessment is to be undertaken, specifically the methodology for determining a value for each location. Mr Speedy confirmed that once the assessor is engaged there will be opportunity for workshops, and opportunity to involve councillors in a workshop setting before the assessment is to be undertaken.</p> <p>Discussion was held around loss of 'Project Connected' vs 'Project Manawa' and enabling community voice on Manawa as a whole. Mr Theelen expressed the need to remain open and avoid any preconceived objectives as to the final location of building. Mayor Lewes spoke to best practice of a peer review. Mr Speedy clarified that he expects the market will provide an innovative approach or methodology to undertake the review.</p> <p>Mr Speedy confirmed that the size of office space has been based on 60% occupancy which reflects current flexible working and</p>	<p><i>Paul to refine scope based on feedback and go to market.</i></p>

No.	Agenda Item	Actions
	<p>advised that the library currently forms part of the interim footprint. He confirmed that QLDC currently occupies 3,500sqm across six Queenstown CBD premises.</p> <p>Councillors discussed:</p> <ul style="list-style-type: none"> - The need to see options that don't just require large upfront cost. - Scope missing what can council building can deliver on the site space, congestion etc. - The need for a feedback loop to council to be built into the RFP. - Building transparency and trust in RFP, which will be critical if to be valued and supported by community. - Data on assumptions to be renewed, as currently old data. - Councillors questioned reference to a partnership agreement to which Mr Speedy confirmed is separate and not a contractual/joint venture. The approach taken in the RFP is to assume the CAB location is separate to Project Manawa. <p>Mr Speedy confirmed that he will take on feedback, refine the RFP and go to market.</p> <p>Attachments: <i>Attachment A - Draft Scope of Services for Civic Administration Building Location Assessment (see workshop agenda)</i></p>	

The workshop concluded at 12.29pm

Collaboration in Waste

Council Workshop

17 September 2024

Introduction and Progress Update

- Introduction to the Otago Regional Waste Officer
 - Southland Otago Waste Network (SOWN)
- Update on Regional Material Recovery Facility
- Update on CODC Organics Processing Facility

Southland Otago Waste Network (SOWN)



