

Minutes of an ordinary meeting of the Queenstown Lakes District Council held in the Council Chambers, 10 Gorge Road, Queenstown on Thursday 27 August 2015 commencing at 10.00am

Present:

Mayor Vanessa van Uden; Councillors Cocks, Ferguson, Forbes, Gazzard, Gilmour, Lawton, MacLeod, Stammers-Smith and Stevens

In attendance:

Mr Adam Feeley (Chief Executive Officer), Mr Stewart Burns (Chief Financial Officer), Mr Peter Hansby (General Manager, Infrastructure), Ms Meaghan Miller (General Manager Corporate Services), Mr Paul Speedy (Manager, Strategic Projects and Support), Mr Ian Thompson (Senior Property Consultant, The Property Group), Mr Ulrich Glasner (Chief Engineer), Mr Lee Webster (Manager, Regulatory), Mr Anthony Hall (Principal Enforcement Officer), Mr Stephen Quin (Acting Parks Planning and Projects Manager), Mr David Wallace (Senior Planner, Parks and Reserves), Ms Polly Lambert (Policy, Standards and Assets Planner), Mr Dan Cruickshank (Senior Property Manager, APL Property Ltd), Ms Averil Kingsbury (Property Manager, APL Property Ltd), Ms Jane Robertson (Governance Advisor); two members of the media and approximately 15 members of the public

Apologies

An apology was received from Councillor Aoake.

On the motion of Councillors Gilmour and Lawton the Council resolved that the apology be accepted.

The following requests for leave of absence were made:

- Councillor Forbes: 24-26 September 2015
- Councillor Stevens: 12 September – 10 October 2015

On the motion of Councillors MacLeod and Gilmour the Council resolved that the requests for leave of absence be approved.

Declarations of Conflicts of Interest

Councillor Gilmour advised that she was a shareholder in Skyline Enterprises Ltd and would leave the room for discussion of items 12 and 13. However, she had some questions that she wished to raise about item 12 ('Skyline Enterprises Renewal and Variation of Lease') and sought the Mayor's permission to raise these in the Public Forum. The Mayor stated that this was acceptable.

Councillor Gazzard advised that he was also a shareholder in Skyline Enterprises Ltd and would leave the room for items 12 and 13.

Councillor Forbes advised that she held shares in a Wanaka public relations company whose clients included the Wanaka Watersports Facility Trust.

The Chief Executive stated that he had discussed this conflict with Councillor Forbes and had advised her that it did not necessitate her leaving the meeting room for the item.

Matters Lying on the Table

There were no matters lying on the table.

Confirmation of agenda

The agenda was confirmed without addition or alteration.

Public Forum

1. Vanessa Robb

Ms Robb advised that she represented FRJ Developments Ltd, the company undertaking the new hotel/apartment development at 595 Frankton Road. A report seeking the Council's approval as an affected party for the development and some associated landscaping to encroach into an adjoining recreation reserve. She was accompanied by a representative of the company, Damian van Brandenburg, and they were available to answer any questions about the report and also had two models of the proposal available for the Council to view. Ms Robb asked when the report writer arrived at the meeting that the Council agree to bring the item forward.

2. Evan Jenkins

Mr Jenkins observed that Glasgow Street was very steep but its intersection with Thompson and Brunswick Streets was only controlled by a 'Give Way'. He believed that its steep gradient, the presence of mountain bikers and the poor visibility at the intersection merited a 'Stop' sign and he requested that this be actioned.

Mr Jenkins noted that many people parked on the yellow lines in Man Street either because they were unaware of their significance or did not see them, adding that grit was obscuring road markings in many areas of the town at the moment. He noted that vehicles parked in this area on Man Street were a hazard and the Council should therefore employ other measures to alert people to the fact that they should not park there. Accordingly, he believed a 'no parking' sign would assist the situation and he asked the Council to investigate this.

Mr Jenkins stated that he was concerned about the amount of dust in the Wakatipu Basin generally at present, which was having an effect on his personal health and was not good for the community either. He asked the Council to address this, along with undertaking dust mitigation from the bike-park on Ben Lomond.

Mr Jenkins stated that he had observed the attendants working to control pedestrian and vehicular traffic flow at the pedestrian crossing on Stanley Street during peak periods and he had concluded that their effect was minimal. He did not consider that they had been briefed properly, they were uncoordinated and their instructions were ignored by many pedestrians. He suggested that

something as simple as using lollipop signs from Queenstown Primary School would have helped and overall he did not consider that it had been an effective strategy.

Mr Jenkins stated that the bottom 100 metres of Lomond Crescent was scoured out after every rain event and the water channels did not work because of the camber of the road. He suggested that some re-engineering of the road was required to address the problem.

3. Basil Walker

Mr Walker addressed the Council about Skyline's lease renewal. He noted that the lease stated that its term 'shall not exceed 75 years', asserting however that without a finite end date the lease should only cover the 5-year term 1995-2000. He observed that the Skyline lease contained no perpetual right of renewal, adding that the Ben Lomond Reserve also contained cabins with leases and licences to occupy that the Council had decided to terminate. He suggested that this created a precedent for leases on Ben Lomond reserve land.

Mr Walker referred to the consent application for a helipad and asserted that no variation to the lease could be approved until the outcome of the Environment Court appeal was known. He also suggested that the lease term for the helipad was inconsistent with the RMA under which no lease could be greater than 20 years.

Mr Walker drew attention to the advice in the officer report that the Council could decline the variation and he questioned why the 2015 Skyline annual report stated that the lease had been renewed when this was incorrect. He asked for the item to be removed from the agenda and the proper process observed.

4. Cath Gilmour

Ms Gilmour raised questions about the agenda item, 'Skyline Enterprises Renewal and Variation of Lease' including whether Ziptrek had an exclusive right to offer ziplines and if the Council or Skyline would have responsibility for determining who had the right to use the helipad. She believed in this regard that as public land, it was appropriate for the Council to maintain control.

She observed that the proposed ziplines would be only 100 metres away from those owned by Ziptrek, so the proposal could not be deemed an additional recreational activity. She also questioned whether varying the lease as widely as suggested was fair to all parties and asked if an incentive to approve the variation was the potential for increased income from Skyline activities.

1. Council Office Accommodation

A report from Meaghan Miller (General Manager, Corporate Services) examined the Council's current accommodation arrangements and in particular the effects of:

- The lack of structural integrity of 10 Gorge Road and attendant health and safety implications, ability to house public records and appropriateness for use as a civil defence headquarters;
- Short-term leasing difficulties with 74 Shotover Street; and

- Decreased functionality of operating disparate office spaces.

The report recommended that a detailed and independent review of the Council's current and future accommodation requirements be undertaken. Appended to the report was a preliminary independent review of the key issues and options prepared by 'The Property Group.'

The Mayor questioned how the report conclusions had been reached and there was extensive discussion about the structural integrity of 10 Gorge Road and what the assessment '35% of current code' actually meant. Regard was also had to the legal advice that all reasonably practicable steps should be taken, but members agreed that time and cost were both important considerations. There was general agreement that a commitment should be made to moving within a defined timeframe, but what was deemed a reasonable timeframe was a matter requiring further debate.

There was also discussion about the Council's health and safety responsibilities both to the staff and the general public and to the use of 10 Gorge Road as the Emergency Operations Centre ('EOC') in a civil defence emergency. Ms Miller confirmed that some work to transfer the EOC to the Queenstown Events Centre had been completed but it was important to recognise that most of the staff who would operate the EOC were based at Gorge Road. Ms Miller also commented briefly on the concern expressed by some staff about working in the building at 10 Gorge Road.

Questions were raised about the assumption in the report that there was a long-standing policy that the Council office would remain in the Queenstown CBD. Differing views were also expressed about the importance placed in the report on housing all staff in a single building. It was agreed that both matters required further consideration along with written advice about the implications of '35% of building code' and statutory health and safety responsibilities. Members also agreed that the previous work which assessed options for alternative accommodation needed to be incorporated into the current considerations.

The Mayor advised that she did not support the report recommendations and instead proposed an alternative course of action, key to which was the Chief Executive providing a report to the November Council meeting which reviewed earlier work and assessed potential options for Council and library accommodation. Following further discussion she accepted inclusion of the first part of the report recommendation which acknowledged that the premises at 10 Gorge Road did not meet the Council's current or future needs.

On the motion of The Mayor and Councillor Cocks it was resolved that the Council:

- 1. Note that the current Gorge Road premises do not meet the current and future needs of the Council;**
- 2. Agree that the Emergency Operations Centre needs to be immediately relocated to the Queenstown Events Centre;**

- 3. Direct the Chief Executive to conclude negotiations to meet the immediate accommodation space requirement for the next 2-5 years in the Queenstown CBD; and**
- 4. Direct the Chief Executive to submit a report to the November 2015 Council meeting reviewing all previous information reported to the Council and undertaking further evaluation of all potential solutions for Council and library accommodation which includes:**
 - a. Options for public private ownership**
 - b. Use for the Gorge Road premise**
 - c. Potential locations**
 - d. Detailed costing comparisons and timelines**

2. Queenstown Convention Centre Project and Lakeview Development

A report from Paul Speedy (Manager, Strategic Projects and Support) provided an update on the status of funding for the Queenstown Convention Centre project and the overall Lakeview development and sought confirmation of a preferred site for the proposed Queenstown Convention Centre following release of the Plan Change 50 decision.

Councillor Gilmour advised that the statement in the report that the Council had previously approved the development of a Convention Centre for Queenstown was incorrect and that the Council had only approved a 'Queenstown Convention Centre proposal'. She asked for this to be corrected. The Mayor asked staff in future reports on this project either to cease making this reference or to ensure that it was quoted correctly.

Councillor Gilmour referred to the economic development outcomes detailed in the report, noting that the figures had increased significantly from those provided in previous reports. She expressed concern that they were overly optimistic. The Mayor asked Mr Speedy to review the various economic reports received thus far and to provide a summary for elected members of the different economic indicators.

On the motion of Councillors Cocks and Stevens it was resolved that:

- 1. Note the contents of this report and in particular that the Council has not received sufficient financial commitments to date from funding sources required to construct the proposed Queenstown Convention Centre (QCC);**
- 2. Agree that market engagement and private sector negotiations for the development land at Lakeview should not be progressed until there is sufficient certainty as to the progression or otherwise of the QCC project;**

3. Direct officers to proceed with formal request(s) to central Government and additional/alternative sources for capital contribution(s) to the QCC project;
4. Confirm Option 2 as the preferred location for the proposed Queenstown Convention Centre within the Lakeview Site (South East corner adjacent to Thompson Street) as recommended by Council's professional advisers.

Councillor Stammers-Smith recorded his vote against the motion.

The Council agreed to alter the order of items on the agenda and consider items 17 and 16 next in the meeting.

17. Affected Person Approval – 595 Frankton Road, Queenstown

A report from Joanne Conroy (Property Manager, APL Property Ltd) assessed an application for the Council's Affected Person Approval (APA) for earthworks and landscaping in adjacent Council recreation reserve to be undertaken as part of a new hotel/apartment development at 595 Frankton Road. The report recommended that approval be given.

Mr Cruickshank presented this and the following report on behalf of Mrs Conroy. He was accompanied by Mr Wallace.

Members questioned use of the title 'Manager of Parks and Reserves' as such a position did not exist in the current staffing structure of the Council. For clarity it was agreed that this should be changed to 'General Manager, Infrastructure'.

Councillor Gilmour suggested that the payment of a bond was necessary. Members agreed that a bond payment of \$10,000 was appropriate and this was added to the resolution.

Councillor Gilmour asked if a condition controlling the use of potable water for irrigation should be added to the proposed Memorandum of Understanding [MOU]. Staff advised that the MOU would cover a variety of maintenance responsibilities including irrigation although they may not be in perpetuity. Councillor Gilmour stated that such agreements should be standard across all similar parties and suggested that for this proposal, consistency with The Rees would be appropriate.

On the motion of Councillors Gilmour and Forbes it was resolved that the Council:

- 1. Note the contents of this report;**
- 2. Execute affected person approval for variation of resource consent application RM 150175 plans dated 15 July 2015, allowing landscaping in Council reserve**

adjacent to the Frankton track known as Section 50 Block XXI Shotover SD provided:

- a. Council receives a bond of \$10,000 from the applicant; and
- b. The applicant volunteer a condition of consent for RM150175 to enter into a Memorandum of Understanding (MOU) with Council outlining the responsibilities of the consent holder in relation to the works in the reserve to ensure works are appropriate, the area is maintained by the consent holder, public access is maintained and other appropriate standard Council Memorandum of Understanding conditions relating to landscaping in reserves.

3. Delegate to the General Manager, Infrastructure the authority to sign an affected person approval on the terms set out in part 2 above.

16. Affected Person Approval, 16 Manchester Place, Queenstown

A report from Dan Cruickshank (Property Manager, APL Property Ltd) assessed an application for Council's Affected Person Approval (APA) to allow fencing, excavation, re-contouring and replanting of reserve land at 16 Manchester Place, Queenstown to be undertaken to allow for the construction of a garage. The report recommended that approval be given.

The Mayor observed that the excavation was occurring close to a stormwater line and care was needed to ensure that the work did not compromise future operation of this line. Staff advised that such issues would be covered in the Memorandum of Understanding which would be developed as part of the APA.

