



Order Paper for an ordinary meeting of the

QUEENSTOWN LAKES DISTRICT COUNCIL

to be held on

Thursday, 26 January 2017

commencing at 1.00pm

In the Council Chambers, 10 Gorge Road,

Queenstown

9.12 ITEMS OF BUSINESS NOT ON THE AGENDA WHICH CANNOT BE DELAYED

A meeting may deal with an item of business that is not on the agenda where the meeting resolves to deal with the item and the Chairperson provides the following information during the public part of the meeting:

- (a) the reason the item is not on the agenda; and
- (b) the reason why the discussion of the item cannot be delayed until a subsequent meeting.

s. 46A (7), LGOIMA

Items not on the agenda may be brought before the meeting through a report from either the chief executive or the Chairperson.

Please note that nothing in this standing order removes the requirement to meet the provisions of Part 6, LGA 2002 with regard to consultation and decision-making.

9.13 DISCUSSION OF MINOR MATTERS NOT ON THE AGENDA

A meeting may discuss an item that is not on the agenda only if it is a minor matter relating to the general business of the meeting and the Chairperson explains at the beginning of the public part of the meeting that the item will be discussed. However the meeting may not make a resolution, decision or recommendation about the item, except to refer it to a subsequent meeting for further discussion.

REFERENCE:

Queenstown Lakes District Council Standing Orders adopted on 15 December 2016.

Agenda for an ordinary meeting of the Queenstown Lakes District Council to be held in the Council Chambers, 10 Gorge Road, Queenstown on Thursday 26 January 2017 commencing at 1.00pm

Item	Page No.	Report Title
		Apologies Councillors Ferguson, MacLeod and McRobie (all on approved leave of absence)
		Leave of Absence Requests
		Declarations of Conflict of Interest
		Matters Lying on the Table
		Special Announcements
		Public Forum
		Confirmation of Agenda
	5	Confirmation of Minutes 15 December 2016 (Public part of ordinary meeting)
1	19	Queenstown Town Centre Masterplan
2	47	Kawarau Falls Bridge Water and Wastewater Infrastructure Funding
3	54	Proposed new lease for Wanaka Croquet Club to replace the previous lease
4	62	Woolshed Road Legalisation – RCL Henley Downs Ltd
5	75	QLDC Organisational Health Safety and Wellbeing Performance
6	84	Chief Executive's Monthly Report
	90	PUBLIC EXCLUDED Confirmation of Minutes 15 December 2016 (Public excluded part of ordinary meeting)
7	91	PUBLIC EXCLUDED Appointment of former Councillors as Resource Management Act Commissioners

Confirmation of minutes

15 December 2016

Minutes of an ordinary meeting of the Queenstown Lakes District Council held in the Council Chambers, 10 Gorge Road, Queenstown on Thursday 15 December 2016 commencing at 1.00pm

Present:

Mayor Boulton; Councillors Clark, Ferguson, Hill, Lawton, MacDonald, MacLeod, McRobie, Miller and Stevens

In attendance:

Mr Mike Theelen (Chief Executive), Ms Meaghan Miller (General Manager, Corporate Services), Mr Lee Webster (Manager, Regulatory), Ms Shelley Dawson (Senior Governance Advisor), Ms Maddy Jones (Parks and Reserves Officer), Mrs Joanne Conroy (Property Advisor, APL Property Ltd), Mr Aaron Burt (Parks and Reserves Planner), Ms Alice Balme (Solicitor), Mrs Meghan Pagey (HR Manager), Mr Craig Barr (Acting Planning Policy Manager) and Ms Jane Robertson (Senior Governance Advisor); two members of the media and five members of the public

Apologies/Requests for Leave of Absence

An apology was received from Councillor Alexa Forbes.

On the motion of the Mayor and Councillor Stevens the Council resolved that the apology be accepted.

The following requests for Leave of Absence were made:

- Mayor Boulton: 16-20 January 2017
- Councillor McRobie: 23 December 2016 – 4 January 2017; 20-31 January 2017
- Councillor MacDonald: 16-25 January 2017
- Councillor MacLeod: 24-28 January 2017
- Councillor Ferguson: 26/27/30 January 2017; 6-13 February 2017
- Councillor Miller: 28 January – 22 February 2017
- Councillor Lawton: 30 January 2017 – 10 February 2017
- Councillor Hill: 8-19 February 2017

On the motion of the Mayor and Councillor MacDonald the Council resolved that requests for Leave of Absence be approved.

Declarations of Conflicts of Interest

The Mayor declared a conflict in respect of Wakatipu Rowing Club (item 6) as he was a patron of the club. He stated that he would sit back from the table for this item and ask the Deputy Mayor, Councillor MacLeod, to chair the meeting for this item.

QUEENSTOWN LAKES DISTRICT COUNCIL**15 DECEMBER 2016****Page 2**

Councillor Lawton declared a conflict of interest in relation to item 3 ('Private Plan Change 51 – Ratification of Commissioner recommendation') as she was chair of the Aspiring Tracks Network. She undertook to sit back from the table for this item.

Councillor Hill declared a conflict of interest in respect of item 7 ('Economic Development') as he was a director of the Queenstown Resort College. He advised that he would sit back from the table for this item.

Matters Lying on the Table

There were no matters lying on the table.

Public Forum1. Charlie Phillips and Aaron Halstead, Study Queenstown

Messieurs Phillips and Halstead spoke in support of the proposed funding allocation to Study Queenstown, highlighting the achievements to date in making Queenstown a serious study destination. They detailed the wider community benefits of education diversifying the Queenstown economy and encouraged the Council to support the report recommendation to allocate \$50,000 to Study Queenstown.

2. Julie Scott, Executive Officer, Queenstown Lakes Community Housing Trust

Ms Scott asked the Council to expedite the development of a vehicle access from Centennial Avenue to Jack Reid Park, Arrowtown. She noted that at present vehicles were using the private right of way created for the Trust's housing development in Inverness Avenue which was not an acceptable long-term situation. She added that in the absence of a proper access way, vehicles were ripping up the grass and making the area look untidy.

Councillor Stevens confirmed that funding provision had been made to develop an access way.

3. Ann Lockhart and Richard Thomas, Queenstown Chamber of Commerce

Ms Lockhart expressed support for the recommended allocation of funds to the Queenstown Chamber of Commerce to support economic development activities. She noted that the Chamber was already the unofficial front of economic development in the Queenstown area and this funding would put it on a more official footing. She noted that a key project was the preparation of an Economic Development Plan which would set out the projects to be completed and the outputs expected.

It was noted that the Wanaka Chamber of Commerce had developed a business plan in order to secure funding and questions were raised about the consistency of approach. Whilst this was acknowledged, the Queenstown Chamber viewed this allocation as an interim step to 'get the ball rolling'.

4. Basil Walker

Mr Walker noted that the proportion of the Otago population living in Central Otago was going to increase and challenge the size of Dunedin. Accordingly, he encouraged the Council to take steps to becoming a unitary authority and

QUEENSTOWN LAKES DISTRICT COUNCIL**15 DECEMBER 2016****Page 3**

replacing the Otago Regional Council. He asserted that Otago ratepayers deserved better than what was currently provided by the Otago Regional Council and change was necessary.

5. Jason Watkins, Business Development Manager, The Cube, Wanaka

Mr Watkins expressed surprise that no consultation around the proposed economic development funding had been undertaken with The Cube which was already acting as an economic development unit in the Upper Clutha area. He believed that there was potential duplication and conflict and he questioned what the Council role would be and how it would relate to other entities. He also questioned what form the contestable fund would take and stressed the importance of a district-wide approach.

6. Oliver Young, Bike Wanaka

Mr Young noted that Bike Wanaka opposed Plan Change 51 because approval of the Plan Change would result in the loss of tracks and trails in the Peninsula Bay area. He added that the area was currently zoned as an open space zone and it would be contrary to these objectives to build further residences. He observed that the resource consent for Peninsula Bay had included providing the area as a recreation area and gifting to Council but this had not happened.

Confirmation of agenda

On the motion of the Mayor and Councillor Lawton the Council resolved that the agenda be confirmed with agenda item 7 ('Economic Development') becoming item 1.

Confirmation of minutes

Ordinary meeting, 24 November 2016

On the motion of the Mayor and Councillor Clark the Council resolved the minutes of the public part of the meeting of the Queenstown Lakes District Council held on 24 November 2016 be confirmed as a true and correct record.

7. Economic Development

Councillor Hill withdrew from the table for this item as he had a conflict of interest.

A report from Meaghan Miller (General Manager, Corporate Services) discussed the QLDC Economic Development Strategy 2015 and proposed that the Council:

- Establish a contestable economic development fund to be contested annually;
- Establish an in-house FTE economic development resource;
- Grant \$50,000 to Study Queenstown to support tertiary education promotional activities; and

QUEENSTOWN LAKES DISTRICT COUNCIL**15 DECEMBER 2016****Page 4**

- Grant \$50,000 to the Queenstown Chamber of Commerce for the balance of 2016/17 and \$100,000 in 2017/18 to support business development in the Wakatipu Basin subject to a Memorandum of Understanding.

The report was presented by Ms Miller. She detailed the background to the direction recommended in the report noting that it provided an interim framework around various economic development initiatives and served to give some certainty to the business community.

There was further discussion about the decision to establish the function within the Council structure. The Chief Executive stated that whilst it was important to recognise the strength and support provided by the Chambers of Commerce and to leverage off their skills, there was a strong sense that the Council should provide leadership. The need to develop a district wide approach was acknowledged.

It was noted that the proposed new internal FTE economic development resource still needed to be confirmed through the 2017/18 Annual Plan.

A request was made for the Memorandum of Understanding to be presented for Council approval but following further discussion it was agreed that it would be appropriate for the Mayor and Chief Executive to provide final approval on the Council's behalf.

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

- 1. Agree to grant the Queenstown Chamber of Commerce funds of \$50,000 for the balance of the 2016/17 financial year, and \$100,000 for the 2017/18 financial year subject to a Memorandum of Understanding (MOU) to support business development in the Wakatipu Basin (in keeping with \$100,000 per annum funding granted with the Wanaka Chamber of Commerce).**
- 2. Agree to grant Study Queenstown the sum of \$50,000 for the 2016/17 year to support its Tertiary Education promotion activities.**
- 3. Note that initially (1) and (2) will be funded from monies included in the 2016/17 Annual Plan for Economic Development.**
- 4. Delegate the final terms of the MOU and agreement with the Queenstown Chamber of Commerce to the Mayor and Chief Executive.**
- 5. Agree to the creation of a new Council resource (FTE) dedicated to delivering the objectives of the Economic Development Strategy 2015.**

6. **Note that initially this role and resources will be funded from monies included in the 2016/17 Annual Plan for Economic Development.**
7. **Agree that Council will consult with our communities through the 2017/18 Annual Plan to establish a contestable Economic Development Funding Round.**

Councillor Hill returned to the table at this point.

1. QLDC Committee Terms of Reference, Appointments and Meeting Schedule

A report from Meaghan Miller (General Manager, Corporate Services) presented for adoption:

- Terms of reference for a new committee structure and the Wanaka Community Board;
- Membership of the new committee structure;
- A revised Governance Agreement between the Council and the Wanaka Community Board to be renamed the 'Governance Protocol Statement';
- Subordinate Council structures for 2013-16 to be established, namely Chief Executive Performance Review Committee, Dog Control Subcommittee, QLDC/CODC Coronet Forest Joint Committee, Otago Civil Defence Emergency Management Group Joint Committee, Regional Land Transport Committee, Event Funding Panel, Elected Member Conduct Committee and Appeals Subcommittee and membership of each;
- A schedule of Council, Wanaka Community Board and committee meetings for 2017;
- Delegations to the Chief Executive and Resource Management delegations to officers.

The report was presented by Ms Miller and Ms Balme.

Amended Terms of Reference for the Wanaka Community Board were circulated. Councillor Lawton noted that all references to 'trails' throughout all Terms of Reference needed to be amended to 'tracks and trails.'

The Mayor noted the addition of Councillor Lawton to the membership of the Community and Services Committee.

Councillor Lawton expressed concern about a potential disconnect between the transport network which would sit with the Infrastructure Committee and tracks and trails which came under the Community and Services Committee, stressing that the transport network did not only cover roadways. The Chief Executive stated that anything of significance that was applicable to more than one committee would instead go to full Council whilst agendas for every committee would be made available to all Councillors and all would have the

opportunity to attend all meetings. Staff in such areas would also seek to maintain an overall strategic view.

On the motion of Councillors MacDonald and McRobie it was resolved that the Council:

- 1. Note the contents of this report;**
- 2. Adopt the new committee structure, namely the introduction of the following committees: Community and Services Committee; Infrastructure Committee; Strategy and Planning Committee; and Audit, Risk and Finance Committee;**
- 3. Adopt:**
 - a. the new Terms of Reference for the committees;**
 - b. the Wanaka Community Board revised Terms of Reference and Governance Protocol Statement;**
 - c. the continued Terms of Reference for all subordinate committees; and**
 - d. the new Terms of Reference for the Appeals Subcommittee;**
- 4. Note that the new structure will be subject to review after 12 months;**
- 5. Confirm the membership of committees, subcommittees and other official appointments;**
- 6. Confirm the Chief Executive and Resource Management Act 1991 delegations; and**
- 7. Adopt the Meeting Schedule for 2017.**

2. Standing Orders

A report from Shelley Dawson (Senior Governance Advisor) presented new Standing Orders for adoption. The report pointed to various amendments made to the standard which were specific to the Queenstown Lakes District Council, recommending that these be incorporated into the new Standing Orders.

The report was presented by Ms Dawson. She referred to the principal changes in the revised Standing Orders. It was noted that whilst they served to bring clarity and structure, adoption of the new Standing Orders would have little practical impact upon the Council's current use of Standing Orders.

On the motion of Councillors McRobie and MacDonald it was resolved that the Council:

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

2. Adopt the new Queenstown Lakes District Council Standing Orders.

3. Private Plan Change 51: Ratification of Commissioner Recommendation

A report from Craig Barr (Acting Planning Policy Manager) presented the Commissioners' recommendation on Plan Change 51 – Peninsula Bay North for ratification as a Council decision for public notification.

The report was presented by Mr Barr. He stressed that the Council could only resolve either to accept or reject the Commissioners' recommendation. He confirmed that the land in the plan change area was intended to be vested in the Council.

On the motion of Councillors McRobie and MacDonald it was resolved that the Council:

- 1. Note the contents of this report;**
- 2. Adopt the Commissioners' recommendation as a Council decision to decline Private Plan Change 51 for the reasons set out in the Commissioners' report;**
- 3. Direct staff to notify the decision in accordance with the First Schedule of the Resource Management Act 1991; and**
- 4. Note the status of the land subject to Private Plan Change 51 was not part of Stage 1 of the District Plan Review and that Council resolved to exclude the land from the next stage of the District Plan review at its meeting on 29 September 2016.**

4. Cemeteries Bylaw 2016

A report from Maddy Jones (Parks and Reserves Officer) presented a draft Queenstown Lakes District Cemeteries Bylaw 2016 to replace the Queenstown Lakes District Cemeteries Bylaw 2010 which was due to expire on 20 March 2017, seeking its adoption for the purpose of undertaking public consultation using the special consultative procedure.

The report was presented by Ms Jones and Mr Webster.

Councillor Lawton asked if the new bylaw made provision for a natural burial area. Ms Jones stated that there was not a large demand to provide that service and no provision was currently made. If however such a need was identified, it was an operational matter that could be addressed in the handbook.

On the motion of Councillors Hill and Clark it was resolved that the Council:

- 1. Note the contents of this report;**
 - 2. Approve the proposed Queenstown Lakes District Cemeteries Bylaw 2016 for public consultation using the special consultative procedure; and**
 - 3. Appoint Councillors Clark, Ferguson and McRobie to participate in a hearing panel to consider and hear submissions on the proposed Queenstown Lakes District Cemeteries Bylaw 2016.**
- 5. New Right of Way Easement to replace an existing easement on a Malaghans Road Esplanade Reserve**

A report from Joanne Conroy (Property Advisor, APL Property Ltd) sought Council agreement to grant a new right of way easement through esplanade reserve (known as Lot 4 DP 460171) to enable continued access to a dwelling following a boundary adjustment. The report concluded that granting the easement did not require public notification pursuant to the Reserves Act 1977 because the easement would not permanently affect the reserve or affect the ability of people to use and enjoy the reserve any more than the existing situation. The report also recommended that the Council waive the easement fee because the easement was already in place and the need to seek a new one was simply due to a technicality.

Mrs Conroy presented this and the report following. Mrs Conroy further explained that the need to apply for a new easement was due to a peculiarity of the law, with the right of way not transferring automatically under the boundary adjustment, although it would have done so under a subdivision.

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

- 1. Note the contents of this report;**
- 2. Approve a new right of way easement over Lot 4 DP 460171 in favour of proposed Lot 1 DP 502810;**
- 3. Agree that notification of the intention to grant the easement is not required as the statutory test in section 48(3) of Reserves Act 1977 is met for the reasons set out in this report;**
- 4. Delegate authority to approve final terms and conditions, and execution authority to the General Manager – Property and Infrastructure;**

5. Agree to the exercise of the Minister's consent (under delegation from the Minister of Conservation) to the granting of an easement over Lot 4 DP 46071 in favour of proposed Lot 1 DP 502810; and
6. Approve waiving the easement fee in this instance.

The Mayor left the chair for the following item and the Deputy Mayor took the chair.

