

QLDC Council**30 October 2014****Report for Agenda Item: 17****17. Mayor's report****Purpose**

To summarise the Mayor's activities since the date of the last report and to raise other items of democratic and general interest, including a summary of actions taken in response to the decisions made at previous Council meetings.

Recommendation

That Council:

- a. **Note** the report;
- b. **Pisa Alpine Charitable Trust**
Agree to the exercise of the Minister's prior consent (under delegation from the Minister of Conservation) to the granting of a lease to the Pisa Alpine Charitable Trust over Lot 5 Deposited Plan 460313;
- c. **Review of Committee Structure**
Amend the resolution of 14 November 2013 and appoint all elected members to the Dog Control Committee, with any three members to form a hearings panel;
- d. **Wanaka Community Board recommendations**
 - i. New Ground Lease – Riverbank Road, Wanaka Firewood Ltd

That the intention to grant a new licence to Wanaka Firewood Limited over approximately 5000 square metres of section 37 Block III Lower Wanaka SD, to operate a firewood yard be notified subject to the following conditions:

Commencement:	Tbc, once resource consent is obtained (but no later than 30 June 2015):
Rent	\$5,200 per annum plus GST:
Term	5 years, with a right of renewal of another 5 years on the agreement of both parties;
Rent reviews	1 and 1/2 yearly;
Use	Loading and unloading firewood, sale of firewood;
Limitations	Firewood not to be processed on site;
Insurance	Lessee to provide public liability insurance and approved health and safety plan prior to occupying the site.

That the Council nominate a hearings panel consisting of three Councillors [names to be appended] to hear any submissions.

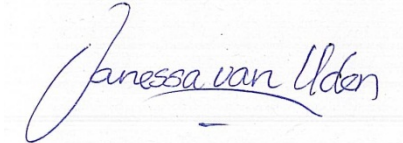
ii. New Ground Lease and new building – Upper Clutha A&P Society

That the intention to grant a new lease to the Upper Clutha A & P Society over approximately 930 square metres of part section 12 block XV Town of Wanaka to construct a building extension be notified subject to the following conditions:

Commencement:	1 April 2015;
Rent:	Pursuant to the Community Pricing Policy
Term:	33 years;
Rent Reviews	2 yearly
Use:	Other terms and conditions to reflect current lease;
Limitations:	Current lease to be surrendered; Resource consent being granted.

That the Council nominate a hearings panel consisting of three Councillors [names to be appended] to hear any submissions.

Prepared by:



Vanessa van Uden
Mayor
12/11/2014

Mayor's Activities

The following is a summary of the principal functions and meetings attended by the Mayor over the period 30 October 2014 – 26 November 2014.

- Citizenship Ceremony (3)
- Gigatown promotional activities
- Opening of 'Around the Mountain' Trail
- Attendance at Targa Prizegiving Breakfast
- Opening of NZTA Conference
- QAC Board meeting
- Meeting with NZTA regional staff
- Afternoon tea with Chinese Consul General Jin Zhijian
- Gibbston Trail Opening
- Queenstown Chamber of Commerce Business Awards
- LGNZ Metro Sector Meeting (Wellington)
- Attendance at SDHB Strategic Health Services Plan consultation meeting
- Mayoral Forum meeting

- Civil Defence Emergency Management Group meeting
- Shaping Our Future Visitor & Tourism Industry meeting
- Meeting with Chinese Delegation – Mr Zhaobai Jiang
- Attendance at Queenstown Resort College ambassador function
- Attendance at Institute for Strategic Leadership training/meeting
- Meeting with Todd Barclay, MP for Clutha Southland and representatives of the Queenstown Chamber of Commerce re visitor levies
- Attendance at various functions and events associated with the Queenstown Marathon
- Meeting with members of senior management team of Air New Zealand
- Queenstown Chamber of Commerce AGM
- Attendance at BMW New Zealand Open Queenstown launch
- Historical Society App Launch