The reference to 'Manager of Parks and Reserves' was deleted and was replaced by 'General Manager, Infrastructure' in the recommendation.

On the motion of Councillors MacLeod and Gazzard it was resolved that the Council:

1. Note the contents of this report.
2. Agree to provide an affected person's approval for resource consent application RM150356 with plans dated 2nd July 2015 at 16 Manchester Place, varying a breach of setback adjacent to recreation reserve and re-contouring and replanting the recreation reserve legally described as Lot 4, DP 23944 on computer freehold register OT16A/384, provided:
 - a. Council receives a bond of \$7,500 from the applicant; and

- The meeting returned to the original order of the agenda items.*

The Chief Executive left the meeting at 11.23am.

Mr Hansby noted that the timeline for this work was not yet programmed but he would inform Council when he had definite hold points.

The Mayor observed that 'programming and resourcing' were commonly offered as reasons for seeking a carry forward and she asked if this was being addressed in the current year. Mr Hansby advised that there were systems in place to improve the situation although he still expected a significant carry forward at the end of the 2015/16 year. The Mayor stated that clear measures were needed to address this situation and advised of her expectation of improvement over the coming year.

In reply to question about the Narrows Ferry project and the need for it to have greater visibility, the Chief Executive advised that he would arrange for an email to be circulated to elected members providing an update on the current situation.

On the motion of Councillor MacLeod and Stammers-Smith it was resolved that the Council authorises adjustments to the budgets for the 2015/16 financial year in order to provide for capital expenditure carry forwards of \$14,126,674 [as per Attachment B to these minutes.]

Councillors Lawton and MacLeod left the meeting at this point.

5. QLDC Water Meter Policy

A covering report from Polly Lambert (Policy, Standards and Assets Planner) introduced a newly created water meter policy, an output of the recently adopted QLDC Land Development and Subdivision Code of Practice. The proposed policy was attached to the report.

Ms Lambert and Mr Glasner joined the table.

Councillor Gilmour advised that she had contacted staff before the meeting to discuss some minor changes to the proposed policy and she presented them for the Council's consideration:

Page 4, Principles: (e) to become (a)

Page 5, Principles: (j) Applications for the use of new or alternative water meters not already listed in '7. Water Meter Specifications' must be made to QLDC, Attention: General Manager Infrastructure.

Page 5, Responsibilities: The General Manager Infrastructure is responsible for: (a) The ongoing maintenance and supply of associated fixtures and fittings. QLDC retains sole ownership of water meters is transferred to QLDC from the time at the point of installation.

Page 11, Disclaimer: QLDC acknowledges that a property owner may wish to attach logging or remote telemetry to their own water meter to assess their consumption patterns or manage their water use; written approval by QLDC is required. Failure to obtain QLDC's written approval

will invalidate QLDC's liability for the meter if it becomes changed is altered or is unserviceable for any period of time.

The proposed changes were supported and an additional change was agreed:

Page 4 Principles: (a) Water meter data is an important resource in informing the strategy, management and investment by QLDC, and setting the ~~funding requirements~~ requirements for funding from the community.

Councillors Lawton and MacLeod returned to the meeting at this point.

On the motion of Councillors Cocks and Gilmour it was resolved that the Council:

- 1. Note the contents of this report;**
- 2. Adopt the Queenstown Lakes District Council Water Meter Policy as amended as a Council policy document;**
- 3. Authorise officers to make further minor changes to the QLDC Water Meter Policy without further recourse to the Council, where this is necessary to:**
 - i. Fix identified minor errors and/or omissions.**
 - ii. Ensure continuity with other proposed provisions.**

6. Review of Water Supply Bylaw 2008

A covering report from Anthony Hall (Principal Enforcement Officer) introduced the proposed Queenstown Lakes District Council Water Supply Bylaw 2015 for approval to allow the special consultative procedure to commence.

Mr Webster and Mr Hall joined the table.

There was further discussion about the provisions of the proposed bylaw and the following amendments were agreed for inclusion in the version released for public consultation:

- 7.1.3: Access approved to fire hydrants to be made available for parties other than the NZ Fire Service for valid purposes. .
- 8.12.2: Refer to the QLDC Land Development and Subdivision Code of Practice.
- 9.1: The Council to be empowered to repair a private water leak and charge the property owner for completing this work.

Councillor Gilmour expressed concern that Councillors had not firstly had the opportunity to workshop the proposed bylaw and she asked that regard be had to this step in the future.

On the motion of Councillors Stammers-Smith and Forbes it was resolved that the Council

- 1. Note the contents of this report;**
- 2. Approve the proposed Queenstown Lakes District Council Water Supply Bylaw 2015 for public consultation using the special consultative procedure and as amended as follows;**
 - i. Amendment to 7.1.3 ['Fire Hydrants'] re approved access for parties other than the Fire Service/s to gain access and draw water from fire hydrants;**
 - ii. Amendment to 8.12.2 to refer to the QLDC Land Development and Subdivision Code of Practice adopted on 3 June 2015 and any subsequent amendments of this policy;**
 - iii. Amendment to 9.1 to include a clause to empower the Council to repair private water leaks at the property owner's cost.**
- 3. Appoint Councillors Cocks, Gazzard and Lawton to participate in a hearing panel to consider and hear submissions on the proposed Queenstown Lakes District Council Water Supply Bylaw 2015;**
- 4. Authorise officers to make further minor changes to the Queenstown Lakes District Council Water Supply Bylaw 2015 without further recourse to the Council, where this is necessary to:**
 - i. Fix identified minor errors and / or omissions;**
 - ii. Ensure continuity with other proposed provisions.**

7. Notification of Draft Queenstown Bay Foreshore Reserve Management Plan

A report from David Wallace (Senior Planner – Parks and Reserves) introduced the draft Queenstown Bay Foreshore Reserve Management Plan for adoption so that submissions could be sought.

Mr Wallace joined the table for this and items 8-15. He advised that the Council should also make an additional resolution to appoint a hearings panel. The Mayor stated that it would be sufficient to appoint three elected members of which two would be needed for the hearings panel.

Councillor Gilmour observed that the draft needed to acknowledge that prior consultation had been undertaken with stakeholders and she commended staff for doing this. She added that she had some minor editorial changes and asked therefore that the resolution include the words 'as amended'.

On the motion of Councillors Gilmour and MacLeod it was resolved that the Council:

- 1. Agree to notify the Draft Queenstown Bay Foreshore Reserve Management Plan as amended for public submissions resulting from the Review of the Queenstown Bay component of the Sunshine Bay, Queenstown Bay, Frankton, Kelvin Heights Foreshore Management Plan 1991; and**
- 2. Appoint Councillors Gilmour, Forbes and Stammers-Smith as a panel to hear submissions and make a recommendation to Council, any two of which are required to form a hearings panel.**

8. Notification of Intention to prepare a Reserve Management Plan for the Wanaka Recreational Reserve

A report from David Wallace (Senior Planner – Parks and Reserves) sought a resolution from the Council to notify the intention to prepare a Reserve Management Plan for the Wanaka Recreational Reserve, commonly known as the ‘Wanaka Showgrounds.’

On the motion of Councillors MacLeod and Lawton it was resolved that the Council agree to notify its intention to prepare a Reserve Management Plan for the Wanaka Recreational Reserve (Wanaka Showgrounds site) legally described as Section 12 Blk XV TN of Wanaka.

9. Wanaka Watersports Facility – Proposed New Ground Lease

A report from Averil Kingsbury (Property Manager – APL Ltd) assessed granting a new ground lease for the Wanaka Watersports Facility to construct a multi-use building for activities associated with non-motorised sport on Lake Wanaka and recommended that it be granted.

It was noted that other effects of the development not covered in the terms of the lease agreement such as noise mitigation across water would be covered by the resource consent.

On the motion of Councillors MacLeod and Ferguson it was resolved that the Council:

- 1 Note the contents of this report;**
- 2 Grant a new ground lease to The Wanaka Watersports Facility Trust (“Trust”) over 800m² of recreation reserve being part of Section 31 Blk III Lower Wanaka SD under section 54(1)(b) of the Reserves Act 1977, subject to the following terms:**
 - a. 33 year term;**

- b. Rent pursuant to the Community Pricing Policy and reviewed every 2 years;**
- c. Resource and building consent being granted;**
- d. Construction to be completed within 3 years of lease approval;**
- e. Building materials to be on site only once construction has commenced;**
- f. Maintenance of building and landscape obligations to be agreed;**
- g. Ownership of improvements to transfer to Council on lease expiry;**
- h. Any risks relating to flooding or branches falling from trees to be borne by the Lessee;**
- i. No storage of equipment (including boats and trailers) outside of the building;**
- j. Other terms as deemed required by Council.**

3 Grant affected party approval under the Resource Management Act 1991 for the construction of the proposed building, bunding and associated works by the Trust provided the Trust enter into an agreement with Council, prior to the affected party approval being granted, to undertake all ongoing maintenance responsibility and to take all liability for the bund and its purpose.

4 Grant affected party approval to the Trust for the resource consent application to Otago Regional Council for the proposed bund.

5 Delegate authority to approve the final terms and conditions of the ground lease and execution authority to General Manager, Infrastructure.

6 Approve the granting of the new lease as the delegate of the Minister of Conservation.

10. Proposal to vest reserve land at a Lake Edge Limited Subdivision on Peninsula Road

A report from David Wallace (Senior Planner – Parks and Reserves) assessed a proposal to vest reserve land and improvements in lieu of cash development contributions as part of a proposed subdivision of Lot 1 Deposited Plan 395546 as contained in Computer Freehold Register 381647 and Lot 3 - 4 Deposited Plan 385775 as contained in Computer Freehold Register 343545 – 343546CG. The report recommended that the Council

approve the vesting subject to a number of conditions, including resource consent being granted.

Councillor Gilmour noted that the primary purpose of this reserve was its historic features and she questioned whether a greater level of protection would be afforded under an historic reserve designation rather than as a recreational reserve. Mr Wallace advised that there was protection under other legislation for the historic structures and designating the area as an historic reserve would provide no more protection. Councillor Gilmour stated that it was important to ensure that if an attempt was made to relocate the meat store building, it was moved in one piece. She therefore asked for a condition to be added that provided additional protection for this item in such a circumstance. Mr Wallace suggested the following:

Council will be informed 48 hours before any attempted relocation of the Meat Store building so that the process can be appropriately monitored by Council to ensure every effort is made to relocate the heritage building as a complete structure. A suitably qualified archaeologist shall be present throughout the relocation process to ensure the building is appropriately protected through the relocation process and best practice is followed.

It was agreed that this would added as (1)(vi) to the resolution.

A request was made for plans provided with reports of this nature to be clearly readable.

On the motion of Gazzard and Gilmour it was resolved that the Council:

- 1 Approve the vesting of proposed Lot 200 as recreation reserve in lieu of the reserve land cash contributions payable for the proposed subdivision subject to the following conditions being met at the applicant's expense:**
 - i. Resource consent being granted for the subdivision of Lot 1 Deposited Plan 395546 as contained in Computer Freehold Register 381647 and Lot 3 - 4 Deposited Plan 385775 as contained in Computer Freehold Register 343545 – 343546;**
 - ii. Presentation of the reserve in accordance with Council's standards for reserves;**
 - iii. A potable water supply point to be provided at the boundary of the reserve lot;**
 - iv. The registrations of a fencing covenant under s6 of the Fencing Act 1978 on the reserves to vest in QLDC to protect the Council from liability to contribute towards any work on a fence between a public reserve vested in or administered by the Council and any adjoining land;**

- v. A five year maintenance period by the current landowner commencing from practical completion of the reserve;
- vi. Council will be informed 48 hours before any attempted relocation of the Meat Store building so that the process can be appropriately monitored by Council to ensure every effort is made to relocate the heritage building as a complete structure. A suitably qualified archaeologist shall be present throughout the relocation process to ensure the building is appropriately protected through the relocation process and best practice is followed.

2 Approve offsetting of Development Contributions cash payable to Council for reserve land improvements to the value of \$57,606.54 subject to:

- i. Resource consent being granted for the subdivision of Lot 1 Deposited Plan 395546 as contained in Computer Freehold Register 381647 and Lot 3 - 4 Deposited Plan 385775 as contained in Computer Freehold Register 343545 – 343546;
- ii. The works are completed to the satisfaction of the Manager of Parks Planning and Projects and that all costs to implement the works are met by the applicant.
- iii. The applicant provide a report detailing the structural integrity of the protected structures to be located to the site and undertakes any required work to ensure appropriate structural integrity of the structures to the satisfaction of the Manager of Parks Planning and Projects.
- iv. Any earthworks required to appropriately contour the proposed reserve are undertaken at the applicant's cost.

11. Proposed Amendments to Council Delegations

A report from David Wallace (Senior Planner – Parks and Reserves) presented updated delegations for the full Council, Property Subcommittee, Wanaka Community Board and Council officers for the Council's consideration.

Staff were asked to explain the proposed delegations to APL Property for activities which the report stated could not be sub-delegated outside Council. Staff referred to paragraph 13 in the officer report which explained the circumstances under which this could occur. It was suggested that in order to

prevent any future confusion that the * be removed from the delegations to APL #3 and #13.