6. New lease and Affected Person Approval for Wakatipu Rowing Club's existing building and proposed extension

A report from Joanne Conroy (Property Advisor, APL Property Ltd) sought Council approval of a new lease in favour of the Wakatipu Rowing Club to cover the existing building on the shore of Lake Hayes and a proposed building extension. The report noted that the current facility and the proposed extension were contemplated by the Arrowtown-Lake Hayes Reserve Management Plan there was therefore no need to publicly notify the intention to grant a new lease or approve the extension. Accordingly, the report recommended that a new lease be granted subject to conditions, that Affected Person's Approval be granted for the extension and that the Council exercise the Minister of Conservation's consent under delegated authority.

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

1. Note the contents of this report;
2. Approve a lease to the Wakatipu Rowing Club over part of Section 65, Block IX Shotover SD subject to the following terms:

Commencement	1 November 2016
Term	33 years
Rent	Pursuant to the Community Facility Pricing Policy Commencement rent \$1 per annum (if demanded)
Early Termination	5 years' notice for core infrastructure projects (but not in the first 5 years)
Assignment and Sublease	With Lessor's prior written approval
Reviews	5 Yearly or when the Pricing Policy is reviewed
Use	Clubrooms, gym, meeting space and storage

	facilities associated with rowing
Other	At expiry, improvements to be removed or revert to Council ownership (Lessee choice, compensation payable if lease terminated early); Public liability Insurance required; Health and Safety plan to be provided for approval

3. Approve an Affected Person's Approval as part of the Resource Consent application for the Rowing Club's proposed building extension.
4. Agree to the exercise of the Minister's consent (under delegation from the Minister of Conservation) to the Shotover survey district.
5. Delegate signing authority to the General Manager, Property and Infrastructure.

The Mayor returned to the chair.

8. **QLDC Organisational Health Safety and Wellbeing Performance**

A report from Glyn Roberts (Health and Safety Officer) presented information detailing how the Council was fulfilling its statutory health and safety responsibilities.

The report was presented by Meghan Pagey. A question was raised about an increase in contractor incidents and an apparent inconsistency in the numbers between the graph showing contractor incidents/accident and 'Unsafe Events Across All Groups'. Mrs Pagey undertook to investigate further and advise the Council separately.

On the motion of Councillors Hill and Clark it was resolved that Council note the report.

9. **Chief Executive's Monthly Report**

A report from the Chief Executive:

- Advised that doubt had been raised about the feasibility and cost effectiveness of piping wastewater from Cardrona back to Project Pure and that an alternative option would now be developed;
- Presented recommendations for ratification from the Wanaka Community Board;

QUEENSTOWN LAKES DISTRICT COUNCIL**15 DECEMBER 2016****Page 11**

- Detailed plans to meet the anticipated summer influx of visitors and holidaymakers to the district.

There was further discussion about additional resources for all towns in the district to ensure their cleanliness over the height of the summer visitor season. A request was made to also have regard to the needs of rural areas.

In reply to a question, the Chief Executive undertook to circulate information about liquor ban provisions.

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

- 1. Note the contents of this report;**
- 2. Adopt the recommendations of the Wanaka Community Board:**
 - a. That the process for preparing a Reserve Management Plan to cover Lismore Park, Allenby Park, Kelly's Flat, Faulks Terrace, Kennedy Crescent and Domini Park Recreation Reserves is undertaken;**
 - b. That the lease to Wanaka Firewood Limited over approximately 5,000 square metres of section 37 Block III Lower Wanaka SD to operate a firewood yard be extended on the same terms until June 2017.**

Resolution to Exclude the Public

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

The general subject of the matters to be discussed while the public is excluded, the reason for passing this resolution in relation to the matter, and the specific grounds under Section 48(a) of the Local Government Information and Meetings Act 1987 for the passing of this resolution is as follows:

Confirmation of minutes

- Item 14 Appointment of Commissioners to hear and determine resource consent applications**
- Item 15: Review and update of Commissioners appointments for Resource Management Act hearings**
- Item 16: Appointment of Commissioners for the Hearings Panel on Stage 1 Hearings to be held in 2017 of the District Plan Review under the Resource Management Act 1991**
- Item 17: Film Otago Southland Trust**

QUEENSTOWN LAKES DISTRICT COUNCIL

15 DECEMBER 2016

Page 12

General subject to be considered.	Reason for passing this resolution.	Grounds under Section 7 for the passing of this resolution.
14. Appointment of Commissioners to hear and determine resource consent applications	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: a) Protect the privacy of natural persons, including that of deceased natural persons.	Section 7(2)(a)
15. Review and update of Commissioners appointments for Resource Management Act hearings	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: a) Protect the privacy of natural persons, including that of deceased natural persons.	Section 7(2)(a)
16. Appointment of Commissioners for the Hearings Panel on Stage 1 Hearings to be held in 2017 of the District Plan Review under the Resource Management Act 1991	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: a) Protect the privacy of natural persons, including that of deceased natural persons.	Section 7(2)(a)
17. Film Otago Southland Trust	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: a) Protect the privacy of natural persons, including that of deceased natural persons.	Section 7(2)(a)

QUEENSTOWN LAKES DISTRICT COUNCIL**15 DECEMBER 2016****Page 13**

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 went into public excluded at 2.36pm.

The meeting came out of public excluded and concluded at 2.38pm.

CONFIRMED AS A TRUE AND CORRECT RECORD

M A Y O R

26 January 2017

D A T E

**QLDC Council
26 January 2017**

Report for Agenda Item: 1

Department: Property & Infrastructure

Queenstown Town Centre Masterplan

Purpose

To consider a proposal to proceed with the development of a Town Centre Masterplan for Queenstown's Central Business District.

Recommendation

That Council:

1. **Note** the contents of this report.
2. **Approve** the proposed approach to develop a Queenstown Town Centre Masterplan.

Prepared by:

Reviewed and Authorised by:




Peter Hansby
General Manager, Property
and Infrastructure
12/01/2017

Mike Theelen
Chief Executive
12/01/2017

Background

- 1 The 2016/17 Annual Plan includes a number of significant projects for investigation within the Queenstown Central Business District and Town Centre. These include: Parking Building, Inner Links, Public Transport Interchange, One Council Office, Queenstown Bay Development Plan and Streetscaping.
- 2 The potential scale of investment for these projects is significant. Inner Links alone has an estimate of \$22Million (Stages 1 and 2) in the 30 Year Infrastructure Strategy (2015-2045).
- 3 These projects sit alongside major commercial developments like the Skyline Gondola Upgrade, Gorge Road Special Housing Areas, Lakeview Development and potentially a conference facility.
- 4 A number of strategy documents already exist for the Queenstown Town Centre

but they are not well integrated. They are foundation documents and will guide the growth of the town centre but they need to be strategically aligned in order to support local and central government investment which in turn will drive confidence for commercial investments and deliver value and a better outcome for the community.

- 5 The outcome we are aiming for from the proposed works is to develop the business cases sufficiently (where investment is justified) to allow consultation and inclusion of these projects within the next 10-Year Plan and where applicable, the Regional Land Transport Programme (RLTP) and National Land Transport Programme (NLTP).
- 6 The appended document “Queenstown Town Centre Masterplan – Establishment Report” sets out the following key aspects of this work package: scope of works, governance and decision making framework, procurement approach, stakeholder and community engagement and a preliminary overview of the communications and media strategy.

Comment

- 7 The following budgets within the current 2016/17 Annual Plan have been identified for this work package:

The Mall	\$250,000
Inner Links & carpark	\$420,000
Inner Links (NZTA subsidised)	\$59,000
Sub-Total	\$729,000

- 8 The following budgets have been included within the draft Annual Plan for 2017/18:

Town Centre Masterplan	\$158,000
Town Centre Spatial Framework	\$115,000
Public Transport Hub	\$122,000
Parking Facility CBD	\$148,000
Inner Links CBD Bypass	\$186,000
Sub-Total	\$729,000

Options

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

Option 1: Do nothing.

Advantages:

- 10 No investment required.
- 11 Property & Infrastructure team focus is on growth challenges outside the Queenstown town centre allowing the town centre to grow organically.

Disadvantages:

- 12 Without the masterplan, the investment story for the individual business cases will be challenged. By considering how these projects integrate into a programme of works to achieve the vision for the town centre our investment story is significantly stronger because our benefits are wider reaching.
- 13 Without a clear vision and plan to achieve this vision commercial investment is more difficult.
- 14 If Council does not show leadership in this space the commercial sector will develop its own solutions which may constrain the town's development in the future.

Option 2: Approve the proposed approach to develop a Queenstown Town Centre – Masterplan.

Advantages:

- 15 The investment story for the individual business cases will be stronger by considering how these projects integrate into a programme of works to achieve the vision for the town centre.
- 16 We will have a clear vision and plan to achieve this.
- 17 The commercial sector will have confidence to invest in the right things at the right time.

Disadvantages:

- 18 Investment is required
- 19 Property & Infrastructure team will focus a portion of resources to the Queenstown town centre. These resources will not be available to work on other district-wide growth challenges.

Option 3: Approve the development of a Queenstown Town Centre – Masterplan subject to further changes to the proposed approach.

Advantages:

- 20 The investment story for the individual business cases will be stronger by considering how these projects integrate into a programme of works to achieve the vision for the town centre.
- 21 We will have a clear vision and plan to achieve this.
- 22 The commercial sector will have confidence to invest in the right things at the right time.

Disadvantages:

- 23 Investment is required.
- 24 Property & Infrastructure team will focus a portion of resources to the

Queenstown town centre. These resources will not be available to work on other district wide growth challenges.

- 25 Further changes delay the implementation of the master plan programme and put at risk deliverables for the Long Term Plan.
- 26 The recommended option is Option 2.

Significance and Engagement

- 27 This matter is of high significance, as determined by reference to the Council's Significance and Engagement Policy because of the nature and sensitivity of this topic and the impacts on our community if not addressed appropriately. Stakeholder engagement is therefore a critical component as outlined in the establishment report.

Risk

- 28 **SR1** - Current and future development needs of the community (including environmental protection) as documented in the Council's risk register. The risk is classed as high. This matter relates to this risk because the provision of a vibrant and livable town centre is a critical need of the community.
- 29 The recommended option considered above mitigates the risk by treating the risk – putting measures in place which directly impact the risk.

Financial Implications

- 30 The financial implications are split across two financial years. In the current Annual Plan there is provision for \$729,000 and within the proposed plan for 2017/18 there is an equivalent amount of \$729,000.
- 31 The more significant impacts will be in the 2018-2028 10-Year Plan where these projects will be delivered subject to achieving a suitable business case and funding approvals.

Council Policies, Strategies and Bylaws

- 32 The following Council policies, strategies and bylaws were considered:
- Wakatipu Transport Strategy (2007)
 - Town Centre Strategy (2009)
 - Inner Links Business Case (2014)
 - District Plan
 - Town Centre Transport Strategy (2016)
 - Public Transport (in progress by Otago Regional Council)
 - Integrated Programme Business Case Wakatipu (in progress by NZTA)
 - QLDC Significance and Engagement Policy
- 33 The recommended option is consistent with the principles set out in the named policy/policies.
- 34 This matter is included in the current and 2017/18 Annual Plan. The balance of investment beyond 2018 will be included within the next 10-Year Plan/ Annual Plan.

Local Government Act 2002 Purpose Provisions

35 The recommended option:

- Will help meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses by ensuring that future works within the Queenstown Town Centre are integrated and supported by robust business cases;
- Can be implemented through current funding under the 10-Year Plan and Annual Plan;
- Is consistent with the Council's plans and policies; and
- Would not alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or transfer the ownership or control of a strategic asset to or from the Council.

Consultation: Community Views and Preferences

36 The persons who are affected by or interested in this matter are residents/ratepayers of the Queenstown Lakes District community as a whole.

37 The next step in the project is to prepare a full communications and stakeholder engagement plan for the project.

Attachments

A Queenstown Town Centre Masterplan – Establishment Report

Queenstown Town Centre Masterplan Establishment Report



January 2017

Document Title:

Queenstown Town Centre Masterplan – Establishment Report

Prepared for:

QUEENSTOWN LAKES DISTRICT COUNCIL

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Contents

Executive Summary	1
1 Introduction	3
1.1 Purpose	3
1.2 Background.....	3
2 Taking a New Approach	6
3 Programme Integration	7
3.1 Core Dependencies	7
3.2 Significant Dependencies	8
3.3 Optioneering	9
4 Masterplan Preliminary Scope.....	11
5 Programme Governance and Decision Making Structure	12
6 Gateway Framework	13
7 Procurement Approach	14
8 Partner and Stakeholder Engagement.....	15
9 Community Engagement.....	16
10 Communication.....	17
11 Conclusion	17
12 Recommendations.....	17
Appendix 1 – Proposed Terms of Reference.....	18

Executive Summary

The community is looking to the Queenstown Lakes District Council and its investor partners to provide certainty around the town's future direction to ensure confidence both in the future function and amenity of the town and to give certainty around future investment. Currently, there is no document that brings all the implementation plans into an agreed vision showing how they will be integrated.

A recent review of Queenstown Town Centre strategic documents, including the Town Centre Strategy (2009), Transport Strategy (2016) and Inner Links project (2014), reflects key documents that have been developed over a passage of seven years in a changing political environment. This makes integration of the differing strategic goals challenging when we come to review these documents holistically. While the work in these documents provides a solid foundation to progress, what is needed is a collective approach to tell the full investment story. This approach must also reflect not only the unprecedented growth being experienced today but anticipate managing future growth. Public investors including New Zealand Transport Agency (NZTA), Ministry of Business, Innovation and Employment (MBIE) and Queenstown Lakes District Council (QLDC) are today seeking a fresh strategic approach to planning the future of this iconic town centre. The type of issues that have resulted from the pressure of growth include traffic congestion and finding parking spaces. These types of issues are not only impacting on today's resident and visitor but are perceived as becoming progressively worse¹. This paper is a critical step towards addressing these issues.

A new process is being proposed that creates:

- A specific governance decision structure with a proposed newly established review mechanism called the Queenstown Town Centre Advisory Group.
- Transparent stakeholder and community engagement with multiple opportunities for seeking feedback on projects and direction.
- A variety of tools to communicate across numerous media and community platforms.

A new masterplan for the town centre will bring together various project work streams and aim to show, in a very visual and evidence-based way, how and why they intend to be developed. From an investment perspective, the principle of telling the whole story is stronger than its individual parts. It is intended that the masterplan and associated projects be developed using the New Zealand Treasury Better Business Case (BBC) framework.

The masterplan will guide interventions designed to enrich the town centre in the following ways:

- Having a clear vision.
- Recognising and celebrating the distinctive precincts and what their future look and feel will be.
- Enabling quality space and priority for 'pedestrian fountains' created through new public transport hubs.
- Getting ahead of the game with managing traffic – how it flows currently and how it will be accommodated in the future.
- Using the land and levers available to QLDC to manage the demand for parking and where it is supplied.
- Futureproofing options that allow for more futuristic innovations to occur (i.e. introduction of autonomous vehicles).
- Enhancing walkable, cycle-friendly streets and public open spaces.
- Being deliberate in the requirements of cultural and civic facilities.
- Promoting quality design and diverse activation of spaces.
- Enable this community to take better advantage of Government funding.

There is a sense of urgency for this new approach to align with funding timetables set for the Long-Term Plan (2018–2028) and Otago Regional Land Transport Plan. These require well-considered, robust project

¹ QLDC Residents Survey 2015 – 'Biggest Improvement Opportunities'.

proposals to be agreed by the end of September 2017. It is intended that the draft Masterplan would be formally consulted on as part of the draft Long Term Plan (circa March 2018).

The funding to support this programme is coming from existing Infrastructure and Property budgets, NZTA and a funding request within the draft 2017/18 Annual Plan. This establishment report outlines the building blocks that need to be in place to be 'investment ready' and meet key milestone funding dates next year.

1 Introduction

1.1 Purpose

The purpose of this establishment report is to explain and agree a new approach for Queenstown Lakes District Council (QLDC) on how it manages growth pressures in Queenstown's town centre. It will use the Better Business Case (BBC) framework to identify gaps, to gather evidence through benchmarking, data analysis and community involvement, and to select the right projects to be created at the right time.

To create a place based Queenstown Town Centre Masterplan (Programme Business Case), the first goal is to determine what the collective vision is and what is needed to support it. The intention is to engage a facilitator who has experience with town centre strategies to assist with two workshops with the Mayor, Councillors and the proposed Advisory Group to either update the existing vision(s) or create a new one for Queenstown.

The following preliminary masterplan objectives will be tested at the first workshop:

1. Understanding what the future holds for Queenstown's town centre.
2. Integration of Queenstown Town Centre strategies, plans and projects.
3. We know what's needed, now we plan for it and get on with it.

As each project has the potential to influence and impact on others, an integrated method is being proposed that aims to achieve the following:

- Show how land use, development, civic opportunities and infrastructure are sequenced for implementation.
- Involve investors, partners, stakeholders and the community at key points to test the options and flesh out the preferred way forward. It will be critical to engage with both the business community and the wider community, as each brings a differing perspective.
- Provide a framework, which manages the tensions and interface issues, tests and selects options which result in a suite of projects that deliver on the masterplan objectives.

1.2 Background

1.2.1 Strategic Documents

A recent review of Queenstown Town Centre strategic documents, including the Town Centre Strategy (2009), Transport Strategy (2016) and Inner Links project (2014), reflects key documents that have been developed over a passage of seven years in a changing political environment. This makes integration of the differing strategic goals challenging when we come to review these documents holistically. While the work in these documents provides a solid foundation to progress, what is needed is a collective approach to tell the full investment story. This approach must also reflect not only the unprecedented growth being experienced today but anticipate managing future growth. Public investors including New Zealand Transport Agency (NZTA), Ministry of Business, Innovation and Employment (MBIE) and Queenstown Lakes District Council (QLDC) are today seeking a fresh strategic approach to planning the future of this iconic town centre. The type of issues that have resulted from the pressure of growth include traffic congestion and finding parking spaces. These type of issues are not only impacting on today's resident and visitor but are perceived as becoming progressively worse²¹. This paper is a critical step towards addressing these issues. The transport problems become particularly acute when the visitor season reaches peak capacity. For example, when one of the ski resorts is not open, or when large scale events that utilise the transport network are hosted in Queenstown, such as the Queenstown Marathon.

