



QUEENSTOWN
LAKES DISTRICT
COUNCIL

Monthly Report to the Queenstown Lakes District Council
for the period ending 30 April, 2014

Contents

1.	Executive Summary	1
2.	Public Processes.....	3
3.	Finances	4
4.	Key Projects.....	7
5.	Key Performance Indicators	15
6.	Key Business Volumes.....	40

1. Executive Summary

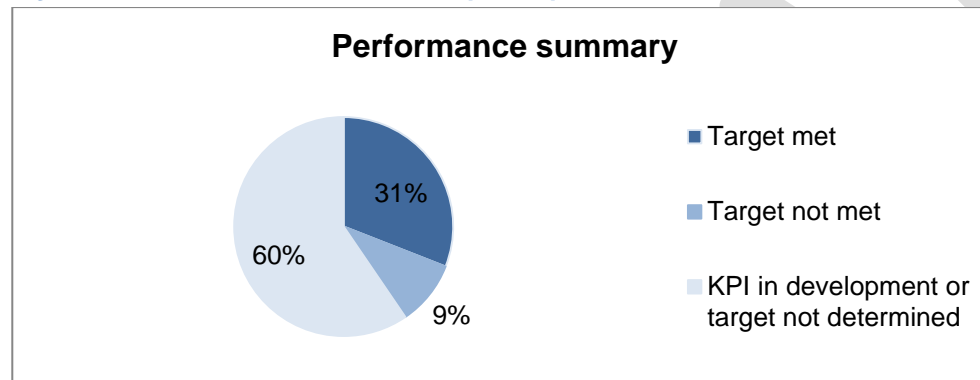
A. Significant Initiatives or Issues

- Planning with commercial sector has been completed for 'Sewerage Education'. Workshops with food outlets commence in May with a focus on grease traps. Workshops with the trade industry are to be scheduled June/July.
- As implementation of the TechnologyOne systems nears, there are increasing demands on staff resources for training and testing.

B. Major Projects

- Draft Annual Plan consultation (submissions open 19 April - 19 May).
- Events Funding Round closed (21 applications received).
- Draft Economic Development Strategy presentation (confidential stakeholder briefing 20 May, and Councillor workshop 17 June).
- Planning is now in place for winter roading (communication and response).

C. Key Performance Indicators (KPIs)



There are mandatory reporting measures for Infrastructure and Assets. As these and some other KPIs are new, we are reporting during this six-month period to establish performance benchmarks.

Of the Key Performance Indicators measured, four were below target:

- The percentage variance from capital budget was -17% which is below the target range. Please refer to Section 5 for additional information.
- The percentage of total consent made by the owner as applicant was recorded as 30%. A proposed target of 50% is in discussion and confirmation of the target value will be confirmed following adoption of the Annual Plan.
- Response times for Official Information Act requests and Councillor enquiries fell below target. These are explained in detail in Sections 5 and 6.

D. Communications and Stakeholder Relations

- Draft Annual Plan consultation.
- Inner Links drop-in session (attended by 20 members of the public and viewed online in excess of 1,000 individual views).
- Wanaka Foreshore Management Plan.
- Holiday Park Recreation Reserve.
- Proposed waterway ramp fees.
- Proposed signage chapter.
- Six media advisories were issued.

E. Next Month

- Annual Plan hearings (26 and 28 May).

DRAFT

2. Public Processes

	Owner	Milestone for Month	Reason / Information	Timeframe
Local Government Act (LGA) Amendment Bill (No.3)	Chief Financial Officer	Select Committee to report back.	Part of consultation process on the proposed Bill.	Expect report back in May 2014.
Building Earthquake-prone Buildings (EQPB) Amendment Bill	General Manager, Planning and Development	Submissions made to Select Committee 17 April 2014.	Joint Southern Councils submission on the bill also endorsed by QLDC.	Opportunity to present to select committee in May 2014.
Regional Policy Statement (RPS)	General Manager, Planning and Development	No progress from the Otago Regional Council (ORC) during the month.	ORC has indicated it will commence community consultation on the RPS from June 2014. QLDC will continue to discuss proposed strategic direction with ORC post 19 May workshop.	June 2014
Resource Management Act (RMA) Reforms	General Manager, Planning and Development	No progress during the month.	Bill has not been presented to Parliament yet. It is likely that the Bill will not progress until after the General Election in 2014.	2014 / 2015
Proposed Signage Chapter	General Manager, Planning and Development	The submission period closed in April. 21 submissions received. A process of further submissions will occur in May 2014.	Further submissions on the original submissions as per RMA provisions and discussions with submitters as necessary.	Hearing is anticipated in July 2014.

3. Finances

Mar-14 \$000's	Financial Report				Full Year Budget		
	Actual	Budget	-----Year to Date----- -----Variance-----				Prior Year
Revenue							
Rates	42,426	42,389	37	0.1%	41,840	56,474	
Development Contributions	4,502	4,106	396	9.7%	718	5,474	
Vested Assets	0	0	0		0	5,486	
Investment Income	2,773	2,907	(134)	(4.6%)	2,715	3,343	H
Grants and Subsidies	4,546	5,294	(748)	(14.1%)	11,463	10,835	I
User Charges/Other Income:							
Consents	3,380	3,310	70	2.1%	3,523	4,413	J
Regulatory	1,015	897	118	13.2%	663	1,336	K
Operational	12,489	14,790	(2,301)	(15.6%)	16,854	19,020	B,L
	71,131	73,692	(2,561)	(3.5%)	77,776	106,382	A
Operating Expenditure							
Salaries and Wages	11,433	11,808	375	3.2%	12,294	15,757	M
Interest, Depreciation and Rates	21,350	22,909	1,558	6.8%	21,155	30,143	D,N
Other Expenses	31,968	33,689	1,721	5.1%	35,598	47,772	E,F,O
	64,752	68,405	3,654	5.3%	69,047	93,672	C
Capital Expenditure							
Projects/Asset Purchases	14,505	14,490	(15)	(0.1%)	25,455	44,921	
Debt Repayment	0	0	0		0	13,176	
Vested Assets	0	0	0		0	5,486	
	14,505	14,490	(15)	(0.1%)	25,455	63,583	G
External Borrowing							
Bank Loans	30,000						
Bonds	70,000						
	100,000				106,928	118,755	

Monthly Report to the Queenstown Lakes District Council – 30 April, 2014

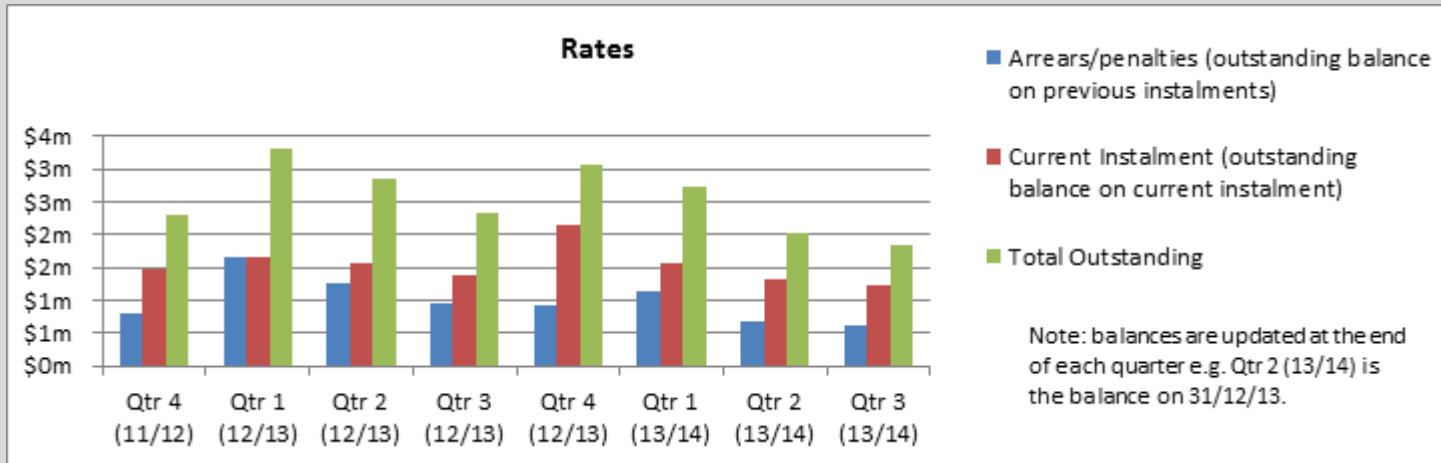
Comment:

<u>Revenue:</u>	A	Overall tracking \$2.6m behind budget. With the adverse impact of the Holiday Park outsource excluded, performance remains \$0.5m unfavourable.
	B	Adverse impact of Holiday Park outsource will grow (\$2.1m revenue impact to Mar 14). (Net profit impact for 2013/14 expected to be around \$640k deficit to budget)
<u>Operational Expenditure:</u>	C	Overall Tracking \$3.6m below budget. After taking into account the cost savings of \$1.5m, due to the outsource of the Holiday Parks, costs are still \$2.1m favourable.
	D	Interest Costs down year-to-date (YTD) by \$1.7m - savings due to lower borrowing levels and better than expected interest rates (current weighted average 5.44%).
	E	Unfavourables include: Convention Centre costs \$276k YTD.
	F	Operational Savings from Org. Review at \$1.81m will be consumed by items B, E and F.
<u>Capital Expenditure:</u>	G	Overall Tracking on forecast. Debt Repayment/Vested Assets are processed at the year end. Infrastructure are reporting that \$8.7m of budget will be deferred or is no longer required and there is \$5.2m unspent of Land Acquisition budget.

Variance Explanations:

<u>Revenue:</u>		
Investment Income	H	Final dividend received from Queenstown Airport Corporation was \$128k less than budgeted.
Grants and Subsidies	I	Subsidies received from New Zealand Transport Agency (NZTA) in respect of roading operating expenses are \$640k behind budget. Capital subsidies reflect the amount of capital work undertaken to date.
Consents	J	Resource consent revenue is running ahead of the budget and this trend is expected to continue. The budget was set by the former CCO 'Lakes Environmental'.
Regulatory	K	Campervan infringement revenue was not budgeted for on the assumption that the net revenue after costs would be zero. There will be a corresponding variance in costs but this activity is now expected to make an overall net surplus.
Operational	L	Holiday Park revenue is \$2.1m adverse to budget as the budget assumed full operational revenue whilst income is now received in way of a management lease. This has been partially offset by additional concession fees and transfer station recoveries.
<u>Operational Expenditure:</u>		
Salaries and Wages	M	Overall on budget
Interest, Depreciation and Rates	N	Due to lower costs and timing of interest payments.
Other Expenses	O	Holiday Park costs are lower by \$1.5m as these costs are now being paid for by CCR Ltd. Other major costs running below budget are Power \$443k and Vehicles \$173k.

Debtors

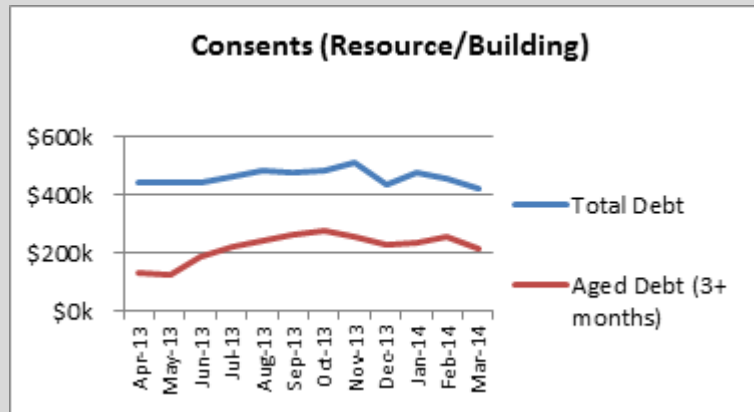
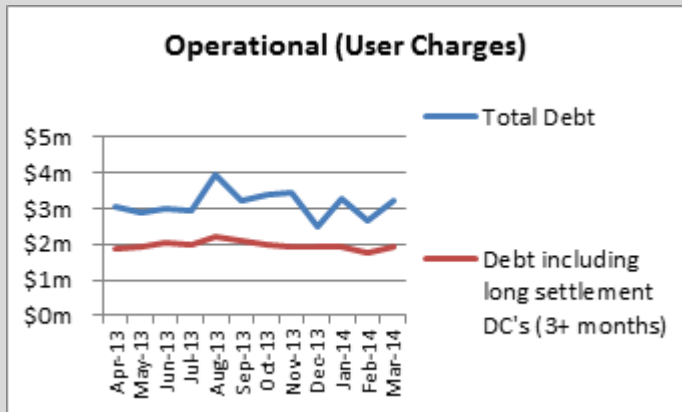


Comment:

Rates: Outstanding rates are below 2012/13 levels and reflect success in collection of some long outstanding debts.

Operational: Debt is fairly constant partly due to the high proportion of development contribution debt with long settlement terms.

Consents: Aged debt decreased slightly although there are limited resources available to chase debt and follow up queries.



4. Key Projects

A. Core Infrastructure and Services

High performing infrastructure and services that meet current and future user needs, are fit for purpose, are cost-effectively and efficiently managed on a full life-cycle basis and are affordable for the District.

Project Owner	Project	Delivery Date	Action for the Month	Next Key Milestone	Status
General Manager, Infrastructure and Assets	1. Stage 2 Capex programme for Project Shotover will be completed.	30/06/2014	The tender closed on the 10 April 2014. Two bids with three options were received. The assessment of proposals has begun; an interactive evaluation meeting is scheduled for the 13 and 14 May 2014.	A steering group meeting is planned for mid-May to provide an initial update on issues and tags. Potential for a Council workshop item in June. Award of contract by 30 June.	On Track
	2. Inner links scheme assessment will be completed.	30/06/2014	Public consultation has been completed.	Technical workshop to review public feedback and options is scheduled for 12 May.	On Track
	3. Phase two of Property Review will be completed.	31/03/2014			Complete
	4. Delivery of proposals for possible water metering and other options that achieve more sustainable water management will be delivered to Council.	31/03/2014			Complete

Comment:

Project Shotover – agreement has been made with Remarkables Park Ltd. in regards to the ORC resource consent. Finalisation of the agreement is in work for signing.

B. Community Services and Facilities

The District’s parks, libraries and other community facilities and services are highly valued by the community.

Project Owner	Project	Delivery Date	Action for the Month	Next Key Milestone	Status
General Manager, Operations	5. Completion of campground outsourcing options.	30 June 2014	Report considered by Council 17 April 2014.	Give public notice and allow for submissions and hearing on option to grant a long-term lease to private operator.	On Track
	6. Wanaka Sports Facility will be: a. at detailed design; b. have a development team appointed; and c. an agreement with landowners will be in place.	30 June 2014	Council resolution on facility mix and rating options included in draft Annual Plan.	Council workshop on cost comparisons in May.	On Track
	7. A strategic review of library services and report on future options will be completed.	31 March 2014			Complete

DRAFT

C. Regulatory Functions and Services

Regulatory requirements and services delivered by the Council encourage compliance; are user friendly; protect the interests of the District and achieve the regulatory objectives.

Project Owner	Project	Delivery Date	Action for the Month	Next Key Milestone	Status
General Manager, Legal and Regulatory	8. An Enforcement Strategy will be established.	30 June 2014	Discussion of the draft strategy with other departments.	Strategy for the June Council meeting.	On Track
	9. Draft bylaws covering navigation and ramp fees will be delivered to Council. a. Ramp Fees Bylaw	31 March 2014	Submissions close regarding this bylaw on Monday 12 May.	A review of any submissions received and a hearing date is scheduled for the 3 and 4 June (as necessary).	Proposed completion date of 30 June 2014.
	b. Navigation Safety Bylaw	31 March 2014	We expect to receive the safety report commissioned by the end of the month.	The completion of the draft bylaw for the June Council meeting.	Proposed completion date of 30 June 2014.
	10. A review of Council bylaws will be completed a. Dog Control Bylaw	31 March 2014	A draft bylaw and policy have been completed, with the associated regulatory impact statement, statement of proposal and summary.	This will be brought to the May Council meeting.	Proposed completion date of 22 May 2014.

Monthly Report to the Queenstown Lakes District Council – 30 April, 2014

Project Owner	Project	Delivery Date	Action for the Month	Next Key Milestone	Status
General Manager, Planning and Development	11. A report summarising efficiency improvements to consenting processes will be delivered to Council.	31 March 2014			Additional steps requested
	Additional steps to streamline processes include: a. Streamline resource consent processes.	30 June 2014	A series of new application forms developed to draft stage. Objective is to assist applicants provide the information required for better quality applications. The development of an application form and parameters for 'fast track consenting commenced. Initial work is identifying and confirming the scope of rule breaches to which a 'fast track' process could apply. Streamlining of all consent templates commenced. Vast majority of existing templates have been reviewed to a 'final draft' stage.	Finalise revised forms and make available online. Finalise application form and scope of rule breaches. Review and 'go live' with all revised templates.	On Track
	b. Improve building and resource consents inspections and integration.	30 June 2014	No progress this month.	Draft brief to legal. Investigate and develop matrix of practices at other Territorial Authorities. Section 37 issue resolved.	On Track
	c. Overhaul of resource consents Quality Management Systems (QMS).	30 June 2014	Work has commenced to narrow the scope of the QMS so it is simpler, accessible and more focused on our core consent processing workload.	Rewrite QMS focused on non-notified land-use consents.	On Track

Comment:

- A number of initiatives are underway to improve the resource consent function. The challenge is to tackle these strategic level initiatives while ensuring the business-as-usual performance expectations continue to be met. This is particularly so given TechnologyOne resourcing commitments.