There was considerable discussion about 'Affected Party Approval: private development permanently encroaching on Council land' [delegation #6] and whether the delegation should remain with the Council. A question was also raised about whether decision-making should also be delegated to the Wanaka Community Board. Following further discussion it was agreed that the delegation should sit with Property Subcommittee and/or Wanaka Community Board.

The recommendation that 'Reserve Land Improvements in Lieu of Development Contributions Cash' [delegation #18] be delegated to the Chief Executive was rejected and the current position of the delegation being with the full Council was retained.

Councillor Lawton expressed concern that the Wanaka Community Board was not being acknowledged as an important decision-making body and further consideration was needed about what matters should be referred to the Property Subcommittee or the Community Board. In order to resolve this, it was suggested that all occurrences which currently read 'PSC' should also include be amended to read 'PSC and/or WCB'.

On the motion of The Mayor and Councillor Lawton it was resolved that the Council:

- 1 Note the contents of this report;**
- 2 Amend as from 28 August 2015, the existing delegations to Property Subcommittee, the Wanaka Community Board, the Chief Executive and other Officers in the manner set out in Attachment C [as attached to these minutes];**
- 3 Authorise amendments to the Council's Delegation Register to give effect to the proposed changes;**
- 4 Authorise the General Manager Infrastructure to seek delegation of the Minister of Conservation Consent under the Reserves Act 1977 to the Property Subcommittee and the Wanaka Community Board; and**
- 5 Authorise amendments to the Property Subcommittee terms of reference to give effect to the proposed changes.**
- 6 Requires a report of delegations exercised to be included in the Mayor's report at each ordinary Council meeting.**

Councillor Stammers-Smith and Councillor Gilmour voted against the motion.

The meeting adjourned at 12.28pm and reconvened at 12.48pm.

Councillors Gazzard and Gilmour did not return to the meeting following the adjournment.

On the motion of The Mayor and Councillors Stevens the Council resolved that Standing Orders be suspended to allow a member of the public to address the Council.

Public Forum

Trent Yeo

Mr Yeo expressed concern that a great deal of detail needed for the Council to make an informed decision on the lease variations sought by Skyline Enterprises was not covered in the officer report. He recognised that approval of the report's recommendations would not provide final approval for Skyline to introduce a zipline operation but he wished to raise awareness that Ziptrek had followed an exhaustive process to gain exclusive right for the use of Ben Lomond for ziplining activity.

Mr Yeo expressed concern about the responsibility for the helipad being transferred to Skyline, stating that he would have more confidence in the Council as the reserve manager operating the helipad. He was particularly concerned that safety standards should be maintained and he did not consider that the report had placed sufficient weight on the fact that the helipad had 150,000 air movements per annum.

Mr Yeo observed that the rental rate paid by Skyline was considerably less than the 7.5% paid by Ziptrek. He was concerned that this rate was variable as he had been informed that it was non-negotiable.

Mr Yeo noted that there were many more issues he could raise that had not been addressed in the report but he was aware of the allowable time limit in the Public Forum.

On the motion of The Mayor and Councillor Stevens it was resolved that Standing Orders be reinstated.

12. Skyline Enterprises Renewal and Variation of Lease

A report from Joanne Conroy (Property Manager, APL Property Ltd) considered a renewal of lease for a further five years for Skyline Enterprises Limited and variations to the current lease to amend the management of the helipad and the permitted use section. The report recommended that the Council approve the lease renewal and variations.

Mr Wallace and Ms Kingsbury presented the report on behalf of Mrs Conroy and did so for the following three items.

The Mayor noted that various questions had been raised by speakers in the Public Forum, in particular, Ziptrek's exclusive right to use Ben Lomond for ziplining activity. She stated that more research was needed to clarify these questions. The Chief Executive advised that the Council had little discretion about approving the lease renewal but this could be disengaged from the application for variations to the lease.

There was extensive discussion about the feasibility of the Council managing the helipad rather than Skyline and the various concerns raised about maintaining safety standards. Mr Wallace advised that the consent decision would help to resolve many of the questions raised about the helipad operation.

The Mayor left the meeting at 1.03pm and the Deputy Mayor took the chair for the remainder of the meeting.

Members expressed concern about the many questions remaining unanswered. The Chief Executive advised in light of this that it would be prudent to defer a decision on the lease variations pending additional advice. He noted however, that the lease was renewable at the lessee's election and the Council was therefore obliged to approve its renewal. He suggested that the recommendation be amended to remove any reference to variations to the lease.

On the motion of Councillors Stammers-Smith and Forbes it was resolved that the Council:

- 1. Note the report;**
- 2. Agree to renew registered lease L5014878.1 contained in Leasehold Title 3417 ("Lease") under section 54(1)(d) of the Reserves Act 1977 between the Council and Skyline Enterprises Limited for a further five year period from 1 April 2015 to 31 March 2020 on the following basis:**
 - a. Rent will remain payable at the rate previously agreed between the parties and documented in the Deed of Renewal of Lease and Rent Review dated 30 June 2011;**
 - b. All other terms and conditions express or implied in the Lease will continue to apply;**
- 3. Approve the lease renewal as detailed above as a delegate of the Minister of Conservation.**

13. Skyline Enterprises Request for Lessor's Approval for Temporary Office

A report from Joanne Conroy (Property Manager, APL Property Ltd) considered a request for lessor's approval from Skyline to place a 12.6m² portable office building outside the top terminal building on a temporary basis. The building was needed as temporary work space while the current offices

were refurbished, a project which would take up to 12 months. The report recommended that lessor's approval be given.

Members questioned whether the lease agreement needed to be varied to allow a temporary building. Staff advised that the building was deemed an ancillary use so a variation was not required. It was noted however that the proposed location of the temporary building could be impacted when the consent decision for the helipad was released. Accordingly it was agreed to add a further condition to the resolution (2(d)) to address the situation should any conflict between the two locations arise.

On the motion of Councillors Stevens and Forbes it was resolved that the Council:

- 1. Note the contents of this report;**
- 2. Agree to grant Lessor's approval to Skyline Enterprises Limited (Skyline) under the lease of the land described in computer interest register 3417 (Lease) for a temporary office cabin on recreation reserve legally described as Section 1 SO 24832 computer interest register 3417 subject to the following terms:**
 - a. Cabin is located within lease area [as detailed in Attachment D to these minutes];**
 - b. Term for a maximum of 12 months from approval;**
 - c. On expiry of term, cabin to be removed, and area to be reinstated to original condition; and**
 - d. Should the location of the temporary building conflict with the requirements for the resource consent for the helipad a new location shall be agreed with the Council;**
- 3. Grant lessor's approval as a delegate of the Minister of Conservation.**
- 4. Delegate authority to approve final terms and conditions and execution authority to the General Manager, Infrastructure.**

Councillors Gazzard and Gilmour re-entered the meeting at 1.19pm.

14. Easement, 21 Arrowtown Lake Hayes Road

A report from Averil Kingsbury (Property Manager, APL Property Ltd) assessed an application from the Stark Family Partnership for Council to grant two separate underground service easements over part of Council administered Recreation Reserve adjacent to 21 Arrowtown-Lake Hayes Road. These easements were required in order to install foul sewer and stormwater lines for three new lots created by a recent subdivision.

The report considered whether the easements would affect people's ability to use and enjoy the reserve and if there were any alternatives. The report concluded that it was appropriate to grant the easements as it would only result in a minor and temporary effect on people's ability to use and enjoy the reserve if repairs were required in the future.

On the motion of Councillors Stammers-Smith and Stevens it was resolved that the Council:

- 1 Note the contents of this report;**
- 2 Approve a foul sewer and stormwater easement over Section 65 Block IX Shotover Survey District subject to section 48(1) of the Reserves Act 1977, in favour of the Stark Family Partnership, Lots 1,2 & 3 DP 471486 with final terms and conditions and signing authority to be delegated to the Chief Executive, subject to the below terms:**
 - a. Applicant to seek consent from Ngai Tahu**
 - b. Applicant to seek consent from Otago Regional Council if required.**
- 3 Agree that notification to grant the easements is not required as the statutory test in section 48(3) of the Reserves Act 1977 is met for the reasons set out below.**
- 4 Agree to the exercise of the Minister's prior consent (under delegation from the Minister of Conservation) to the granting of the foul sewer and stormwater easements to Stark Family Partnership, grantee Lots 1,2 & 3 DP 471486 over Section 65 Block IX Shotover Survey District.**

15 Free Walking Tours – New Licence

A report from Dan Cruickshank (Property Manager, APL Property Ltd) assessed an application to provide a licence under the Reserves Act 1977 to allow commercial guided walking tours around the Queenstown Bay foreshore areas. The report recommended that a licence be granted as it would create an additional tourist activity and would support other business and the community as a whole.

Mr Wallace reported on the outcome of consultation undertaken with the RSA and Friends of the Gardens as indicated in the report. He noted that the RSA had raised no objection but the Friends were not supportive of any commercial activity in the Gardens and had stated that a group of 20 was too many.

Councillor Gilmour observed that CBD walking and cycling were key planks of the Transportation Strategy and she was concerned that a large group of walkers in the locations suggested could block these routes. She considered

that this merited an additional condition and she also favoured a condition requiring walkers to keep left. In addition, she agreed that a group of 20 was too large and could create congestion. She suggested that the template for use of the Queenstown Trails be employed.

In response, Mr Wallace advised that the applicant had already reduced the proposed group size from 40 to 20 and any fewer would make the initiative unviable, stressing that the tours were 'free'. He suggested that the Council add 'and any other terms as required' to the resolution as this would allow the Council to impose any conditions additional to those specified.

On the motion of Councillors Gazzard and Forbes it was resolved that the Council:

- 1 Delegate approval of a licence to Free Walking Tours Limited on the properties listed below, to the hearings panel established by the Property Subcommittee, if negative submissions are received. If no such submissions are received, or if approved by the hearings panel, the General Manager of Infrastructure is delegated to approve final terms and conditions and the execution authority subject to the following specific terms and any other terms as required:**

Term:	Two years
Rent:	\$500 + GST per annum base rent, or 7.5% of gross revenue, whichever is the greater
Reviews:	Reviewed annually in accordance with CPI General, subject to ratchet clause
Commencement:	Upon Signing
Use:	Commercially guided walking tours
Insurance:	\$2million public liability insurance cover
Advertising:	Advertising hoardings and other billboards not permitted
Assignments:	With the approval of Council
Special conditions:	
a. Licensee to ensure all rubbish associated with their operation is removed from the area immediately.	
b. Max group size of 20 people, plus 1 guide.	
c. Sale of merchandise on or about the tracks or trails is not permitted	
d. Health and Safety plan to be provided	

- 2 Agree to exercise Ministerial prior consent (under delegation from the Minister of Conservation) to the granting of a licence to Free Walking Tours Ltd over the reserves listed below:**

Description	Authority Responsible	Legal Description	Area	District Plan Zone	District Plan Designation
St Omer Park	QLDC	Section 2 Block XVII, Town of Queenstown, Part Sec 110 Blk XX Shotover SD. Certificate of title OTB1/226.	1.4670ha	Rural General Zone	217 – Recreation Reserve
Earnslaw Park	QLDC	Sections 6-18, 27, Crown Land Block XV, Queenstown. Certificate of title OT6A/439, OT4D/228, OT94/273, OT223/156, OT223/155, OT41/117, OT2/78, OT33/164 and OT109/87	0.1847ha	Queenstown Town Centre	219 – Recreation Reserve
Marine Parade	QLDC	Section 6 BLK L1, Town of Queenstown and Part Marine Parade. Certificate of title 46575.	0.6600ha	Queenstown Town Centre	204 – Recreation Reserve
Adjacent to Horne Creek	QLDC	Section 1-3, Block LII, Town of Queenstown. Certificate of Title OT18A/765.	1.3137ha	Rural General Zone	185 – Recreation Reserve
Queenstown Gardens	QLDC	Part section 4, Section 5 and Section 7 Blok L1, Town of Queenstown. Certificate of Title OT18A/765.	13.4545ha	Rural General Zone	205 – Recreation Reserve

It was noted that items 16 and 17 had been considered earlier in the meeting.

18 Mayor's Report

A report from the Mayor:

- a) Set out the functions and meetings attended during the period 1-27 August 2015;
- b) Presented updates from the three Portfolio Leaders;
- c) Sought a resolution from the Council for lessor approval to allow two new ablution blocks at the Arrowtown Camping Ground following completion of the statutory procedures;
- d) Sought authorisation from Council to make an application to the Central Lake Trust for restoration of the Arrowtown Gaol;
- e) Presented a recommendation from the Wanaka Community Board for granting a new lease to the Upper Clutha A&P Society;
- f) Summarised the items from and appended the minutes of the following meetings:
 - i. Property Subcommittee minutes, 23 July 2015
 - ii. Audit and Risk Committee draft minutes, 5 August 2015
 - iii. Property Subcommittee draft minutes, 13 August 2015
 - iv. Resource Consent Commissioner Appointment Committee draft minutes 13 August 2015
 - v. Wanaka Community Board draft minutes, 19 August 2015
- g) Detailed the actions taken from previous Council meetings.

In relation to the Edgewater gravity sewer project, Councillor MacLeod asked that encroachment issues also be investigated at the same time.