1.2.2 Vision Statements

QLDC, its investor partners and stakeholder organisations have each produced vision statements pertaining to the town centre. There is no 'one agreed vision' that Queenstown is geared towards. QLDC has two documents that outline a vision for the Queenstown town centre:

- Queenstown Town Centre Strategy (2009) vision statement – ‘*Queenstown town centre is the thriving entertainment, cultural, civic and commercial heart to New Zealand’s premier tourist destination.*’
- Queenstown Town Centre Transport Strategy (January 2016) – ‘*Preserve and improve resident and visitor enjoyment of the town centre by reducing congestion and leading a necessary shift away from reliance on private cars.*’

Other organisations that have separate visions that relate to the Queenstown Town Centre include;

- DowntownQT stakeholder vision within their Downtown Commercial Strategy is: ‘*Ensuring Queenstown’s Town Centre becomes a commercially and socially successful shopping, dining and lifestyle destination in its own right.*’²
- Community planning group, Shaping Our Future, has recently produced a vision for town development: ‘*A focus on warm, environmentally healthy housing, with natural development boundaries. Businesses have a hub for creativity and resources and the community have a base for community activities.*’³

1.2.3 Delivery Challenge

Figures 1 and 2 (see next page) depict the number of strategic and project documents already adopted that currently have implementation plans being worked on. The challenge within these documents is that land use, development landscape, design and transport are not integrated. The *QLDC Town Centre Strategy (2009)* for example, has limited direction on the transport projects required to enable a key objective of “... *prioritising towards pedestrians, creating more permeable and versatile spaces that balance vehicle and pedestrian movement, improved amenity and social spaces*”. Likewise, the *Queenstown Transport Strategy*, which sets out the transport programme well, does not discuss the implications of proposed changes to the District Plan, including intensification of existing town centre zoning and extension, residential land supply pressures and Frankton’s commercial growth. The whole ‘infrastructure to support growth’ story therefore is not being told.

There is a risk that future strategic processes currently being developed, if not managed in an integrated manner, will make pursuing individual projects problematic.

It is also noted that when agencies work in silos, but still rely on each other to deliver separate components, this can become particularly difficult. The Travel Demand Management programme initiated in 2014 is an acknowledged example of this situation. The NZTA has recognised this issue and has recently sought to combine several separate programme business cases under one integrated programme business case that seeks to address problems around the transport system not keeping up with growth and promoting alternative modes of transport.

² <http://www.downtownqt.nz/stakeholders/>

³ <https://www.shapingourfuture.org.nz/our-vision/>

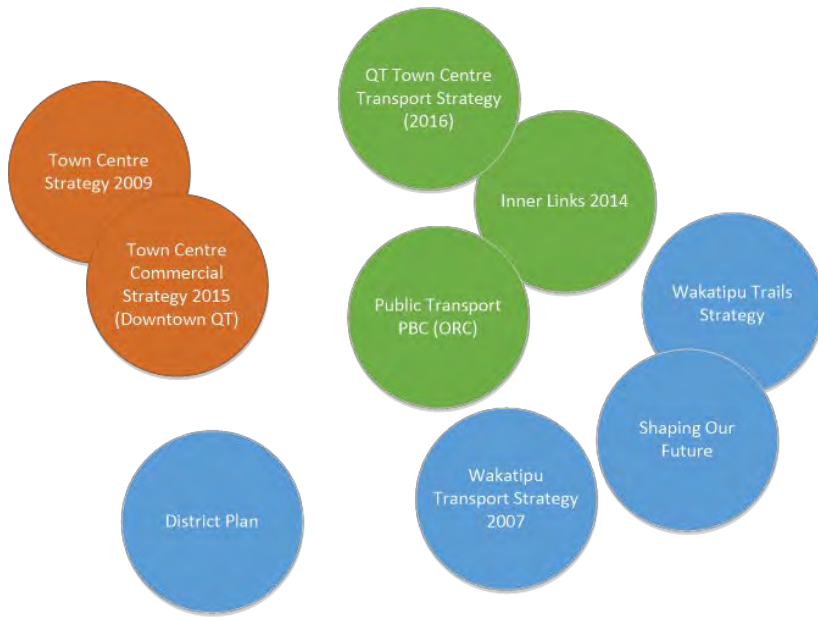


Figure 1: Current Strategic and Project Documents



Figure 2: Future strategic processes underway

2 Taking a New Approach

A business as usual approach will not produce the significant investment that is needed to tackle Queenstown town centre's problems and unlock potential opportunities. A new approach is needed that integrates all transport, public realm, living, civic and commercial projects into one comprehensive plan with integrated implementation plans. This prevents the silo approach of individual project stories not telling an integrated outcome, which investors struggle to buy into and which limits progress to piecemeal outputs.

This complex and challenging piece of work needs to be undertaken to give investors, in both the public and private sector, strong evidence and justification that the options being recommended are well-considered across a wide range of criteria not just focussed on the lowest cost.

It is intended that the Masterplan and associated projects be developed using the New Zealand Treasury Better Business Case (BBC) framework. The BBC framework is gaining wide acceptance as the preferred funding justification framework to enable local government to produce evidence-based and transparent decision making for delivery management and performance monitoring of any scheme.

The Masterplan and associated project business cases must be confirmed by the end of September 2017 to be considered for both the QLDC Long Term Plan and external funding requirements including the Otago Regional Land Transport Plan for transportation projects. This is a challenging timeframe within which a highly integrated and compelling investment story must be achieved.

The key parts to taking on this new approach, which will be discussed in the remaining parts of the report, are:

- a) Programme integration.
- b) Governance and decision making.
- c) Developing a team, including supplier panel.
- d) Community engagement.
- e) Stakeholder engagement.
- f) Communications.

3 Programme Integration

The workstreams structure below (see page 10), groups projects into core and significant dependencies (both QLDC and private projects), and how other agencies' transport business cases are intended to be integrated. A key principle is for information to be shared on a consistent basis.

3.1 Core Dependencies

The following projects are classed as core dependencies as they form the key work that will inform the masterplan. A summary of these projects is provided below.

3.1.1 Inner Links

One of the most significant projects recommended within the Queenstown Transport Programme Business Case, is the Revised Inner Links Project Business Case. The Inner Links business case was completed in 2014 and has recently been brought forward to retest. *"The project proposes the construction of a new urban arterial around the periphery of the Town Centre and intersecting the Town Centre extension (Plan Change 50), as a means of reducing congestion on Central Business District (CBD) streets (by enabling through traffic to bypass the town centre) and improving access to the town centre (by providing additional entry points close to town centre carparks)".*⁴

The reason for promoting the project now is a collective acceptance that the Travel Demand Management Programme (promotion of public transport and active modes) is going to take considerable time to reduce congestion in the short to medium term and achieve the 20% alternative modal split target. Early evidence gathering has shown that the 6-7% increase in traffic growth year on year from 2014 (due to an increase in tourism, development and resident population numbers) has considerably changed the level of service plots. The arterial roads of Frankton to Stanley Street are now showing level of service 'F', which is the worst category for road performance and something that was not forecast four years previously. This project is also supported within the Downtown QT *Downtown Commercial Strategy* (August 2015).

3.1.2 Queenstown Town Centre Public Transport Facilities

As part of the initiation phase of the Inner Links project, it was recognised that to update the Inner Links Strategic Case, a better understanding is needed of how to prioritise public transport facilities and routes into and out of the town centre as viable and attractive alternatives. Together with the *Wakatipu Basin Public Transport Network Review*, which Otago Regional Council are currently undertaking, this business case seeks to understand the future public transport scope options around high occupancy routes. This is alongside the Inner Links investigations, including other transport providers, (e.g. mountain transport, ferries etc.), and the facilities to accommodate the anticipated growth. The *Downtown Commercial Strategy* has suggested that a 'Transport Hub' be investigated for the Stanley Street area. This option would be considered as part of an option development and assessment stage within this business case.

3.1.3 Queenstown Town Centre Parking

In September 2016, QLDC released a report entitled 'The Stanley Street Opportunity'. Within this report, there was an idea to explore the possibility of car parking facilities in some of the land available in these two blocks. There is also an aspiration within the *Queenstown Town Centre Transport Strategy* for several of the CBD streets to be converted to shared space or to be pedestrianised. An existing parking management tool is being updated with the demand and supply required for public and private developments. This is being balanced alongside other planning levers such as the review of the parking charging scheme outside the CBD.

3.1.4 Queenstown Town Centre Spatial Framework

The spatial framework describes and identifies a public realm network, indication of key catalyst projects and opportunities for re-development. The framework is contained within and is a component of the Queenstown Town Centre Masterplan. This would describe the character, key moves and sequencing of the spaces identified as needing enhancement and shows the more detailed and specific proposals for individual projects

⁴ Queenstown Town Centre Transport Programme Business Case (January 2016).

and sites. It seeks to build upon and enrich the vibrancy, environmental qualities and heritage character of the Queenstown Town Centre. Both within the *Queenstown Town Centre Transport Strategy* and the *Downtown Commercial Strategy* there is a desire to introduce calmer streets to encourage walking and cycling, and to enhance the amenity values and retail prosperity progressively over the next 10 years. The upper part of Beach Street is the first of these streets to be tested using a tactical approach to trialling pedestrian and shared space options. To guide development of the streetscape, public realm and open space network, it is proposed that a public realm design guidelines be initiated. These design guidelines would guide the design strategy, coordinate the material palette and technical evidence for the future open space, pedestrian and cycleway upgrades in the town centre. The guidelines would tie into the development plan for Queenstown Bay and Queenstown Gardens Reserve Management Plan review. The design guidelines would be a separate document driven from the Spatial Framework.

3.1.5 District Plan Review

QLDC Planning and Development are initiating a review of the District Plan transport chapter. This is opportune timing, especially in regards to possible changes in the hierarchy of roads, parking policy and priority for enabling alternative modes.

3.2 Significant Dependencies

3.2.1 Lakeview Development

QLDC Corporate Services have been pursuing several development options including a proposed convention centre, residential development, \$25m hot pools attraction by Ngāi Tahu Tourism and hotel for the Lakeview land it owns. These options will be dealt with in separate QLDC reports, but the transport and public realm framework projects need to be mindful of the sequencing and timing of the proposed developments.



Figure 3: Artist Impression of the Ngāi Tahu Tourism Hot Pools proposal

3.2.2 One QLDC Queenstown Office

QLDC is progressing office accommodation project for Queenstown-based QLDC staff, elected representatives, and for the wider community requiring access to council services including library services. The timeline for these investigations are running parallel with the masterplan programme. The Masterplan will inform this project, including its contribution to the desired Town Centre outcomes.

3.2.3 Queenstown Integrated Transport and Wakatipu Public Transport Programme Business Cases

NZTA and Otago Regional Council (ORC) are delivering programme business cases that aim to deliver an integrated package of transport projects. They have identified that liveability is a consistent benefit within most of the transport business cases, but is inherently difficult to measure. NZTA have engaged a consultant firm called Think Place to benchmark what 'liveability' means in Queenstown and have been surveying a variety of people on this topic. This information will assist QLDC transport business cases, with new benchmarking for the key performance indicators.

ORC is developing a new bus network and fare system that will aim to incentivise people, especially town centre commuters, to utilise public transport. This new network has a planned roll out date of July 2017.

3.2.4 Private Development Interface

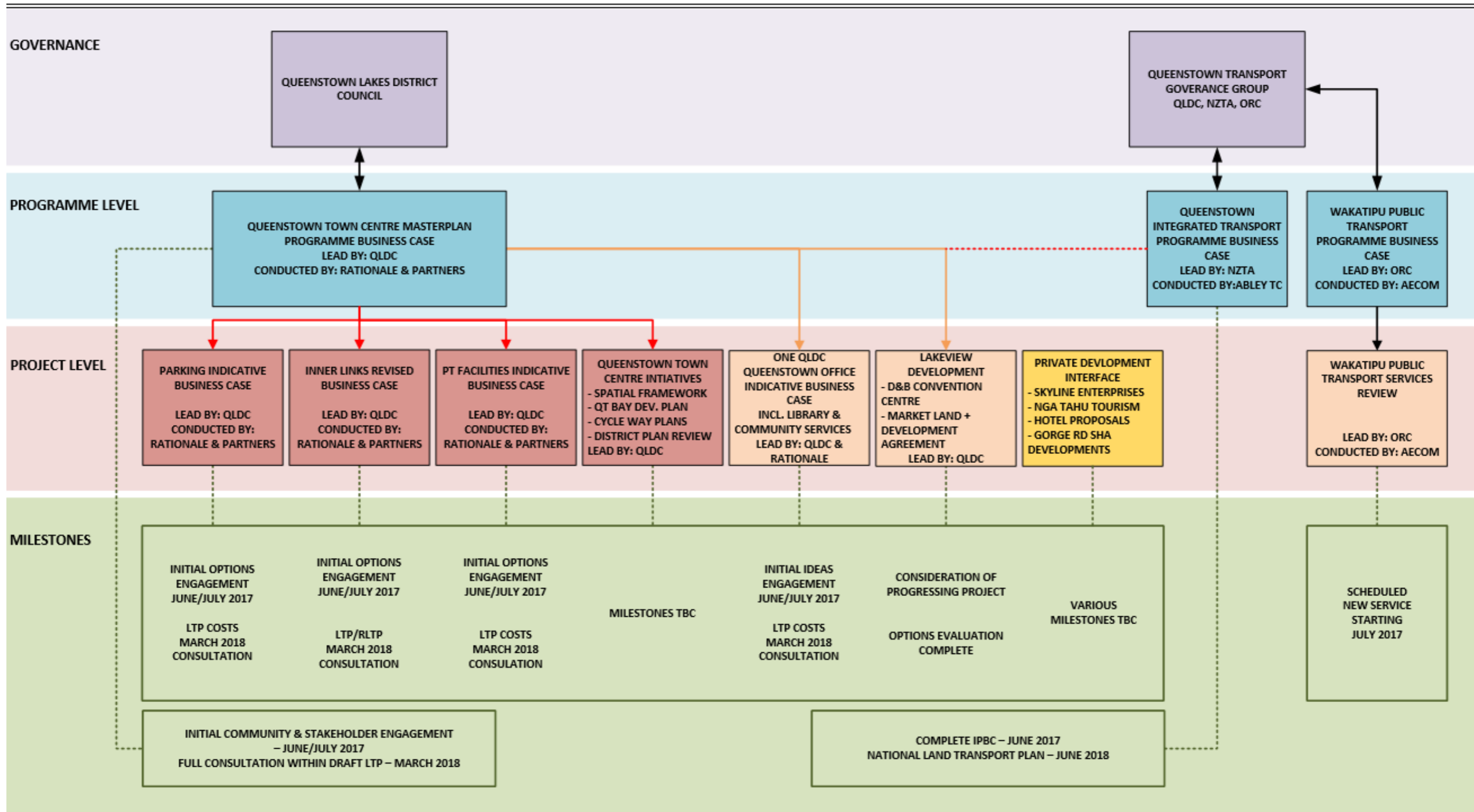
There are several private developments planned for the town centre, which, if they occur, will have a significant impact on the town centre in terms of attractions, accommodation and on the transport network. Skyline Enterprises have recently submitted a resource consent for increasing the gondola capacity to 10 seats and enlarging their base and summit buildings. This investment has been reported to be estimated at \$60m. There are also several hotel developments at different stages including Juicy Snooze hotel/backpackers which is currently in construction. This is a 256 bed five story accommodation development on the corner of Camp and Memorial Street and is due to be completed by October 2017. Other significant developments in construction phase include the 54-room, \$10 million boutique hotel on Henry Street and a 69-room, \$35 million five-star hotel on Thompson Street and a 3-floor retail complex on Shotover Street (the old World Bar site).

The masterplan programme and associated projects need to be mindful of the development landscape in the planning and feasibility stages as they add considerable weight to external funding applications.

3.3 Optioneering

The programme integration will primarily occur at the optioneering stage. Separate facilitated workshops will aim to agree the optimal solution for each core dependency and then combine to provide an optimal solution at the masterplan level. There may be tensions and interface issues that need to be acknowledged and worked through at this 'first cut' stage. This allows QLDC to assess whether the projects are an enduring solution or whether there needs to be more ambitious options considered. A 'second cut' would then be developed, following stakeholder and public engagement, and presented in a draft masterplan.

QUEENSTOWN TOWN CENTRE WORKSTREAMS



KEY

- FEEDS INTO -----
- INFORMATION TBC -----
- KEY WORK —————
- RELATED PROJECTS —————

4 Masterplan Preliminary Scope

A principle purpose of the masterplan is to allow QLDC, its partners and stakeholders to reaffirm the strategic vision for the town centre.

The masterplan will build upon the existing research, vision and objectives of the *Queenstown Town Centre Strategy* (December 2009) and incorporates the goals / initiatives of the *Queenstown Town Centre Transport Strategy* (January 2015) to create a holistic and unified vision. It will also aim to incorporate and test many of the initiatives discussed in the *DowntownQT Downtown Commercial Strategy*, which has recently been updated.

The masterplan will consider the town centre both as a major tourist destination, a commercial centre and a place for the local community to gather and interact, while recognising and demonstrating how the issues associated with the rapid growth of Queenstown can be responded to, in alignment with the strategic vision.