Transport Collaboration

1. In March this year the Council resolved to:
 - a. *Note the proposed actions and timelines contained within the Memorandum of Understanding for Collaboration on Roothing Maintenance between Central Otago District Council, NZ Transport Agency and Queenstown Lakes District Council, specifically:*
 - i. *Report back to Council in October 2014 with a business case for a decision to progress (or not) with a joint roading unit.*
 - ii. *Report back to Council in November 2015 for a go/no-go decision for potential Joint Physical Works Contracts.*
 - b. *Approve the Memorandum of Understanding.*
 - c. *Authorise the Chief Executive to sign the Memorandum of Understanding on behalf of the Queenstown Lakes District Council.*
2. The QLDC/Downer contract for road maintenance had been extended on a 1 plus 1 year basis to enable a joint contract to occur. The Memorandum of Understanding, however, was not approved by the Central Otago District Council. Accordingly, collaboration discussions have not progressed and there will not be a joint physical works contract with CODC and NZTA.
3. Work with CODC and NZ Transport Agency will continue on a case by case basis as evidenced by activities such as the Glenda Drive and Associated Roads project, reviews of roading programmes and winter road condition reporting.

Pisa Alpine Charitable Trust project

4. The background work regarding the land purchase and recreation reserve gazetting is now complete. However, as the lease approvals go back some time to March 2012 there are no provisions in the approvals for the DOC delegation of minister's consent now required by the minister before a lease is entered by the Council. The recommendation contained in this report is to address this omission.

Review of Committee Structure

Background

5. The Council meeting of 14th November 2013 considered a proposal not to establish Standing Committees for this triennium.
6. During previous Council terms there have been four additional Standing Committees. An analysis of the work of those committees for a fifteen month period from July 2012 to October 2014 showed that the committees had considered 169 agenda items of which 85 were for noting. In other words, half of the agenda items were simply for information.
7. The costs associated with servicing a committee are not insignificant. Each of the reports must be written by a staff member then reviewed by the manager and the Chief Executive. The Committee Secretary must collate all of the reports into an agenda, the Chair and the Chief Executive must review all items and the agenda must be distributed. The meeting then needs to be publicly notified, the Committee Secretary must take minutes of the meeting and staff must attend to present their item. An estimate of the hours for a single committee meeting with 5 agenda items is:

Staff time:

5 reports x 16 hours = 80 hours (includes meetings, compiling information, writing, checking, attending the committee meeting and follow-up)

General Managers:

5 reports x 6 hours each = 30 hours (includes staff / consultants meetings to scope and direct each report; reviewing staff reports; and attending the committee meeting)

Chief Executive:

10 hours per committee meeting (includes meeting GMs/senior staff to provide strategic direction; reviewing reports)

Governance:

9 hours compiling / checking agenda; 3 hours meeting attendance; 6 hours compiling minutes; 4 hours follow-up actions = 22 hours

Total estimated staff time 142 hours per committee meeting.

8. There is also a significant time demand for all Councillors and this is recognised as one of the barriers to involving more members of our community in standing for local government. In the past each Councillor has typically attended at least two Committees, full Council and numerous workshops during a six week cycle but still did not have an understanding or oversight of all of the activities for which they were responsible as Councillors.
9. The proposal not to have as many standing committees this term was aimed at:
 - Enabling Councillors to be involved in all decisions taken, thereby streamlining the Council's overall decision-making processes and ensuring full openness, accountability and public participation

- Reducing the demands on Councillor's time but involving them in more decision making than was previously achieved.
 - Reducing the cost associated with servicing this number of standing committees
10. It was agreed to trial the new structure for a 12 month period. This review period is now concluded and I propose that we will continue with the status quo for the remainder of this term i.e.
- One full Council meeting a month
 - Three portfolio leaders responsible for Operations, Infrastructure and Assets and Planning and Development

Review

11. The review of the structure has involved all Councillors and has considered what has occurred in the 12 months and the concerns expressed in November last year and whether they have eventuated.

12. Public Participation:

Some concern was expressed that this would reduce the opportunities for public participation as there would be significantly fewer meetings. The counter to that concern is that it is far easier for the public to know which meeting to go to because there is only one and it is once a month. We have also not received complaints about a lack of opportunity to be involved from the public, we have seen some very full public galleries at meetings and I think the community also has taken up the numerous other opportunities to have their say on issues of concern through email, submissions and phoning. It is worth noting that in addition to the monthly meetings, this year to date we have held an additional four extraordinary meetings. In other words if there is a requirement for more meetings, this need is and can be met through this process.