It was noted that the Queenstown Trails Trust had expressed some displeasure at the decision to name a new cove 'Terry Cove', as without an apostrophe to indicate possession they did not consider that it was a suitable acknowledgement of Terry Stevens' contribution. They had asked for the

decision to be revisited and this would be covered in the Mayor's Report in September.

Councillor Gilmour questioned an item considered by the Property Subcommittee on 13 August 2015 'Notification of the intention to grant a licence to Kawarau Jet to allow vehicle access on the Frankton foreshore.' She considered that safety of the track users also needed to be taken into consideration as the area was close to the jetty and was swampy due to drainage issues. She considered that these factors could be hazardous particularly as the track was used by cyclists of many different levels of competency. She asked that this issue be addressed as part of the public notification process.

On the motion of Councillors Cocks and Lawton it was resolved that the Council:

1. Note the report.

2. Arrowtown Ablutions Block

a. Agree to grant Lessor's Approval to CCR for the construction of two new ablution blocks at the Arrowtown Camping Ground, legally described as Section 38 Blk VII Shotover SD subject to the following terms:

- i. Resource and building consent to be obtained;**
- ii. Construction to be completed within two years of lessor approval;**
- iii. Building materials to be on site only once construction has commenced;**
- iv. Ownership of improvements to transfer to Council on lease expiry;**
- v. Other terms as deemed necessary by Council;**

b. Grant affected party approval on behalf of QLDC for the proposed works to CCR.

c. Delegate the final terms and conditions and execution authority to the General Manager, Infrastructure.

3. Restoration of Arrowtown Gaol

Agree to making an application to the Central Lakes Trust for funding support of up to \$55,000 to assist with the restoration and seismic strengthening of the Arrowtown Gaol.

4. Upper Clutha A&P Society – New Lease

- a. **Grant a new lease to the Upper Clutha A&P Society over approximately 930m² of part section 12 block XV Town of Wanaka for their existing building and to construct a building extension with a footprint no greater than shown on Attachment E [attached to these minutes], subject to the following conditions:**
 - **Term of 33 years**
 - **Rental subject to the Council's community pricing policy**
 - **Any developments to be subject to the approval of the lessor**
- b. **Delegate the authority to approve the final terms and conditions of the ground lease and execution authority to the General Manager, Infrastructure.**
- c. **Approve the granting of the new lease as the delegate of the Minister of Conservation.**

19 Chief Executive's Report

A report from the Chief Executive presented the draft 2015/16 work programme for adoption.

In speaking to the report, the Chief Executive stated that the work programme highlighted where reports could be expected and also indicated priority. He added however, that it was inevitable that other matters would arise during the year. Questions were raised about how the rankings had been established. The Chief Executive advised that rankings were only notional and the intention was that everything on the programme would be delivered.

Councillor Gilmour asked why the development of a single Council office in Queenstown had received such a high ranking. Councillor Cocks asked what had happened to those projects not included on the list. The Chief Executive suggested that these questions be referred to the Mayor.

The item omitted at line 11 was identified as being the preparation of activity zone development plans arising from the Wanaka Lakefront Reserve Management Plan.

On the motion of Councillors Gazzard and MacLeod it was resolved that the Council adopted the 2015/16 work programme.

Councillor Gilmour sought confirmation that Basil Walker's suggestion about the use of former rubbish bins for flower displays in the Queenstown CBD had been followed up.

On the motion of Councillors MacLeod and Forbes the Council resolved that the public be excluded from the following parts of the proceedings of the meeting:

Confirmation of minutes – 30 July 2015

- Item 12: Segway on Q – Request to Renew Reserve Licence**
Item 12: Land Purchase for the Eastern Access Road
Item 14: Lease Variation and Rent Review – Queenstown Ice Arena
Item 15: Wanaka Pool Funding and Procurement

General subject to be considered.	Reason for passing this resolution.	Grounds under Section 7 for the passing of this resolution.
12. Segway on Q – Request to Renew Reserve Licence	<p>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of information is necessary to:</p> <p>h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities;</p> <p>i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations);</p>	<p>Section 7(2)(h)</p> <p>Section 7(2)(i)</p>

QUEENSTOWN LAKES DISTRICT COUNCIL**27 AUGUST 2015****Page 26**

General subject to be considered.	Reason for passing this resolution.	Grounds under Section 7 for the passing of this resolution.
13. Land Purchase for the Eastern Access Road	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of information is necessary to: i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations);	Section 7(2)(i)
14. Lease Variation and Rent Review – Queenstown Ice Arena	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of information is necessary to: i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations);	Section 7(2)(i)
15. Wanaka Pool Funding and Procurement	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of information is necessary to: g) maintain legal professional privilege; h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities;	Section 7(2)(g) Section 7(2)(h)

This resolution is made in reliance on Section 48 [1] [a] of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982 as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as shown above with respect to each item.

The meeting moved out of public excluded and concluded at 2.17pm.

CONFIRMED AS A TRUE AND CORRECT RECORD

M A Y O R

24 September 2015

D A T E

Attachment A

Rates and Charges for 2015/16

The rating system used by Council is based on Capital Value. Property valuations produced by Quotable Value as at 1 July 2014 are to be used for the 2015/16 rating year. All proposed rates in the section that follows are inclusive of GST.

Uniform Annual General Charge

Pursuant to sections 15 of the Local Government (Rating) Act 2002 (the Act), Council proposes to set a uniform annual general charge of \$86.00 on each separately used or inhabited part of every rating unit in the district.

The uniform annual general charge revenue (\$1,991,618) will be used to fund the costs associated with the following activities:

- Cemeteries.
- Community development and grants.
- Property including housing and Wanaka airport
- A general contribution to the promotion of the district.

Sports, Halls & Libraries Annual Charge

Pursuant to sections 16, 17 and 18 of the Act, Council proposes to set a targeted annual charge of \$320.00 on each separately used or inhabited part of every rating unit with a residential component in the district:

1. Residential	\$324.00
2. Hydro Electric/Utilities	\$0.00
3. Vacant Sections	\$324.00
4. Accommodation	\$0.00
5. CBD Accommodation	\$0.00
6. Commercial	\$0.00
7. CBD Commercial	\$0.00
8. Primary Industry	\$324.00
9. Country Dwelling	\$324.00
10. Other	\$0.00
11. Mixed Use Apportioned	\$324.00

The targeted Sports, Halls & Libraries Annual charge revenue (\$6,432,623) will be used to fund the costs associated with the following activities:

Community grants (for recreational activities).

District library services.

Public halls and other community facilities.

Active recreation facilities including sportsfields and community swimming pools (excludes Alpine Aqualand).

Governance Rate

Pursuant to sections 16, 17 and 18 of the Act, Council proposes to set a targeted differential governance rate based on land use on the rateable capital value of all property within the Queenstown Lakes District as follows:

1. Residential	0.000147 cents in the \$
2. Hydro Electric/Utilities	0.000074 cents in the \$
3. Vacant Sections	0.000147 cents in the \$
4. Accommodation	0.000147 cents in the \$
5. CBD Accommodation	0.000147 cents in the \$
6. Commercial	0.000147 cents in the \$
7. CBD Commercial	0.000147 cents in the \$
8. Primary Industry	0.000104 cents in the \$
9. Country Dwelling	0.000147 cents in the \$
10. Other	0.000147 cents in the \$
11. Mixed Use Apportioned	See note (i)

Note (i): The mixed use apportioned properties will be treated as 25% Commercial or Accommodation and 75% Residential or Country Dwelling as appropriate.

The governance rate revenue (\$2,622,922) will be used to fund 80% of the costs associated with the following activities:

- Cost of democratic functions including Council and standing committees
- Cost of communications and management of Council including corporate, financial and rating administration services.

Regulatory Rate

Pursuant to sections 16, 17 and 18 of the Act, Council proposes to set a targeted differential regulatory rate based on land use on the rateable capital value of all property within the Queenstown Lakes District as follows:

1. Residential	0.000275 cents in the \$
2. Hydro Electric/Utilities	0.000124 cents in the \$
3. Vacant Sections	0.000275 cents in the \$
4. Accommodation	0.000289 cents in the \$
5. CBD Accommodation	0.000289 cents in the \$
6. Commercial	0.000248 cents in the \$
7. CBD Commercial	0.000248 cents in the \$
8. Primary Industry	0.000179 cents in the \$
9. Country Dwelling	0.000256 cents in the \$
10. Other	0.000275 cents in the \$
11. Mixed Use Apportioned	See note (i)

Note (i): The mixed use apportioned properties will be treated as 25% Commercial or Accommodation and 75% Residential or Country Dwelling as appropriate.

The regulatory rate revenue (\$4,760,768) will be used to fund 80% of the costs associated with the following activities:

- Regulatory and advisory services relating to planning and resource management, the district plan, building control, dog control and health and liquor licensing.

Governance & Regulatory Charge

Pursuant to sections 16, 17 and 18 of the Act, Council proposes to set a targeted Governance & Regulatory Charge on each separately used or inhabited part of every rating unit in the district as follows:

1. Residential	\$70.00
2. Hydro Electric/Utilities	\$128.00
3. Vacant Sections	\$70.00
4. Accommodation	\$97.00
5. CBD Accommodation	\$97.00
6. Commercial	\$128.00
7. CBD Commercial	\$128.00
8. Primary Industry	\$160.00
9. Country Dwelling	\$70.00
10. Other	\$70.00
11. Mixed Use Apportioned	See note (i)

Note (i): The mixed use apportioned properties will be treated as 25% Commercial or Accommodation and 75% Residential or Country Dwelling as appropriate.

The Governance & Regulatory Charge revenue (\$1,845,922) will be used to fund 20% of the costs associated with the following activities:

- Cost of democratic functions including Council and standing committees
- Cost of communications and management of Council including corporate, financial and rating administration services.
- Regulatory and advisory services relating to planning and resource management, the district plan, building control, dog control and health and liquor licensing.

Recreation & Events Rate

Pursuant to sections 16, 17 and 18 of the Act, Council proposes to set a targeted differential recreation and events rate based on land use on the rateable capital value of all property within the Queenstown Lakes District as follows:

1. Residential	0.000259 cents in the \$
2. Hydro Electric/Utilities	0.000095 cents in the \$
3. Vacant Sections	0.000259 cents in the \$
4. Accommodation	0.000938 cents in the \$
5. CBD Accommodation	0.000938 cents in the \$
6. Commercial	0.000189 cents in the \$
7. CBD Commercial	0.000189 cents in the \$
8. Primary Industry	0.000034 cents in the \$
9. Country Dwelling	0.000098 cents in the \$
10. Other	0.000259 cents in the \$
11. Mixed Use Apportioned	See note (i)

Note (i): The mixed use apportioned properties will be treated as 25% Commercial or Accommodation and 75% Residential or Country Dwelling as appropriate.

The recreation and events rate revenue (\$4,751,764) will be used to fund 50% of the costs associated with the following activities:

- Passive recreation areas, gardens, walkways and reserves.
- The provision on public toilets.
- Provision of events and facilitation events.
- Contribution to the operating shortfall of Alpine Aqualand attributable to non-residents

Recreation & Events Charge

Pursuant to sections 16, 17 and 18 of the Act, Council proposes to set a new targeted Recreation & Events Charge on each separately used or inhabited part of every rating unit in the district as follows:

1. Residential	\$157.00
2. Hydro Electric/Utilities	\$243.00
3. Vacant Sections	\$157.00
4. Accommodation	\$791.00
5. CBD Accommodation	\$791.00
6. Commercial	\$243.00
7. CBD Commercial	\$243.00
8. Primary Industry	\$106.00
9. Country Dwelling	\$106.00
10. Other	\$157.00
11. Mixed Use Apportioned	See note (i)

Note (i): The mixed use apportioned properties will be treated as 25% Commercial or Accommodation and 75% Residential or Country Dwelling as appropriate.

The recreation and events charge revenue (\$4,751,764) will be used to fund 50% of the costs associated with the following activities:

- Passive recreation areas, gardens, walkways and reserves.
- The provision on public toilets.
- Provision of events and facilitation events.
- Contribution to the operating shortfall of Alpine Aqualand attributable to non residents

General Rate

Pursuant to Sections 13 and 14 of the Act, Council proposes to set a differential general rate based on land use on the rateable capital value of all property within the Queenstown Lakes District as follows:

1. Residential	0.000070 cents in the \$
2. Hydro Electric/Utilities	0.000028 cents in the \$
3. Vacant Sections	0.000070 cents in the \$
4. Accommodation	0.000088 cents in the \$
5. CBD Accommodation	0.000088 cents in the \$
6. Commercial	0.000057 cents in the \$
7. CBD Commercial	0.000057 cents in the \$
8. Primary Industry	0.000081 cents in the \$
9. Country Dwelling	0.000076 cents in the \$
10. Other	0.000070 cents in the \$
11. Mixed Use Apportioned	See note (i)

Note (i): The mixed use apportioned properties will be treated as 25% Commercial or Accommodation and 75% Residential or Country Dwelling as appropriate.