Additional Projects - Regulatory Functions and Services

Project Owner	Project	Delivery Date	Action for the Month	Next Key Milestone	Status
General Manager, Planning and Development	12. International Accreditation New Zealand (IANZ) accreditation (building).	31 March 2014	Working on modifications to procedures and formulating formal response to the four corrective actions required by the assessors.	Responses required to IANZ 23 May.	Expected completion in June.
	13. Mobile (building) Inspection Technology.	31 May 2014	Additional devices are now being trialled in the field as replacements for iPads.	Finalise operation of mobile inspection software through live update of booked inspections.	Minor delays (see comment below).
	14. Audit and overhaul of all public planning information (resource consents and policy).	30 June 2014	Workshop to review existing guidance material, identify gaps and allocate tasks / work-streams.	Develop new guidance material to fill identified gaps. Revise existing material to be retained.	On Track
	15. Convene Resource Management Focus Group.	30 April 2014	Resource Management Focus Group membership has been confirmed.	First workshop occurring in May 2014.	Complete
	16. Develop Resource Management Commissioner performance standards and evaluation tools.	30 June 2014	Draft performance standards and evaluation tools have been developed.	Present performance standards to the Resource Consent Commissioner Appointment Committee on 8 May.	On Track
	17. Establish resource consent monitoring strategy.	30 June 2014	Limited progress this month.	Resourcing and project plan to be developed.	On Track

Comment:

Minor delays in this project are explained in short as follows:

- Next requirement is linking software into current IT system to ensure transfer of data – competing timing with TechnologyOne integration being discussed and finalised.
- Introduction into field environment with inspectors to be managed given staff shortage and time required for training and implementation.

Monthly Report to the Queenstown Lakes District Council – 30 April, 2014

D. Environment

The District's natural and built environment is high quality and makes the District a place of choice to live, work and visit.

	Project	Delivery Date	Action for the Month	Next Key Milestone	Status
	18. Key elements of new District Plan will be publicly notified.	31 March 2014	Council meeting 17 April 2014.	Stage 1 notification May 2015.	Minor Issues / Delays Project detail is listed below

Project Owner	Project detail	Action for the Month	Next Key Milestone
General Manager, Planning and Development	District Plan Review (DPR)		
	<ul style="list-style-type: none"> DPR1: Plan Change 48 Signs 	Notification for further submissions.	Further submissions close 21 May 2014.
	<ul style="list-style-type: none"> DPR2: Plan Change 49 Earthworks 	Present to Council for endorsement to notify 22 May 2014.	Notification.
	<ul style="list-style-type: none"> DPR3: Plan Change 50 Indigenous Vegetation 	Advance revised rule and consult with stakeholders in response to recent Environment Court decision.	Revised rule endorsed for notification July 2014 Council meeting.
	<ul style="list-style-type: none"> DPR4: Tangata Whenua 	Present at Council workshop 2014.	Present at Council meeting.
	<ul style="list-style-type: none"> DPR5: Heritage 	Continue to progress policy.	Present at Council workshop June 2014.
	Other Plan Changes Underway		
	<ul style="list-style-type: none"> Plan Change 19: Frankton Flats (B) 	Third interim Environment Court decision issued on 28 April 2014.	Submit amended wording on objectives and policies for outline development plans. Prepare provisions in advance of witness conferencing for lower order provisions. Court dates confirmed week of 21 July.
	<ul style="list-style-type: none"> Plan Change 29: Arrowtown Boundary 	No change since last month.	Await Environment Court decision on Plan Change 39 to confirm Urban Growth Boundary.
	<ul style="list-style-type: none"> Private Plan Change 35: QAC Plan Change 	No change since last month.	Environment Court decision.
<ul style="list-style-type: none"> Private Plan Change 43: Frankton Mixed Use Zone 	No change since last month.	Consider site in context of the District Plan review.	

Project	Action for the Month	Next Key Milestone
<ul style="list-style-type: none"> Private Plan Change 44: Henley Downs 	No change since last month.	Awaiting advice from requestor as to how to progress the Plan Change.
<ul style="list-style-type: none"> Private Plan Change 45: Northlake Special Zone 	No change since last month.	Await Commissioner's decision.
<ul style="list-style-type: none"> Private Plan Change 46: Ballantyne Road Industrial and Residential Extension 	No change since last month.	Decision from requestor as to provision of further information.
<ul style="list-style-type: none"> Private Plan Change 47: Alpha Views Visitor Accommodation Subzone 	Plan Change formally withdrawn.	Complete.

Comment:

- Work is on-going around the packaging of work-streams, preparation of work packages and resource allocation.
- The Resource Management Focus Group has been convened and met for the first time Thursday 8 May.
- One final policy planner position is still to be filled with a targeted search exercise continuing.

E. Economy

The District has a resilient and diverse economy.

Project Owner	Project	Delivery Date	Action for the Month	Next Key Milestone	Status
Director, CEO Office	19. A draft Economic Development Strategy will be delivered to Council.	31 March 2014			Complete
	Further work on this project: a. Progress Economic Development Strategy towards adoption of draft for consultation.	31 August 2014	Presentation to Elected Members.	Confidential key stakeholder briefing in May.	On Track
	20. Papers on the Queenstown Convention Centre will be delivered to Council.	31 March 2014			Complete

F. Local Democracy

The community is well informed and engaged in the activities of Council.

Project Owner	Project	Delivery Date	Action for the Month	Next Key Milestone	Status
Director, CEO Office	21. A consultation policy paper setting out the threshold for public consultation and the scope and nature of engagement with the public will be delivered to Council.	30 July 2014	Significance and Engagement consultation in draft Annual Plan.	Pending submissions, development of a draft policy paper for Council workshop in July.	On Track

G. Service

The Council is trusted and respected for its customer service and stewardship of the District.

Project Owner	Project	Delivery Date	Action for the Month	Next Key Milestone	Status
Director, CEO Office	22. A revised performance framework incorporated in 2014/15 Annual Plan.	30 June 2014	Performance framework included in the draft Annual Plan for consultation.	Consider Annual Plan submissions on the performance framework and finalise Key Performance Indicators (KPIs) with all departments.	On Track
Transition	23. New procurement arrangements will be in place to ensure transparent and cost-effective procurement of professional services.	31 March 2014			Complete
Chief Information Officer	24. An Enterprise System (ES) enabling better access to Council information and services will be delivered.	1 July 2014	Audit report completed by Deloitte. End user functionality testing. On-going data migration.	Detailed training plan developed for June delivery. On-going data conversion, re-testing as required. Sign off by GMs for their functional areas.	Minor Issues / Delays

Comment:

The independent Quality Assurance report from Deloitte has confirmed the ES project is tracking to plan and that project reporting is accurate. It did however highlight that the project team and the business will come under significant pressure as the go-live date approaches. It recommended specific risk mitigation actions around governance, project resourcing and data cleansing and conversion. Suggested remedial actions have been implemented as a priority. Data conversion and final testing is yet to be completed and signed off. Current estimates are this will be completed in time, however as this is a risk area, as yet unknown issues can arise causing delays. Rates functionality testing is falling behind schedule, and additional TechnologyOne resource has been assigned to assist. Business process changes are being confirmed and training needs identified.

H. Financial Management

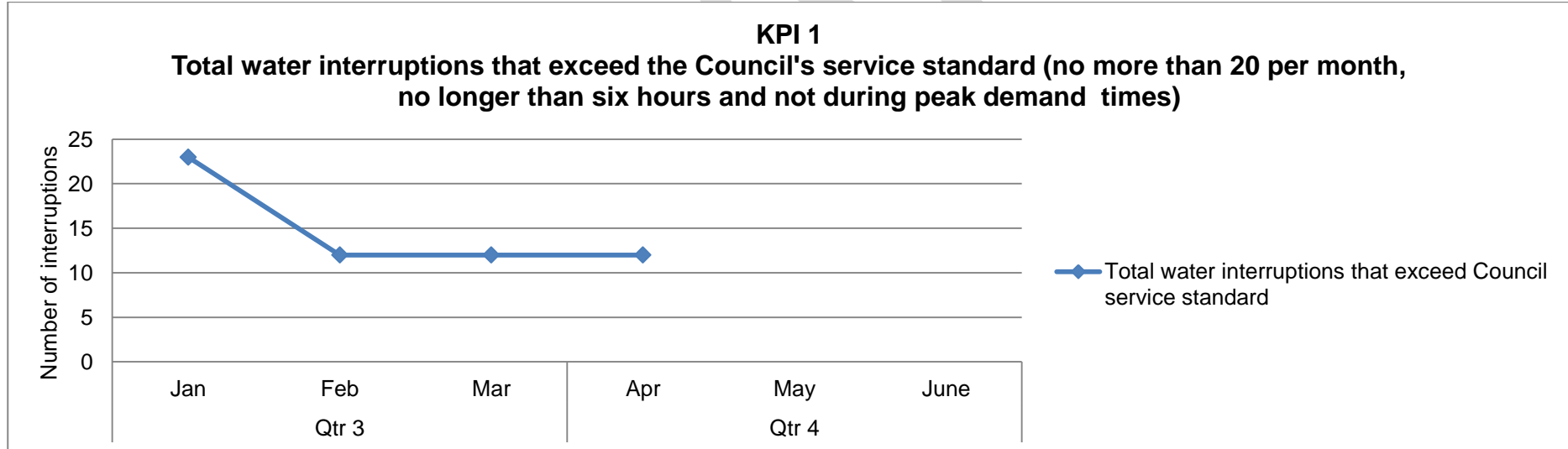
Council expenditure is cost-effective and sustainable.

Project Owner	Project	Delivery Date	Action for the Month	Next Key Milestone	Status
Chief Financial Officer	25. A revised budget process will be established which enables improved identification of cost changes.	30 June 2014	Annual Plan out for public submission	Annual Plan hearings 26 and 28 May, 2014	On Track
	26. A review of development contributions will be undertaken.	31 March 2014			Complete

5. Key Performance Indicators

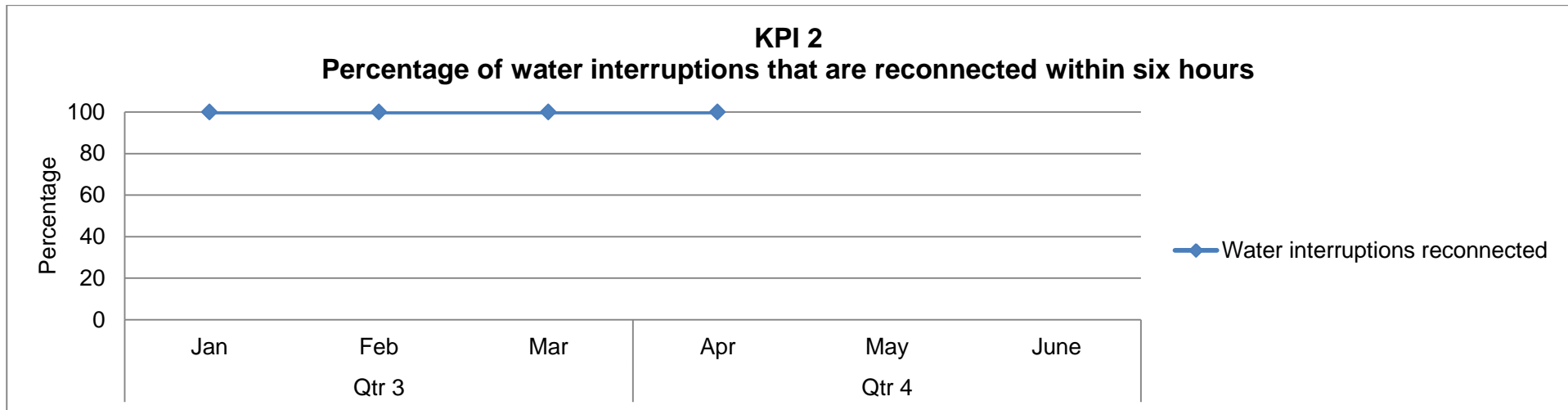
A. Core Infrastructure and Services

High performing infrastructure and services that meet current and future user needs and are fit for purpose, are cost-effectively and efficiently managed on a full life-cycle basis and are affordable for the district.



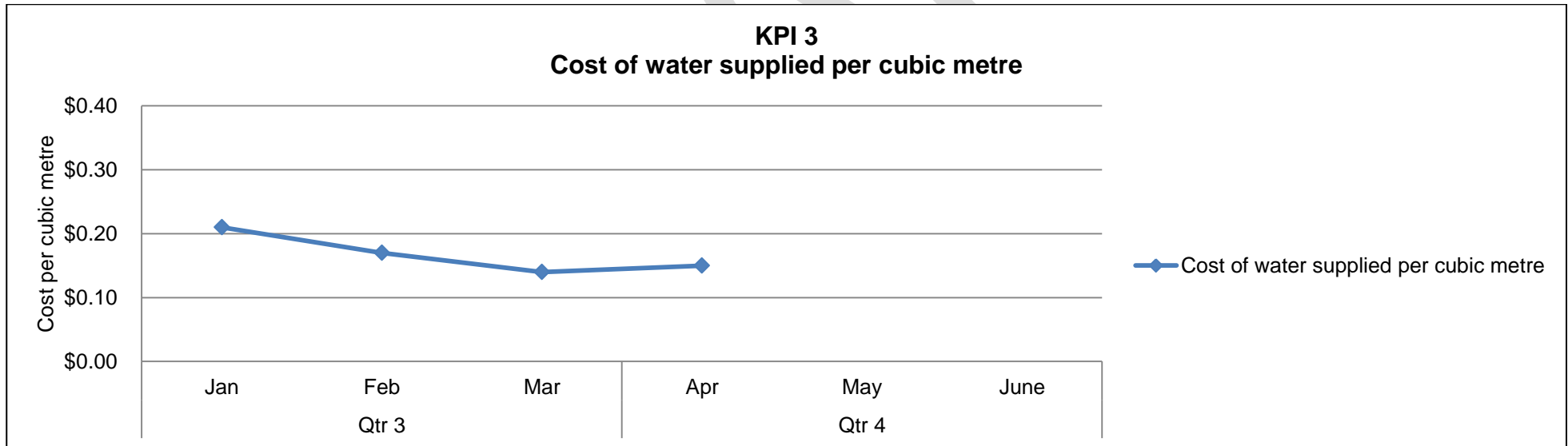
Comment:

No material issues to report.



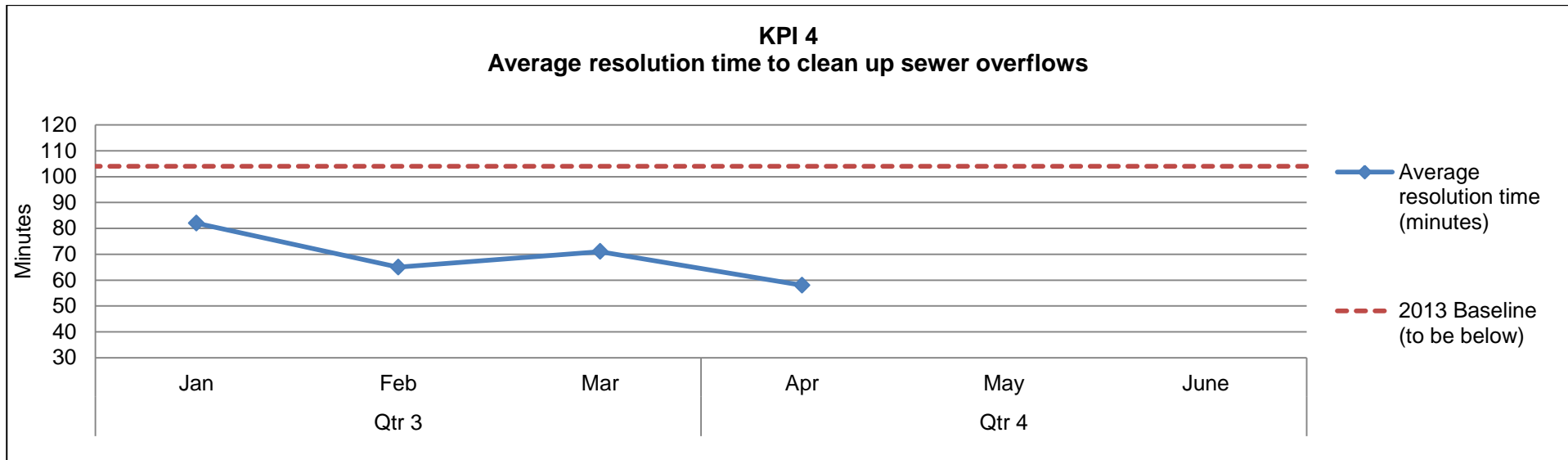
Comment:

No material issues to report.