Otago

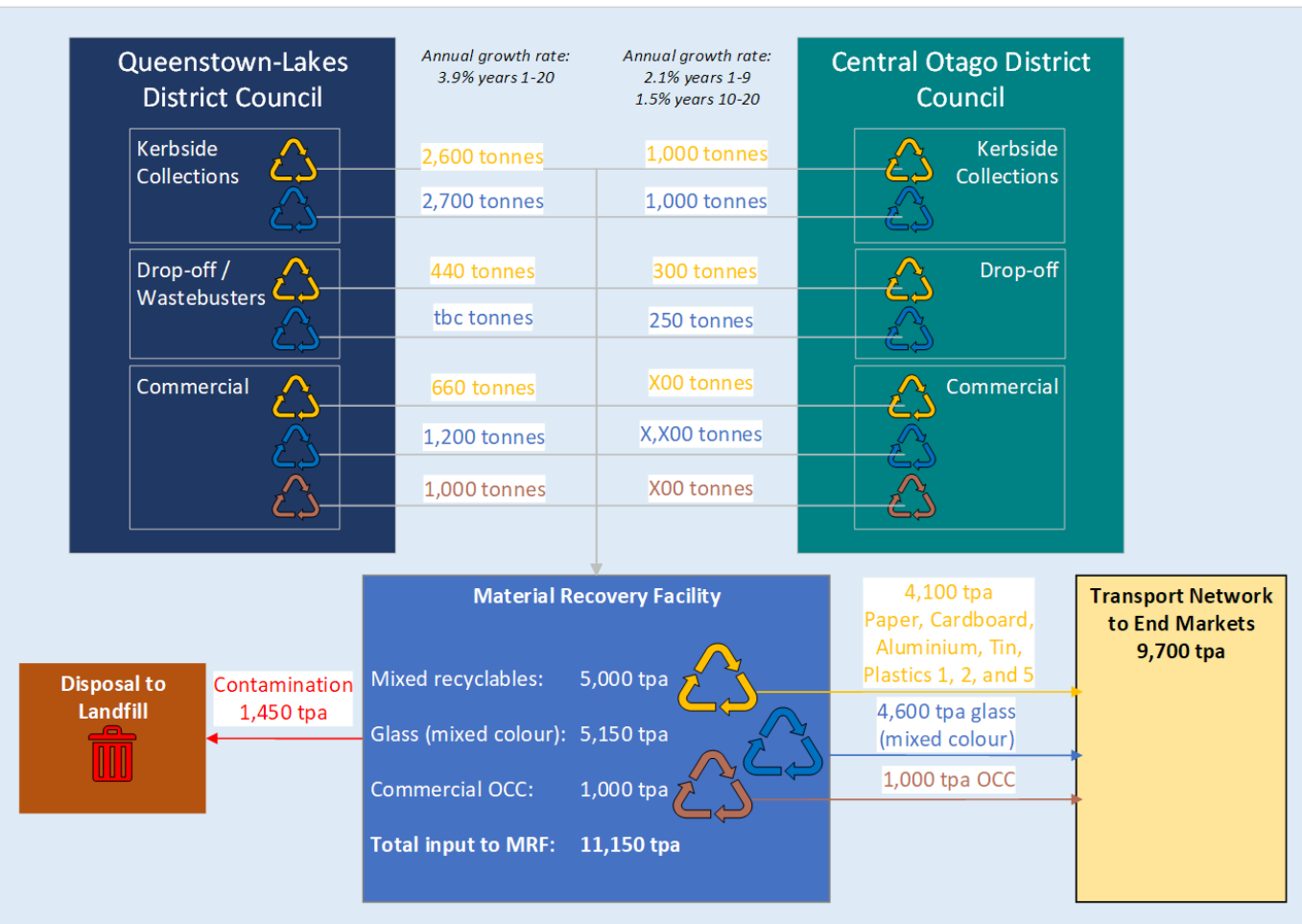
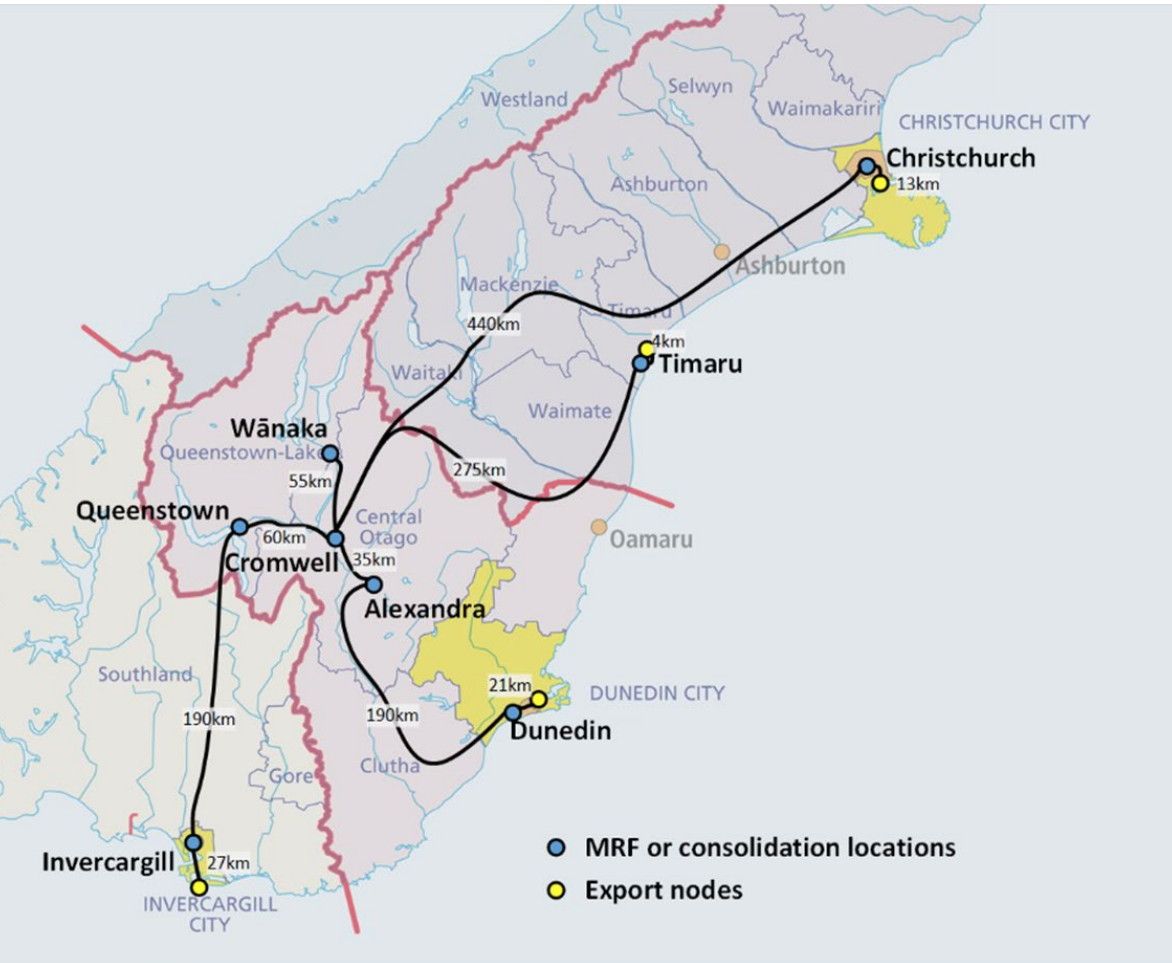
- Central Otago
- Clutha
- Waitaki
- Queenstown Lakes
- Dunedin