The general rate revenue (\$1,318,832) will be used to fund the costs associated with the following activities:

- Provision of emergency services (civil defense & rural fire).
- Waste management including landfill establishment.
- Forestry including wilding pine control

Roading Rate (Wanaka Ward)

Pursuant to sections 16, 17 and 18 of the Act, Council proposes to set a targeted differential roading rate based on land use on the rateable capital value of all property within the Wanaka ward on the Queenstown Lakes District as follows:

1. Residential	0.000643 cents in the \$
2. Hydro Electric/Utilities	0.000161 cents in the \$
3. Vacant Sections	0.000965 cents in the \$
4. Accommodation	0.002411 cents in the \$
5. CBD Accommodation	0.002411 cents in the \$
6. Commercial	0.002411 cents in the \$
7. CBD Commercial	0.002411 cents in the \$
8. Primary Industry	0.000521 cents in the \$
9. Country Dwelling	0.000656 cents in the \$
10. Other	0.000643 cents in the \$
11. Mixed Use Apportioned	See note (i)

Note (i) the mixed use apportioned properties will be treated as 25% Commercial or Accommodation and 75% Residential or Country Dwelling as appropriate.

The Wanaka roading rate revenue (\$5,038,951) will be used to fund the costs associated with the following activities:

- Wanaka wards roading network, which includes footpaths and other amenities within the road reserve.
- The development of town centre areas.
- The maintenance and upgrading of roading drainage systems.

Roading Rate (Queenstown/Wakatipu and Arrowtown Wards)

Pursuant to sections 16, 17 and 18 of the Act, Council proposes to set a targeted differential roading rate based on land use on the rateable capital value of all property within the Queenstown/Wakatipu and Arrowtown wards of the Queenstown Lakes District as follows:

1. Residential	0.000375 cents in the \$
2. Hydro Electric/Utilities	0.000094 cents in the \$
3. Vacant Sections	0.000563 cents in the \$
4. Accommodation	0.001406 cents in the \$
5. CBD Accommodation	0.001406 cents in the \$
6. Commercial	0.001406 cents in the \$

7. CBD Commercial	0.001406 cents in the \$
8. Primary Industry	0.000304 cents in the \$
9. Country Dwelling	0.000383 cents in the \$
10. Other	0.000375 cents in the \$
11. Mixed Use Apportioned	See note (i)

Note (i) the mixed use apportioned properties will be treated as 25% Commercial or Accommodation and 75% Residential or Country Dwelling as appropriate.

The Wakatipu/Arrowtown roading rate revenue (\$7,862,857) will be used to fund the costs associated with the following activities:

- Wakatipu/Arrowtown ward's roading network, which includes footpaths and other amenities within the road reserve.
- The development of town centre areas.
- The maintenance and upgrading of roading drainage systems.

Stormwater Rate (Wanaka Ward)

Pursuant to sections 16, 17 and 18 of the Act, Council proposes to set a targeted stormwater rate based on land use of the rateable capital value of the following categories of property within the Wanaka ward of the Queenstown Lakes District as follows:

1. Residential	0.000186 cents in the \$
2. Hydro Electric/Utilities	0.000047 cents in the \$
3. Vacant Sections	0.000186 cents in the \$
4. Accommodation	0.000186 cents in the \$
5. CBD Accommodation	0.000186 cents in the \$
6. Commercial	0.000186 cents in the \$
7. CBD Commercial	0.000186 cents in the \$
8. Other	0.000186 cents in the \$
9. Mixed Use Apportioned	See note (i)

Note (i) the mixed use apportioned properties will be treated as 25% Commercial or Accommodation and 75% Residential as appropriate.

The Wanaka stormwater rate revenue (\$735,216) will be used to fund the costs associated with the following activities:

- The maintenance and upgrading of stormwater reticulation systems.

Stormwater Rate (Queenstown/Wakatipu and Arrowtown Wards)

Pursuant to sections 16, 17 and 18 of the Act, Council proposes to set a targeted stormwater rate based on land use of the rateable capital value of the following categories of property within the Queenstown/Wakatipu and Arrowtown wards of the Queenstown Lakes District as follows:

1. Residential (ii)	0.000089 cents in the \$
2. Hydro Electric/Utilities	0.000022 cents in the \$
3. Vacant Sections (ii)	0.000089 cents in the \$
4. Accommodation	0.000089 cents in the \$
5. CBD Accommodation	0.000089 cents in the \$
6. Commercial	0.000089 cents in the \$
7. CBD Commercial	0.000089 cents in the \$
8. Other	0.000089 cents in the \$
9. Mixed Use Apportioned	See note (i)

Note (i) The mixed use apportioned properties will be treated as 25% Commercial or Accommodation and 75% Residential as appropriate.

Note (ii) Excludes property within the Jacks Point Special Zone.

The Wakatipu/Arrowtown stormwater rate revenue (\$811,328) will be used to fund the costs associated with the following activities:

- The maintenance and upgrading of stormwater reticulation systems.

Tourism Promotion Rate (Wanaka Ward)

Pursuant to sections 16, 17 and 18 of the Act, Council proposes to set a targeted tourism promotion rate based on land use on the rateable capital value of the following categories of property within the Wanaka ward of the Queenstown Lakes District as follows:

- | | |
|-----------------------------|--------------------------|
| 1. Accommodation | 0.001330 cents in the \$ |
| 2. CBD Accommodation | 0.001330 cents in the \$ |
| 3. Commercial | 0.001330 cents in the \$ |
| 4. CBD Commercial | 0.001330 cents in the \$ |
| 5. Hydro Electric/Utilities | 0.000333 cents in the \$ |
| 6. Mixed Use Apportioned | See note (i) |

Note (i) the mixed use apportioned properties will be treated as 25% Commercial or Accommodation and 75% Residential or Country Dwelling as appropriate.

The Wanaka tourism promotion rate revenue (\$925,802) will be used to fund the costs associated with the following activities:

- To finance promotional activities of Lake Wanaka Tourism.

Tourism Promotion Rate (Queenstown/Wakatipu Wards)

Pursuant to sections 16, 17 and 18 of the Act, Council proposes to set a targeted tourism promotion rate based on land use on the rateable capital value of the following categories of property within the Queenstown/Wakatipu Wards of the Queenstown Lakes District as follows:

- | | |
|-----------------------------|--------------------------|
| 1. Accommodation | 0.001240 cents in the \$ |
| 2. CBD Accommodation | 0.001240 cents in the \$ |
| 3. Commercial | 0.001240 cents in the \$ |
| 4. CBD Commercial | 0.001240 cents in the \$ |
| 5. Hydro Electric/Utilities | 0.000310 cents in the \$ |
| 6. Mixed Use Apportioned | See note (i) |

Note (i) the mixed use apportioned properties will be treated as 25% Commercial or Accommodation and 75% Residential as appropriate.

The Wakatipu tourism promotion rate revenue (\$3,666,836) will be used to fund the costs associated with the following activities:

- To finance promotional activities of Destination Queenstown

Tourism Promotion Rate (Arrowtown Ward)

Pursuant to sections 16, 17 and 18 of the Act, Council proposes to set a targeted tourism promotion rate based on land use on the rateable capital value of the following categories of property within the Arrowtown Ward of the Queenstown Lakes District as follows:

- | | |
|-----------------------------|--------------------------|
| 1. Accommodation | 0.001381 cents in the \$ |
| 2. CBD Accommodation | 0.001381 cents in the \$ |
| 3. Commercial | 0.001381 cents in the \$ |
| 4. CBD Commercial | 0.001381 cents in the \$ |
| 5. Hydro Electric/Utilities | 0.000345 cents in the \$ |
| 6. Mixed Use Apportioned | See note (i) |

Note (i) the mixed use apportioned properties will be treated as 25% Commercial or Accommodation and 75% Residential as appropriate.

The Arrowtown tourism promotion rate revenue (\$130,840) will be used to fund the costs associated with financing the following activities:

- To finance promotional activities of the Arrowtown Promotion Association.

Waste Management Charges

Pursuant to sections 16, 17 and 18 of the Act, Council proposes to set a targeted waste management charge on each separately used or inhabited part of every rating unit in the district, as follows:

1. Residential	\$136.00
2. Hydro Electric/Utilities	\$93.00
3. Vacant Sections	\$93.00
4. Accommodation	\$93.00
5. CBD Accommodation	\$93.00
6. Commercial	\$93.00
7. CBD Commercial	\$93.00
8. Primary Industry	\$136.00
9. Country Dwelling	\$136.00
10. Other	\$93.00
11. Mixed Use Apportioned	\$136.00

The Waste Management Charge revenue (\$2,853,554) will be used to fund the costs associated with the following activities:

- To fund the operating deficit of the transfer stations and the recycling initiatives proposed in the Waste Management Strategy.

Aquatic Centre Charge (Queenstown/Wakatipu and Arrowtown Wards)

Pursuant to sections 16, 17 and 18 of the Act, Council proposes to set a targeted Aquatic Centre charge of \$95.00 on each separately used or inhabited part of every rating unit with a residential component in the Queenstown / Wakatipu and Arrowtown Wards:

1. Residential	\$95.00
2. Hydro Electric/Utilities	\$0.00
3. Vacant Sections	\$95.00
4. Accommodation	\$0.00
5. CBD Accommodation	\$0.00
6. Commercial	\$0.00
7. CBD Commercial	\$0.00
8. Primary Industry	\$95.00
9. Country Dwelling	\$95.00
10. Other	\$0.00
11. Utilities	\$0.00
12. Mixed Use Apportioned	\$95.00

The Aquatic Centre Charge revenue (\$1,160,018) will be used to fund the costs associated with the following activities:

- To fund the operating shortfall of Alpine Aqualand attributable to residents

Water Supply Rates

Queenstown and District Water Supply, Arrowtown Water Supply and Wanaka Water Supply

Pursuant to sections 16, 17 and 18 of the Act, Council proposes to set a targeted rate for water supply on each separately used or inhabited part of every connected or serviceable rating unit within the respective water supply areas as follows:

Queenstown and District water supply:	\$250.00
Arrowtown water supply:	\$180.00
Wanaka and District water supply:	\$180.00

Pursuant to sections 16, 17 and 18 of the Act, Council proposes to set a targeted differential water supply rate based on land use on the rateable capital value of all rating units connected in the following water supply areas.

	Queenstown (cents in the \$)	Arrowtown (cents in the \$)	Wanaka (cents in the \$)
1. Residential	0.000260	0.000292	0.000276
2. Accommodation	0.000468	0.000526	0.000497
3. CBD Accommodation	0.000468	0.000526	0.000497
4. Commercial	0.000380	0.000426	0.000403
5. CBD Commercial	0.000380	0.000426	0.000403
6. Primary Industry	0.000192	0.000216	0.000204
7. Country Dwelling	0.000213	0.000239	0.000226
8. Other	0.000260	0.000292	0.000276
9. Mixed Use Apportioned	See note (i)	See note (I)	See note (i)

Note (i) the mixed use apportioned properties will be treated as 25% Commercial or Accommodation and 75% Residential or Country Dwelling as appropriate.

Other Water Supplies

Pursuant to sections 16, 17 and 18 of the Act, Council proposes to set a targeted rate for water supply on each separately used or inhabited part of every rating unit connected to the respective scheme, and a half charge on each separately used or inhabited part of every serviceable rating unit.

Water Supply	Full Charge (\$)	Half Charge (\$)
Arthurs Point	600.00	300.00
Glenorchy	750.00	375.00
Hawea	300.00	150.00
Lake Hayes	600.00	300.00
Luggate	580.00	290.00

The Targeted Water Supply Rates revenue (\$8,170,392) will be used to fund the costs associated with the following activities:

(i) To provide supplies of potable (drinkable) water to the above communities.

Water Scheme Loan Rate

(i) Lake Hayes Water Supply Area

Pursuant to sections 16, 17 and 18 of the Act, Council proposes to set a targeted water scheme loan rate of \$426.27 on every connected or serviceable rating unit within the Lake Hayes water supply area, other than those in respect of which ratepayer has elected to make the lump sum.

The Targeted Water Scheme Loan Revenue (\$12,603) will be used to fund the costs associated with the following activities

Revenue sought by way of annual loan charges is to cover the cost of financing loans raised to pay for the capital cost of water schemes.

Sewerage Rates

Pursuant to sections 16, 17 and 18 of the Act, Council proposes to set a targeted sewerage rate on every rating unit connected to a district sewerage scheme, on the basis on one full charge per first pan or urinal connected, with a discounted charge on every subsequent pan or urinal connected. A half charge will apply to every serviceable rating unit. The charges for each scheme are set out in the schedule below.

Note: every rating unit used exclusively or principally as a residence of not more than one household is deemed to have not more than one connection.

Sewerage Scheme	Charge for 1st pan connected (\$)	Half Charge capable of connection (\$)	Charge per pan after 1 connected (\$)
Wanaka/Albert Town	500.00	250.00	250.00
Arrowtown	460.00	230.00	230.00
Arthurs Point	380.00	190.00	273.60
Hawea	590.00	295.00	295.00
Lake Hayes	370.00	185.00	185.00
Luggate	650.00	325.00	325.00
Queenstown	390.00	195.00	195.00

The Targeted Sewerage Rates revenue (\$8,550,819) will be used to fund the costs associated with providing public sewerage services to the above communities.