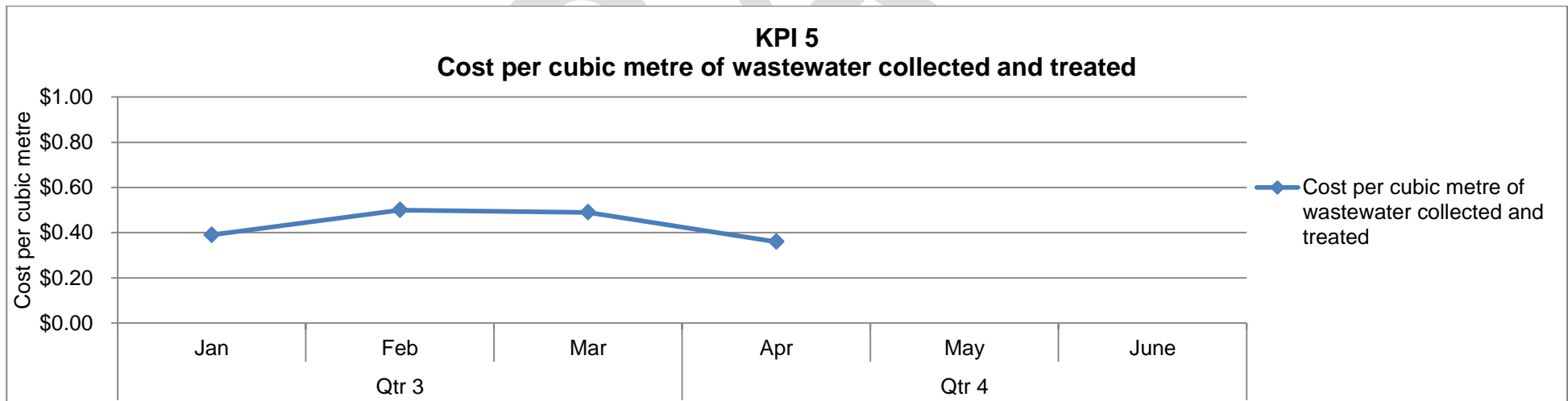
Comment:

No material issues to report.



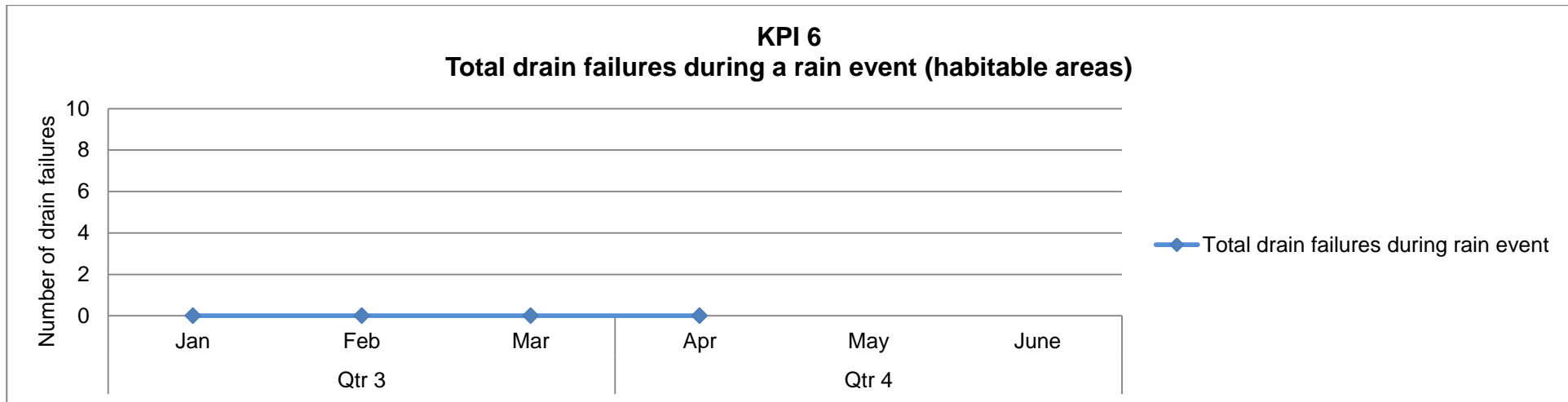
Comment:

Target met; trend is showing improvement on resolution times.



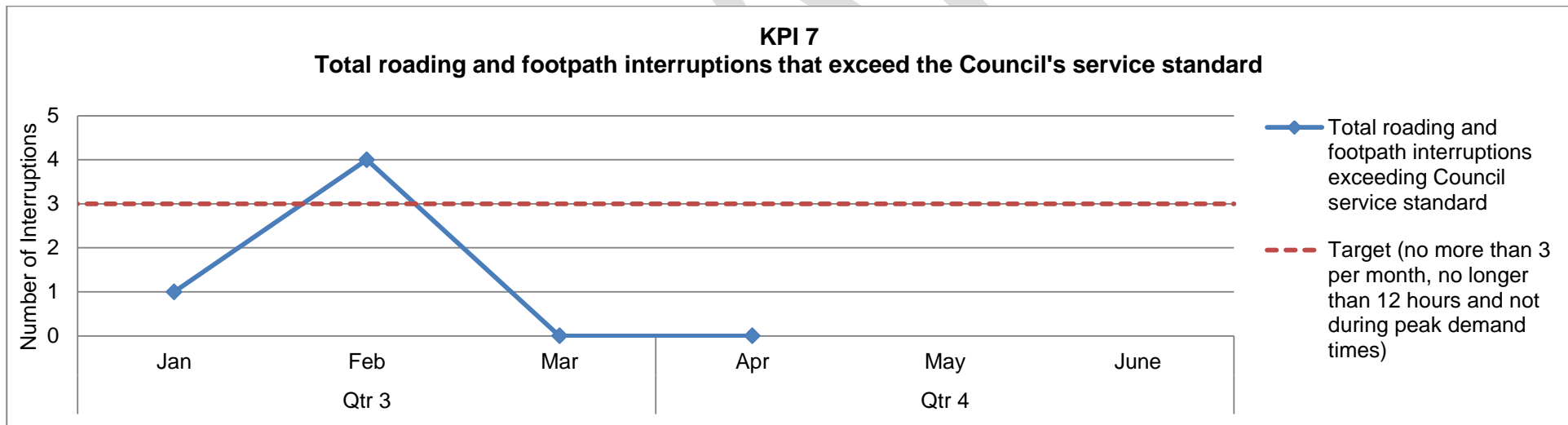
Comment:

No material issues to report.



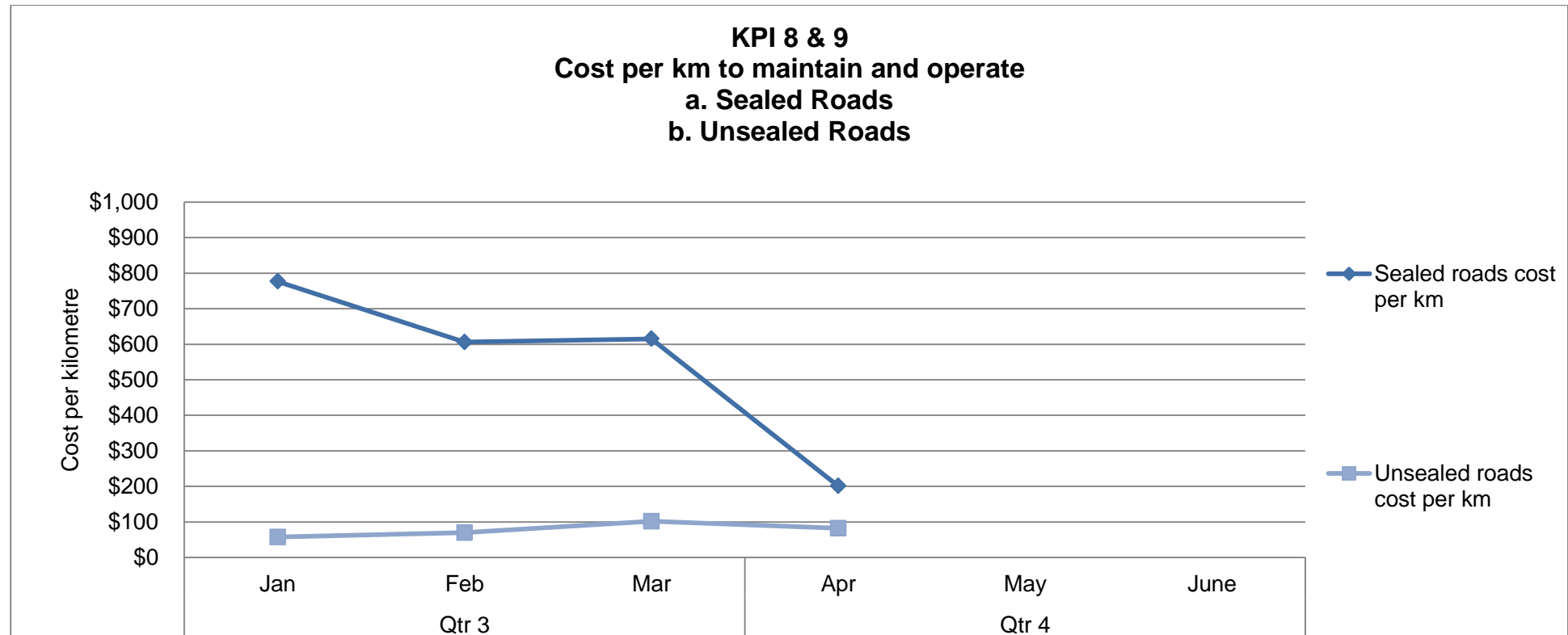
Comment:

Target met; no material issues to report.



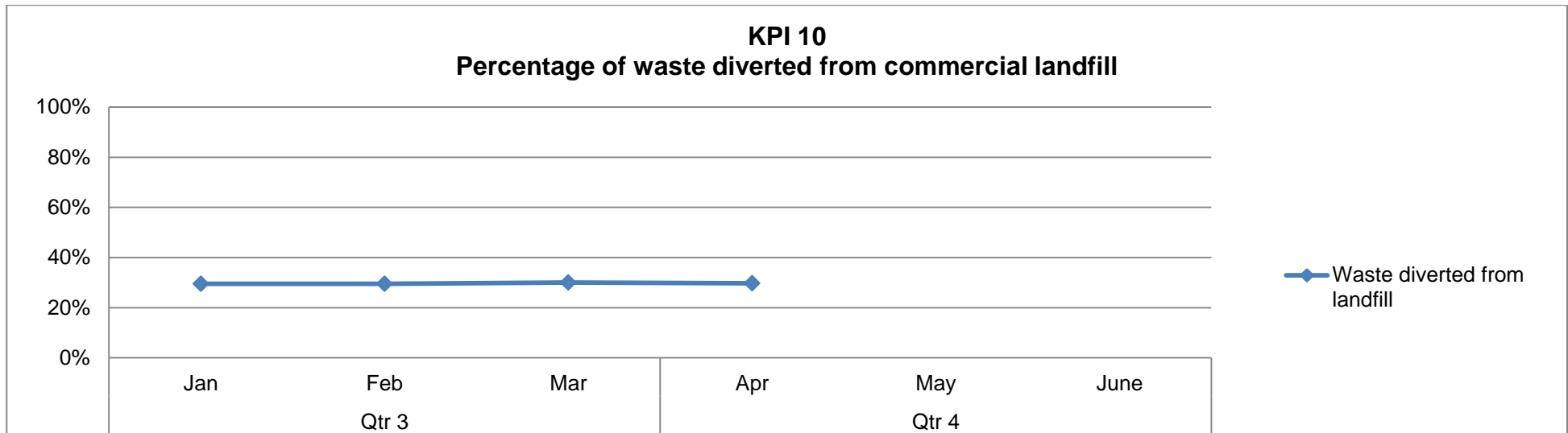
Comment:

The number of interruptions for March and April were zero which has brought the average number of interruptions to two and is back to below the target line.



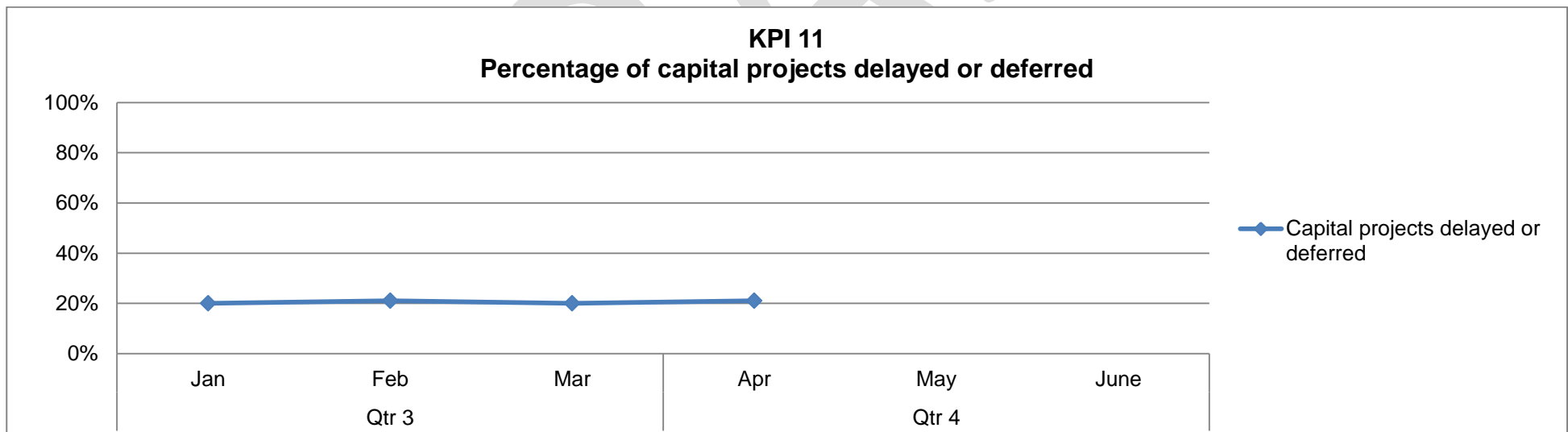
Comment:

The increase in costs of the unsealed roads is attributable to the remetalling programme which commenced in earnest around end of February. This is nearing completion now and the costs can expect to level off and drop off as we enter winter. Sealed road costs dropped off through February and March as the majority of pre-reseal works were completed through this period. Routine maintenance continues with the focus on drainage and winter preparedness.



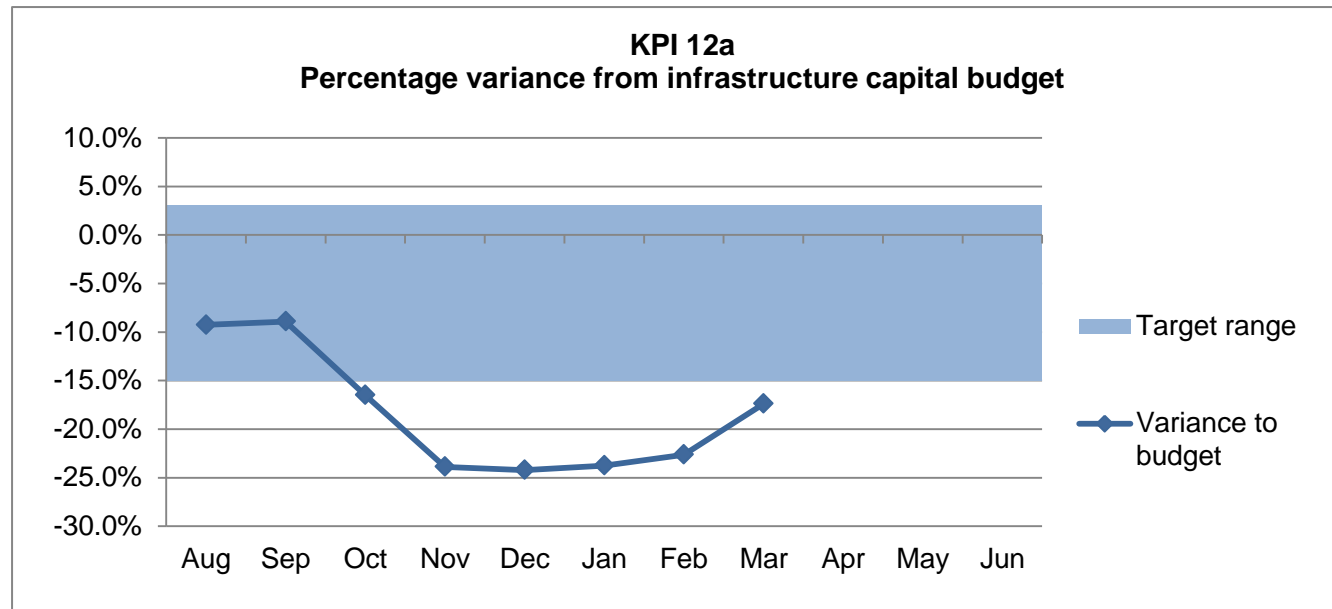
Comment:

Monthly figures show a similar diversion rate to previous years, although the trend in landfill diversion has decreased slightly since August 2013 due to an increase in demolition waste disposal.