WasteNet Southland

Shared service arrangement with joint committee

- Southland
- Gore
- Invercargill

Regional Material Recovery Facility (MRF)



Regional Organics Processing Facility



WHAT CAN BE DIVERTED FROM OUR RED RUBBISH BINS?

- 3.9% >> Paper and cardboard
- 1.9% >> #1,2 & 5 Bottles & containers
- 0.8% >> Steel & aluminium cans



6.6% can be recycled in the **yellow mixed recycling bin**.

- 1.9% >> Glass bottles & jars



1.9% can be recycled in the **blue glass bin**.

- 33.0% >> Food scraps

- 22.9% >> Green waste



55.9% can be **composted**.

- 35.6% >> Other waste (mixed)



35.6% is waste **destined for landfill**.

64.4%
can be recycled
or composted
instead of being
sent to landfill.

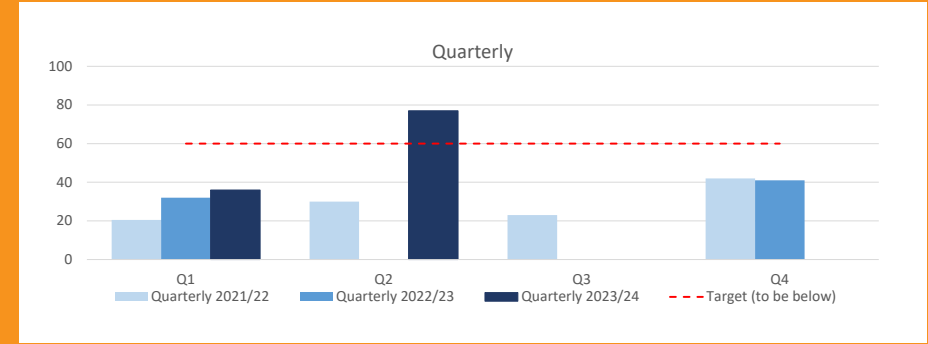
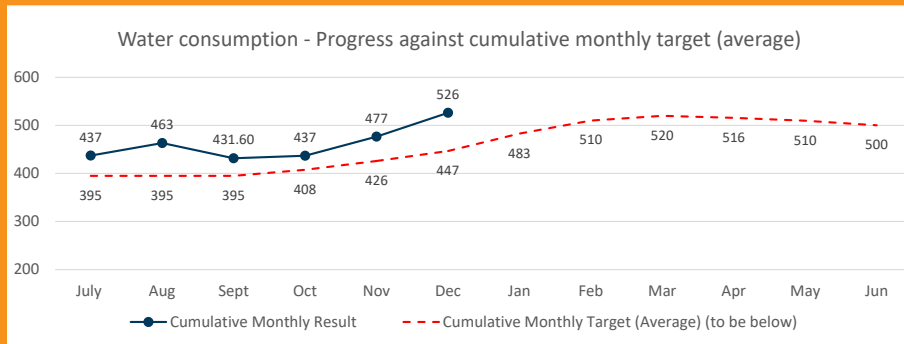
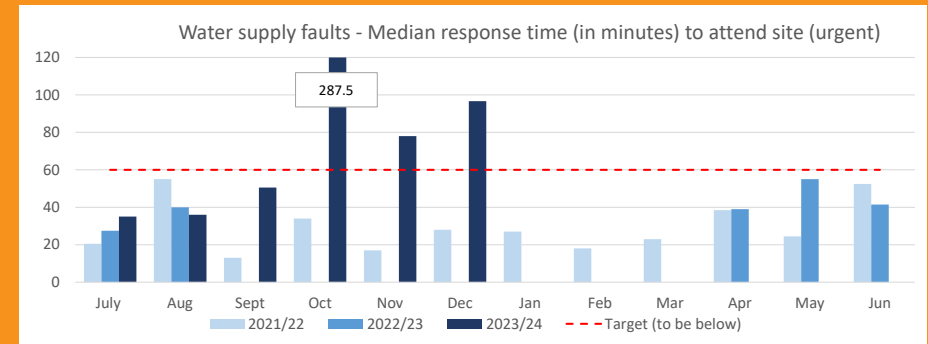
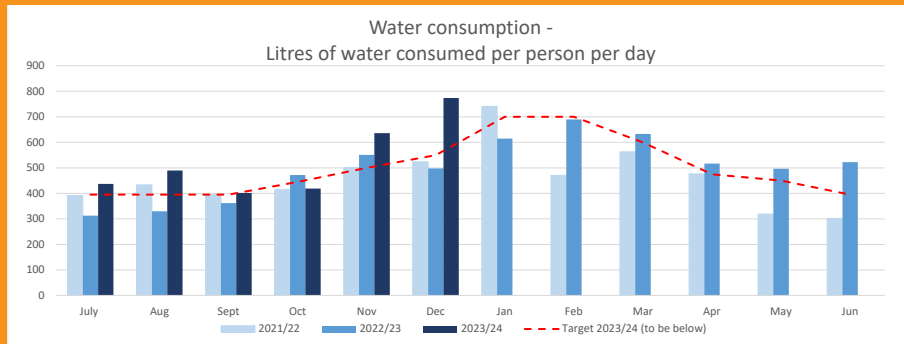


Questions

Core Infrastructure and Services

Water Supply

Item 3: Monthly & Quarterly Report Improvements Attachment B - Example Quarterly chart changes