Sewerage Scheme Loan Rates

(i) Lake Hayes Sewerage Area

Pursuant to sections 16, 17 and 18 of the Act, Council proposes to set a targeted sewerage scheme loan rate on every serviceable rating unit within the Lake Hayes Sewerage scheme area, on the basis of one charge per pan or urinal connected or capable of being connected of \$353.18, on the first pan or urinal, and \$176.59 for each subsequent pan or urinal.

Note:

- The targeted sewerage scheme loan rate will not apply to those properties in respect of which the ratepayer elected to make the lump sum contribution; and
- Every rating unit used exclusively or principally as a residence of not more than one household is deemed to have not more than one connection.

The Targeted Sewerage Scheme Loan Rates revenue (\$22,127) will be used to fund the costs associated with the following activities:

- Revenue sought by way of annual loan charges is to cover the costs of financing loans raised to pay for the capital cost of sewerage schemes.

Due Dates for Payments

The Council proposes that the above rates and charges for the financial year commencing on the 1st day of July 2015 are payable in four instalments, the due dates and last days for payment without penalty being as follows:

	Due Date	Last Day for Payment (without 10% penalty)
Instalment One	28 August 2015	25 September 2015
Instalment Two	23 October 2014	27 November 2015
Instalment Three	22 January 2016	26 February 2016
Instalment Four	22 April 2016	27 May 2016

Payment of Rates

Rates payments can be made during normal office hours at:

- Civic Centre, 10 Gorge Road, Queenstown
- Wanaka Service Centre, Ardmore Street, Wanaka
- Arrowtown Public Library, Buckingham Street, Arrowtown

Or by direct debit and internet banking.

Additional Charges (Penalties)

Pursuant to Sections 24, 57 and 58 of the Act, Council proposes that the following penalties will apply under delegated authority to the Rating Administrator:

- A penalty of 10% will be added to the rates and charges levied in each instalment which remains unpaid on the day after the last day for payment date as shown above (i.e. the penalty will be added on 26 September 2015, 28 November 2015, 27 February 2016 and 28 May 2016 respectively).
- A penalty of 10% will be added to the amount of rates or instalments (including penalties) levied in any previous financial year and remaining unpaid on 30 September 2015.
- A second penalty of 10% will be added to the amount of rates or instalments (including penalties) levied in any previous financial year which remains unpaid on 31 March 2016.

Differential Matters Used to Define Categories of Rateable Land

Where Council's propose to assess rates on a differential basis they are limited to the list of matters specified in Schedule Two of the Local Government (Rating) Act 2002. Council is required to state which matters will be used for what purpose, and the category or categories of any differentials.

Differentials by Land Use

The categories are:

1. Residential

All rating units which are used exclusively or principally for residential purposes, but excluding properties categorised as pursuant to clause 8 (Primary Industry), clause 9 (Country Dwelling) or to clause 11 (Mixed Use Apportioned).

2. Hydro Electric/ Utilities

All rating units on which there are structures used exclusively or principally for, or in connection with, the generation of hydro-electric power, including structures used to control the flow of water to other structures used for generating hydro-electric power and all rating units used exclusively or principally for network utility services including water supply, wastewater, stormwater, electricity, gas & telecommunications.

3. Vacant Sections

All rating units which are vacant properties and suitable for development.

4. Accommodation

All rating units used exclusively or principally for the accommodation of paying guests on a short term basis (nightly, weekly or for periods up to a month) including hotels, motels, houses and flats used for such purposes, commercial time share units, managed apartments, bed and breakfast properties, motor camps and home stay properties; but excluding properties categorised as pursuant to clause 11 (Mixed Use Apportioned) or clause 5 (CBD Accommodation).

5. CBD Accommodation

All rating units used exclusively or principally for the accommodation of paying guests on a short term basis including hotels, motels, houses and flats used for such purposes, commercial time share units, managed apartments, bed and breakfast properties, motor camps and home stay properties located within the Town Centre Zones contained in the Queenstown Lakes District Council's District Plan as at 1 July of the current rating year; but excluding properties categorised as pursuant to clause 11 (Mixed Use Apportioned).

6. Commercial

All rating units used exclusively or principally for commercial activities including industrial, retail, transport, utility services, storage, recreation and tourist operations, offices, or rest homes; but excluding properties categorised as Hydro-Electric Power, Accommodation, CBD Accommodation, Primary Industry, or pursuant to clause 11 (Mixed Use Apportioned) or clause 7 (CBD Commercial).

7. CBD Commercial

All rating units used exclusively or principally for commercial activities including industrial, retail, transport, utility services, storage, recreation and tourist operations, offices, or rest homes located within the Town Centre Zones contained in the Queenstown Lakes District Council's District Plan as at 1 July of the current rating year; but excluding properties categorised as CBD Accommodation or pursuant to clause 11 (Mixed Use Apportioned).

8. Primary Industry

All rating units:

Used exclusively or principally for agricultural or horticultural purposes including dairying, stock fattening, arable farming, sheep, market gardens, vineyards, orchards, specialist livestock, forestry or other similar uses, or

Which are ten hectares or more in area and located in any of the Rural or Special Zones contained in the Queenstown Lakes District Council's District Plan as at 1 July of the current rating year.

9. Country Dwelling

All rating units of less than 10 hectares, located in any of the Rural Zones (except for the land zoned as Rural Residential north of Wanaka township in the vicinity of Beacon Point Road bounded by the low density residential zone to the south, Penrith Park zone to the north and Peninsula Bay to the east and the land zoned as Rural General off Mt Iron Drive comprising of Liverpool Way; Cascade Drive; Bevan Place and Islington Place) or Special Zones (excluding Penrith Park; Remarkables Park; Quail Rise; Woodbury Park; Lake Hayes Estate; Shotover Country; Jacks Point; Peninsula Bay; and Meadow Park) as shown in the Queenstown Lakes District Council's District Plan, which are used exclusively for Residential purposes.

10. Other

Any rating unit not classified under any of the other categories.

12. Mixed Use Apportioned

All rating units which are used in part, but not exclusively, for residential purposes, and in part, but not principally, for commercial or accommodation purposes. Usage in part may be determined by:

- a. The physical portion of the rating unit used for the purpose, or
- b. The amount of time (on an annual basis) that the rating unit is used for the purpose.

Note: the Mixed Use Apportioned classification will not be applied to residential rating units used for accommodation purposes for a single period of up to 28 consecutive days in any rating year.

These categories are used to differentiate the following rates:

general rate, targeted rates: sports halls & libraries charge; governance rate; regulatory rate; recreation & events rate; governance & regulatory charge; recreation & events charge; roading rate; stormwater rate; tourism promotion rates; waste management charge; aquatic centre charge; water supply rates.

Targeted Rates Based on Location

The categories are:

1. Location within the Wanaka ward.
2. Location within the Queenstown/Wakatipu ward or the Arrowtown ward.

These categories are used to differentiate the following targeted rates:

- ☐ roading rate; stormwater rate; tourism promotion rates; aquatic centre charge.

Targeted Rates Based on Availability of Service

The categories are:

1. Connected
Any rating unit that is connected to a Council operated water scheme or is connected to a public sewerage drain.
2. Serviceable
Any rating unit within the area of service that is not connected to a Council operated water scheme but is within 100 metres of any part of the waterworks and to which water can be supplied. Any rating unit within the area of service, that is not connected to a public sewerage drain, but is within 30 metres of such a drain, and is capable of being connected.

These categories are used to differentiate the following targeted rates:

- ☐ water supply rates, water scheme loan rates, sewerage rates, sewerage scheme loan rates.

Definition of “Separately Used or Inhabited Parts of a Rating Unit”

Where rates are calculated on each separately used or inhabited part of a rating unit, the following definitions will apply:

- Any part of a rating unit that is used or occupied by any person, other than the ratepayer, having a right to use or inhabit that part by virtue of a tenancy, lease, licence, or other agreement.
- Any part or parts of a rating unit that is used or occupied by the ratepayer for more than one single use.

The following are considered to be separately used parts of a rating unit:

- Individual flats or apartments
- Separately leased commercial areas which are leased on a rating unit basis
- Vacant rating units
- Single rating units which contain multiple uses such as a shop with a dwelling or commercial activity with a dwelling
- A residential building or part of a residential building that is used, or can be used as an independent residence.

An independent residence is defined as a liveable space with its own kitchen, living and toilet/bathroom/laundry facilities that can be deemed to be a secondary unit to the main residence. Note: the definition of a kitchen comes from the District Plan.

The following are not considered to be separately used parts of a rating unit:

- A residential sleep-out or granny flat that does not meet the definition of an independent residence
- A hotel room with or without kitchen facilities
- A motel room with or without kitchen facilities
- Individual storage garages/sheds/portioned areas of a warehouse
- Individual offices or premises of business partners.

District Plan definition of a Kitchen:

Means any space, facilities and surfaces for the storage, rinsing preparation and/or cooking food, the washing of utensils and the disposal of waste water, including a food preparation bench, sink, oven, stove, hot-plate or separate hob, refrigerator, dish-washer and other kitchen appliances.

Attachment B: Carry forwards for 2015/16

APPLICATION FOR FUNDING TO BE CARRIED FORWARD FOR 2014/15 PROJECTS NOT COMPLETED BY 30 JUNE 2015

In some instances, it will not be possible to complete all capital projects within original time-frames.

Where projects have not been not be completed by 30 June 2015, the Budget Manager must request that funding be carried forward from 2014/15 to 2015/16.

These requests for Carry Forward will be considered by the council executive & then forwarded to full Council for recommended budget adjustments.

Guidance Notes:

- 1 The amount of carry forward is limited to the total amount of unspent capital budgets for the GL activity in question (ie 1301)
- 2 Applications for carry forward must relate to the original approved project
- 3 Budgets comprising provisions (with no defined projects) will not be considered for carry forward
- 4 For Engineering projects, please specify the carry forward by Project number and GL code(s)
- 5 Once approved, carry forwards will be included in the 2015/16 budgets as budget adjustments

Please therefore, complete the following form for all required details:

Infrastructure (Including parks)

Programme	Project Number	Project	Project Manager N	Budget 14/15	Actual 30/06/2015	Carry forward Amount	Explanation (include current project status)	Budget 15/16
Water Supply	000008	Water Supply - Renewals - Arrowtown	LANEV	149,000	113,169	32,000	Money to be carried forward for repair of reservoir no.3 - work will be completed on repair of Reservoir No.2 by end of June and only then can Reservoir N0.3 be emptied	120,000
Water Supply	000014	Mt Aspiring Road booster to address fire fighting capability	ROBD	335,000	18,185	286,000	Construction dependent on developer	-
Water Supply	000016	Wanaka Yacht Club Borefield Stage 1	ANDREW TI	35,000	2,340	31,000	Physical works budget in 15/16 programme carry forward design into 15/16. PM resourcing issues in 2014/15	318,539
Water Supply	000017	Albert Town Ring Main	ROBD	460,000	2,732	446,000	Dependent on 3 Parks development, uncertain of exact start date	-
Water Supply	000020	Link Way Booster	ROBD	95,000	1,173	93,000	Forms part of the Roys Bay Decommissioning project which is currently under construction, funds to be carried forward to complete project. Project was to be deferred but on the basis of Councillor request reinstated.	-
Water Supply	000173	Hawea Water Upgrades - Intake to Scott's	ANDREW TI	1,029,122	849,099	180,000	Construction started. Completion due in September 15 so funds to role over into 15/16. Programming and resourcing issues	-
Waste Water	000034	Marine Parade WWPS Optimisation and Reutilisation of existing but redundant rising main and wet well.	ANDREW TI	443,518	163,106	274,000	Final 2 pumps to be overhauled, rising main refurbishment continuing and Rising main re alignment in final design for construction in 15/16. Programming and resourcing issues	-
Waste Water	000036	Lake Hawea connection to Project Pure	DENISM	65,000	12,050	25,000	Ongoing land negotiation to enable future link to Project Pure	-
Waste Water	000038	Wanaka Wastewater - Aubrey Road East Reticulation	LANEV	634,989	47,962	587,000	Currently under construction, completion by Oct 15, 7% complete by end of year. Programming and resourcing issues	-
Waste Water	000042	Wanaka Airport Pump Station (To allow reticulation from Luggate to Project Pure)	ANDREW TI	82,503	23,967	50,000	Design works still to be allocated. Project needed to align with Wanaka Airport programme	-
Waste Water	000044	Wanaka Wastewater - Golf Course Road	ROBD	50,000	8,134	40,000	Concept design completed and stakeholder consultation started. Pressure from community to get this project underway. Construction costs included within \$40k c/f. In order for project to proceed landowner agreement needed to be given. This created delays to project.	-
Waste Water	000022	Project Shotover	L Vermaas & P Hansb	16,965,000	1,315,592	4,837,000	See breakdown below. This carry forward represents an adjustment in timing for the delivery of the project over the next two years. Delays to project award due to project tags	15,361,338
Incl above	Incl above	Project Shotover Gun Club	L Vermaas & P Hansb	Incl above	Incl above	330,000	Refer Council resolution 30 April 2015 (\$260,000 to WGC & \$70,000 earthworks Victoria). Challenges with negotiating a reasonable agreement.	Incl above
Waste Water	000040	Queenstown WW Optimisation and Mitigation	Emily Murphy	170,000	62,472	78,000	Funding committed to wastewater flow survey, I&I investigations and model re-build and calibration. This work was started in May and will continue to December 2015. A late start to the work was a result of this position only being filled in January and the desire to capture the peak season from May - September.	-
Waste Water	000181	Queenstown WW Peak Flow Attenuation- P1	Emily Murphy	75,000	2,674	72,000		-
Waste Water	000032	Wanaka Wastewater Flow Survey and model calibration	Emily Murphy	252,455	92,937	159,500		-