Comment:

No material issues to note.



Comment:

Capital Works Programme (Financials at end of March)

A significant focus has gone into reporting Capex this month showing a positive trend in progress of capital works delivery against the revised work programme. It is estimated that the capital expenditure will be around -10% against the revised capital works programme by year end.

Estimated revised capital works budget is \$19.75m (Annual Plan budget including 2012/13 carry forwards was \$32.4m).

- YTD budget is \$14.8m (based on straight line expenditure profile over 12 months); YTD expenditure is \$12.2m.

Transport

- The programme continues to track well with the 2014 reseals being the major project in this budget.
- Reseal programme is nearing completion with one remaining site to complete (Ramshaw Lane). Work is currently underway.
- Unsealed road re-metalling is underway and minor Capex work being undertaken by the maintenance contractor will complete the Capex programme for the financial year.

Three Waters

- The programme continues to track well with funds being reviewed and released on planned renewals projects.
- Bremner Park Road stormwater upgrade is currently in detailed design. Negotiations with property owners have cause a delay with the project. Due to the extended negotiations with land owners this may have to be carried forward.
- Wanaka water reticulation renewals work is underway.
- The water supply pump station, Leary's Gully, Frankton Road – commissioning has been delayed to the end of May. Commissioning identified issues with valves which need to be retrofitted. The manufacturer is addressing the issue. This is the cause of the delay in this project. Removal of the old pump station building is

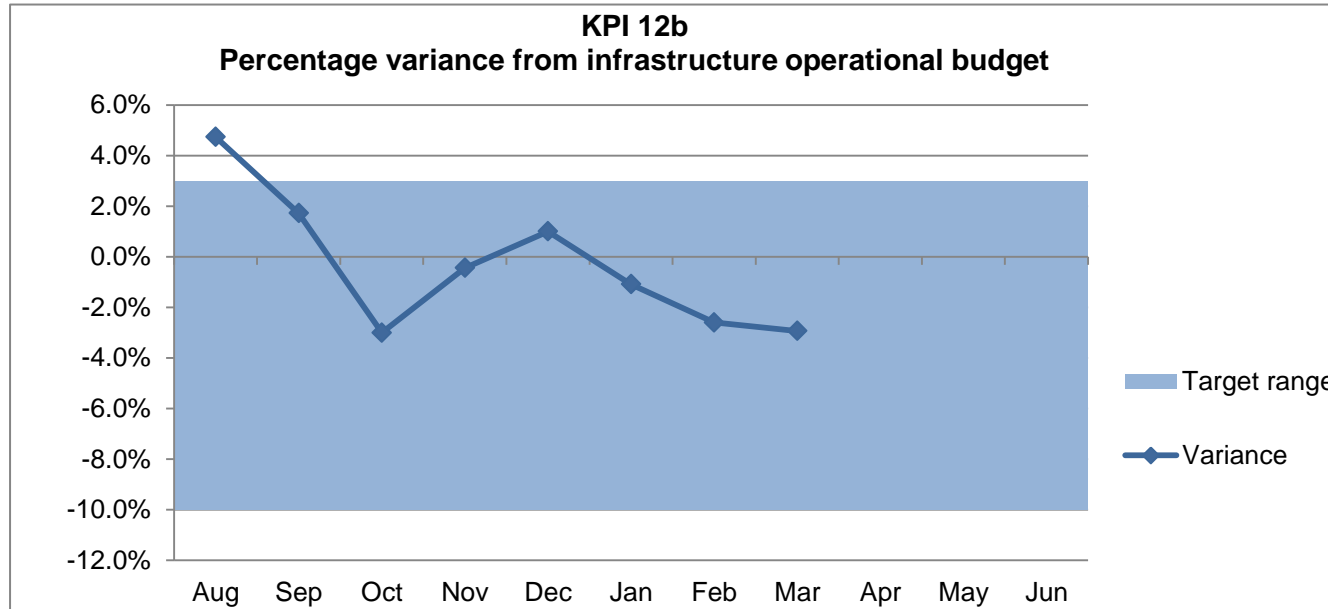
Monthly Report to the Queenstown Lakes District Council – 30 April, 2014

scheduled for the end of June.

- Beacon Point pump four; purchase and installation is now underway with materials being procured and electrical fit out underway prior to pump installation in May.
- Plantation Reservoir control works, as part of the Roy's Bay decommissioning, is in detailed design.
- Veolia's proposal of the Supervisory Control and Data Acquisition upgrade was reviewed by an external party. Recommendation is with tender board for approval.
- Shotover Wastewater Treatment Plant inlet works final stage of commissioning is underway. There were some minor issues with the grit compactor and minor leakage through the screen has been addressed. Handover is planned for May 2014.

Adjustments likely to affect expenditure / carry forwards

- Frankton Flats Arterial Road - Glenda Drive Roundabout (\$3.5m) and Eastern Access Road (\$300k).
- Atley Road extension (\$210k) – development dependent; if development does not occur this year the budget will need to be carried forward into next year.
- Project Shotover Stage 1 (\$2.7m) – expenditure is within the revised budget but is dependent on the outcome of the current tendering process and start of physical works. Expenditure not used will be carried forward into 2014/15.
- Hawea Water Supply (\$1m) – detailed design will be completed this year with physical works starting in 2014/15; funding is currently still in the revised budget but will be carried forward to 2014/15.
- Water Main Extension SH84 Anderson Road to Three Parks (\$225k) is development dependent.
- Arthurs Point bore and treatment upgrade; test bores drilled 2 April. One test bore failed as the water draw down test was not in the range expected and the other was positive, indicating sufficient water which could be used as a supply source. QLDC will test other areas nearby to compare results. Please note the quality of treated drinking water is not affected.
- Arrowtown UV upgrade; design underway, UV will be tendered and purchased this financial year, installation expected July/August 2014. This work is dependent on timing of development; unspent funds will be carried forward into 2014/15.

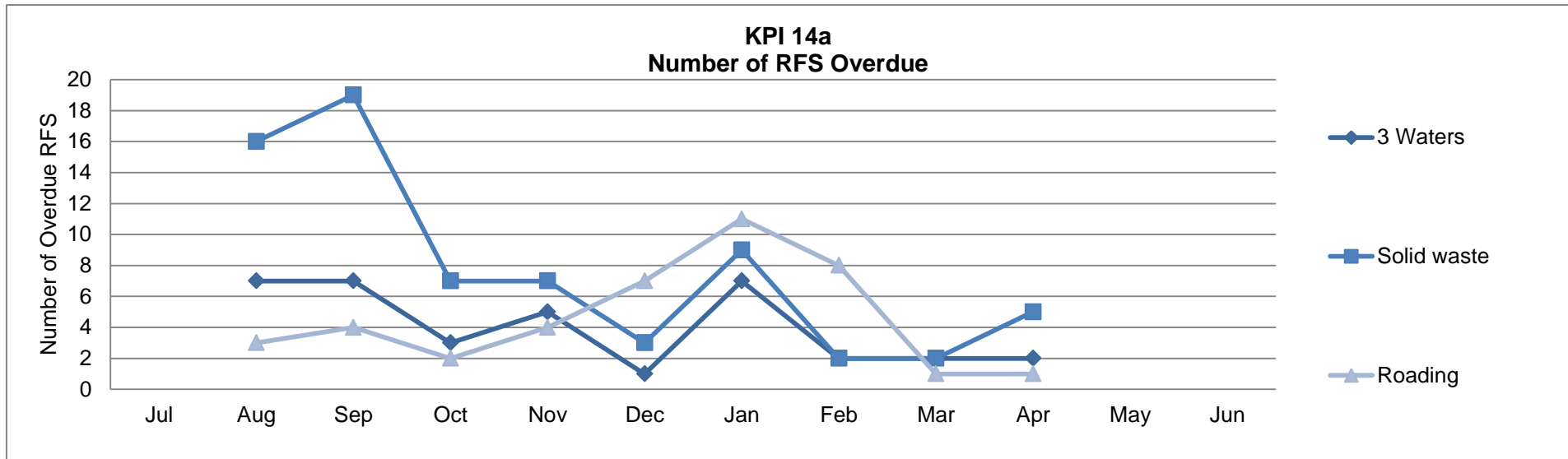


Comment:
No material issues to note

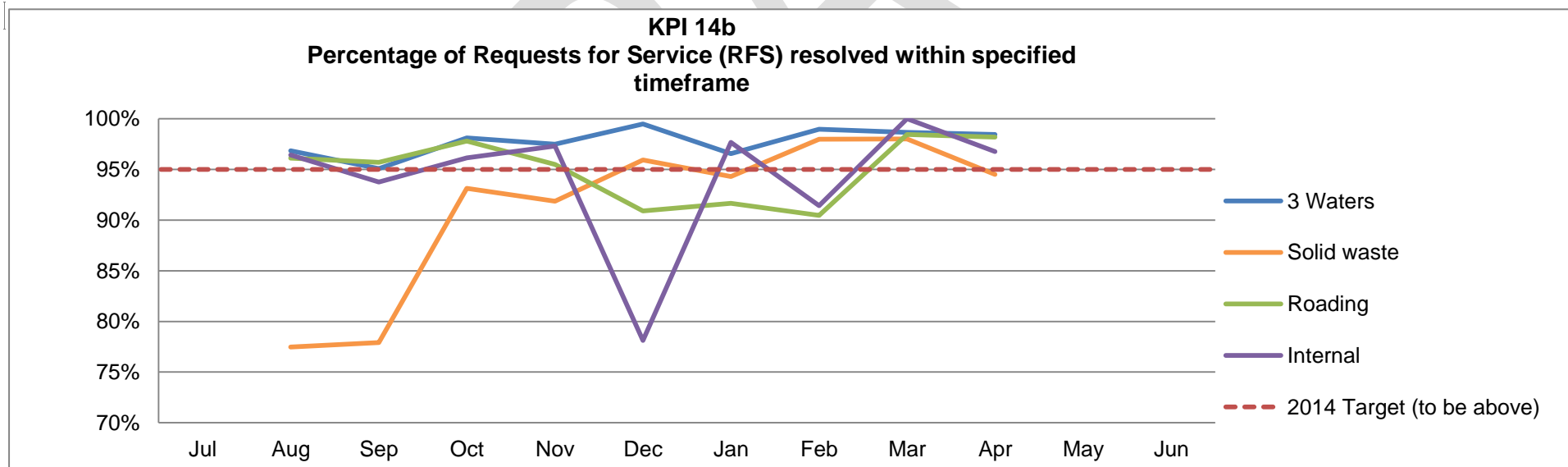
Key Performance Indicator	Baseline Performance	Current Performance	Target	Frequency of Data
	2012/13	2013/14	2014/15	
13. Rate of return on the commercial property portfolio.	>10%	16%	>10%	Annually

Comment:

- Commercial property includes; commercial housing, waterways, non-reserve land, and the Wanaka airport and excludes current year capital investment. Elderly housing continues to have a negative return of \$0.47 per dollar spent, down from \$0.50 per dollar spent in January. An issues and options paper is being prepared on the current performance of this portfolio.



Comment: A number of Request for Service (RFS) are reported as overdue due to the number of public holidays in April. Refer to Section 5G. The physical work for the RFSs were completed in the required time but became overdue due to integration with Council’s internal reporting system.



Comment: Target met; no material issues to report.

KPI 15: An additional KPI to measure Request for Service response times in this section is being consulted on as part of the Annual Plan for 2014/15.

Material Issues

- Economic Network Plan (ENP) – work is progressing with the development of the ENP model. The project is expected to be delivered in July. Delay was due to the addition of a peer review and funding approval from NZTA.
- Frankton Marina – Lakes Marina Projects Ltd. are reviewing the submissions and have opened discussions with submitters to resolve identified issues before a hearing.
- Sewage overflow response – a workshop with restaurants has been set up in May to discuss the appropriate use/maintenance of grease traps.

B. Community Services and Facilities

The District’s parks, libraries and other community facilities and services are highly valued by the community.

KPI 16 and 17: These KPIs measure use of various QLDC venues and satisfaction with community services and facilities. These are being consulted on as part of the Annual Plan for 2014/15 and will be reported from July 2014. Please refer to operational volumes in Section 6 of this report.

C. Regulatory Functions and Services

Regulatory requirements and services delivered by the Council encourage compliance; are user friendly; protect the interests of the District and achieve the regulatory objectives.

Resource Consents

Key Performance Indicator	Baseline Performance	Target	Qtr. 3 Average Performance	Qtr. 4 Performance			Frequency of Data
	2012/13	2014/15	Jan/Feb/Mar	Apr	May	Jun	
18. Percentage of total consents made by the owner as applicant (non-professional).	From July 2014	50%	42.3%	30%			Monthly

Comment:

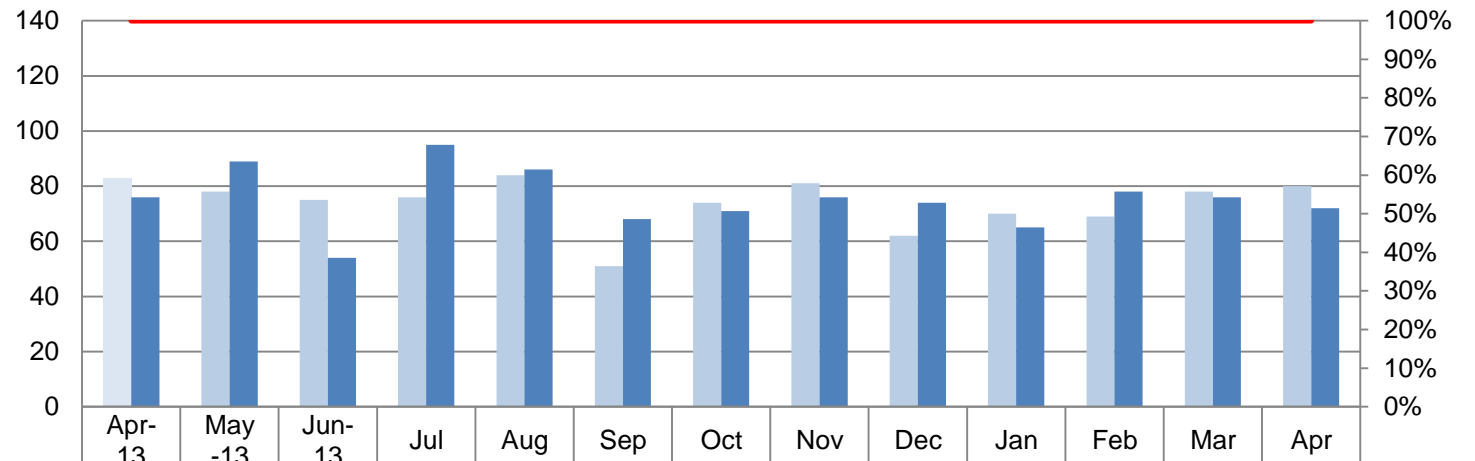
- The percentage of resource consents lodged by non-professionals has fallen in April compared to the previous three months. As data has only been collected for four months, trends are still emerging.

Monthly Report to the Queenstown Lakes District Council – 30 April, 2014

Key Performance Indicators	Baseline Performance	Target	Performance (Qtr. 3)			Current Performance (Qtr. 4)			Frequency of Data
	2012/13	2014/15	Jan	Feb	Mar	Apr	May	Jun	
19a. Percentage of Resource Consent applications are processed within statutory timeframes	100%	80%	100%	100%	100%	100%			Monthly
Number of decisions issued			65	78	76	72			Monthly
Comment:									
<ul style="list-style-type: none"> 100% of resource consents continued to be processed on time. 									