MONTHLY RESULT

WATER CONSUMPTION
Average consumption of water per person per day

TARGET	MONTHLY RESULT
<550L	000

Text here

AGGREGATE RESULT

WATER CONSUMPTION
Average consumption of water per person per day

TARGET	YTD RESULT
<447L	000

Text here

MONTHLY RESULT

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

TARGET	MONTHLY RESULT
<60 mins	000

Text here

AGGREGATE RESULT

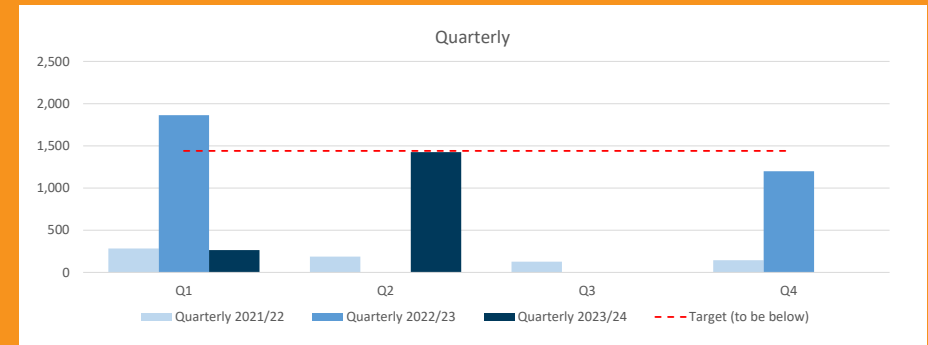
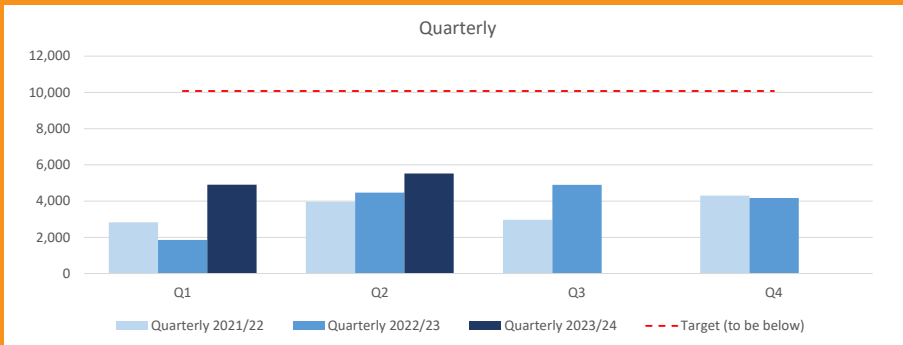
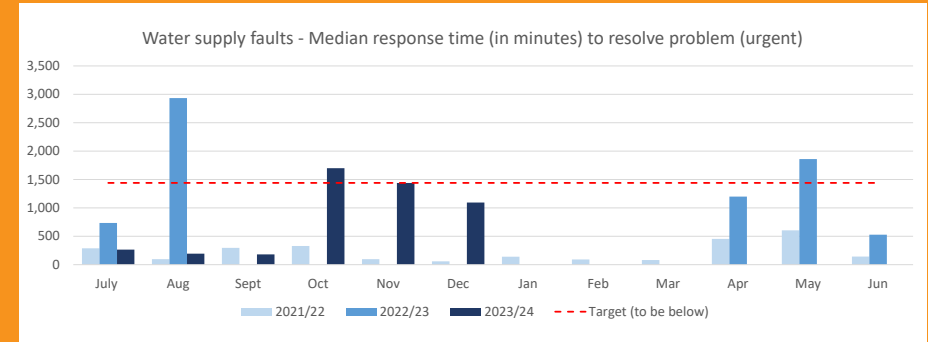
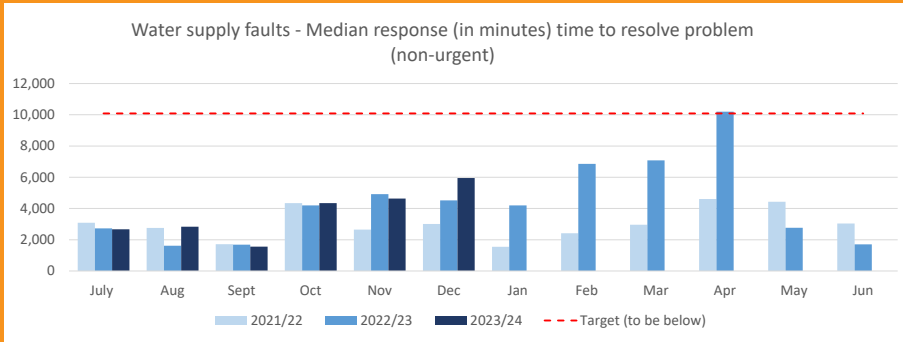
WATER SUPPLY FAULTS
Median response time to attend site (urgent)