Water Supply	000008	Water Supply - Renewals - Arrowtown	LANEV	149,000	113,169	32,000	Money to be carried forward for repair of reservoir no.3 - work will be completed on repair of Reservoir No.2 by end of June and only then can Reservoir No.3 be emptied	120,000
Waste Water	000164	Cardrona New Wastewater Scheme	ULRICHG	200,000	107,741	82,000	Ongoing project with the next step to purchase an existing wastewater treatment plant. Extensive consultation requirements and late start to project.	-
Storm Water	000050	Bremner Park Stormwater Upgrade - Interim solution connecting Manhole and Mudtank	RICHARDH	383,683	229,914	64,000	Remainder to be spent of Beacon Point Road Widening project being carried forward. Linked to Project 78. Programming and resourcing issues	-
Transport	000063	WAKATIPU - Sealed road pavement rehab	ANDREWTI	268,523	28,554	230,000	Design work is underway and due for completion in early 15/16. Current design fee estimates around the \$100k for each of Coronet Peak and Gorge Rd Rehabs. Recommended that funds are carried forward into 15/16 to pay for completion of design. Programming and resourcing issues	-
Transport	000076	Wakatipu Unsub - Minor Improvements	RICHARDH	669,000	209,292	118,000	Unsub carry forward to cover Fergburger works now completed. 15/16 Unsub budget is committed to other works. Works delayed a second time to avoid peak business periods	225,000
Transport	000078	Beacon Point Road - Upgrade	RICHARDH	520,512	6,993	250,000	Physical works to be started in 15/16. Awaiting confirmation from NZTA on possible carry forward. (Linked to project 50 Bremner Park Stormwater Upgrade - Spent \$230k out of \$384k Budget). Programming	-
Transport	000079	Wanaka Mt Aspiring Road Widening and Drainage Improvements	RICHARDH	250,000	6,140	237,990	Physical works to be started in 15/16. Awaiting confirmation from NZTA on possible carry forward. Programming and resourcing issues	-
Transport	000081	Brownston Street Parking	RICHARDH	210,000	8,911	201,000	Project being tendered and to award early 15/16 ready for winter start and completion in early spring. Programming and resourcing issues	-
Transport	000082	Eastern Access Road - New roads	RICHARDH	12,616,227	1,455,653	1,600,000	Provision for works currently under construction with NZTA including Glenda Drive & EAR associated improvements. Contract delivered by NZTA, QLDC primarily funding agency	5,000,000
Transport	000086	Upper Ardmore Street Furniture	RICHARDH	50,000	0	50,000	\$30k committed for Ardmore St widening including the build-out project in front of the Trout and Lake Bar which is currently under construction. Remainder needs agreement from WCB over what to spend on (Bike stands, benches etc). Programming and resourcing issues	-
Transport	000088	Wanaka Lakefront Park Entrances Reconfig	RICHARDH	10,000	0	10,000	Combined with above project 86 above & being used on project 80 (Completion of Ardmore/Dungarvon Intersection which only has \$10k budget). Programming and Resourcing issues	-
Transport	000178	Atley Rd Extension	ULRICHG	210,000	3,102	205,000	dependent on developer going ahead	-
Solid Waste	000165	C&D Waste Diversion	Erin Moogan	40,000	8,986	31,000	Project for new 20m2 slab at Wanaka Transfer station to facilitate more efficient transport of recycled glass. Design and pricing provided. Construction to be completed. Project completed additional works recommended	-
Parks and Reserves	000135	Park Street Foreshore Enhancement	STEPHENQ	155,063	6,074	148,000	Project awarded, construction to commence early August. Delayed start due to high lake levels.	-
Parks and Reserves	000188	Wanaka Skatepark extensions	STEPHENQ	341,887	322,180	19,000	Final works to be completed in August. Project wrap up	-
Parks and Reserves	000190	Motor home dump station	STEPHENQ	27,500	0	27,500	Have station but no location identified. Transfer budget to Infrastructure to investigate options. Yet to establish suitable location	-
Parks and Reserves	000196	Glenda Drive Trail Upgrade	MADDYJ	50,000	38,696	11,000	Additional funding approved by MBIE through QTT. Works to be completed in August.	-
Parks and Reserves	000169	Land Purchase - Wanaka - Reserve	Peter Hansby	1,206,050	887,566	318,484	Required to part fund purchase of reserve land at North 3 Parks for WSF expansion	
				\$ 38,050,032		\$ 11,123,474		

Water Supply	000008	Water Supply - Renewals - Arrowtown	LANEV	149,000	113,169	32,000	Money to be carried forward for repair of reservoir no.3 - work will be completed on repair of Reservoir No.2 by end of June and only then can Reservoir NO.3 be emptied	120,000
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Project Shotover	
Original Budget (excludes escalation, gun club and disposal fields)	27,126,482
Expenditure to date (2012/13 - 2014/15)	6,091,113
SubTotal	21,035,369
Calculated Escalation (based on phasing and delays to contract commencement)	911,458
Gun Club (from resolution of Council)	330,000
Revised Budget inclusive of Gun Club and Escalations (less project to date expenditure)	22,276,827
Provisions within the LTP (2015/16 & 2016/17)	17,109,419
Total Carry Forward Amount	5,167,408

Libraries

Programme	Project Number	Project	Project Manager N	Budget 14/15	Actual 30/06/2015	Carry forward Amount	Explanation (include current project status)	Budget 15/16
Libraries	000115	Minor Furniture and equipment - Queenstown	Rosemary Morgan	16,580	3,147	9,000	\$9k committed for Int-Workspaces furniture fitout	11,942
Libraries	000118	Queenstown Library Renewal	Jo McElroy	41,387	252	9,000	\$9k committed for new joinery panels, shelving, benchtops & cabling	11,942
Libraries	000121	Wanaka - Minor furniture and equipment	Sue Gwilliam	16,580	3,388	12,000	\$10k required for furniture replacements + \$2k committed for cabling	-
Libraries	000122	Wanaka Library Renewal	Jo McElroy	41,387	0	33,000	\$20-25k required for flooring/carpet replacement, \$5k for Shelving & \$3k for glass replacement	-
Libraries	000123	Arrowtown Library - Staff area/offices u	Jo McElroy	43,500	2,093	41,000	Active - CAPEX budgets for alteration to the workroom to provide additional public space. 8k committed for carpark reseal.	-
Libraries	000125	Library System - self check and RFID QT	Jo McElroy	38,791	22,084	16,000	Active - CAPEX required to full contractual requirements for payment of equipment delivered. On 21 May, FE Technologies have firmed up on an expected equipment installation date of 20 July. This fits with their stated three month lead time for Quote acceptance on our part	-
Libraries	000129	Library Sys - self check and RFID Wanaka	Jo McElroy	38,791	24,630	14,000	Active - CAPEX required to full contractual requirements for payment of equipment delivered. On 21 May, FE Technologies have firmed up on an expected equipment installation date of 20 July. This fits with their stated three month lead time for Quote acceptance on our part	-
Libraries	000131	Arrowtown Library System - self check an	Jo McElroy	31,000	3,941	27,000	Active - CAPEX required to full contractual requirements for payment of equipment delivered. On 21 May, FE Technologies have firmed up on an expected equipment installation date of 20 July. This fits with their stated three month lead time for Quote acceptance on our part	-
Libraries	000159	ICT Library hardware	Jo McElroy	10,587	1,808	8,000	Active - Peripheral technical equipment specialised for libraries.	9,956
				\$ 278,603		\$ 169,000		

Water Supply	000008	Water Supply - Renewals - Arrowtown	LANEV	149,000	113,169	32,000	Money to be carried forward for repair of reservoir no.3 - work will be completed on repair of Reservoir No.2 by end of June and only then can Reservoir NO.3 be emptied	120,000
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Venues & Facilities

Programme	Project Number	Project	Project Manager N	Budget 14/15	Actual 30/06/2015	Carry forward Amount	Explanation (include current project status)	Budget 15/16
Venues and Facilities	000092	Alpine Aqualand - building	Petr Polivka	35,500	10,101	25,000	Roof repairs are needed, project is in stage of pricing, but cannot be taken any further in winter weather conditions.	-
Venues and Facilities	000093	Alpine Aqualand - plant and equipment	Petr Polivka	172,000	146,871	25,000	Last payment has been delayed to ensure all troubleshooting is done.	40,251
Venues and Facilities	000096	Alpine Health & Fitness - Gym Equipment	Petr Polivka	31,700	22,972	8,000	Waiting for new model line of rowing machines which will be a lot better value for money. This is expected to become available in September 2015. \$40k budget for 15/16 is allocated already for freestanding bikes, workout benches, painting, water fountain replacement, Vac Cleaners and other minor works	40,000
Venues and Facilities	000097	Alpine Health & Fitness - building	Petr Polivka	19,000	9,155	9,000	Sun Sail for outdoor workout area. This work must be done in spring/summer and is scheduled in November 2015	-
Venues and Facilities	000099	Wanaka Pool - Plant and Equipment	Petr Polivka	13,000	1,850	11,000	Minor equipment purchases required until new pool commissioned	-
Venues and Facilities	000100	Arrowtown Pool - Plant and Equipment	Petr Polivka	16,000	5,600	10,000	Due to major plumbing failure, completion of this project has been postponed to October 2015 due to changes required by the plumbing issues	-
Venues and Facilities	000105	Wanaka sports facilities building	Rachelle Greene	4,500,000	1,926,021	274,000	\$11.7m budget assumed 14/15 spend of \$2.2m. Carry forward for the difference	-
Venues and Facilities	000106	QEC Minor Capex	Petr Polivka	66,229	42,844	23,000	Further upgrade of QEC change rooms - this project needed to be staged to ensure level of service provided wasn't compromised.	-
				\$ 4,853,429		\$ 385,000		

APL & Wanaka Airport

Programme	Project Number	Project	Project Manager N	Budget 14/15	Actual 30/06/2015	Carry forward Amount	Explanation (include current project status)	Budget 15/16
Buildings	000102	Waterways Minor Repairs and renewals Wan	APL	37,469	30,077	\$ 7,200	\$8,200 c/f for Glendhu Bay boat ramp extension. \$5,000 – Condition assessment surveys of Council owned waterways structures in Wanaka Ward	10,000
Venues and Facilities	000107	Luggate Hall - Kitchen Refurbishment	APL	55,000	27,113	\$ 22,000	\$22K committed for kitchen building/plumbing & electrical works	-
Venues and Facilities	000108	Glenorchy Hall - Toilet Refurbishment	APL	12,000	2,270	\$ 4,500	\$2,500 for path and \$2,000 for repairs to ruins	-
Venues and Facilities	000109	Hawea Flat Hall - Extension	APL	15,000	375	\$ 14,500	Delays with design work meant project could not proceed in time.	50,000
Venues and Facilities	000110	Cardrona Hall - Structural Improvements	APL	15,000	0	\$ 15,000	Funds not sufficient to undertake work. Extra funding \$30k confirmed 15/16 in project 316 Cardrona Hall Foundation Improvements)	-
Venues and Facilities	000112	Arrowtown Hall Improvements	APL	60,000	15,670	\$ 44,000	The project went on hold due to seismic strengthening work that needs to be carried out at the hall. Project to be continued once the strengthening work has been completed.	-
Venues and Facilities	000171	Wanaka Airport	ROBD	473,716	263,131	\$ 210,000	Allow for construction of water supply, wastewater and roading upgrades to be completed in conjunction with each other. There are considerable actuals against Project 171 already, there are no commitments yet for the balance as this will be tendered works that have yet to be awarded and are subject to detailed design completed under project 42. The works should be tendered through 2015/16.	150,000
				\$ 668,185		\$ 317,200		

Water Supply	000008	Water Supply - Renewals - Arrowtown	LANEV	149,000	113,169	32,000	Money to be carried forward for repair of reservoir no.3 - work will be completed on repair of Reservoir No.2 by end of June and only then can Reservoir NO.3 be emptied	120,000
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Knowledge Management