DRAFT

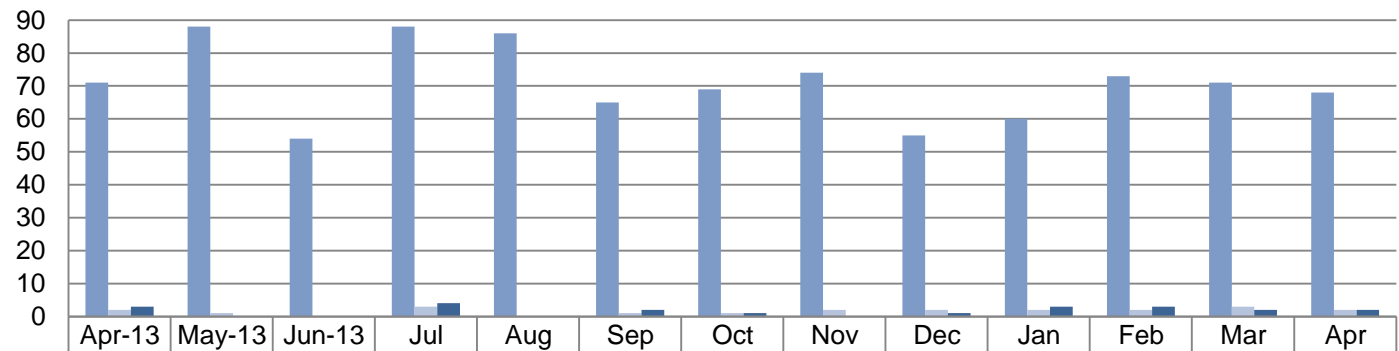
Resource consent processing



Number of resource consent applications received	83	78	75	76	84	51	74	81	62	70	69	78	80
Number of decisions issued	76	89	54	95	86	68	71	76	74	65	78	76	72
% issued within statutory timeframe	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

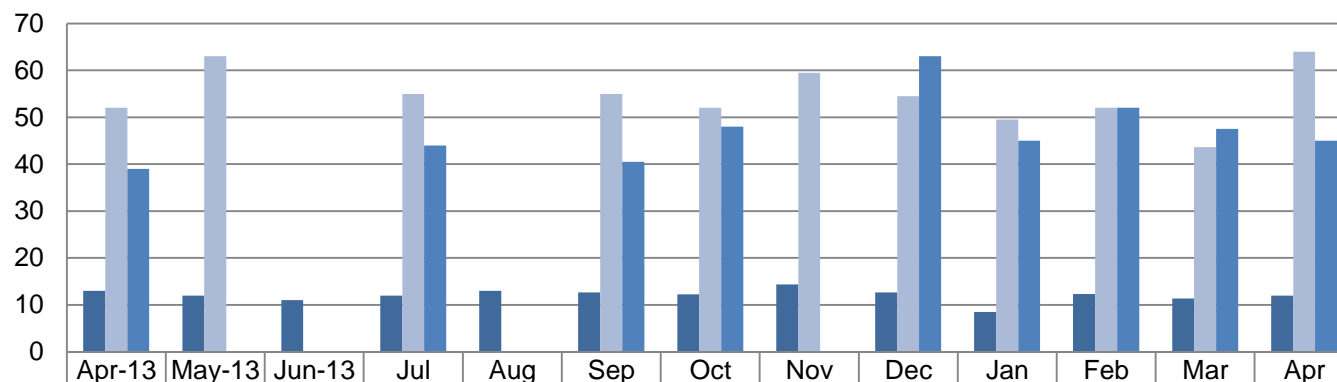
Comment: Resource consent numbers remain consistently around the 70 per month mark.

Resource consent decisions issued



Non-notified decisions issued	71	88	54	88	86	65	69	74	55	60	73	71	68
Notified - hearing held - decisions issued	2	1	0	3	0	1	1	2	2	2	2	3	2
Notified - no hearing held - decisions issued	3	0	0	4	0	2	1	0	1	3	3	2	2

Average resource consent processing days



	Apr-13	May-13	Jun-13	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
■ Non-notified average processing (within 20 working days)	13	12	11	12	13	13	12	14	13	9	12	11	12
■ Notified hearing held average processing (within 70 working days)	52	63	0	55	0	55	52	60	55	50	52	44	64
■ Notified no hearing average processing (within 50 working days)	39	0	0	44	0	41	48	0	63	45	52	48	45

Comment: Average working days for non-notified resource consents have been consistent at 11 or 12 working days for the last three months.

Monthly Report to the Queenstown Lakes District Council – 30 April, 2014

Unit	Key Performance Indicators	Current Performance								Frequency of Data
		Jan		Feb		Mar		Apr		
		Decisions Issued	Amount	Decisions Issued	Amount	Decisions Issued	Amount	Decisions Issued	Amount	
20a. Median Resource Consent charge per activity status (including levied and incurred cost) ¹	Non-Notified									Monthly
	Non-Complying	10	\$1,357.00	17	\$1,245.00	16	\$1,101.00	16		
	Discretionary	20	\$1,440.00	27	\$1,157.00	14	\$1,179.00	16		
	Restricted Discretionary	16	\$1,218.00	13	\$1,319.00	16	\$1,320.00	11		
	Controlled	13	\$903.000	12	\$1,185.00	22	\$885.00	18		
	Other	1	\$785.00	5	\$531.00	3	\$1,350.00	7		
	Notified									Monthly
	Non-Complying	2	\$2,654.00	3	\$15,916.00	1	\$6,941.00	2		
	Discretionary	3	\$22,034.00	-	-	4	\$11,078.00 ²	2		
	Restricted Discretionary	-	-	1	\$9,086.00	-	-	-		
	Controlled	-	-	-	-	-	-	-		
Total		65		78		76		72		

Material Issues

The applications listed below have been outsourced for processing to external consultants. This is usually due to the Council being the applicant, holding a conflict of interest, or being involved in the proposal.

1. RM140202 – application by QLDC - To retrospectively consent an existing dwelling and accessory buildings at 1565 Gibbston Valley Road.
2. RM140212 – application by Skyline Enterprises Limited - To construct a commercial building on the site next to the Eichardt's Hotel.
3. RM140133 – application by Fulton Hogan Limited to establish a wastewater sludge drying facility at Kane Road, State Highway 8.
4. RM140061 – application by Lakes Marina Projects Limited to establish a marina development at Sugar Lane, Frankton.

¹ Costs incurred for April 2014 will be recorded within the May 2014 report. A one month lag is necessary to capture final invoiced costs.

² Variability based on the number of consents.

Monthly Report to the Queenstown Lakes District Council – 30 April, 2014

Key Performance Indicators	Target	Performance (Qtr. 3)			Current Performance (Qtr. 4)			Frequency of Data
	2014/15	Jan	Feb	Mar	Apr	May	Jun	
21a Percentage of applicants describing overall satisfaction with Resource Consent processing as 'excellent'	75%	100%	100%	100%	100%			Monthly
Number of respondents		3	2	12	4			Monthly

Comment:

- This continuing positive feedback is pleasing; however there is still a low number of responses.

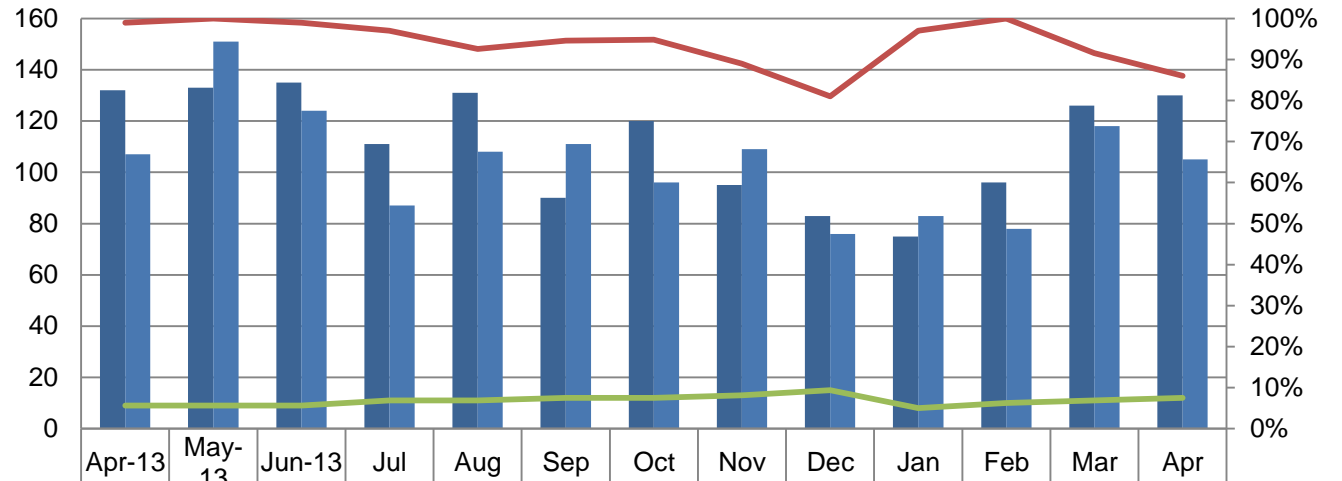
Building Consents

Key Performance Indicators	Baseline Performance	Target	Performance (Qtr. 3)			Current Performance (Qtr. 4)			Frequency of Data
	2012/13	2014/15	Jan	Feb	Mar	Apr	May	Jun	
19b. Percentage of Building Consent applications are processed within statutory timeframes	100%	80%	97%	100%	92%	86%			Monthly
Number of Consents issued			83	78	118	105			Monthly

Comment:

- A continued drop in consents processed on time is due to a number of factors, including:
 - a shortage of building control staff in the last quarter of 2013;
 - consent applications growing through the first quarter of 2014; and
 - an increase in the complexity of applications being received, particularly commercial builds.
 The department is currently recruiting for additional staff.

Building consent processing

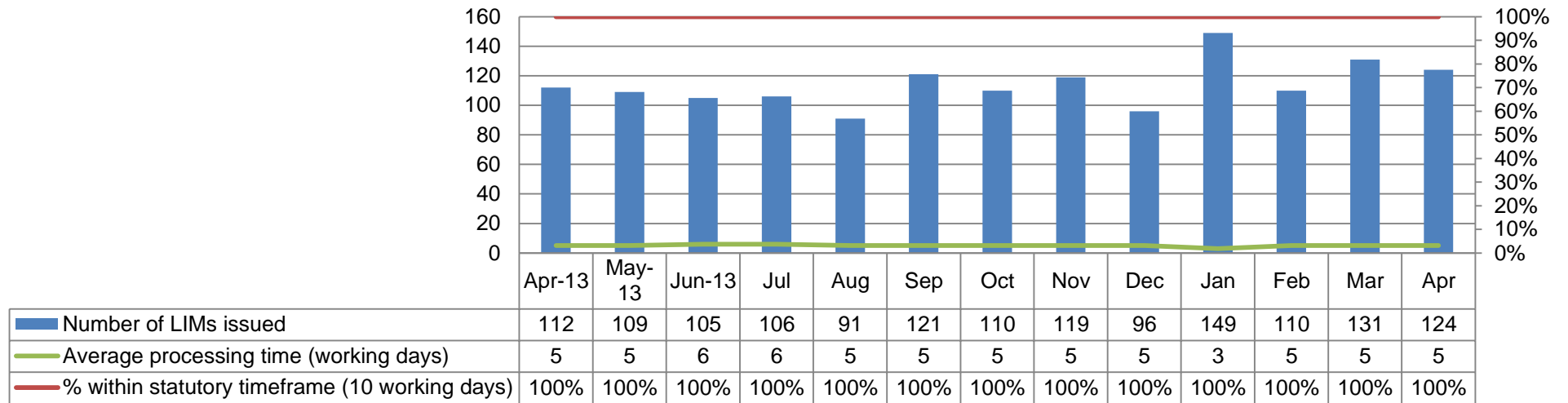


■ Number of building consent applications received	132	133	135	111	131	90	120	95	83	75	96	126	130
■ Applications processed	107	151	124	87	108	111	96	109	76	83	78	118	105
— Average processing time (working days)	9	9	9	11	11	12	12	13	15	8	10	11	12
— % issued within statutory timeframe (20 working days)	99%	100%	99%	97%	93%	95%	95%	89%	81%	97%	100%	92%	86%

Comment:

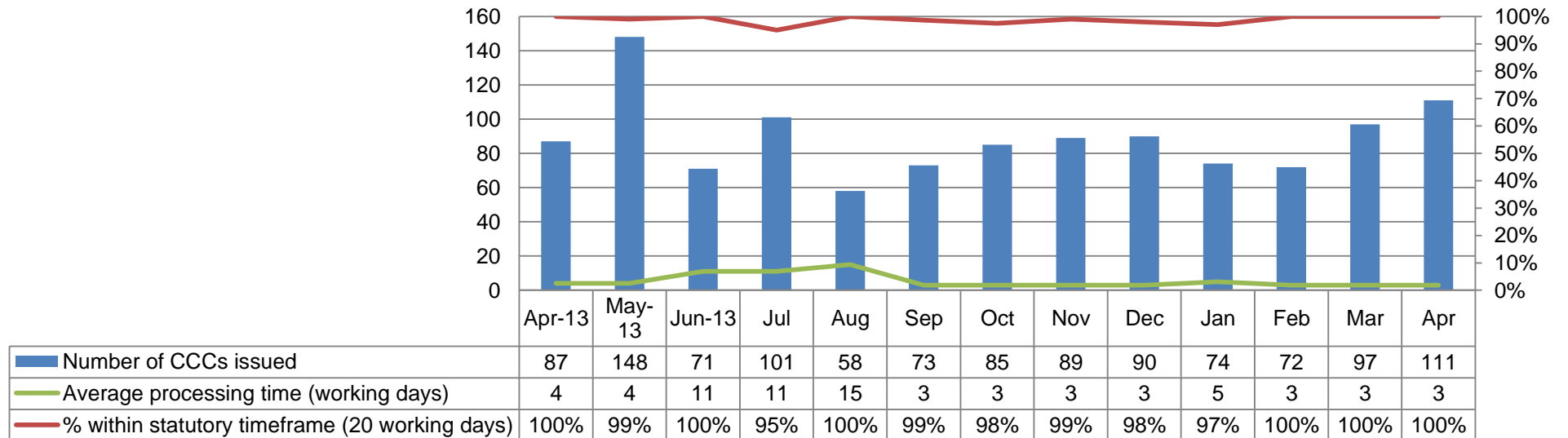
- Performance for the remainder of the financial year will be partly dependent on the ability to engage additional resource.

Land Information Memorandum (LIM) certificate processing



Comment: LIM applications continue to be strong and tends to follow closely with residential sales activity.

Code of Compliance certificate (CCC) processing



Comment: Continued positive performance with the production of CCCs.

Monthly Report to the Queenstown Lakes District Council – 30 April, 2014

Unit	Key Performance Indicators	Current Performance								Frequency of Data
		Jan		Feb		Mar		Apr		
		Decisions Issued		Decisions Issued		Decisions Issued		Decisions Issued		
20b. District Analysis of Building Consents (total build cost)	Arrowtown	8	\$1,576,000	4	\$451,623	6	\$848,153	7	\$394,000	Monthly
	Queenstown	15	\$4,027,775	24	\$5,373,401	28	\$7,169,900	27	\$9,380,700	
	Wakatipu	25	\$10,804,732	25	\$6,642,753	38	\$10,416,850	26	\$7,949,865	
	Wanaka	35	\$9,758,501	25	\$4,444,000	46	\$8,888,621	45	\$6,800,920	
	Total	83	\$26,167,008	78	\$16,911,777	118	\$27,323,524	105	\$24,525,485	

Key Performance Indicators	Target	Performance (Qtr. 3)			Current Performance (Qtr. 4)			Frequency of Data
	2014/15	Jan	Feb	Mar	Apr	May	Jun	
21b. Percentage of applicants describing overall satisfaction with Building Consent processing as 'excellent'	75%	100%	100%	100%	100%			Monthly
Number of respondents		2	2	2	1			Monthly

Comment:

- Response levels are very low to this survey given only one response was received which is an approximate 1% response rate. Ways to increase the response rates are being investigated.

D. Environment

Percentage of Environment Court decisions that substantially confirm original council decision.

Key Performance Indicators	Baseline Performance	Target	Comparative Performance (if applicable)	Current Performance			Frequency of Data
	2012/13	2013/14	National Average	Q3 2013/14	Q4 2013/14	Q1 2014/15	
22. Percentage of Environment Court decisions that substantially confirm original Council decision.	<i>From July 2014</i>	75%	Not known	50%	N/A		Quarterly
Comment:							
<ul style="list-style-type: none"> No Environment Court decisions for resource consent related matters have been issued this month. 							