The masterplan will have a focus on the physical interventions, fed by the business case projects (see 3.1). This will reveal opportunities to improve the public realm and unlock the potential of some key projects that will contribute to the overall vision.

The masterplanning process will investigate contextual, historical, heritage, cultural and development overlays and how these will inform the current and further potential civic, land use, streetscape, transportation and development opportunities. The masterplan will provide a strong visual story (supported by the various business cases), illustrating why the various projects are a priority, how they are prioritised and sequenced for implementation.

The geographical scope of the town centre, shown below, has been expanded since the 2009 town centre strategy scope to account for the Plan Change 50 town centre extension. The geographical scope is where the primary core focus for most of the initiatives, projects and key moves will be. Specific projects such as parts of Inner Links project, will stretch outside these boundaries. In recognition of this, a wider area of study has been shown that considers areas that will influence the town centre and where further commercial development is likely to occur.

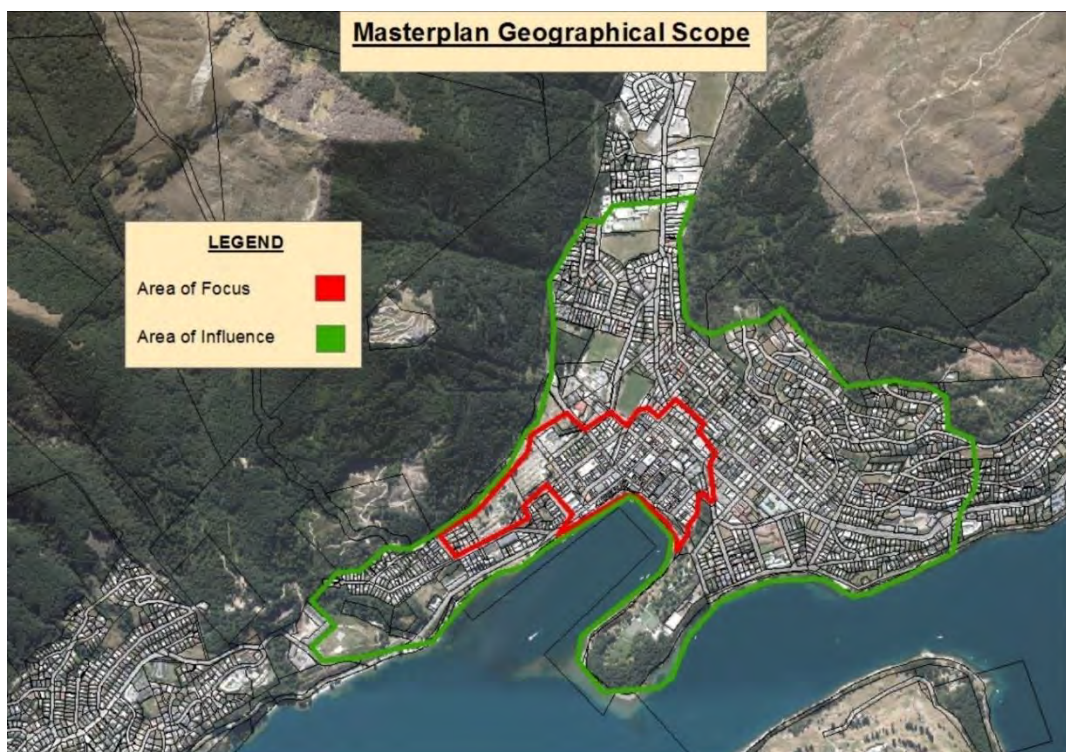


Figure 4: Queenstown Town Centre Masterplan - Geographical Scope

5 Programme Governance and Decision Making Structure

Programmes of this nature and complexity require a clear and well-structured governance or decision making arrangement. The proposed decision structure is set out below.

Queenstown Town Centre Decision Structure

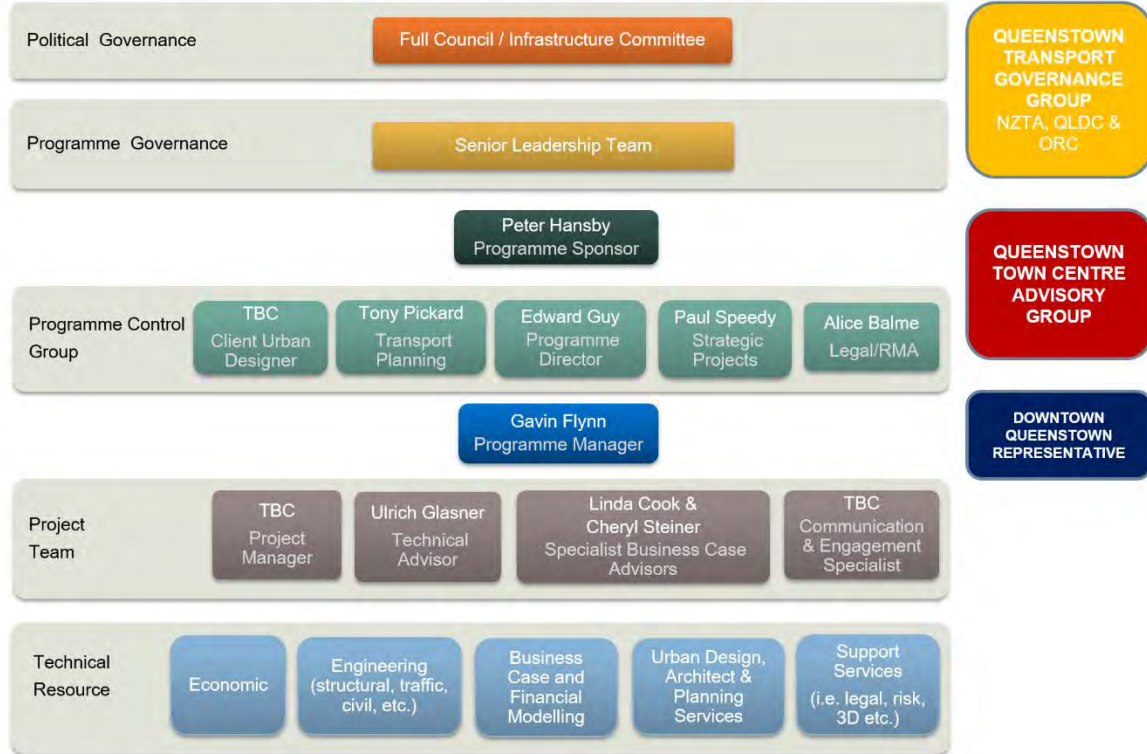


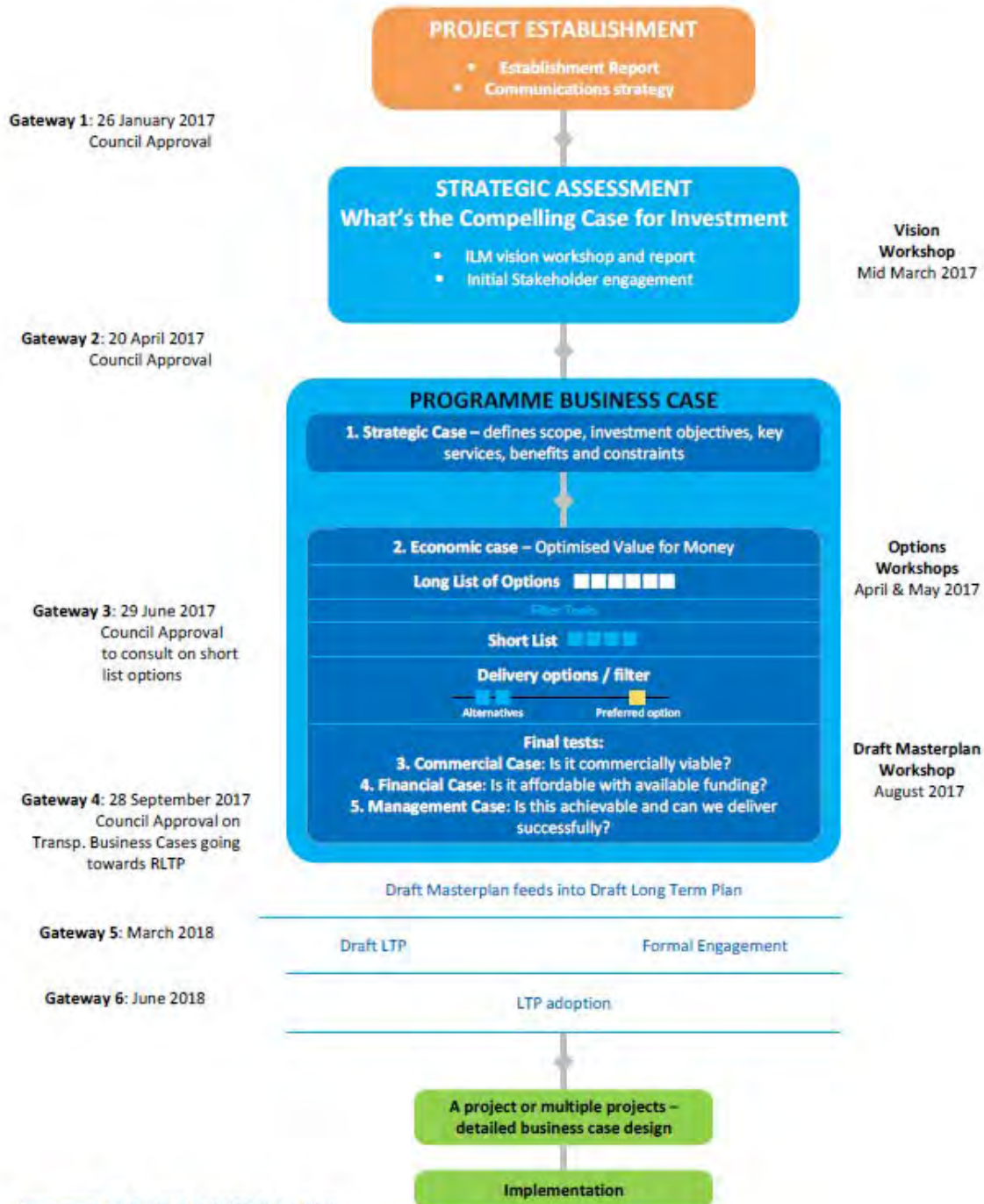
Figure 5: Queenstown Town Centre Decision Structure

The proposed decision structure indicates new governance groups specific to the Queenstown town centre. The Political Governance level is the main forum for gateway and financial approvals. The Programme Governance level is the primary review and integration forum to ensure the implications are thought through at an organisational level. The intention of the Queenstown Town Centre Advisory Group follows best practice, as shown in similar types of transformation programmes such as Auckland’s Wynyard Quarter and Tauranga’s Civic Heart, by establishing a challenge group that the Sponsor, Programme Control Group and Senior Leadership Team can utilise as a sounding board before reporting to the Infrastructure Committee and full Council. The Advisory Group’s role is to advise and therefore does not have any council-delegated powers. The group will be made up of up to six people with attributes and experience that will include design, tourism, transportation, environmental, community and commercial knowledge. The intention is to invite suitably qualified individuals with a small stipend offered to cover meeting expenses. Terms of reference have been drafted for the Advisory Group, which has been modelled from Auckland and Tauranga examples. The draft terms of reference are attached to this report as Appendix 1.

6 Gateway Framework

QUEENSTOWN TOWN CENTRE MASTERPLAN PROGRAMME

Better Business Case Gateway Framework



A gateway framework has been created that shows the Masterplan Programme Business Case process and the key council approval meetings and workshops. It is intended that for the first vision workshop, this will be a joint workshop with the newly established Queenstown Town Centre Advisory Group.

7 Procurement Approach

The primary procurement objective is to develop a series of integrated projects, at best value, and in time to populate the 2018-2028 QLDC Long Term Plan with a programme of investment ready projects.

A key element of success is the development of the right procurement approach, which creates a highly cooperative team made of internal and external resources. This team must be focused and dedicated to hit the delivery dates, which are immovable. For this scope of work, a diverse team including design, engineering, planning, finance, property, communication and project management professionals is required.

A two-fold procurement process is proposed, which is differentiated between the design based disciplines and the non-design based disciplines, to optimise the activity output within the limited delivery timeframe; to support a collaborative and integrated approach; to minimise the number of suppliers across the full programme and to ensure value for money.

For the design team members (e.g. masterplanner / architect / urban designer and engineers) it is proposed that a single multi-disciplinary team be procured through a single stage Open Tender process. This would be evaluated using the Price Quality Method in accordance with NZTA's Procurement Manual guidelines.

For the non-design team members (e.g. planning, finance, property, data specialists, communication) it is proposed to procure these through Direct Appointment engagements from existing approved suppliers / supplier panels. This is due to the low values of these contracts and competitive rates having already been agreed.

To manage this procurement process, and the team when they are in place, the intention is to engage a fixed term Project Manager who has significant experience with this type of engagement process and running integrated programmes.

The financial cost of the whole procurement programme has been divided into existing budgets within the 2016/17 Annual Plan (\$729,000) and a funding application of \$729,000 within 2017/18 Draft Annual Plan. It should be noted that NZTA funding assistance will be applied for the Inner Links and public transport facilities project business cases.

8 Partner and Stakeholder Engagement

A preliminary stakeholder matrix that assesses the partner investors, external stakeholders and government ministers has been created for the masterplan. The intention is to involve the partner and stakeholders at key times to test and challenge the options in workshops and individual sessions. Each project has its own stakeholder matrix to reflect the interest and influence for that specific scheme. A Communication and Engagement Plan will be created that shows when and how the respective partners and stakeholder will be engaged with.

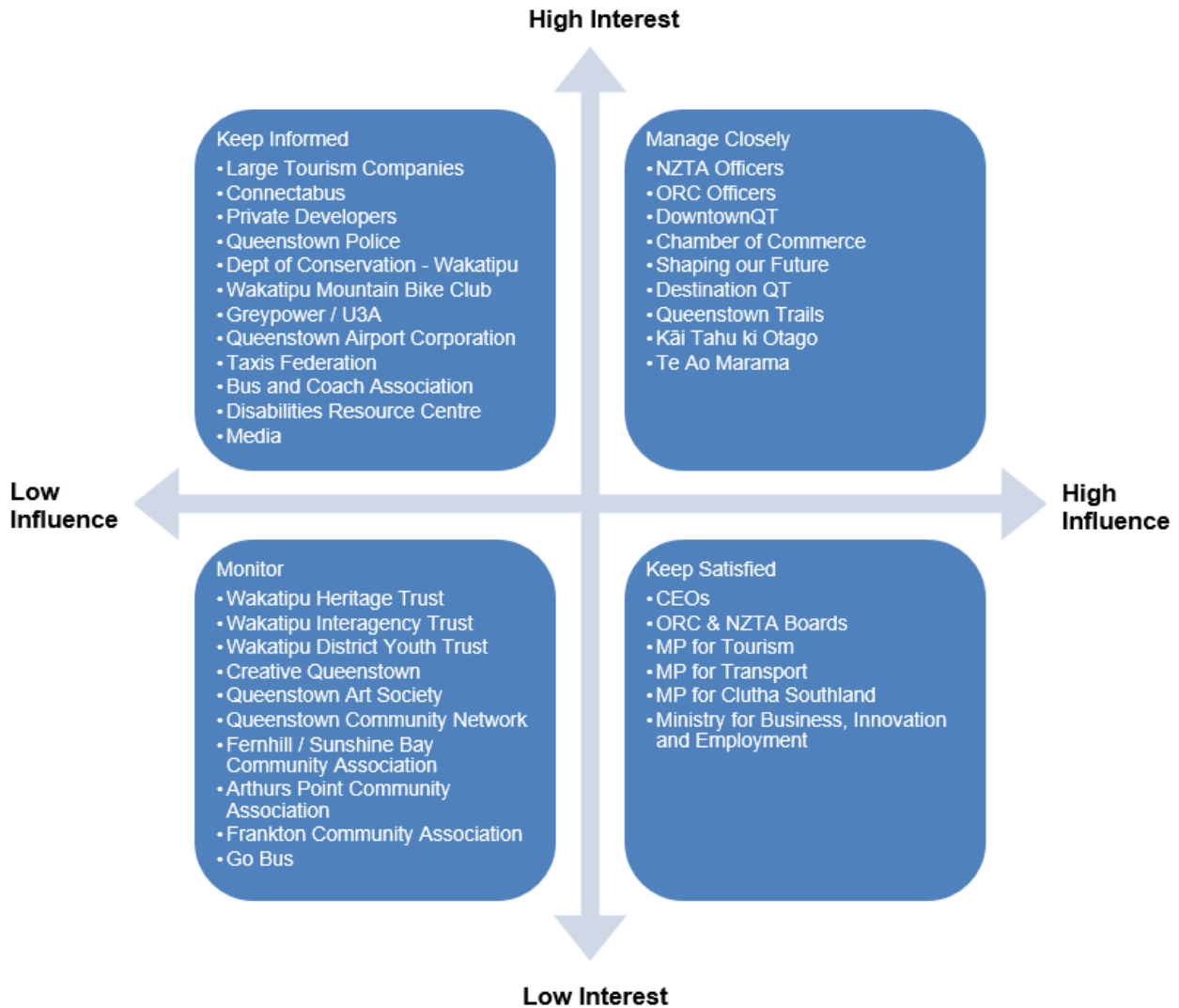


Figure 6: Queenstown Town Centre Masterplan - Partner and Stakeholder Matrix

NB: this is not an exhaustive list; further stakeholders may be added as the programme progresses.

9 Community Engagement

The community engagement for the masterplan and associated projects are another key element that will determine whether this programme will be deemed a success. The community wants to be involved in the future of their town centre and opportunities will be provided for community and stakeholder input at each stage of the masterplan life cycle.

A Communication and Engagement Plan is being prepared by the Communications team reflecting the principles of our Significance and Engagement Policy.