Programme	Project Number	Project	Project Manager N	Budget 14/15	Actual 30/06/2015	Carry forward Amount	Explanation (include current project status)	Budget 15/16
Information Management	000145	ICT Projects	Ryan Clements	160,924	121,588	\$ 31,000	Projects not started in previous year: \$31,000 (details below) WDS (Windows deployment services) upgrade and migration to new server (core workstation operating system deployment solution) \$ 13,000 Citrix Upgrade, in house project with an external audit/recommendations \$5000 Review ESX infrastructure \$5000 Microsoft TMG (threat management gateway) replacement to Sophos (internal firewall/web proxy replacement) required as TMG end of life \$8000	77,036
Information Management	000146	Business Continuity	Ryan Clements	127,339	77,557	\$ 49,000	Budget had been allocated to move the IT server room from Shotover St. to QEC for Disaster Recovery(DR)/Business Continuity (CB) reasons. We have commitments for the 10GB Gorge - QLC fibre link (PO 5322) and associated hardware (PO 6490). We now plan to update our DR/BC plans prior to this work. It is therefore proposed we carry forward \$49,000 for commitments + DR/BC plans + Server room move. The current 15/16	59,867
Information Management	000149	ICT Hardware (Previously called PCs and Printers)	Ryan Clements	82,936	54,092	\$ 25,000	Hardware required for staff increase: \$25,000 (details below) Wall mounted 18U comms cabinet - \$1000 3 X 24 Port 19" Cat5e UTP Patch Panel w/ plastic labelling kit 50 port (the data presentation panel) - \$300 Wall outlets - \$200 x 25 (dual outlet) \$5000 Fibre Install - \$2000 (Ongoing monthly charge - \$1100) X2 SFP (Fibre connectivity for switch at each end) - \$ 7700.00 X2 2960 Cisco Switches (incl smartnet and stacking module) - \$ 7000	76,684
Information Management	000153	Website Redevelopment	Andy Tebay	40,294	16,993	23,000	Remaining budget needed to complete redevelopment of Sport and Recreation website to bring in line with the main new website (all part of the same server), fix bugs with main website, migrate the community groups website into the new website and add file system functionality that staff can actually use. Current project status: Initial redevelopment of main site is operational - Sport and Rec redevelopment currently in redesion and test stage	5,551
				\$ 411,492		\$ 128,000		

Water Supply	000008	Water Supply - Renewals - Arrowtown	LANEV	149,000	113,169	32,000	Money to be carried forward for repair of reservoir no.3 - work will be completed on repair of Reservoir No.2 by end of June and only then can Reservoir NO.3 be emptied	120,000
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Strategic Projects

Programme	Project Number	Project	Project Manager N	Budget 14/15	Actual 30/06/2015	Carry forward Amount	Explanation (include current project status)	Budget 15/16
Buildings	000147	Wanaka Office Upgrade	Paul Speedy	52,500	13,436	39,000	<p>Original 2014/15 budget \$188k. Upgrades to building were considered out of scope. Reece Crescent lease extended. Encroachment matter (St Johns Building) to be resolved.</p> <p>Note 1: Reduced to \$95k by transfer of \$93k to Narrows Ferry Project (resolution of 3 June - on next tab)</p> <p>Committed costs: -\$5,000 for Reece crescent fibre upgrade (\$10k total cost 50% by landlord)</p> <p>Estimated costs (2015/16): -\$25,000 for purchase of strip of land (encroachment area) -\$9,000 for boundary adjustment, scheme plan (surveyor), LINZ and Council fees Total carry forward: \$39,000</p> <p>Timeline: 1) August/September 2015 - complete negotiation with fire commission (2 months) 2) February 2016 - Complete Land titles (4 months)</p> <p>Note 2: Request further transfer of remaining budget (\$42,500) to Frankton Marina Project (under resolution of 3 June). Reduced budget by this amount.</p>	-
Buildings	000187	Council Offices - Gorge Rd	Paul Speedy	55,000	30,751	24,000	<p>Complete finalisation of final contractor payments pending. Committed costs include: -\$6,500 Fire door, final CCC project costs -\$8,200 Workstations -\$9,500 alternative accommodation assessment Total carry forward: \$24,000</p> <p>Timeline: 1) August 2015 - Close out and CCC obtained</p>	-

Water Supply	000008	Water Supply - Renewals - Arrowtown	LANEV	149,000	113,169	32,000	Money to be carried forward for repair of reservoir no.3 - work will be completed on repair of Reservoir No.2 by end of June and only then can Reservoir NO.3 be emptied	120,000
Buildings	000193	Narrows Ferry	Paul Speedy	93,000	19,570	73,000	<p>2014/15 budget of \$93k established after deferral of Wanaka Office upgrade in 2014/15 (note 1).</p> <p>Feasibility work completed in 2014/15 included: -an engineering assessment; and -planning and legal advice.</p> <p>There are outstanding property matters (final terminal or jetty locations) to resolve before a ferry proposal can be consulted on and consent obtained.</p> <p>Timeline: 1) September 2015 - Negotiate Heads of Agreement with existing jetty owners to secure use of preferred location(s) for terminals 2) October/November 2015 - Consultation with neighbours, mooring owners, boat shed owners, possible market engagement or further feasibility etc. to determine proposal 3) December 2015/January 2016 - Prepare resource consent application 4) February 2016 - Resource consent lodged with QLDC 5) Early March 2016 - Resource consent publicly notified 6) End of March 2016 - Submissions close 7) April 2016 - Consent hearing 8) May 2016 - Commissioners Decision 9) June 2016 - Appeal period closes.</p>	-
Parks and Reserves	000103	Frankton Marina Development	Paul Speedy	92,500	74,138	18,000	<p>2014/15 actual expenditure (\$74k) exceeded budget (\$50k) by \$24k. Primarily in relation to protracted negotiations between LMP and the Council over resource consent conditions imposed on the marina proposal and perceived commercial implications on LMP.</p> <p>Increased budget by \$42,500 from the Wanaka Office Upgrade Project (note 2).</p> <p>Estimated costs (2015/16): \$2,500 - Review of business model and commercial terms \$16,000 - final drafting of Development Agreement and on-shore lease.</p> <p>Timeline: 1) July 2015 - review of LMP revised terms and conditions 2) August 2015 - Final drafting and execution of agreement(s).</p>	-

\$ 293,000 \$ 154,000

0	0	1,850,000	Capital contribution for Shotover Primary as per Council resolution
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Total Requested Carry Forwards \$ 14,126,674

ATTACHMENT C

TABLE OF ACTIVITIES, CURRENT PROCESSES AND PROPOSED CHANGES TO DELEGATIONS

TERMINOLOGY:

PSC	Property Sub Committee
WCB	Wanaka Community Board
COUNCIL OFFICER	Delegated to Chief Executive (CE) to sub-delegate at their discretion to appropriate officer within department responsible for administering the land affected. Discretion will be exercised by Officers to defer issue to PSC or Full Council dependent on significance.

Notes:

1. Activities with * cannot be sub-delegated outside of Council
2. The final column describes the proposed change to delegations if the Minister of Conservation agrees to sub-delegate Ministerial Consent to PSC and WCB. If the Minister declines to sub-delegate their consent there will be no change to the current delegation requiring Full Council to give Ministers consent.

#	Activity / Report Type and Examples	Process required under current delegations	Process required with proposed change to delegations	If Minister of Conservation Sub-delegates Ministerial Consent to PSC and WCB
1	LONG TERM LAND LEASES – LEASE PERIOD IN EXCESS OF 5 YEARS* Eg. Wanaka Yacht Club Land Lease, Queenstown Ice Arena	Decision to notify made by PSC. Full Council to make final decision.	Decision to notify made by PSC and/or WCB. Final Decision remains with Full Council.	N/A
2	LONG TERM LAND LEASES – LEASE PERIOD 5 YEARS OR LESS* Eg. Grazing Licences	Decision to notify made by PSC. Full Council to make final decision.	No Change without Sub-delegation of Ministerial Consent	Decision to notify and final decision on lease made by PSC or WCB.
3	EVENTS LESS THAN 6 DAYS Eg. Fundraising BBQ, Marathon, School Sports Day	Decision made by PSC.	Decision delegated directly to APL Ltd; or Chief Executive (or Council Officer delegated by CE) depending on authority exercised	N/A

#	Activity / Report Type and Examples	Process required under current delegations	Process required with proposed change to delegations	If Minister of Conservation Sub-delegates Ministerial Consent to PSC and WCB
4	EVENTS IN EXCESS OF 6 DAYS* Eg. Winter Festival	Decision made by PSC.	Decision to notify made by PSC and/or WCB. Final Decision remains with Full Council.	N/A
5	AFFECTED PARTY APPROVAL (APA) - PRIVATE DEVELOPMENT ENCROACHING ON COUNCIL LAND (TEMPORARY ENCROACHMENT)	Decision made by Full Council.	Decision made by Chief Executive (or Council Officer delegated by CE).	N/A
6	AFFECTED PARTY APPROVAL (APA) - PRIVATE DEVELOPMENT ENCROACHING ON COUNCIL LAND (PERMENANT ENCROACHMENT)	Decision made by Full Council.	Decision made by PSC and/or WCB.	N/A
7	AFFECTED PARTY APPROVAL (APA) - PRIVATE DEVELOPMENT ADJOINING COUNCIL RESERVE LAND Eg. Setback Breach adjoining Rose Douglas Park, Recession plane breach adjoining a Council Reserve	Decision made by PSC.	Decision made by Chief Executive (or Council Officer delegated by CE).	N/A
8	GRANTING OF SUBLEASES* Eg. Arrowtown Bike Hire	Decision made by PSC.	Decision made by PSC and/or WCB.	N/A

#	Activity / Report Type and Examples	Process required under current delegations	Process required with proposed change to delegations	If Minister of Conservation Sub-delegates Ministerial Consent to PSC and WCB
9	ASSIGNMENT OF LEASES - NO CHANGE TO PERMITTED LEASE ACTIVITY* Eg. Wanaka Kayaks	Decision made by PSC.	Decision made by Chief Executive (or Council Officer delegated by CE).	N/A
10	LESSORS APPROVAL FOR WORKS WITHIN LEASED AREA Eg. Skyline Glass Box, Queenstown Golf Course Earthworks	Decision made by PSC.	Decision made by Chief Executive (or Council Officer delegated by CE).	N/A
11	LEASE RENEWAL WHERE COUNCIL HAS DISCRETION* Eg. Glenorchy Golf Club, Bike Wanaka	Decision made by Full Council.	Decision made by PSC and/or WCB.	N/A
12	LEASE RENEWAL WHERE COUNCIL HAS NO DISCRETION* Eg. Arrowtown Scouts	Decision made by PSC.	Decision made by Chief Executive (or Council Officer delegated by CE).	N/A
13	GRANTING OF FILM PERMITS Eg. Marathon, Car Adverts, Clothing Adverts	Decision made by Full Council.	Decision delegated directly to APL Ltd; or Chief Executive (or Council Officer delegated by CE) depending on authority exercised.	N/A
14	AFFECTED PARTY APPROVAL FOR FIREWORKS Eg. New Year's Eve, Winter festival	Decision made by Full Council.	Decision delegated directly to APL Ltd; or Chief Executive (or Council Officer delegated by CE) depending on authority exercised	N/A

#	Activity / Report Type and Examples	Process required under current delegations	Process required with proposed change to delegations	If Minister of Conservation Sub-delegates Ministerial Consent to PSC and WCB
15	TABLE AND CHAIR LICENCES* Eg. World Bar, Carib on the Mall	Decision made by PSC.	Decision made by PSC and/or WCB.	N/A
16	EASEMENTS (IN GROUND)* Eg. Stark Easement to go under trail for stormwater, Chorus	Decision made by Full Council.	No Change without Sub-delegation of Ministerial Consent	Decision made by Council Officer. Decision made by PSC and/or WCB if Ministers consent required.
17	VESTING OF LAND IN LIEU OF DEVELOPMENT CONTRIBUTIONS CASH PRE-APPROVED BY RESOURCE CONSENT* Kirimoko, Lakes Edge, Shotover Country	Decision made by Full Council.	Decision made by Chief Executive (or Council Officer delegated by CE).	N/A
18	RESERVE LAND IMPROVEMENTS IN LIEU OF DEVELOPMENT CONTRIBUTIONS CASH* Lakes Edge, Shotover Country Playgrounds	Decision made by Full Council.	Decision made by Council.	N/A
19	COMMERCIAL ACTIVITY PERMIT FOR ACTIVITY FROM A JETTY (NEW PROCESS FROM JETTIES AND MOORINGS POLICY) * Eg. Brent Shears Wanaka	This is a new process.	Decision made by PSC and/or WCB.	N/A
20	RIGHT OF WAY (ROW) EASEMENT* Eg. Dunlop Easement over Reserve at Lake Hayes	Decision made by Full Council.	Decision to notify made by PSC and/or WCB. Final Decision remains with Full Council.	N/A

#	Activity / Report Type and Examples	Process required under current delegations	Process required with proposed change to delegations	If Minister of Conservation Sub-delegates Ministerial Consent to PSC and WCB
21	JETTY OR MOORING PERMITS*	Decision made by Full Council.	Decision made by Chief Executive (or Council Officer delegated by CE).	N/A
22	AFFECTED PARTY/ LAND OWNER APPROVAL NOT RELATED TO RESOURCE CONSENT Eg. 50 Reece Crescent re Building Consent Issue (Firewall against a driveway)	Decision made by Full Council.	Decision made by Chief Executive (or Council Officer delegated by CE).	N/A
23	RENT REVIEWS WHERE THEY DO COMPLY WITH POLICY*	Decision made by Full Council.	Decision made by Chief Executive (or Council Officer delegated by CE).	N/A
24	NOTIFICATION OF INTENTION TO FORMULATE A RESERVE MANAGEMENT PLAN*	Decision made by Full Council.	Decision made by Council.	N/A
25	NOTIFICATION OF INTENTION TO NOTIFY A DRAFT RESERVE MANAGEMENT PLAN*	Decision made by Full Council.	Decision made by Council.	N/A

Attachment D: Aerial view indicating proposed location of portable office cabin