Appeals

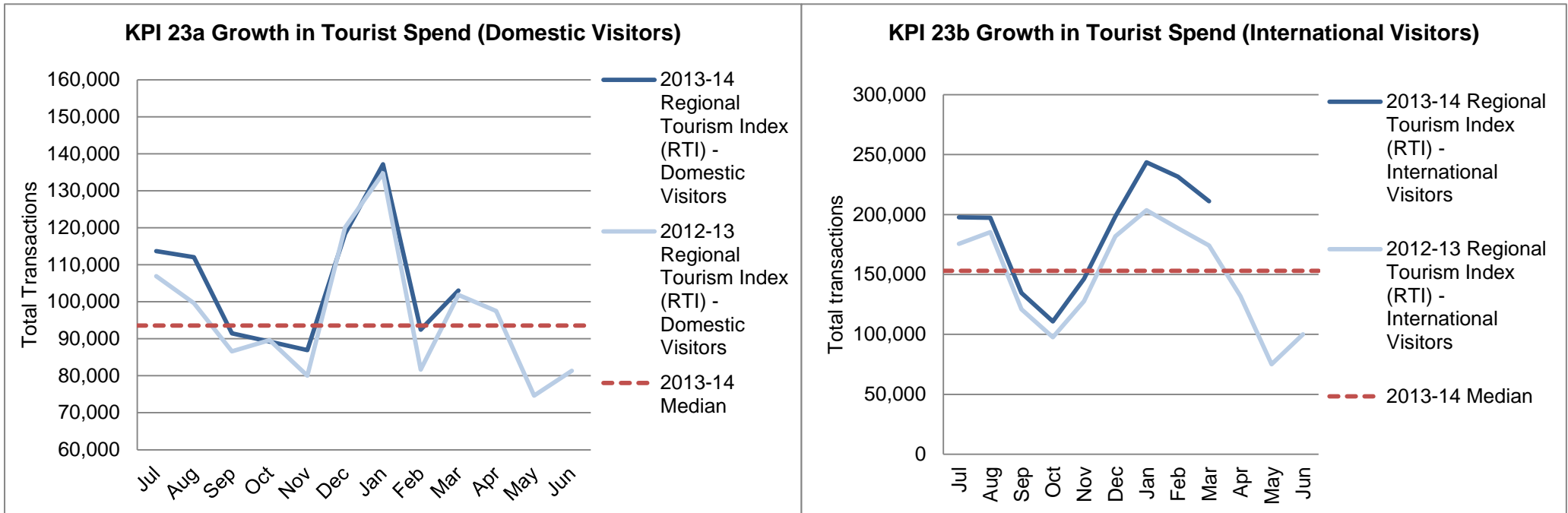
RM Number	Applicant	Activity	Appellant	Council Decision	Comment
RM120646	Queenstown Water Taxis Limited	Operate a jet boating activity on the surface of the Shotover River and other matters.	Kawarau Jet Services Holdings Ltd.	Granted	Council's position on this appeal was confirmed at Full Council on 17 April 2014. An Environment Court hearing date has not been set.
RM120256	H.I.L Limited	Subdivision consent to create 5 new allotments and four residential building platforms, and land use consent for access and servicing.	H.I.L Ltd.	Declined	The Environment Court hearing will commence on 6 May 2014.
RM120222	Queenstown Airport Corporation Ltd	Notice of Requirement to alter a designation to expand aerodrome services over 'Lot 6' at Queenstown Airport.	Lodged with Environmental Protection Authority, Ministerial referral to Environment Court	N/A	The designation was confirmed in part by the Environment Court. It was appealed to the High Court by both the applicant and Remarkables Park Limited. The High Court identified errors in law and it has been returned to the Environment Court. A court date of 17 March has been set to reconsider the matters following the High Court decision.

Monthly Report to the Queenstown Lakes District Council – 30 April, 2014

RM Number	Applicant	Activity	Appellant	Council Decision	Comment
RM120052	Skydive Queenstown Limited	Operate a commercial parachute and associated operation at Jack's Point, Queenstown.	Direct referral to Environment Court	N/A	Council is required to assist the Environment Court. The primary Environment Court hearing has been held, but the hearing has recently been reconvened to consider additional matters. No date for hearing the additional matters has been set.
RM110238	Larchmont Development Limited	Undertake a nine lot subdivision including associated access across Lot 14 DP 332867 and earthworks at 109c Atley Road, Arthurs Point.	S. Winter	Granted	This appeal has been on hold for a considerable length of time while alternative access options off Atley Road, rather than Mathias Terrace, are explored. A Council decision on the Atley Road access is due to be issue early May 2014, so this may not proceed to a Court hearing.
RM100777	QLDC	Operation of a helicopter landing area next to the Skyline Gondola, Bob's Peak.	ZJV (NZ) Ltd. (Ziptrek)	Granted	<p>Consent was granted by Independent Commissioners for 30 helicopter movements per day. The decision was appealed by Ziptrek. Clive Manners Wood, and the Arthurs Point Preservation Society and Skyline joined as a s.274 party.</p> <p>MacTodd are acting for the Council in its role as applicant. Simpson Grierson are acting for the Council in its regulatory capacity.</p> <p>There has been one Environment Court mediation. Council officers Scott Carran and Ruth Stokes are currently leading negotiations and discussions between the parties. Council has advised the Court of the continuing negotiations and at this time there is no need to set it down for a hearing.</p>
RM090252	Zante Holdings Limited	To subdivide Lot 400 into seven residential allotments, for land use consent for future dwellings within those lots and remove the no build restriction at Jacks Point, Queenstown.	Zante Holdings Ltd.	Declined	Consent was declined by Independent Commissioners in June 2010. The appeal has been on hold for many years as the appellant was seeking to rezone the land through Plan Change 44, Henley Downs, which is itself on hold.

E. Economy

The District has a resilient and diverse economy.



Comment: Growth in tourist spend (number of card transactions) for international and domestic visitors for Queenstown and Wanaka. Information is reported monthly, however there is a one-month delay in data. Data Source: Regional Tourism Indicators (RTI), Ministry of Business, Innovation and Employment.

Key Performance Indicators	Baseline Performance	Target	Current Performance (Qtr. 3)		Frequency of Data
			2013/14	2014/15	
24. Overall growth in new or developing sectors.	From July 2014	From July 2014	From July 2014		Quarterly

Comment:

- The overall growth in new or developing sectors will be measured annually from information provided by BERL Economics.

F. Local Democracy

The community is well informed and engaged in the activities of Council.

Key Performance Indicators	Baseline Performance	Target	Comparative Performance (if applicable)	Current Performance			Frequency of Data
	12/13	13/14	National Average	YTD number of responses	Average responses per survey	2013/14	
25. Number of respondents to Council surveys.	N/A	<i>From July 2014</i>	N/A	4815	687.85	<i>From July 2014</i>	Monthly

Comment:

- Convention Centre
- Alcohol Policy
- Library Services
- Dog Control Bylaw Online Survey (993 responses) February
- Wanaka Sports Facility Online Survey (230 responses) February
- Consultation on draft Annual Plan (92 responses) April
- Plan Change 48 – signs (21 responses) April

YTD number of responses in March was 4,702 and the average responses per survey in March was 940.4.

G. Service

The Council is trusted and respected for its customer service and stewardship of the District.

Key Performance Indicators	Baseline Performance	Target	Comparative Performance (if applicable)	Current Performance	Frequency of Data
	12/13	13/14	National Average	YTD average	
26. Percentage of calls abandoned	Average: 2.86%	7%	N/A	5.42%	Monthly

Comment:

- The YTD average of percentage of calls abandoned remains on target, below 7%.

Monthly Report to the Queenstown Lakes District Council – 30 April, 2014

Key Performance Indicators	Baseline Performance	Target	Average Performance Qtr. 3	Current Performance (Qtr. 4)			Frequency of Data
	12/13	13/14	Jan-Mar	Apr	May	Jun	
27a. Percentage of letters and emails responded to within 5 days.	<i>From July 2014</i>	95%	79.05%	95.8%			Monthly
27b. Percentage of Official Information Act Requests responded to within 20 days.	<i>From July 2014</i>	99%	100%	75%			Monthly
27c. Percentage of Councillor enquiries responded to within 15 days.	<i>From July 2014</i>	99%	92.06%	81.82%			Monthly
Comment:							
<ul style="list-style-type: none"> • Four Official Information requests were received in April. One request missed the deadline of 20 days for a response in April. This was a request around costs of consultants. • Eleven Councillor enquiries received, of which two were overdue. Please refer to section 6D for detail. 							
28. Percentage of Council services (forms and payments) are available on the website.	<i>From July 2014</i>	Trend towards 100%	N/A	N/A			Monthly
29. Percentage of RFS resolved within specified timeframe.	94.09%	95%	95.69%	96.4%			Monthly
Comment:							
<ul style="list-style-type: none"> • 635 RFS were received in April, of which 23 were not resolved within the specified time limit, meaning 96% were resolved in time. The overdue RFS were as follows: <ul style="list-style-type: none"> ○ Two animal complaints – barking dogs. ○ Eight internal roading. ○ Two parking. ○ One street lights. ○ Six refuse and recycling – the majority were for replacement bins. ○ One pay and display machine was not working but when the parking attendant checked, there was no problem. ○ One vegetation control. ○ One water. 							

Key Performance Indicators	Baseline Performance	Target	Current Performance			Frequency of Data
			Q3 2013/14	Q4 2013/14	Q1 2014/15	
30. Percentage of rates invoices are sent via email.	From July 2014	Trend towards 100%	10.6%			Quarterly

Comment:

- Targeted campaign to improve performance will commence once TechnologyOne embedded – Q3 2015.

H. Sound Financial Management

Council expenditure is cost-effective and sustainable.

Key Performance Indicators	Baseline Performance	Target	Performance (Qtr. 3)			Current Performance (Qtr. 4)	Frequency of Data
	12/13	13/14	Jan	Feb	Mar	Apr	
31. Weighted average interest rate.	5.4%	6.5%	5.4%	5.4%	5.5%	5.44%	Monthly

Comment:

- Weighted average interest rate remains within target but is expected to rise.

Key Performance Indicators	Baseline Performance	Target	Jun 2014	Dec 2014	Jun 2015	Frequency of Data
32. Debt servicing to rates revenue.	11.2%	15.0%	From July 2014			6-Monthly
33. Age of debt.	From July 2014	From July 2014	From July 2014			6-Monthly

Comment:

- This information will be reported 6-monthly from July 2014.

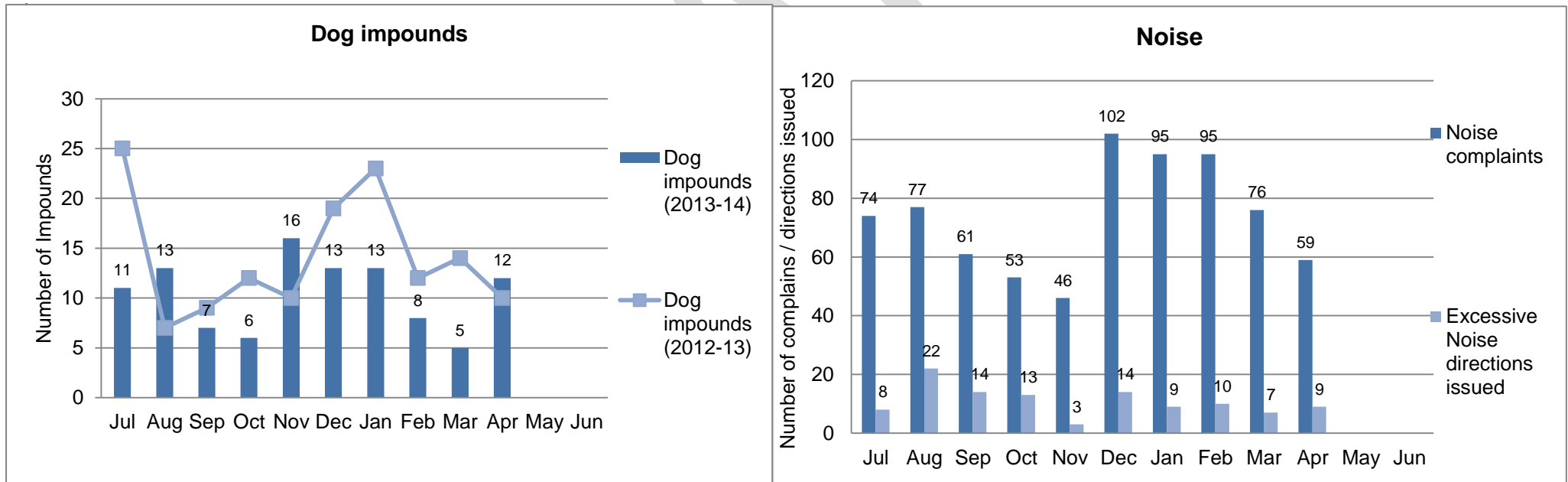
Key Performance Indicators	Baseline Performance	Target	2013/14	2014/15	Frequency of Data
34. Rates as a percentage of household income.	From July 2014	From July 2014	From July 2014		Annually
35. Capex to depreciation.	From July 2014	From July 2014	From July 2014		Annually

Comment:

- This information will be reported annually from July 2014.

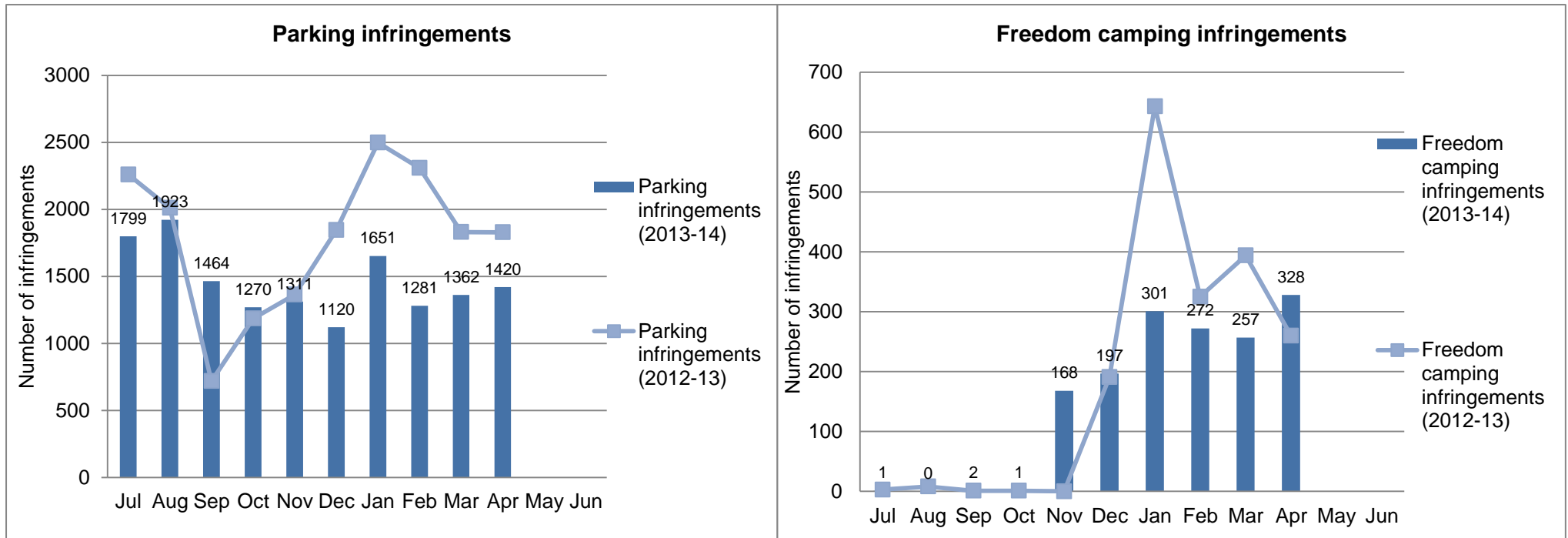
6. Key Business Volumes

A. Regulatory Volumes



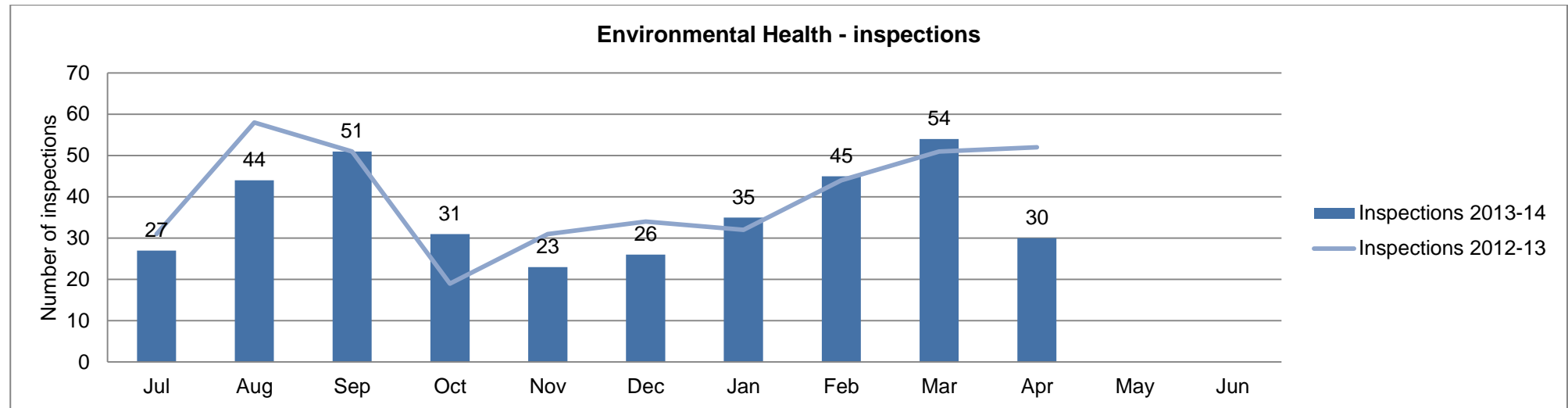
Comment: Whilst there is a consistent level of patrolling and enforcement, the number of impounded dogs continues to remain sporadic.