TARGET	QTR RESULT
<60 mins	000

Text here

Core Infrastructure and Services

Water Supply



MONTHLY RESULT

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

TARGET MONTHLY RESULT
<1,440 mins **000**

Text here

AGGREGATE RESULT

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

TARGET QTR RESULT
<1,440 mins **000**

Text here

MONTHLY RESULT

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

TARGET MONTHLY RESULT
<1,440 mins **000**

Text here

AGGREGATE RESULT

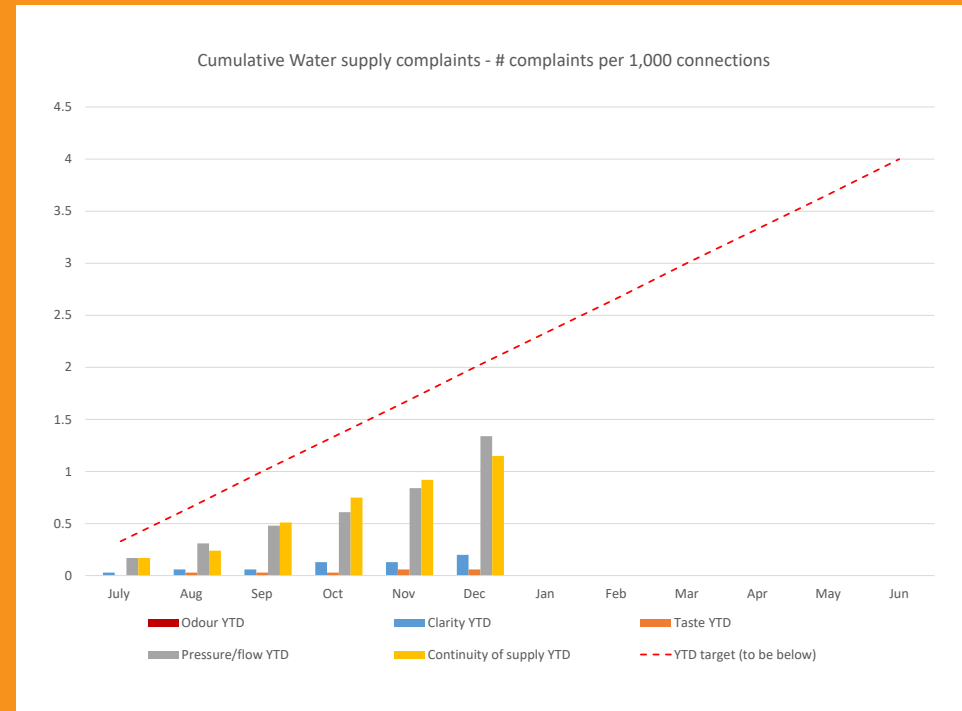
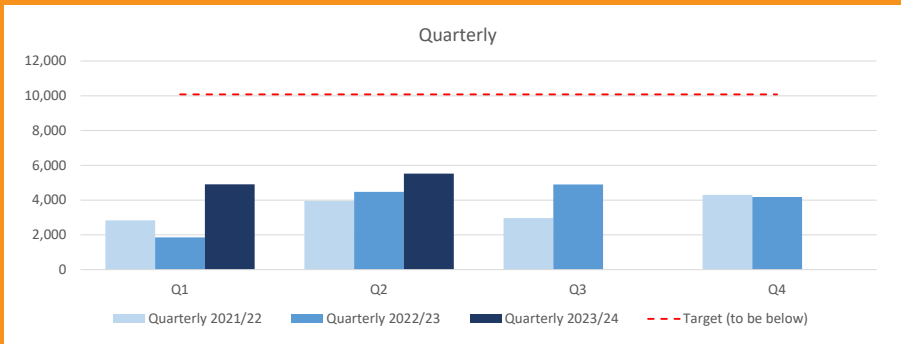
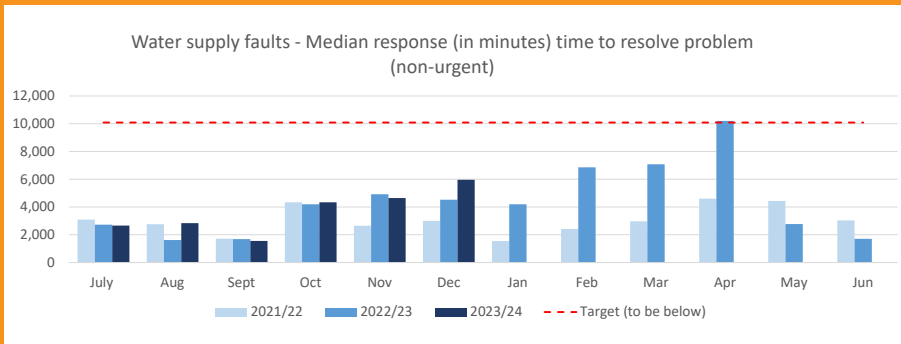
WATER SUPPLY FAULTS
Median response time to resolve problem (urgent)