QLDC is committed to genuine engagement and will seek community involvement at the earliest possible time to introduce the programme; at subsequent periods where options are available and, finally, formally through the draft Long Term Plan (2018-2028). The first engagement event could be as simple as an open-air stall at the Queenstown markets, introducing people to the Masterplan programme and gathering their thoughts on what they love about Queenstown town centre and what they would suggest could be improved. Other engagement activities that could be undertaken, when there is some clarity around the various short list options, include an expo type event that is visual and interactive, held both in a town centre setting; and amplified to a wider audience through sharing online via the Council website, social media and video sharing platforms. Our traditional channels, including Scuttlebutt, will also be utilised to the full.

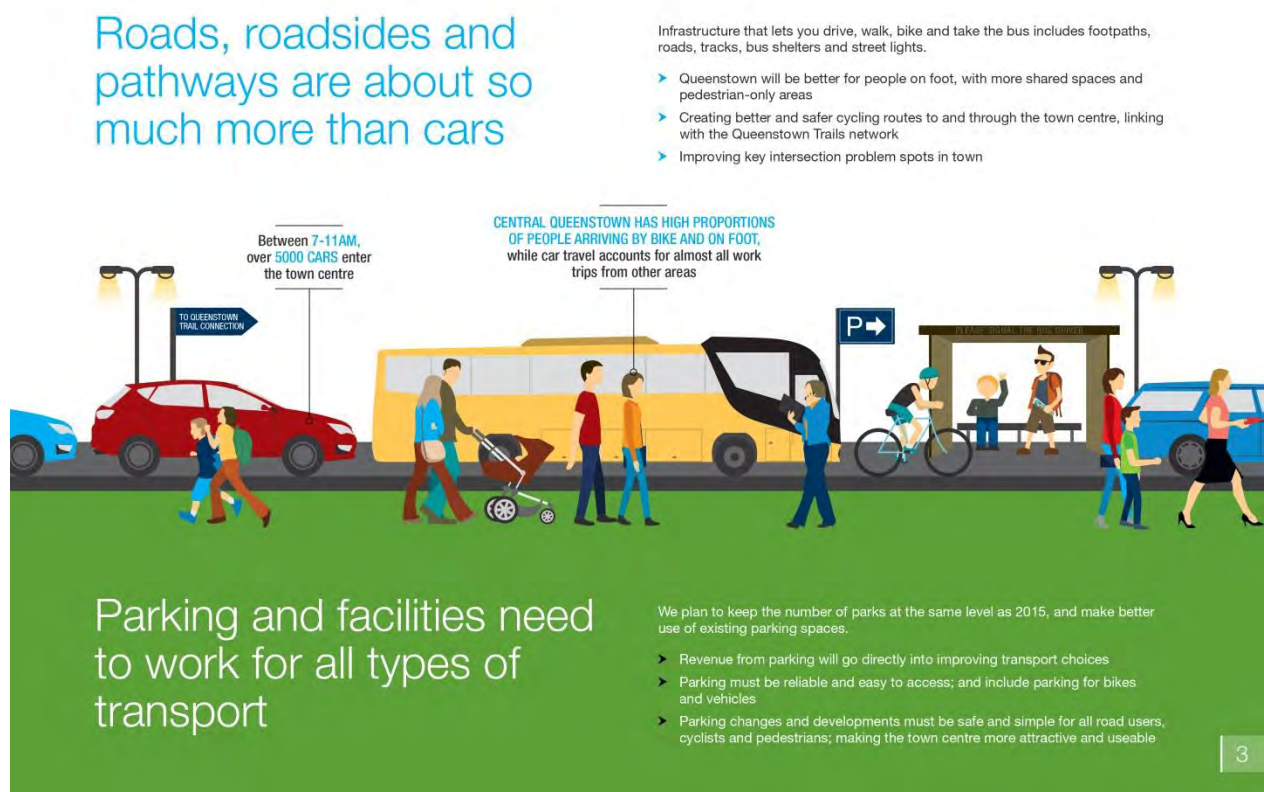


Figure 7: A recent example of the type of visual imagery QLDC provides to help the community understand a proposal.

10 Communication

It is critically important to communicate the process, potential options and any proposed changes across a wide variety of media to keep the community up to date and to seek their involvement in what is being planned. QLDC has an extensive toolbox of communications channels to reach a range of target audiences. The Communications and Engagement Plan will identify those that are most appropriate for each phase of this project, and how each will be employed.

11 Conclusion

Analysis of previous strategic documents, has shown that these were often undertaken as discrete projects, in isolation to each other such that a single view was not apparent for the community, investors and decision makers. While the work in these documents provides a solid foundation to progress, individually they do not tell the full investment story.

A new approach is needed to deliver a suite of integrated projects that not only have a compelling investment story but will deliver a better town centre for the community and its visitors. This will story will be told through a well-evidenced and robust business case approach, and a public-facing spatial masterplan. The masterplan and associated projects are required to be ready for the external funding timeframe requirements and QLDC Long Term Plan in October 2017.

The success of the initiative as outlined in the report will be about creating the following strong building blocks of:

- Programme governance.
- Programme integration.
- Developing great internal and external teams.
- Community engagement.
- Stakeholder engagement.
- Innovative communications and multi-media tools.

12 Recommendations

It is recommended QLDC endorse the 'new approach', which includes the following arrangements:

1. Establishing a place based masterplan with an implementation plan including a suite of project business cases.
2. Establishing the Queenstown Town Centre Advisory Group as a sounding board for the Sponsor, Programme Control Group and Senior Management Team.
3. The involvement of partners, stakeholders and the community at key points throughout the development of the masterplan lifecycle.

Appendix 1 – Proposed Terms of Reference

Proposed Terms of Reference for the Queenstown Town Centre Advisory Group (the Advisory Group).

Background

1. The appointment of the Advisory Group is to provide a review mechanism to guide the delivery of the masterplan programme.

Objective

2. The objective of the Advisory Group is to provide assurance to the Programme Control Group, Senior Leadership Team, Queenstown Lakes District Council (QLDC) and Queenstown Transport Governance Group that the outputs from the masterplan and its associated projects will meet the partners, stakeholders, customers and any other requirements.

Scope

3. The geographical scope focusses on the area between One Mile Roundabout in the south, Ben Lomond in the west, Wakatipu High School boundary in the north and an eastern boundary from the end of the Frankton Track to the Queenstown Hill Recreation Reserve. This will ensure that the advice provides the following:
 - Takes a wider contextual approach to the town centre.
 - Provides guidance around town centre issues of connectivity, prioritisation, dependencies and constraints.
 - Ensures that partner/stakeholder views are considered throughout each review.
4. Focussing the technical scope of the Advisory Group on all public developments at masterplan and individual project level will:
 - Enable QLDC to receive advice on decisions to integrate significant land use development, transport improvements, community facilities, public realm/amenity and business impact considerations.
 - Ensure that council-proposed public investment is reviewed to ensure that there is an 'acid test' on whether it achieves the desired outcomes.
 - Provide a sense check on whether planning and design fits the Queenstown context.
5. The Advisory Group is among more general tasks specifically charged with providing the Programme Sponsor, the Programme Control Group and the Senior Management Team with an independent review and recommendations to support the adoptions of the following:
 - Town Centre Masterplan
 - Town Centre Spatial Framework
 - Revised Inner Links Business Case
 - Parking Indicative Business Case
 - Public Transport Facilities Indicative Business Case
 - One QLDC Office Indicative Business Case.

Structure

6. The Advisory Group will sit within the masterplan programme. It will advise directly to the Programme Sponsor and Programme Control Group with recommendations.
7. Membership of the Advisory Group will be appointed based on competence and experience in governance, commercial/tourism, design and community outcomes relevant to Queenstown. Members must be able to provide competent advice.

Advisory Group Membership

8. Advisory Group membership positions will be sourced from local and national applicants.
9. There will be a between 4-6 Advisory Group membership positions.
10. The Advisory Group chair is appointed by Advisory Group membership.
11. Advisory Group members will provide QLDC with a sounding board for a diverse range of views, have a mindset of what is best for Queenstown and provide objective and impartial advice.
12. The Programme Control Group and Senior Management Team will evaluate applicants based on the following considerations:

- Knowledge of the Queenstown community and how it works.
 - Experience in commercial/tourism activity.
 - Experience of working effectively in advisory and review capacities and the role of good governance.
 - Passion for the community and enhancing the vibrancy of the town centre.
13. The recommendations of the evaluation will go to QLDC for final appointment of the Advisory Group.
14. Advisory Group members are appointed for an initial term of one year, with the option to extend the term upon annual review of the performance and terms of reference. Membership beyond one year will be reviewed annually.

Attendance at the Advisory Group

15. Ideally, between four and six Advisory Group members will attend meetings. A minimum of three members is required for quorum.
16. Advisory Group meetings will also include attendance by QLDC staff and invited guests presenting on projects.
17. Elected Members may attend Advisory Group meetings to hear presentations and observe, but will not otherwise be involved in Advisory Group recommendations.

Process

18. The Advisory Group will meet at QLDC offices at regularly scheduled times. QLDC will provide a meeting schedule and notice of meetings as soon as practically possible to members of the Advisory Group.
19. It is envisioned that monthly meetings will be scheduled for the first eight months to ensure regular and meaningful feedback is incorporated into the design and business cases processes.
20. The Chairperson is responsible for running the meeting and composing and getting agreement for the recommendations.
21. QLDC staff will set the agenda for all meetings.
22. Where the Advisory Group has independently identified other issues for discussion and consideration, it will address these professionally and in collaboration with relevant staff at QLDC.
23. In advance of each meeting, the Advisory Group will be provided with sufficient information on each agenda item, to enable robust consideration and recommendations.
24. Projects, initiatives and processes will be discussed with the Advisory Group where input can be most helpful.
25. Sufficient time will be allocated for the Advisory Group to provide a formal review process and deliberation on recommendations.
26. All advice and interpretations are informed by the collective view from the diverse range of expertise within the Advisory Group.
27. All significant Advisory Group advice and recommendations will be formalised by meeting notes or minutes or, where a recommendation is made on major matters, by a report. These minutes/reports are confirmed by all members present at the meeting.
28. Advisory Group minutes/reports will be forwarded to the QLDC staff, who will coordinate and register required actions into a master schedule against the relevant project assumptions.
29. Members shall keep confidential all information provided to them as part of their role on the Advisory Group. There may be opportunities to discuss certain aspects of proposals with partners or stakeholder groups at discrete times. This will be clarified at the end of the meeting. If there is a request to update a stakeholder organisation, this needs to be forwarded to the Programme Sponsor, QLDC's General Manager Property & Infrastructure (currently Peter Hansby), for consideration.

Managing potential conflicts of interest

30. Any member of the Advisory Group may be delegated by QLDC to undertake specific tasks as part of their Advisory Group responsibilities. QLDC and the Advisory Group member(s) involved in any specific tasks outside the normal jurisdiction of Advisory Group, will ensure that there is total transparency in all matters and that the delivery of independent advice from the Advisory Group is not compromised.
31. QLDC must provide prior approval for any Advisory Group member(s) proposing to undertake independent project work within QLDC area of control.
32. Members must perform their functions in good faith, honestly and impartially, and avoid situations that might compromise their integrity or otherwise lead to conflicts of interest. Proper observation of these principles will protect the Advisory Group and its members and will ensure it retains public confidence.
33. Members are required to declare any actual or perceived interests to the Advisory Group. The Group will then determine whether the interest represents a conflict, and if so, what action will be taken.

34. The Chairperson will ask members to declare any actual or perceived interests at the start of each meeting.

Costs and Remuneration

35. \$5,000 per annum will be allocated to each member of the Advisory Group to cover administration, costs of time, and meeting attendance including travel, parking, accommodation, catering, printing, etc.

QLDC Council
26 January 2017

Report for Agenda Item: 2

Department: Property & Infrastructure

Kawarau Falls Bridge Water and Wastewater Infrastructure Funding

Purpose

To delegate authority to the Chief Executive Officer to award construction of pipelines and associated infrastructure within the new Kawarau Falls Bridge and approaches.

Recommendation

That Council:

1. **Note** the contents of this report in respect to Kawarau Falls Bridge water and wastewater infrastructure;
2. **Agree** to proceed with installation of water and wastewater infrastructure at this site;
3. **Delegate** authority to the Chief Executive Officer to:
 - a. Agree the final terms of a developer agreement to part fund the project;
 - b. Award the Kawarau Falls Bridge water and wastewater infrastructure project to the value not exceeding \$5.3 million; and
 - c. Adjust the proposed Annual Plan budgets for 2017/18 based on the project award price.

Prepared by:



Simon Leary
Senior Project Manager
Property and Infrastructure

23/12/2016

Reviewed and Authorised by:



Peter Hansby
General Manager, Property
and Infrastructure

10/01/2017

Background

- 1 The New Zealand Transport Agency (NZTA) is building a new bridge across the Kawarau Falls. NZTA has agreed to provide an allowance for two pipelines to be constructed within the new bridge. The agreement allowed for NZTA to provide the structure capacity and associated maintenance clearances for the QLDC to install the pipework at some point in the future – depending on rates of development.
- 2 The original proposal was for NZTA to construct short, capped sections of pipework through the bridge abutments during the construction of the bridge. This would have allowed for the pipes to be constructed at some time in the future when demand required these services.
- 3 Construction of the bridge by NZTA was started two years earlier than anticipated based on funding being brought forward within the Accelerated Regional Roothing Package, announced by the Government in June 2014.
- 4 Initial water and wastewater modelling undertaken by QLDC indicated that existing infrastructure was adequate to meet present and medium term demand. The additional future capacity requirements for Hanley Downs, Jacks Point and potentially Kelvin Heights together with the efficiency gains of completing the works now as part of the bridge construction works has necessitated the acceleration of this project.

Comment

- 5 The Engineer's estimate for the physical works is \$4,842,846.00 inclusive of 10% contingency. MSQA and Council overheads are likely to be an additional 10% or \$431,200.00. The total budget required to complete this project is currently estimated to be \$5,274,046.00. Final costs will not be confirmed until the detailed design and pricing by the contractor are completed.
- 6 A combined budget has been included in the 2017/18 financial year of \$4.3M. Once design and construction costs are better understood this budget will be finalised for consideration as part of the 2017/18 Annual Plan process.
- 7 Part of the project funding will come from developer agreements. Negotiations are underway with Hanley Downs in respect to the terms of their agreement and the quantum of the contribution.
- 8 It is proposed to undertake this work by way of a variation to the NZTA contract with the bridge constructor McConnell Dowell Limited. QLDC has previously committed to the installation of two trunk water service pipelines across the bridge and the associated infrastructure.
- 9 The project includes the replacing the existing twin trunk water pipelines within the roadway on the northern approach through to Southberg Avenue to allow regrading of the horizontal alignment of the roadway approach to the bridge.
- 10 Given the complexities of constructing the pipelines once the bridge is operational and the limitations this would place on the grades onto and off of the

bridge it is deemed that the most cost effective option is to complete all installation during bridge construction.

- 11 Recent NZTA experience in Auckland has confirmed this revised approach is preferable and more cost effective. It is therefore proposed that the two pipelines are constructed for the full length site as a single package of work.
- 12 On the basis that this will be a direct appointment and given the value of the works we have arranged for an independent cost review as part of the valuation of this variation to ensure that QLDC is receiving value for money on the project.

Options

- 13 This report identifies and assesses the following reasonably practicable options for assessing the matter as required by section 77 of the Local Government Act 2002.
- 14 Option 1 Status quo, do not proceed with construction of the new infrastructure within the new Kawarau Falls Bridge and approaches.

Advantages:

- 15 No further investment required therefore cost saving.

Disadvantages:

- 16 Not utilising the potential cost saving of installing pipelines during bridge construction. The current needs of development are only partially met.
- 17 Preferred alignment of bridge approaches will not be possible without the relocation of some services.

Option 2 Do minimum, install conduits through bridge abutments only.

Advantages:

- 18 Allows for construction at a later date without significant interference with the bridge structure.
- 19 Investment required at this stage would be significantly less.

Disadvantages:

- 20 Not utilising the potential cost saving of installing pipelines during bridge construction. The current needs of development are only partially met.
- 21 Preferred alignment of bridge approaches will not be possible without the relocation of some services.

- 22 Option 3 Approval to proceed with full installation.

Advantages:

23 Fully utilises cost saving of installation during bridge construction. The current needs of development are fully met.

Disadvantages:

24 The full cost is required to be reimbursed within two years of commitment.

25 This report recommends **Option 3** for addressing the matter because installation during the bridge construction has the greatest cost saving implications.

Significance and Engagement

26 This matter is of low significance, as determined by reference to the Council's Significance and Engagement Policy because this project does not exceed the threshold as set out in the policy and is now provided for within the Annual Plan and 10 year Plan.

Risk

27 This matter relates to the strategic risk SR1: Current and future development needs of the community (including environmental protection), as documented in the Council's risk register. The risk is classed as high. This matter relates to this risk as it addresses the needs of development on the southern side of the Kawarau River.

28 Discuss briefly how the recommended option considered above mitigates the risk by: Treating the risk - putting measures in place which directly impact the risk.

Financial Implications

29 The recommendation of this report will require a budget to be confirmed within the 2017/18 financial year. The Engineer's estimate at this stage is in the order of \$5.3M. The budget allowed for within the draft Annual Plan for 2017/18 is \$4.3M, a potential shortfall of \$1M. This will be confirmed following detailed design and pricing and will be amended accordingly. There are no operational budget expenditure implications resulting from this decision.