Comment: The complaint levels continue to trend down as anticipated, as we approach the winter months.

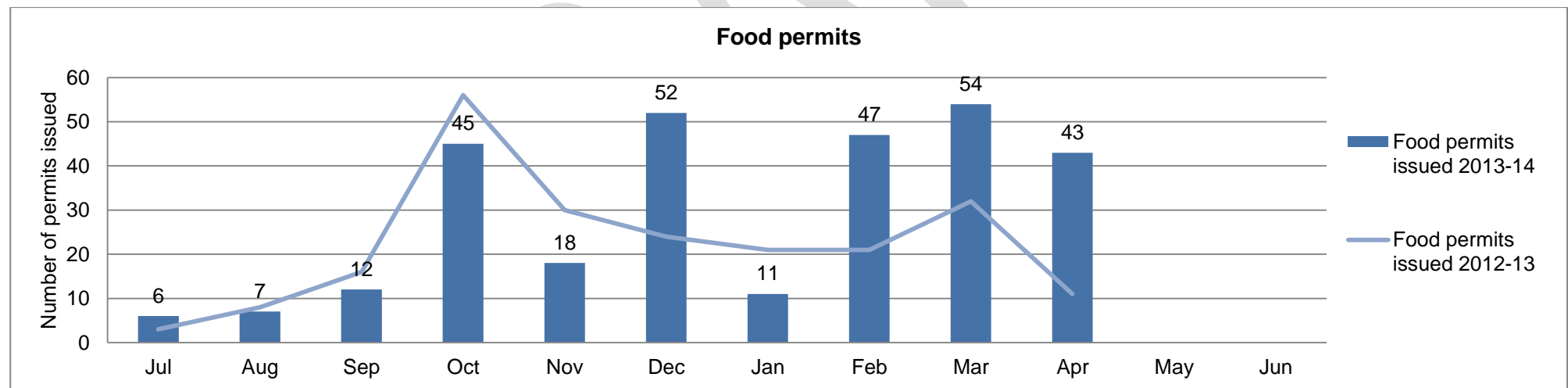


Comment: The number of infringements issued remains below that of last year as a result of staff vacancies.

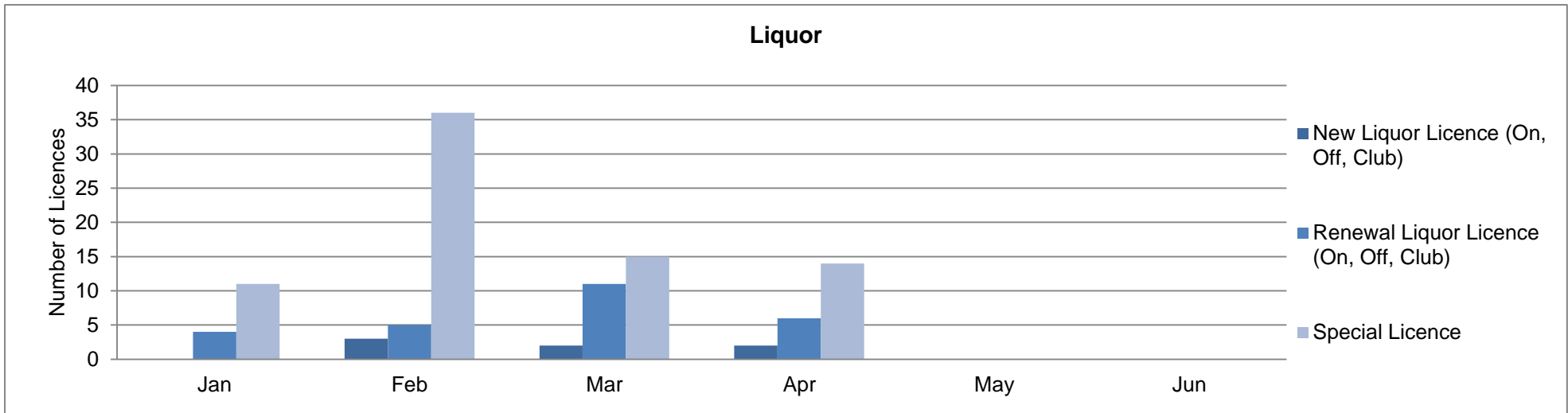
Comment: The low level of issuing of infringements from July to October is as a result of no active patrolling, as there were low levels of offending previously. This year we initiated patrols a month earlier as a result of an observed increase in freedom camping. This month has seen an increase in offending above that of last year, which may lead to an extension of patrolling as necessary through the winter months.



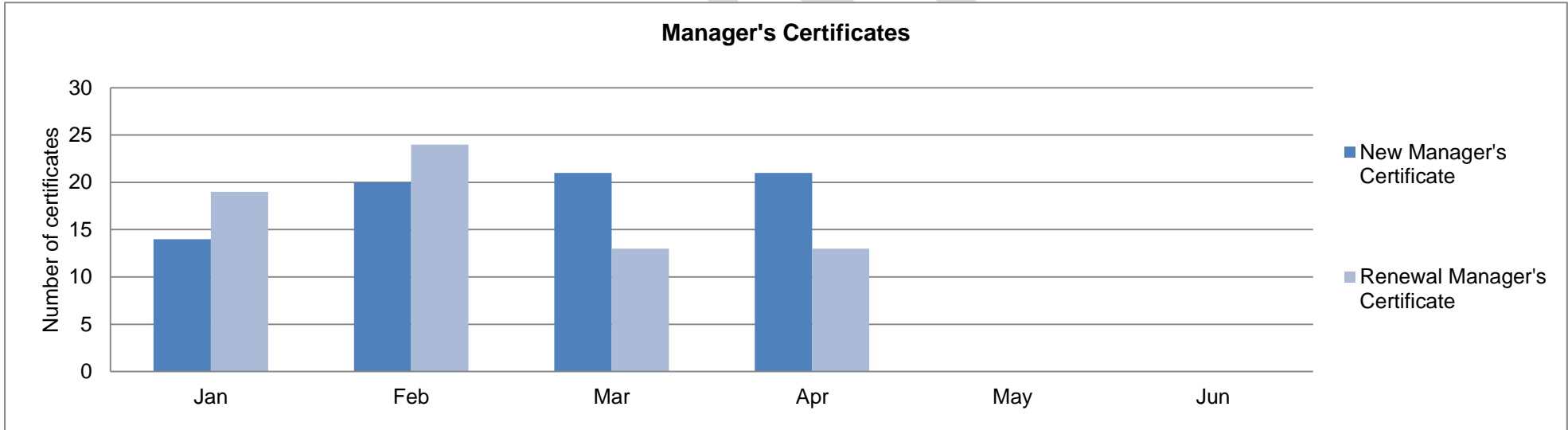
Comment: Each registered business (food, hairdressers, camping ground and funeral directors) is inspected annually. The April figures are below the previous year as a result of a combination of reallocated staffing resources to assist in liquor matters and annual leave.



Comment: We have received a considerable increase in the number of food permit applications over the last quarter, particularly for April as a result of a number of major events across the district e.g. Warbirds over Wanaka, Blues and Roots, Farmers Markets and the Arrowtown Autumn Festival.



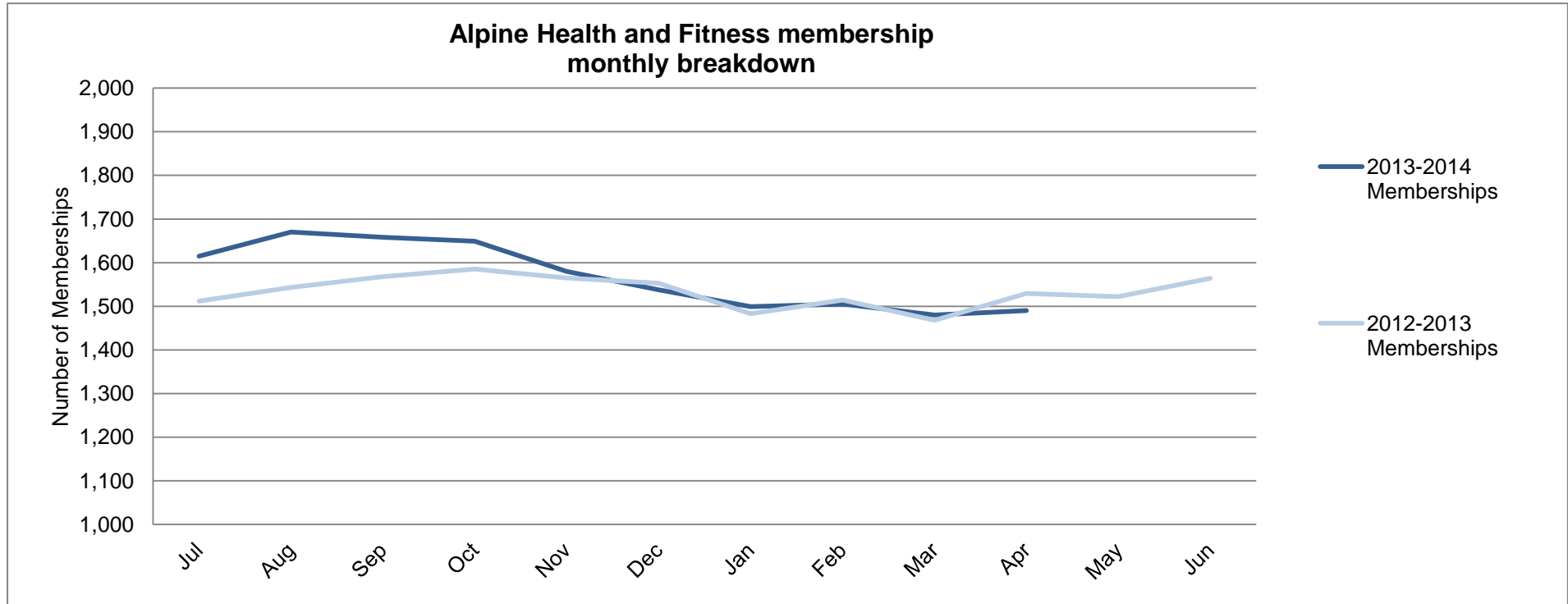
Comment: The number of applications received is tracking to the expected number of applications.



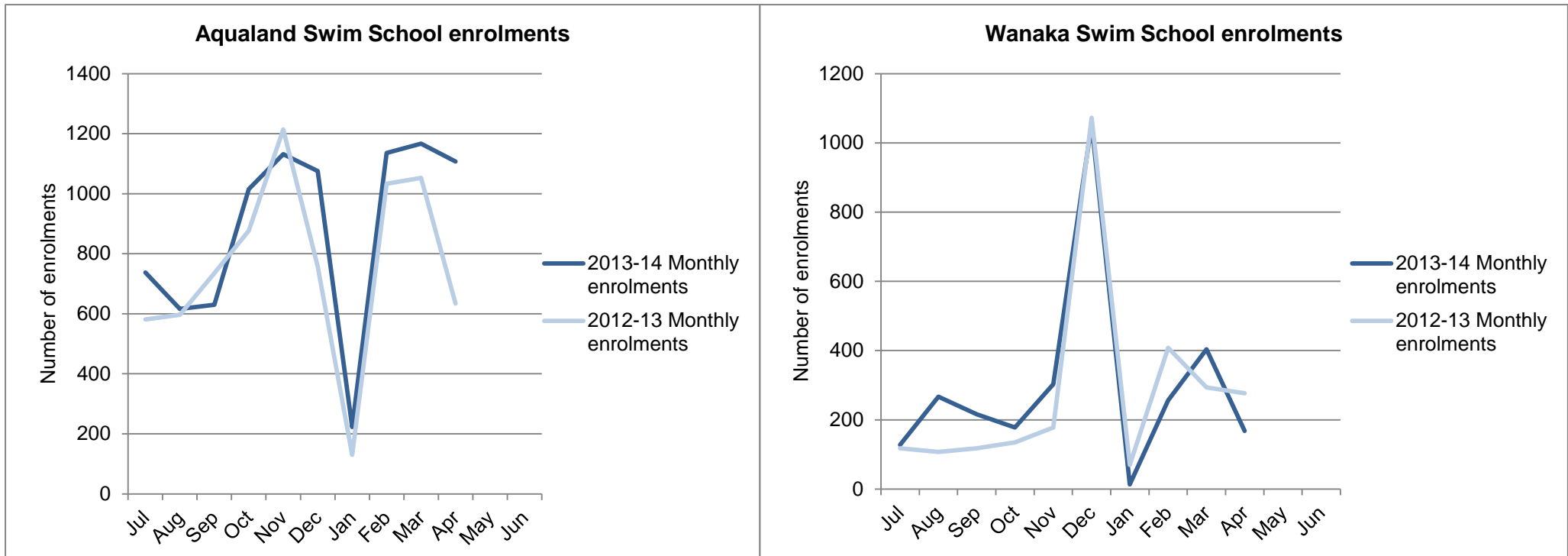
Comment: This month has seen a slightly lower than anticipated number of new and renewal applications than the previous trend. However, we expect to receive almost double the number of renewal applications over the next two months.

B. Operational Volumes

Sports and Recreation



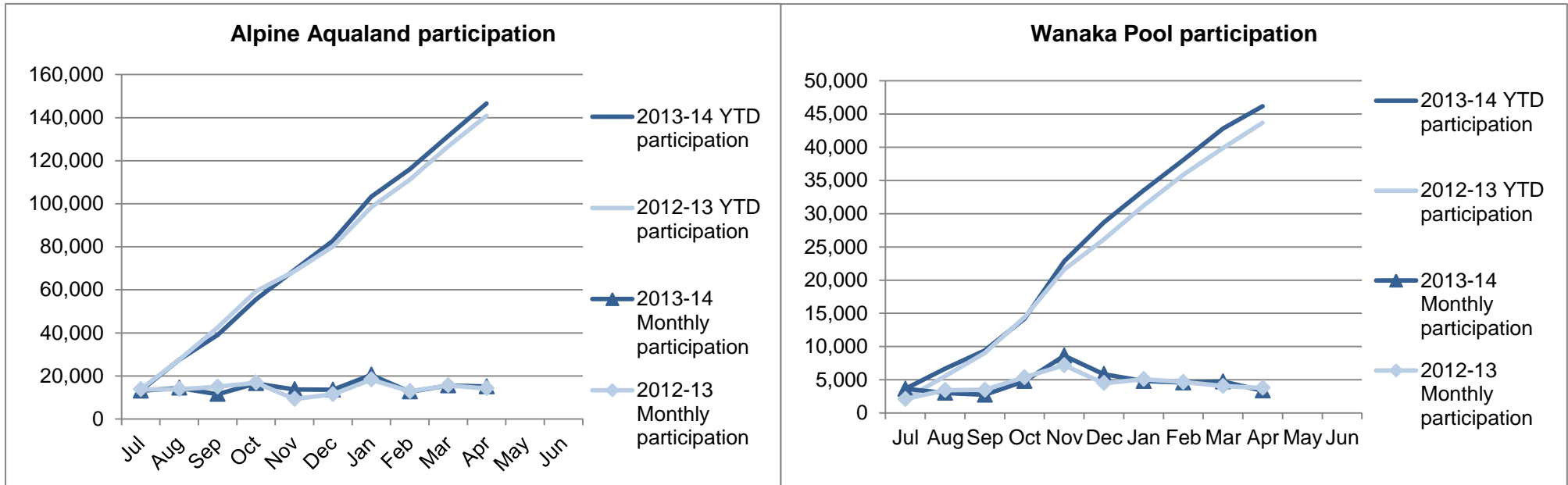
Comment: Decrease in membership of 2.5% this month compared to last year. A renewed focus on gym retention and programme development has been implemented.



Comment: A significant increase in Aqualand Swim School enrolments of 77% compared to last year. The number of school children participating in the Swim Safe Central Lakes programme has also increased.

Comment: Wanaka Pool continues to maintain the levels of swim school enrolments attained last year. Mount Aspiring College school enrolments are scheduled for May this year.