TARGET QTR RESULT
<1,440 mins **000**

Text here

Core Infrastructure and Services

Water Supply



MONTHLY RESULT

WATER SUPPLY FAULTS

Median response time to resolve problem (non-urgent)

TARGET	MONTHLY RESULT
<10,080 mins	000

Text here

AGGREGATE RESULT

WATER SUPPLY FAULTS

Median response time to resolve problem (non-urgent)

TARGET	QTR RESULT
<10,080 mins	000

Text here

WATER SUPPLY COMPLAINTS

of complaints per 1,000 connections

TARGET <4 PER ANNUM

	MONTHLY RESULT	YTD RESULT
Odour	000	000
Clarity	000	000
Taste	000	000
Pressure/flow	000	000
Continuity of supply	000	000

TARGET <2 PER ANNUM

QLDC response to issues	000	000
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Text here

Item 3: Monthly & Quarterly Report Improvements
PowerPoint Presentation

Monthly & Quarterly Reporting Improvements

17 September 2024

Monthly Highlight and Quarterly Reports

- Monthly report on progress against
 - The KPIs set in the Long Term Plan
 - Health & Safety
 - Key Priority projects
 - Financial expenditure
- Quarterly reports additions
 - KPI trend charts
 - Additional commentary

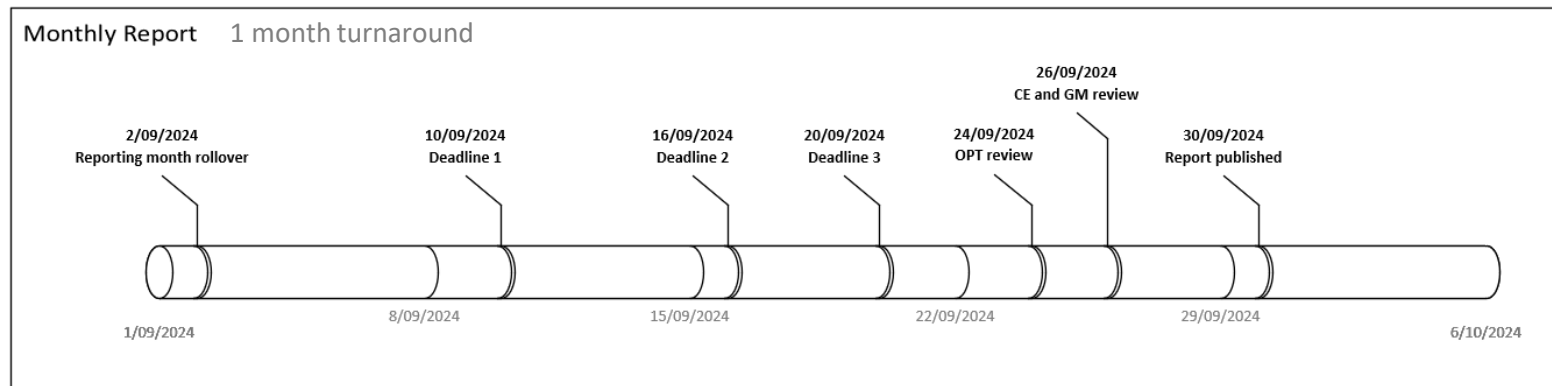


Business Process Improvement

Timeliness	<ul style="list-style-type: none">• Shorter, consistent timeframes to publish reports• Training and expectation setting• Monitoring
Quality	<ul style="list-style-type: none">• Aligning to Office of the Auditor-General performance reporting standards• Documentation definitions• Key Priority process