30 This matter is included in the 10-Year Plan/Annual Plan.

Local Government Act 2002 Purpose Provisions

31 The recommended option:

- Will help meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses by addressing growth and development with a focuses of the developing community;
- Can be implemented through current funding under the 10-Year Plan and Annual Plan;

- Is consistent with the Council's plans and policies; and
- Would not alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or transfer the ownership or control of a strategic asset to or from the Council.

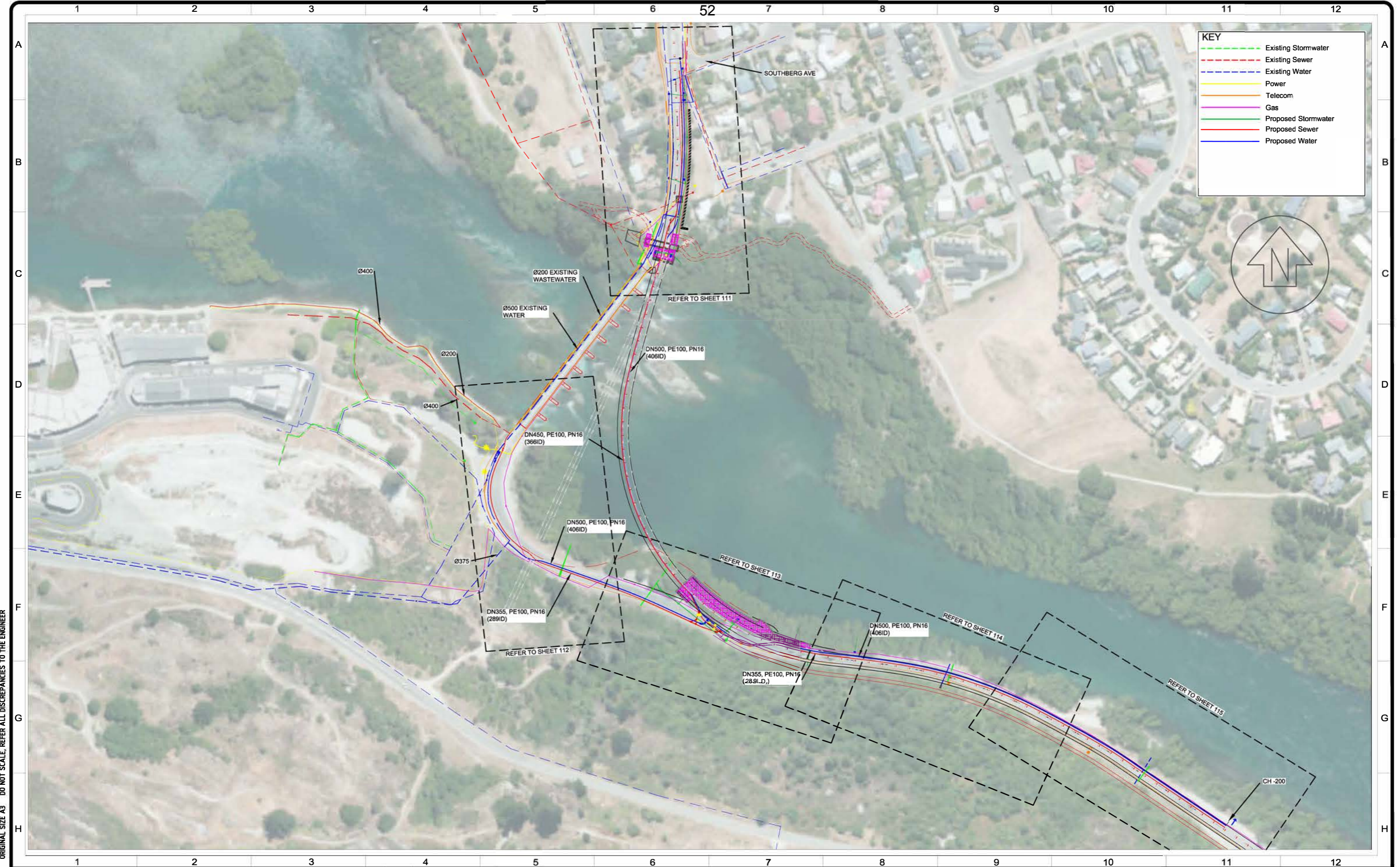
Consultation: Community Views and Preferences

32 The persons who are affected by or interested in this matter are stakeholders and residents/ratepayers within the development areas on the southern side of the new Kawarau Falls Bridge.

33 The Council has provided ongoing updates to a number of stakeholders both within Council and via the New Zealand Transport Agency.

Attachments

A Project concept plan



ORIGINAL SIZE A3 DO NOT SCALE, REFER ALL DISCREPANCIES TO THE ENGINEER

Notes:

Pipeline Indicative Only

WORK IN PROGRESS

Issue	Description	By	Date
A	INITIAL ISSUE	NL	18.11.16
B	ISSUE FOR DRAFT REVIEW	NL	16.12.16

Project: **SH6 KAWARAU FALLS BRIDGE**
QLDC SERVICES

Title: **WATER AND WASTEWATER**
CONCEPT PLAN

Client:

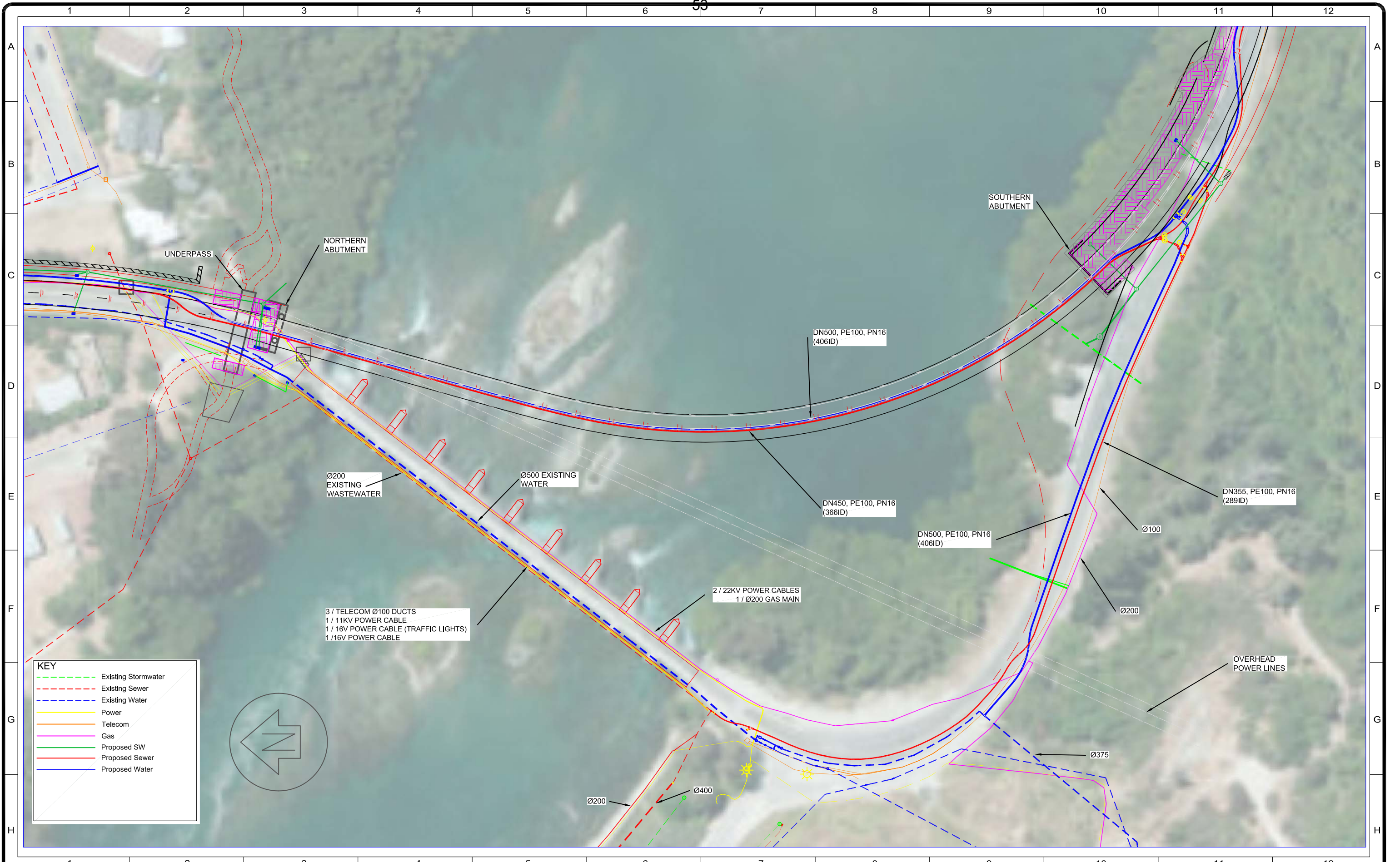
MCCONNELL
DOWELL
 CREATIVE CONSTRUCTION™

hadley consultants LTD
 CONSULTING CIVIL & STRUCTURAL ENGINEERS

44 Robins Road, PO Box 1356, Queenstown, New Zealand, P: +64 3 450 2140, F: +64 3 441 3513, W: www.hadleys.co.nz

Drawn: RVH Checked: NL Scale: 1:2500 @ A3 Drawing Number: 163009 Project: 163009 Sheet: 101 Issue: A

This drawing is supplied on the understanding that the information contained herein will not be passed to any other party without written permission first being obtained from Hadley Consultants Ltd.



ORIGINAL SIZE A3 DO NOT SCALE, REFER ALL DISCREPANCIES TO THE ENGINEER

Notes:	Issue	Description	By	Date	Project:
Pipeline Indicative Only	A	ISSUE FOR DRAFT REVIEW	NL	16.12.16	SH6 KAWARAU FALLS BRIDGE QLDC SERVICES
WORK IN PROGRESS					Title: WATER AND WASTEWATER CONCEPT PLAN

Client:

MCCONNELL DOWELL
CREATIVE CONSTRUCTION™

hadley consultants LTD
CONSULTING CIVIL & STRUCTURAL ENGINEERS

44 Robins Road, PO Box 1356, Queenstown, New Zealand, P: +64 3 450 2140, F: +64 3 441 3513, W: www.hadleys.co.nz

Drawn: RVH Checked: NL Scale: 1:1000 @ A3 Drawing Number: 163009 Sheet: 102 Issue: A

This drawing is supplied on the understanding that the information contained herein will not be passed to any other party without written permission first being obtained from Hadley Consultants Ltd.

QLDC Council
26 January 2017

Report for Agenda Item: 3

Department: Property & Infrastructure

Proposed new lease for Wanaka Croquet Club to replace the previous lease

Purpose

The purpose of this report is to consider a new lease to the Wanaka Croquet Club.

Recommendation

That Council:

1. **Note** the contents of this report;
2. **Approve** a new lease to the Wanaka Croquet Club over Sections 3 and 4 and Part Sections 2 and 5 Block XXXV Town of Wanaka subject to the following terms:

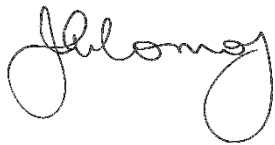
Commencement	1 February 2017
Term	10 Years
Rent	Pursuant to Community Facility Pricing Policy
Renewals	2 of 10 years each by agreement of both parties
Reviews	5 yearly or when the pricing policy is reviewed
Early Termination Notice	2 years for core infrastructure purposes (but not in the first 2 years)
Use	Croquet Courts and Sports Pavilion
Other	For any proposed new buildings, neighbours to be notified and submissions sought prior to Lessor consent being considered.

At expiry, improvements to be removed and land reinstated or revert to Council ownership (Licensee's choice, compensation payable if lease terminated early)

Public liability Insurance required
Health and Safety plan to be provided for
approval

3. **Approve** a variation of the lease to Wanaka Tennis Club surrendering the area shown highlighted in green on the attached aerial photograph.
4. **Approve** an Affected Person's Approval as part of the Resource Consent application, subject to officers' review of application.
5. **Agree** to the exercise of the Minister's consent (under delegation from the Minister of Conservation) to the granting of a lease to Wanaka Croquet Club over Sections 3 and 4 and Part Sections 2 and 5 Block XXXV Town of Wanaka.
6. **Delegate** signing authority to the General Manager, Property and Infrastructure.

Prepared by:



Joanne Conroy
Property Advisor - APL

16/12/2016

Reviewed and Authorised by:



Peter Hansby
General Manager, Property
and Infrastructure

9/01/2017

Background

- 1 The Wanaka Croquet Club occupies part of an area of Council recreation reserve known as Sections 3 and 4 and Part Sections 2 and 5 Block XXXV Town of Wanaka. It was granted a lease from 1 November 1997 for 19 years. The lease expired 31 October 2016, with no renewals available. The Club is seeking a new lease.
- 2 The Club has 48 active members, with numbers having grown over the past five years. It has developed playing courts, fencing, clubrooms, parking and a storage shed on the site. The storage shed is reaching the end of its economic life and the Club has also sought Lessor's consent to build a new 18 square metre Skyline Garage to replace the shed if a new lease is approved. It will be used to store the club mower and various landscaping equipment.
- 3 The Wanaka Community Board considered the new lease and proposed shed at its meeting on 21 September 2016. The Board approved notification of the new lease along with Lessor's consent and Affected Person's Approval for the new shed. Councillor Lawton noted that this area of recreation reserve would be tied up for up to thirty years and Councillor Cocks suggested the value in having a

discussion with the Club about its plans for the future and how the Board could best support it. This discussion is yet to be actioned.

- 4 The intention to grant the lease was notified with submissions closing 30 October 2016. One submission was received from a neighbour, not concerned with the lease, but concerned with the proposed location of the new shed which he felt would block his lake view. The Croquet Club addressed his concerns by relocating the shed to the new location shown on the plan outlined in blue, and we have included a proposed lease term that for any future new buildings, the club notify its neighbours and seek submissions. If submissions are received, a hearing will be required prior to Council granting Lessor's approval for the building.
- 5 The neighbour who submitted subsequently withdrew his submission but because the location of the new shed had changed, the proposed new location was notified calling for submissions on or before 6 January 2016. No submissions were received.
- 6 That part of the area upon which the shed will be located is within the Tennis Club lease area. The Tennis Club has agreed to surrender this part of its lease so that it can now be included in the Croquet Club lease area. It is shown on the attached aerial highlighted green.

Comment

- 7 The recommended terms of the proposed new lease reflect the recently adopted policy for Community Lease and Licence terms as follows:

Commencement	1 November 2016
Term	10 Years
Rent	Pursuant to Community Facility Pricing Policy
Renewals	2 of 10 years each by agreement of both parties
Reviews	5 yearly or when the pricing policy is reviewed
Early Termination Notice	2 years for core infrastructure purposes (but not in the first 2 years)
Use	Croquet Courts and Sports Pavilion
Other	For any proposed new buildings, neighbours to be notified and submissions sought prior to Lessor consent being considered.
	At expiry, improvements to be removed or revert to Council ownership (Licensee's choice, compensation payable if lease terminated early)
	Public liability Insurance required
	Health and Safety plan to be provided for approval

- 9 The Club will need to fundraise for the shed and it will need the new lease in place to do that. The shed will not be built for some months.

Options

- 10 Option 1 Approve a lease and affected person's consent to the Wanaka Croquet Club over Sections 3 and 4 and Part Sections 2 and 5 Block XXXV Town of Wanaka subject to the terms outlined above.

Advantages:

- 11 Will enable the Croquet Club to continue to operate and to improve their facilities.

Disadvantages:

- 12 This recreation reserve is not freed up for general public use.

- 13 Option 2 Approve a lease and affected person's consent to the Wanaka Croquet Club over Sections 3 and 4 and Part Sections 2 and 5 Block XXXV Town of Wanaka subject to different terms.

Advantages:

- 14 Will enable to the club to continue to operate and develop new facilities.

Disadvantages:

- 15 The reserve is not freed up for general public use.

- 16 Option 3 Not to approve a new lease or affected person's consent to the Wanaka Croquet Club.

Advantages:

- 17 The reserve will be freed up for general public use.

Disadvantages:

- 18 The club will not be able to continue to operate.

- 19 Option 4 To approve Wanaka Tennis Club surrendering the part of its lease (shown highlighted in green on the attached plan).

Advantages:

- 20 This will facilitate the new Croquet Club shed being located in this area thus addressing the concerns of the neighbour.

Disadvantages:

- 21 None identified.

22 Option 5 Not to approve Wanaka Tennis Club surrendering the part of its lease (shown highlighted in green on the attached plan).

Advantages:

23 None identified.

Disadvantages:

24 This will facilitate the new Croquet Club shed being located in this area thus addressing the concerns of the neighbour.

25 This report recommends Options 1 and 4 for addressing the matter because they will enable this popular community recreation group to continue to operate and develop.

Significance and Engagement

26 This matter is of medium significance, as determined by reference to the Council's Significance and Engagement Policy because the proposed lease is over a recreation reserve.

Risk

27 This matter relates to operation risk OR011A Decision Making. The risk is classed as moderate.

28 The recommended option considered above mitigates the risk by ensuring the process of granting a new lease is commenced in a timely and legally compliant manner.

Financial Implications

29 There are no financial implications from this report. All costs incurred in granting this lease will be met by the applicant.

Council Policies, Strategies and Bylaws

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

- Significance and Engagement Policy
- Community Facility Pricing Policy
- Community Lease and Licence Terms

31 The recommended option is consistent with the principles set out in the named policy/policies.

32 This matter is not included in the 10-Year Plan/Annual Plan and does not have any impact on the plan.

Local Government Act 2002 Purpose Provisions

33 The recommended option:

- Will help meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses by ensuring a community recreation club can continue to operate and develop;
- Can be implemented through current funding under the 10-Year Plan and Annual Plan;
- Is consistent with the Council's plans and policies; and
- Would not alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or transfer the ownership or control of a strategic asset to or from the Council.