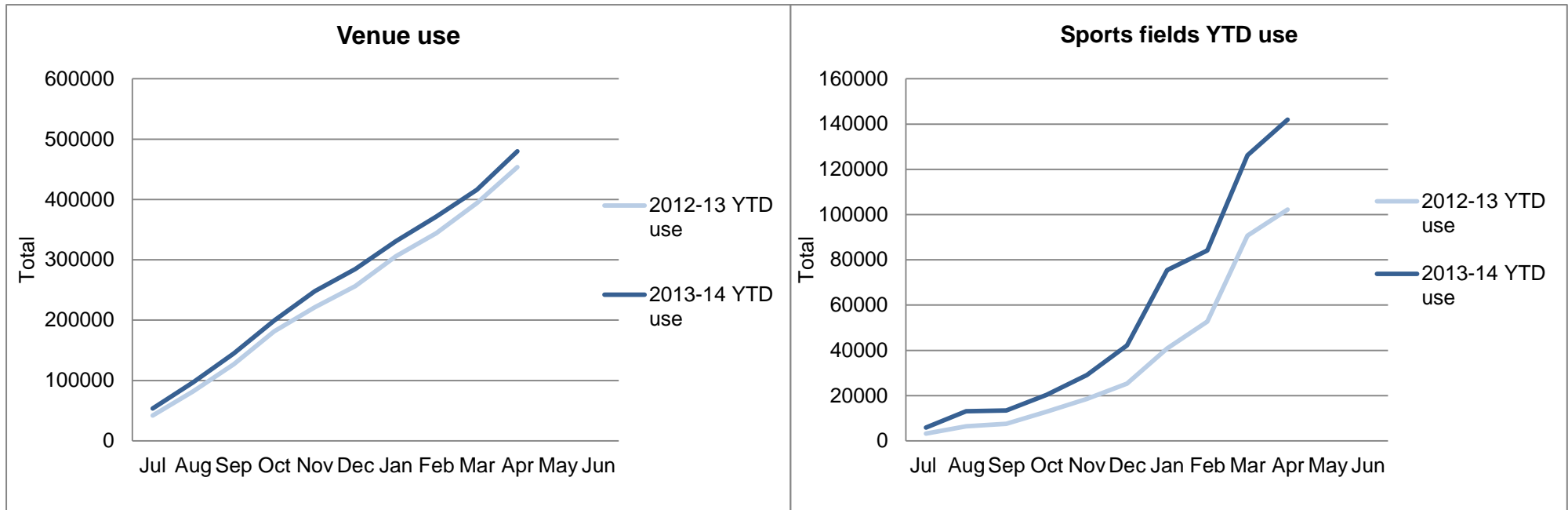
Note: The Swim Safe Central Lakes programme for schools is delivered in Terms 1 and 4 making this the busiest period for both swim schools.



Comment: Increase in pool participation numbers of 4% on last year's YTD.

Comment: Increase in pool participation numbers of 5.7% on last year's YTD.

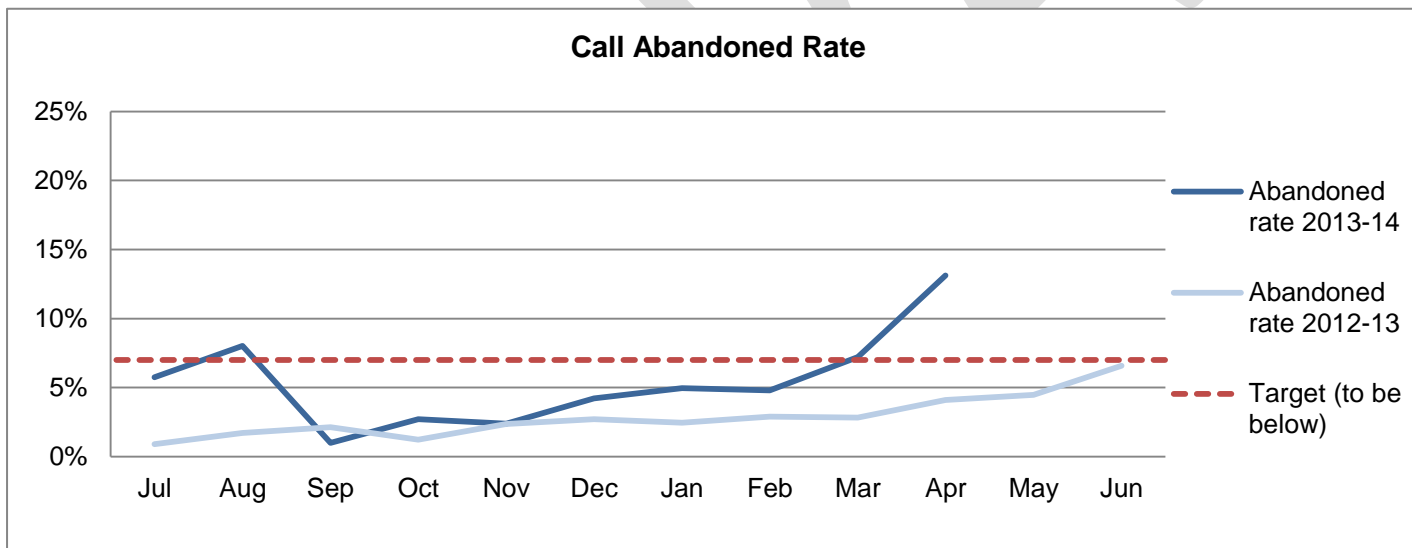
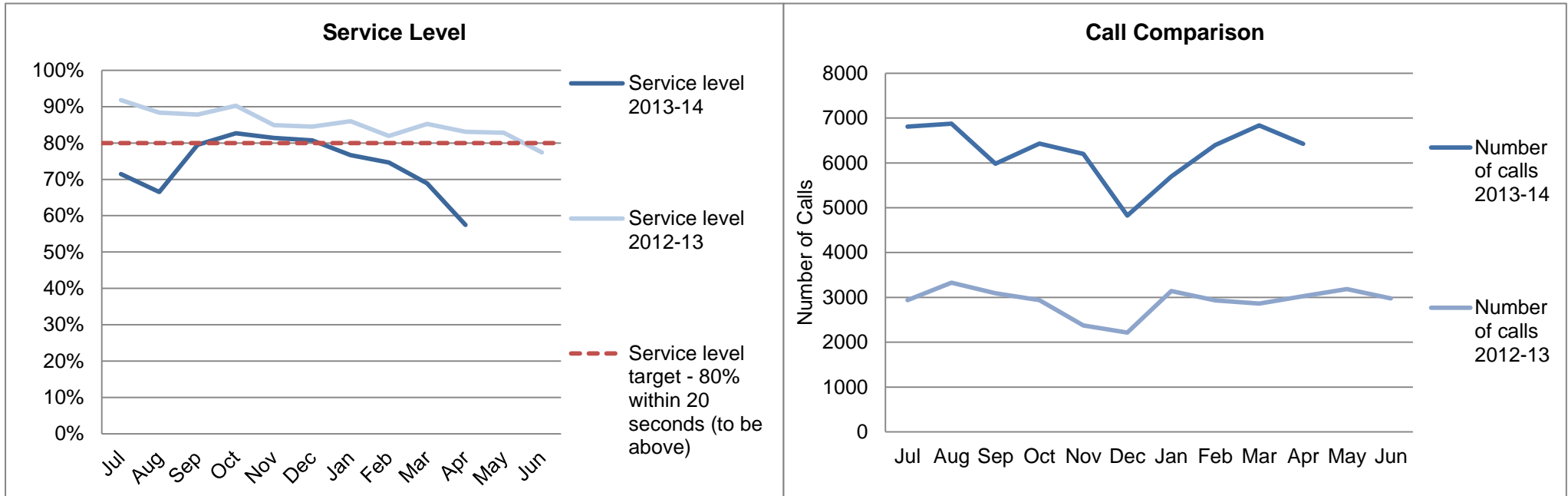
DRAFT



Comment: Overall increase in participation numbers of 4,143 across venues compared to this time last year. This increase can be attributed to large attendance numbers at the Blues and Roots festival however Festival of Colour was not held this year in Wanaka as this is a biennial event.

Comment: Sports field participation figure YTD is 141,897. This is an increase of 39% on last YTD figure. This increase can be attributed to large attendance numbers at Challenge Wanaka, the Highlanders game in January and the Blues and Roots festival.

Customer Services



Comment:

Service level target is 80% of calls answered within 20 seconds. Decrease in service levels can be attributed to; new inexperienced staff, higher volumes and the training demands of TechnologyOne.

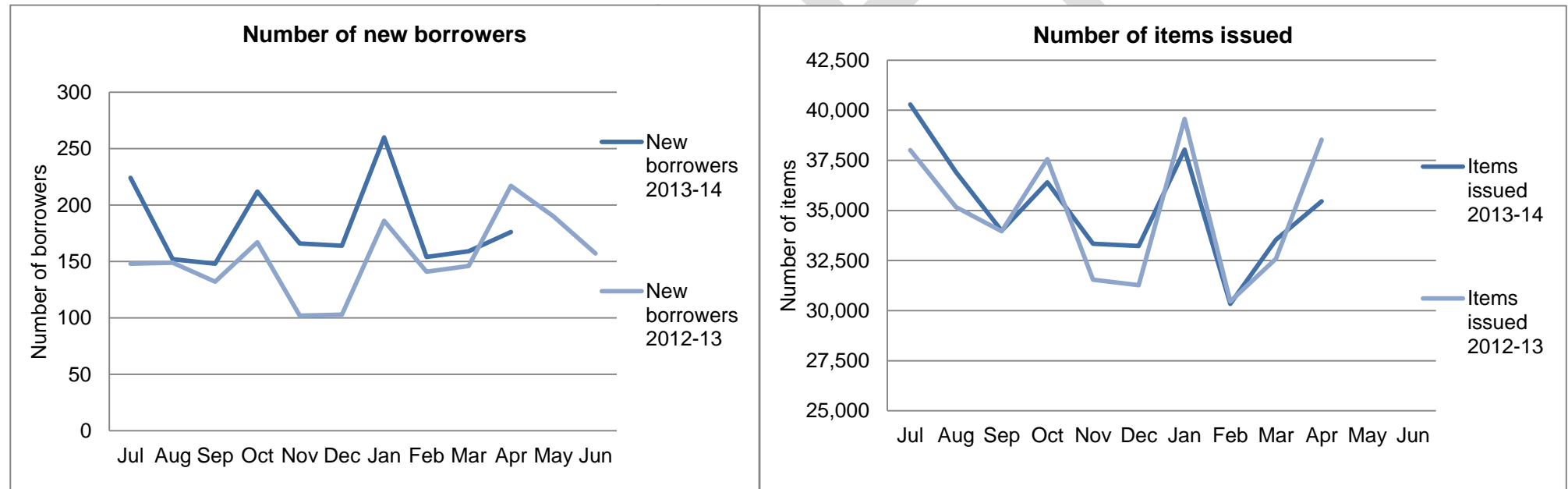
Strategies to address include; call analysis to identify peak call times and contracting the after-hours service to take the overflow calls during the day.

Libraries

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Items held	105,538	106,095	106,667	106,819	106,713	106,473	106,638	106,520	106,135	106,182		
Items issued	40,292	36,909	33,991	36,403	33,336	33,223	38,033	30,335	33,540	35,461		
New borrowers	224	152	148	212	166	164	260	154	159	176		
E-resource issued	482	534	481	479	523	572	640	522	566	568		

Comment:

- Items held corrected from previous months report. Process of stats collection reviewed and changed.
- There were a total number of 4,545 unique borrowers using the libraries this month.



Comment: There are 1,815 new borrowers YTD. This is an increase of 21.7% on last YTD figure of 1,491.

Comment: The number of items issued YTD is marginally higher than last YTD at 0.81%.

C. Human Resources

Department	Full-Time Employees (FTEs) as at 1 July ³	New Starters This Month	Departures This Month	Current FTEs
Chief Executive's Office ⁴	11.2	1	0	11.58
Knowledge Management	10.8	0	0	10.8
Finance	11.5	2	4	12.75
Infrastructure and Assets	23.88	0	0	22.475
Planning and Development	37	1	0	38.05
Legal and Regulatory	15.75	1	0	16.425
Human Resources	4	0	1	3.1
Operations	115.52	4.6	6	96.925
Transition Management	N/A	0	0	1
Total	229.65	9.6	11	213.105

Comment:

Figures for Operations will be addressed at the workshop.

Material Issues

- The annual Employee Engagement Survey closed in early April. Participation in the survey was strong, and results will be delivered to the organisation in May, with action planning to address key areas for improvement to follow.
- The organisation offered all employees an annual flu vaccination. Over 70 employees took the opportunity to access this benefit, monitoring of the impact on sick leave usage will occur over the winter months. To support this, the Human Resources team ran a promotion on '5+ a Day' to encourage staff to improve their general health and wellbeing.
- The Occupational Safety and Health focus centred health monitoring for the horticulture and turf teams. This involves testing for vision, hearing, lung function and skin allergies. In addition mandatory training for use of defibrillators in the library was provided to maintain our current competence for this equipment.
- Drug and Alcohol Policy training was provided to managers to support the implementation of this policy into the workplace.

³ Figures from the Organisational Review – Final Report 1.4.2 New Functional Responsibilities, April 2013.

⁴ Chief Executive's Office includes the Chief Executive.

D. Governance

Council Meetings

RFS Recipient	Meetings Held	Action Papers	Papers for Noting
Council	1	12	2
Wanaka Community Board (WCB)	1	1	1
Property Sub-Committee	1	2	-
District Licensing Committee (DLC)	2	-	-
Total	5	15	3

Comment:

There was a larger volume of papers going to Council this month as part consultation for the draft Annual Plan.

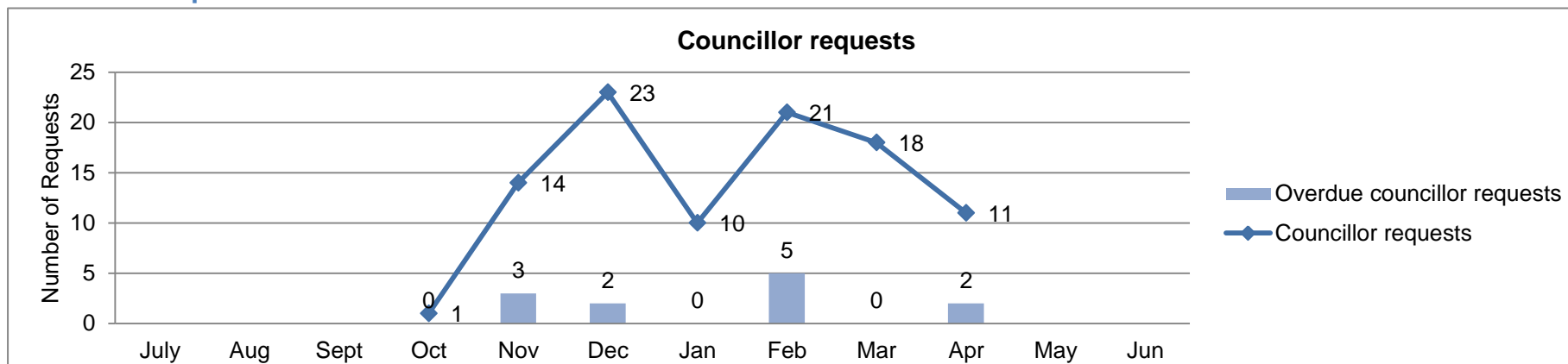
DRAFT

Papers to Council

Topic	Responsible GM/Department	Date to Council	Agenda Item / Workshop
Upcoming Papers			
Dog Control Policy and draft Bylaw	Legal and Regulatory	May 22	Agenda Item
District Plan: Earthworks and Notify	Planning and Development	May 22	Agenda Item
Jack Reid Park easement	Operations	May 22	Agenda Item (following hearing May 14)
New road name for Mountain Ash Drive	Infrastructure and Assets	May 22	Agenda Item
Housing Trust Presentation	Planning and Development	May 19	Workshop
Fergburger Presentation	Planning and Development	May 19	Workshop
Wanaka Sports Facility	Operations	May 19	Workshop
Project Shotover Update	Infrastructure and Assets	June 5	Workshop
District Plan: Strategic Direction and Tangata Whenua	Planning and Development	June 5	Workshop
Narrows Ferry	Planning and Development	June 5	Workshop
Asset Management Plan Review	Infrastructure and Assets	June 5	Workshop

Comment: Due to the volume of workshop items, there will now be two workshops held each month.

Councillor Requests



Comment:

There were 11 Councillor Requests made in April, of which seven were for Infrastructure and Assets, three for Operations and one for Legal and Regulatory. Of the 11 requests, four were made by Cr Gilmour, and one each from Mayor van Uden, Cr Ferguson, Cr Perkins, Cr Stammers-Smith, Cr Lawton, Cr Gazzard and Cr MacLeod.

Nine of the Requests were met within the required timeframes with two Requests for Infrastructure and Assets overdue.

Official Information Requests

	Subject	Requestor by Type
Local Government Official Information and Meetings Act, 1987	1. Copies of warning and infringement notices issued under Freedom Camping Act 2011, LGA 2002 and Reserves Act 1977.	1. New Zealand Motor Caravan Association
	2. Information on Project Groundswell.	2. Public
	3. Costs of consultants over last five years (additional questions).	3. Media
	4. List of submitters and submissions on 1992 consent from M Cash (jetboating on Lower Shotover)	4. Law firm
	Month	Year to Date
	Total requests received	4 53