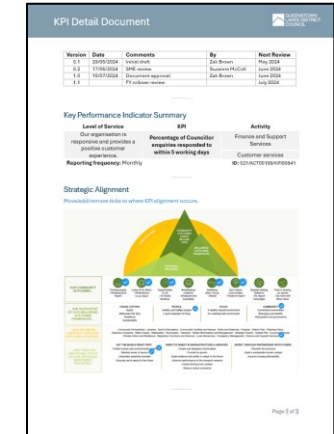
Timeliness

- Consistent timeline for publishing reports
- Staged KPI internal deadlines in place
- Forward scheduling of reviews and approvals
- Financial report appended after initial report released
- Monitoring controls in place
- Monthly reports published by the end of the following month
 - July 2024 -> 31st August 2024
 - August 2024 -> 30th September 2024
- Quarterly reports published 6 weeks following month end
 - September 2024 -> 8th November 2024
- Quarterly reports presented to elected members in next available workshop.



Quality

- Commentary
 - Alignment to Office of Auditor-General reporting standards
 - Training for Responsible Officers
 - Controls in place to cater for staff changes
- RAG status aligned to PMO's tolerance framework
- Key Priorities process
 - Capital projects, Strategies, Policies and Plan projects
 - Linking to other reporting sites
 - Criteria being developed to select relevant projects from Long Term Plan
 - Quarterly review process to ensure currency
- KPI Detail Documents produced to capture definition for each KPI. Managing revisions and audit requirements.



KPI Detail Document

What's Changed

- Quarterly report KPI charts
- Data Disclaimers
- Key Priorities
 - Project report lifecycle
 - RAG status
 - RAG change status
 - Table structure



Key Priorities - Strategies, Policies and Plans				July 2024
ITEM	COMMENTARY	NEXT KEY MILESTONES	RAG STATUS	
ECONOMIC FUTURES				
Economic Diversification Plan Planning & Strategy Committee Queenstown Lakes District Council (qldc.govt.nz)	<ul style="list-style-type: none"> • Council report being written for 1 August 2024 council meeting. • Planning underway for Snapshots 2024, an annual event that will this year include updates on projects within the diversification and destination management plans. • The project is flagged Amber because scheduled completion of the Economic Diversification Plan was June 2024. Due to the council meeting for endorsement taking place on 1 August, completion has been delayed until August 2024. 	<ul style="list-style-type: none"> • 1 August 2024 - Attend Full Council Meeting to present the recommended option of endorsing the draft Economic Diversification Plan. • Mid August 2024 - Invites for Snapshots 2024 to be sent. 	Amber	➔
COMMUNITY PARTNERSHIPS				
Te Muka Toi, Te Muka Tākata Creativity, Culture and Heritage Strategy (formerly Arts, Culture & Heritage Strategy) Creativity, Culture and Heritage Strategy Queenstown Lakes District Council (qldc.govt.nz)	<ul style="list-style-type: none"> • Scoping QLDC work programme for 2024-2025. • Planning delivery of key actions outlined in the Strategy Implementation Plan. • Tracking monitoring, evaluation and reporting of key actions for the overarching Strategy work programme for 2024-2025; this will be managed by Strategy partner Three Lakes Cultural Trust, the Regional Arts Organisation (RAO). 	<ul style="list-style-type: none"> • Developing a communications partnership agreement between QLDC, Three Lakes Cultural Trust, the Regional Arts Organisation (RAO) and Lakes District Museum, including roles and responsibilities for Strategy communications. • RAO developing inaugural Strategy newsletter providing updates on key activities due out in late September 2024 (likely to be once every six to eight weeks); QLDC and other key partners will contribute to the newsletter. 	Green	➔

Questions