Consultation: Community Views and Preferences

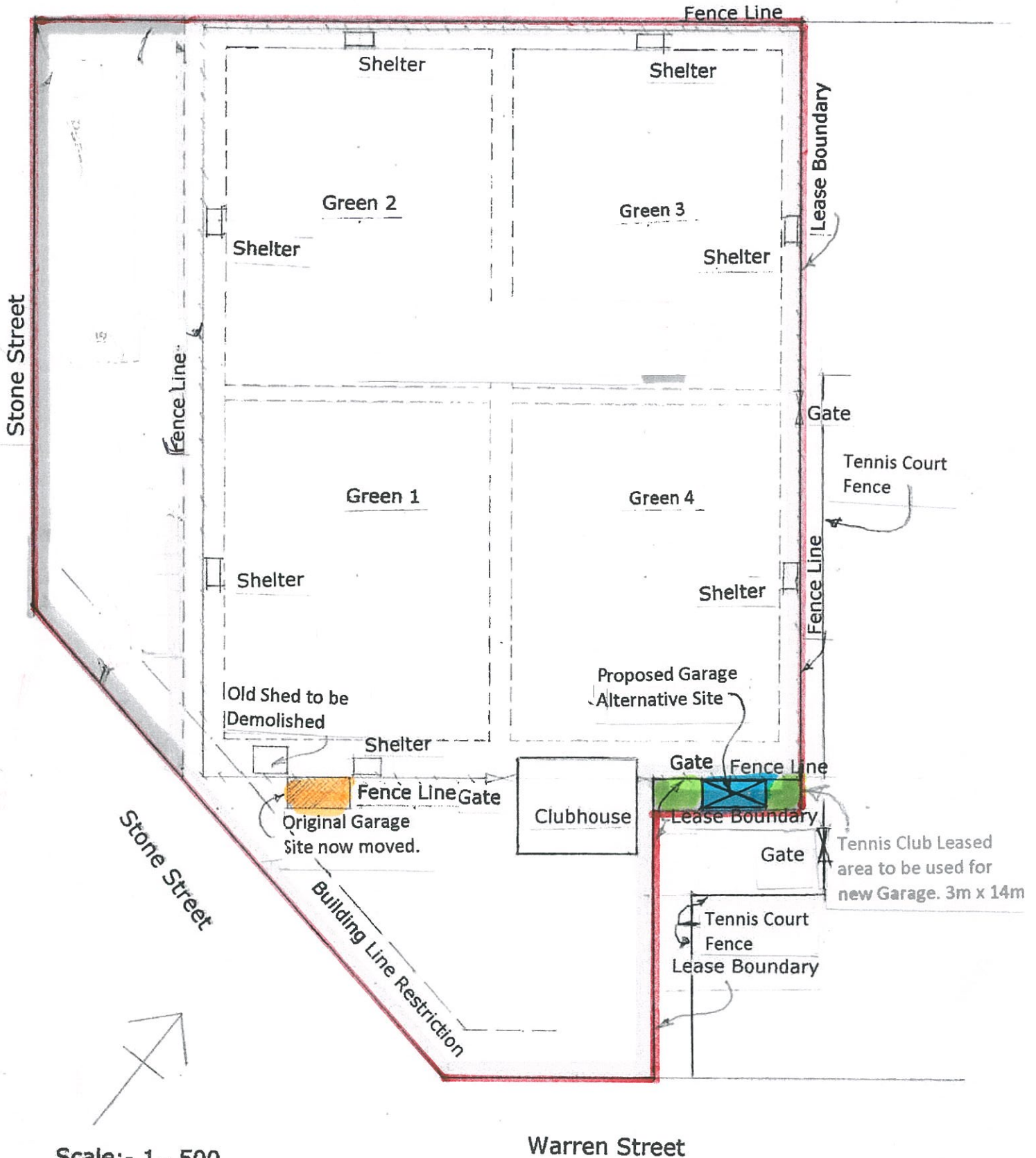
34 The persons who are affected by or interested in this matter are residents/ratepayers of the Queenstown Lakes District community. The intention to grant a new lease was publicly notified twice, calling for submissions, so the public has had the opportunity to participate in this process.

Attachments

- A Site plan showing the location of the Wanaka Croquet Club (approximate lease area outlined in red), with the area to be surrendered by the Tennis Club highlighted in green.
- B Site plan showing the previous proposed location of the new shed (orange) and the new site as agreed (blue).



The map is an approximate representation only and must not be used to determine the location or size of items shown, or to identify legal boundaries. To the extent permitted by law, the Queenstown Lakes District Council, their employees, agents and contractors will not be liable for any costs, damages or loss suffered as a result of the data or plan, and no warranty of any kind is given as to the accuracy or completeness of the information represented by the GIS data. While reasonable use is permitted and encouraged, all data is copyright reserved by Queenstown Lakes District Council. Cadastral information derived from Land Information New Zealand. CROWN COPYRIGHT RESERVED



Scale:- 1- 500

Amendment No 1- 11 Oct 2016
Garage Re-sited & Lease
Boundary Changes

Proposed Garage for the Wanaka Croquet Club Inc.

Drawn by TJ Williams
Date: - 29 February 2016

**QLDC Council
26 January 2017**

Report for Agenda Item: 4

Department: Property & Infrastructure

Woolshed Road Legalisation – RCL Henley Downs Ltd

Purpose

The purpose of this report is to consider road stopping, transfers and vesting in the Hanley's Farm development area.

Recommendation

That Council:

1. **Note** the contents of this report;
2. **Approve** initiation of the procedures of section 116 of the Public Works Act 1981 to stop those portions of road shown on the attached Paterson Pitts plan No Q6205-02 as Sections 1 through 8, with a total area of 1.4952ha, subject to the applicant vesting as road Areas 11 through 17, with a total area of 2.2707ha;
3. **Approve** the road, when stopped, being disposed of in accordance with section 117 of the Public Works Act 1981 and amalgamated with the adjoining land held in Computer Freehold Register 392959 (Sections 1, 3, 4, 6 & 8) & 392960 (Sections 2, 5 & 7);
4. **Approve** the disposal of road being for nil consideration in exchange for the areas of road being vested in Council as a prerequisite;
5. **Agree** that Council's approval to undertake this process and any sale and purchase agreements relating to it shall be limited to a period 3 years from the date of this resolution;
6. **Approve** Council's costs in undertaking the procedures of the Public Works Act 1981 being billed and paid on a monthly basis by the applicant;
7. **Delegate** final terms and conditions along with approvals for any placing or removal of easements in favour of Council, minor alignment and area changes and signing authority to the Chief Executive of Council.

Prepared by:



Dan Cruickshank
Property Advisor

29/11/2016

Reviewed and Authorised by:



Peter Hansby
General Manager, Property &
Infrastructure

23/12/2016

Background

- 1 The Council has a number of 'paper' legal roads throughout the district which were placed over the land some decades ago. The roads are often re-located when large scale development of adjoining land takes place, so as to better position the roads through the development.
- 2 RCL Henley Downs Ltd (RCL) is currently intending to develop the farm land adjacent to the Jacks Point subdivision off State Highway 6, now referred to as Hanley's Farm. Note the subdivision was renamed as Hanley's Farm in 2016 as new historical information on the correct spelling of the area became known.
- 3 The roads proposed to be stopped and exchanged are unformed and provide no physical access to the adjacent land.

Comment

- 4 The developers of Hanley's Farm, RCL, have expressed a desire to stop, transfer and vest new legal road running through their development. These roads are labelled and shown coloured green, purple, and blue on the attached plan from Paterson Pitts as Sections 1 through 8, the roads to be stopped and transferred to RCL totalling 1.4952ha and Areas 11 – 17 (new road to be vested in Council) totalling 2.2707ha.
- 5 The process of stopping a road can be completed by Council with the consent of the Minister of Lands under the Public Works Act. The process is non-notified but must ensure that an alternative comparable legal road will be maintained through the process, as well as ensuring that adjoining owners have provided their consent.
- 6 The proposal will effectively re-align Woolshed Road, but still maintain connections to the existing paper road at either end of the altered route. Due to this, we consider it is unlikely that there would be public objection or that there are matters of public access which are negatively affected through the proposal. RCL intends to undertake the process by breaking it up into 4 stages, providing greatest flexibility to their subdivision planning.
- 7 The applicant has requested that on the basis that they will be vesting more legal road through the proposal than the land being stopped and transferred, that the transfers should be permitted at nil consideration.

- 8 Council's Chief Engineer has been consulted on the application and approves of the proposal. Specifically, the new roading widths are considered acceptable under Council's Land Development & Subdivision Code of Practice requiring a minimum of 15m for 1-200 units and 20m for up to 800 units. Council does not have any in-ground infrastructure on the existing legal road, however there are gas and telecommunications infrastructure in the ground belonging to other entities that will need to be relocated by the applicant.

Options

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

- 10 Option 1 Agree to initiate the road stopping, transfer and vesting as proposed.

Advantages:

- 11 It provides a pragmatic and beneficial realignment of legal roads within the Henley Downs subdivision, enabling best use of the land available.

- 12 Will provide a timely and efficient resolution to the area within the main development.

Disadvantages:

- 13 It would not provide a means of public consultation for the road stopping process.

- 14 Option 2 Agree to initiate the road stopping, transfer and vesting under different terms and conditions.

Advantages:

- 15 Similar to above.

Disadvantages:

- 16 Similar to above.

- 17 Option 3 Decline the request by RCL.

Advantages:

- 18 It would not progress stopping the legal road without public consultation.

Disadvantages:

- 19 It would not provide a pragmatic and beneficial realignment of legal roads within the Henley Downs subdivision, enabling best use of the land available.

- 20 It would not provide a timely and efficient resolution to the area within the main development.

21 This report recommends Option 1 for addressing the matter.

Significance and Engagement

22 This matter is of medium significance, as determined by reference to the Council's Significance and Engagement Policy because the issue relates to roads, identified as a strategic asset. In this case the significance is medium because the portions of road to be stopped will be realigned to a better location, once the stopping, transfer and vesting project is completed.

Risk

23 This matter relates to the strategic risk SR3, as documented in the Council's risk register. The risk is classed as moderate. This matter relates to this risk because stopping roads must follow the process detailed in the Public Works Act.

24 This report addresses the risk by seeking a Council resolution to stop the road, enabling the correct process to be commenced.

Financial Implications

25 The applicant has agreed to pay all costs incurred by Council to enact the proposed road stopping, transfer and vesting.

26 This matter is not included in the 10-Year Plan/Annual Plan because the road stopping was not contemplated at the time the plan was written. As all costs to Council are being met by the applicant, Council will not require specific budgets to progress the project.

Council Policies, Strategies and Bylaws

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

- Property Sale and Acquisition Policy 2014

28 The recommended option is consistent with the principles set out in the named policy. Any land that is no longer required for Council's core purpose or function should no longer be held (principle 1). By vesting land to Council as new road, Council's existing road becomes redundant.

Local Government Act 2002 Purpose Provisions

29 The recommended option:

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

Consultation: Community Views and Preferences

30 The persons who are affected by or interested in this matter are the owners adjoining the road to be stopped, transferred and vested. RCL own the adjacent land and therefore will provide their written consent to the proposal allowing it to progress non-notified through the PWA process.

Attachments

- A Application by RCL
- B Road legalisation plans, No Q6205-02



Our Ref: Q6205

18 November 2016

Dan Cruickshank
Property Advisor
APL Property Queenstown Limited
Level 1, 50 Stanley Street
Queenstown

Dear Dan

ROAD STOPPING UN-FORMED ROAD – WOOLSHED ROAD

Please find herewith an application for legal road re-location including aspects of road stopping and provision of new roads at Woolshed Road, for RCL Group and the Hanley's Farm residential development.

The proposal includes stopping unformed parts of Woolshed Road in exchange for providing new vested roads through the subdivision process. The new vested roads will follow a similar axis of direction as the existing unformed road (Woolshed Road), be fully formed under the subdivision process, and will maintain connectivity at all times to the unchanged parts of Woolshed Road to the north and south.

Plans showing the locations of road to be stopped and new roads vested are included as **Attachment A**. Area schedules are also included.

The adjoining land is currently owned by RCL Henley Downs Limited.

There are two aspects to the road legalisation proposal:

A. Road vesting

- Land to be vested as road as part of the Hanley's Farm subdivision – Proposed Areas 11 - 17 (totalling 2.2707ha). The lots will be as defined on the subdivision land transfer plans.

B. Road to be stopped

- Road to be stopped – Proposed Sections 1 – 8 (totalling 1.4952ha)

DUNEDIN:

P.O. Box 5933,
Dunedin 9058.

T 03 477 3245

CHRISTCHURCH:

P.O. Box 160094,
Christchurch 8441.

T 03 928 1533

ALEXANDRA:

P.O. Box 103,
Alexandra 9340.

T 03 448 8775

CROMWELL:

P.O. Box 84,
Cromwell 9342.

T 03 445 1826

QUEENSTOWN:

P.O. Box 2645,
Queenstown 9349.

T 03 441 4715

WANAKA:

P.O. Box 283,
Wanaka 9305.

T 03 443 0110

BACKGROUND

The land contained within CFR'S 392959, 392960, 392961, 392962, 392963 and 655560 is the subject of a residential development known as Hanley's Farm. Plans showing consented boundaries (RM160562) and proposed boundaries so far (RM161129, application lodged with Council) are shown on the plans in **Attachment A**, to show context.

Woolshed Road is a gravel track on legal road from its intersection with Kingston Road (State Highway 6) to the northern most point of Lot 2 DP 398514. From this point onwards south, Woolshed Road is an unformed legal road across paddock land. Road relocation is proposed to facilitate the development of housing, infrastructure and amenities provided by RCL Group, and to move the unformed legal roads to locations which improve public access from that currently achieved.

Access to properties further 'down the line' (to the south of Section 8) will be improved with fully formed legal roads provided, rather than unformed roads.

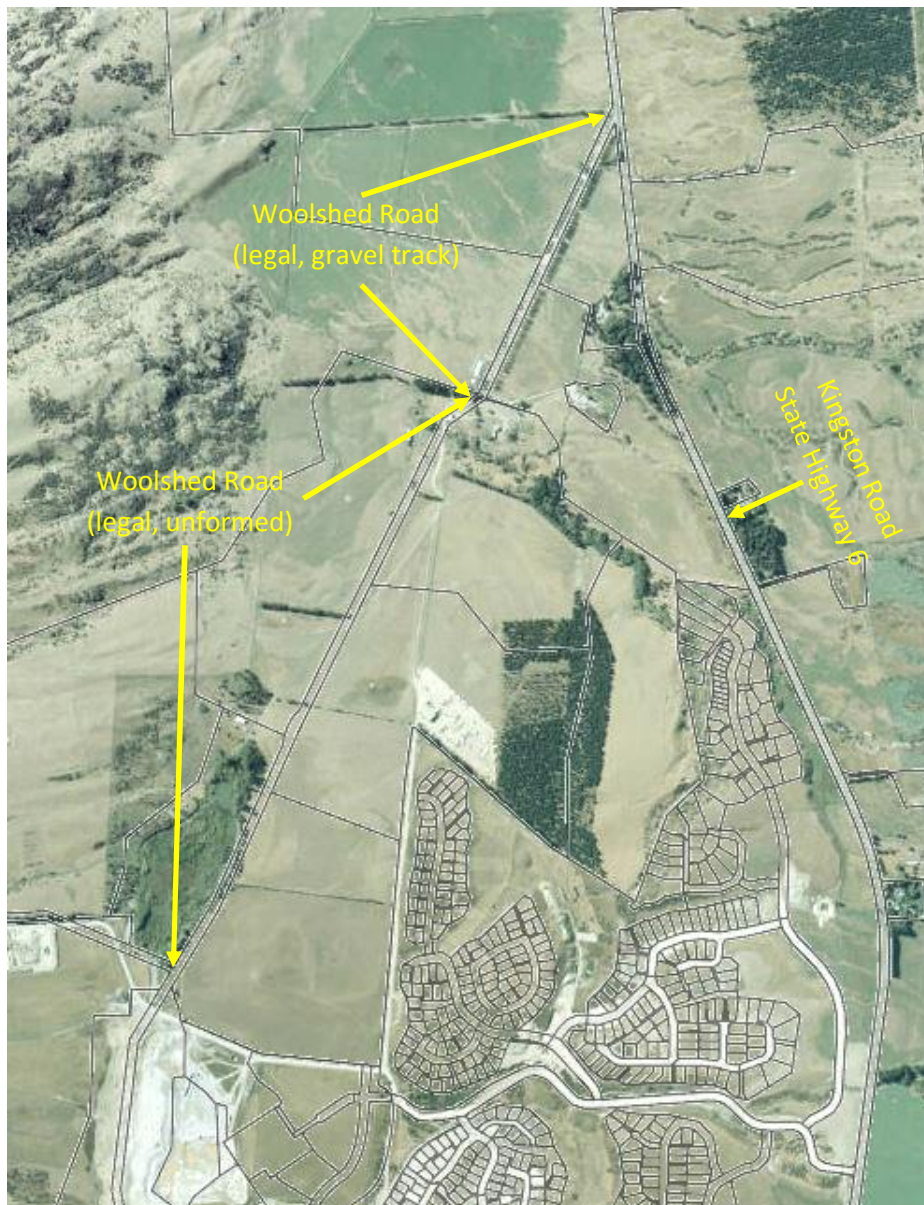


Figure 1: Woolshed Road locality, showing gravel track and unformed portions

PROPOSAL

UNFORMED LEGAL ROAD - RELOCATION

The existing unformed legal road traverses paddock land as highlighted in **Figure 2** below. There is an existing gravel farm track running through the site in a different location (centre of the image **Figure 2**) but this is not legal access and it is not planned for this to become legal access.