13. Monthly Reports of Council Performance

The various service delivery areas of Council used to report to Standing Committees on activities and progress on projects. To find out what was happening at Council a member of the community had to find reports in four different committee agendas and the full Council agenda and in some cases matters had to wait or up to three months to be heard or considered.

14. Since February 2014 the Council has been preparing a monthly report which is available to the community through the Council website. The advantage is that now members of the community who want to find out about what is happening only have to go to one place on the website and read one report to find out about all of Council's activities, its performance and project progress.

15. Workshops

Councils have always held workshops – this is nothing new. It is imperative and necessary for informal conversations to be had between staff and elected members. There has been some concern expressed that these are not public. They have never been – rather they are an opportunity to discuss ideas and issues not able to be done under standing orders at a formal meeting. NO decisions are made at workshops. All decisions are made by the full Council.

16. Power with Mayor and Chief Executive

For some there was concern that this meant all the power was with the Mayor and the Chief Executive. This cannot happen – decisions are made by the full Council, agenda papers are reviewed by Portfolio Leaders prior to coming to Council and issues or concerns can be raised by any Councillor equally.

17. Length of Council meetings

Council meetings have undoubtedly become fuller but this has provided the opportunity for all Councillors to have a broader and clearer picture of what is happening in the organisation, there is an increased feeling of shared accountability and responsibility for the decisions made and there is opportunity for more points of view to be heard in a discussion before decisions are made.

18. As with any endeavour there are always different ways of working and a number of Councillors consider that there is not enough time and focus in Council meetings to probe. However, most are satisfied that they are provided with the opportunity to seek clarification on issues and make informed decisions.

19. In general most Councillors have provided feedback that they are supportive of the current structure and continuing with it for the remainder of this Council's term.

20. *Membership of Dog Control Committee*

At present the Dog Control Committee is made up of Councillors Aoake, Ferguson, Lawton, MacLeod and Stammers-Smith.

21. As noted in the report on Dog Control Policy and Practices within this agenda (item 1) there has been a significant trend of increasing dog attacks in the district. To spread the workload more evenly I propose that the membership of this Committee is increased to include all elected members, from which any three will make up a hearings committee.

Recent Meetings

22 Property Subcommittee minutes (23 October 2014)

- a. Proposed Amendment to the Temporary Road Closures for the Queenstown Marathon 2014

23 Resource Consent Commissioner Appointment Committee minutes (23 October 2014)

- a. Commissioner Appointments:
 - Willowridge Developments Ltd (RM140706) - (public excluded)

24 Property Subcommittee draft minutes (13 November 2014)

- a. Temporary Road Closure Application – Arrowtown Long Lunch 2014
- b. Temporary Road Closure Application – New Year's Eve Celebration Wanaka and Queenstown 2015
- c. Temporary Road Closure Application – Christmas Cracker Event 2014

- d. Licence to Occupy Road Reserve- Justin Hemmes, 31, 37 & 43 Drift Bay Road, Lots 2, 3 & 4 DP 26157, Queenstown
- e. Licence to Occupy Airspace Over Road Reserve – Glenorchy Motors Limited, 26-34 Mull Street, Sections 24-27, Block I, Glenorchy Town
- f. Expiry of Cabin Licences at Lakeview, Queenstown (public excluded)*

*This is the subject of a separate report on this agenda.

25 Wanaka Community Board meeting draft minutes (18 November 2014)

- a. New Ground Lease – Riverbank Road, Wanaka Firewood Ltd (recommendation to Council)
- b. New Ground Lease and new building – Upper Clutha A&P Society (recommendation to Council)
- c. Chair's report
- d. Monthly Report for month ended 30 September 2014

Attachments

- A Property Subcommittee minutes (23 October 2014)
- B Resource Consent Commissioner Appointment Committee minutes (23 October 2014) (Public Excluded)
- C Property Subcommittee draft minutes (13 November 2014)
- D Wanaka Community Board draft minutes (18 November 2014)
- E Action list from previous Council meetings