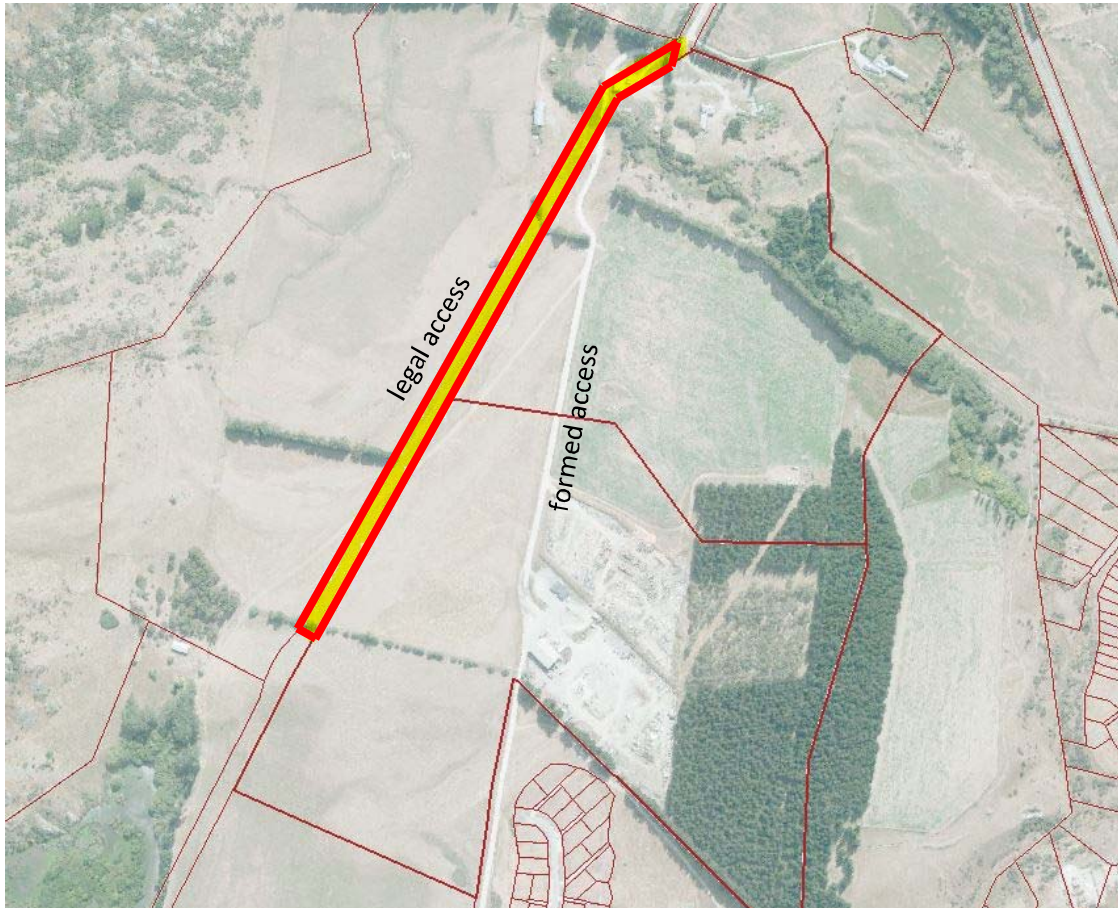


Figure 2: area of unformed legal road (Woolshed Road) to be stopped

The applicant proposes relocating the unformed legal road labelled Sections 1 to 8 to Areas 11 to 17 shown on the plans prepared by Paterson Pitts, included at **Attachment A**.

Areas 11 to 17 would be vested as part of the Land Transfer subdivision plans associated with the development of Hanley's Farm. Roads would be vested to Council prior to the road stopping process. The subsequent road stopping process would take place in stages, which may occur in any order so long as the prerequisite road vesting requirement has been met.

Road Stopping and Vesting Process and Actions		
Stage	Action	Prerequisite requirement
A	Sections 2, 5 and 7 – Road to be stopped	No prerequisite requirement
B	Sections 3, 4 and 6 – Road to be stopped	Areas 13 – 14 vested as road
C	Section 1 – Road to be stopped	Areas 11 – 14 vested as road
D	Section 8 – Road to be stopped	Areas 13 – 17 vested as road

Easements for gas and telecommunication services will be provided as necessary, for services which exist in the road stopping land.

The road to be stopped would be disposed of to the adjoining owner of the land as follows:

Adjoining owners of road to be stopped	
Sections 1, 3, 4, 6 and 8	CFR 392959 (RCL Henley Downs Limited)
Sections 2, 5 and 7	CFR 392960 or part thereof (RCL Henley Downs Limited)

Because this is a legal road relocation proposal we would anticipate the exchange value would be nil, but this should be subject to a valuation process by Council.

ASSESSMENT

We confirm the roads are in fact legal roads. They appear as legal road in LINZ spatial cadastral database (Landonline) and in the survey plans included as **Attachment B**. Legal road is shown as yellow parcels on the LINZ spatial print.

The legal road proposed for relocation is unformed. This is evidenced in the **Figure 1** and **Figure 2** aerial image overlays and in the topographical survey (dated September 2016) plan sheets included as **Attachment C**.

There is no public use of the roads. The roads traverse paddock land and do not have gate access on the alignments.

Formal consent has been sought from the adjoining landowner RCL Henley Downs Limited. This is included as **Attachment D**.

The road does not lead to any public reserve or public waterway. The legal road connection from the legal Woolshed Road gravel track to the north through to the south will be preserved through the relocation process. The Council's required legal road widths are provided for, including for future provisioning (See QLDC Land Development & Subdivision Code of Practice, Table 3.2 (Suburban Live and play, Primary Access to Housing). This can be seen on **Attachment A**.

QLDC Land Development & Subdivision Code of Practice – Table 3.2		
Suburban – Live and Play – Primary access to housing		
1 to 200 units	15 metres minimum road width required	16 metres road width provided
Up to 800 units	20 metres minimum road width required	20 – 22 metres road width provided

No other land is affected by the proposed road stopping. The road areas proposed to be stopped are not used for access for any current or, in particular, future public purpose. They are parts of road laid out by survey in 1870 (See SO 349 – **Attachment B**) which have not been formed to date.

A buried gas main owned by Contact Energy is located within Sections 1 to 8, within the unformed legal road portions. There are also Chorus telecommunication cables crossing Section 1. These services will either be moved, removed, or have easements provided if they exist at the time of road stopping. We do not expect these to be an impediment to the road stopping.

CONCLUDING COMMENTS

We anticipate the Road Legalisation land exchange and road stopping can be undertaken under Sections 116, 117 and 120 of the Public Works Act 1981, as per the Paterson Pitts plans included as **Attachment A**.

On a Council Resolution in favour of the road legalisation proposal the applicant, at their cost, would undertake the legalisation survey and gazettal and all associated registrations.

If useful, the applicant can request David Abercrombie of Abercrombie and Associates Ltd to assist with the road gazettal and registration and disposal process. David holds accredited supplier status to Land Information NZ. He also holds a real estate agent licence in accordance with the Real Estate Agents Act 2008. Abercrombie and Associates Ltd is an approved supplier (with Paterson Pitts) to Queenstown Lakes District Council under the supplier panel for Surveying Services, QLDC contract 41401.

Please contact the undersigned if you need any further information. Our telephone number is (03) 441 4715.

Yours faithfully

PATERSON PITTS GROUP
Queenstown Office

Steve Winter
Manager
Registered Professional Surveyor

Attachments:

Application Form – Road Stopping

A – Proposed Road Legalisation plans

B – Survey plans

C – Topographical survey (sheets 20, 21, 22, 23, 29)

D – Consent from adjoining landowner

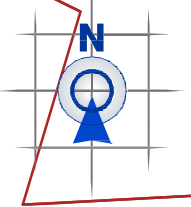
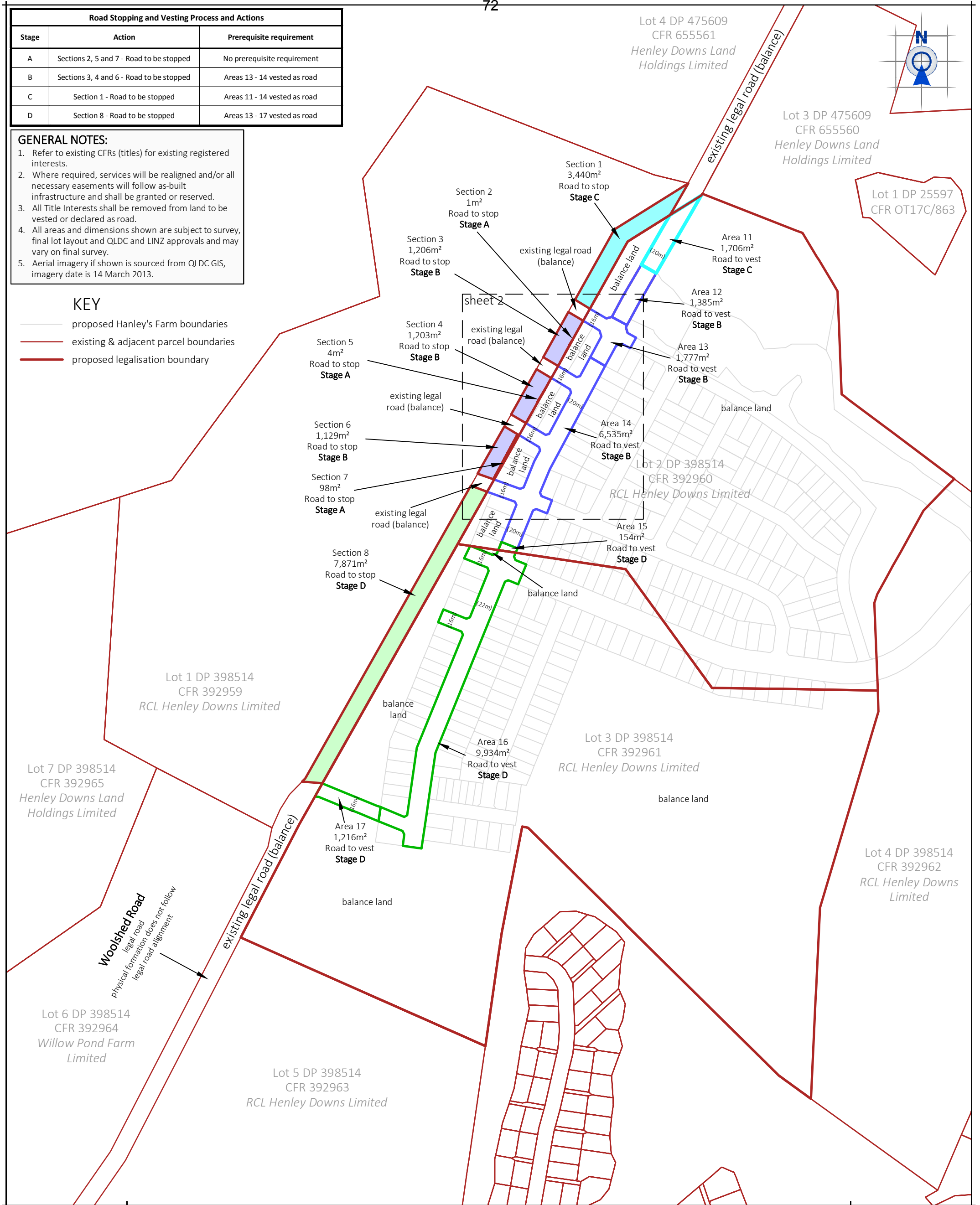
Road Stopping and Vesting Process and Actions		
Stage	Action	Prerequisite requirement
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B	Sections 3, 4 and 6 - Road to be stopped	Areas 13 - 14 vested as road
C	Section 1 - Road to be stopped	Areas 11 - 14 vested as road
D	Section 8 - Road to be stopped	Areas 13 - 17 vested as road

GENERAL NOTES:

1. Refer to existing CFRs (titles) for existing registered interests.
2. Where required, services will be realigned and/or all necessary easements will follow as-built infrastructure and shall be granted or reserved.
3. All Title Interests shall be removed from land to be vested or declared as road.
4. All areas and dimensions shown are subject to survey, final lot layout and QLDC and LINZ approvals and may vary on final survey.
5. Aerial imagery if shown is sourced from QLDC GIS, imagery date is 14 March 2013.

KEY

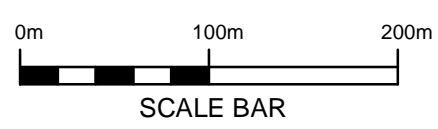
- proposed Hanley's Farm boundaries
- existing & adjacent parcel boundaries
- proposed legalisation boundary



Woolshed Road
 legal road
 physical formation does not follow
 legal road alignment

QUEENSTOWN:
 Terrace Junction,
 1092 Frankton Road.
 PO Box 2645,
 Queenstown 9349.
 T 03 441 4715
 E queenstown@ppgroup.co.nz

Notes:
 If this plan used as the basis for any sale and purchase agreement, then it is done so on the basis that the areas and dimensions are preliminary, and may vary upon completion of the final survey.



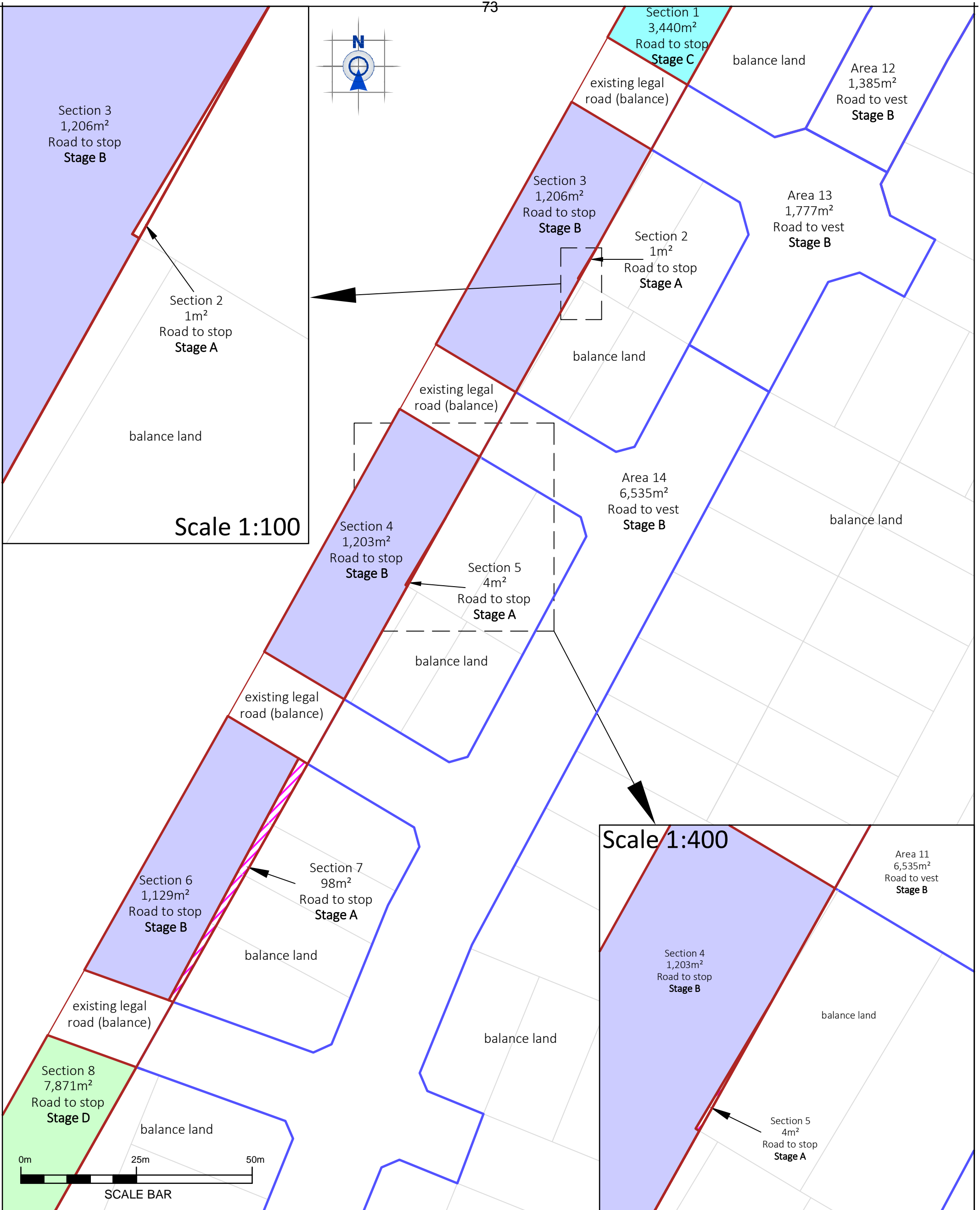
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Client/Location:
RCL Henley Downs Limited
Hanley's Farm
Kingston Road, Queenstown

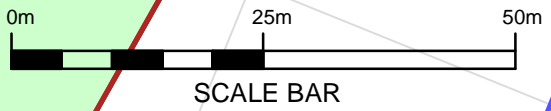
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Sections 1 - 8
Proposed Road Legalisation
Woolshed Road

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Drawn by:	MA						
Checked by:	HS						
Approved by:	SW						
Job Ref:	Q6205 - 02	Sheet No:	1	Revision No:	C	Date Created:	18/11/2016



Scale 1:100

Scale 1:400



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Notes:
Please refer to sheet 1 for plan notes

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



Client/Location:
RCL Henley Downs Limited
Hanley's Farm
Kingston Road, Queenstown

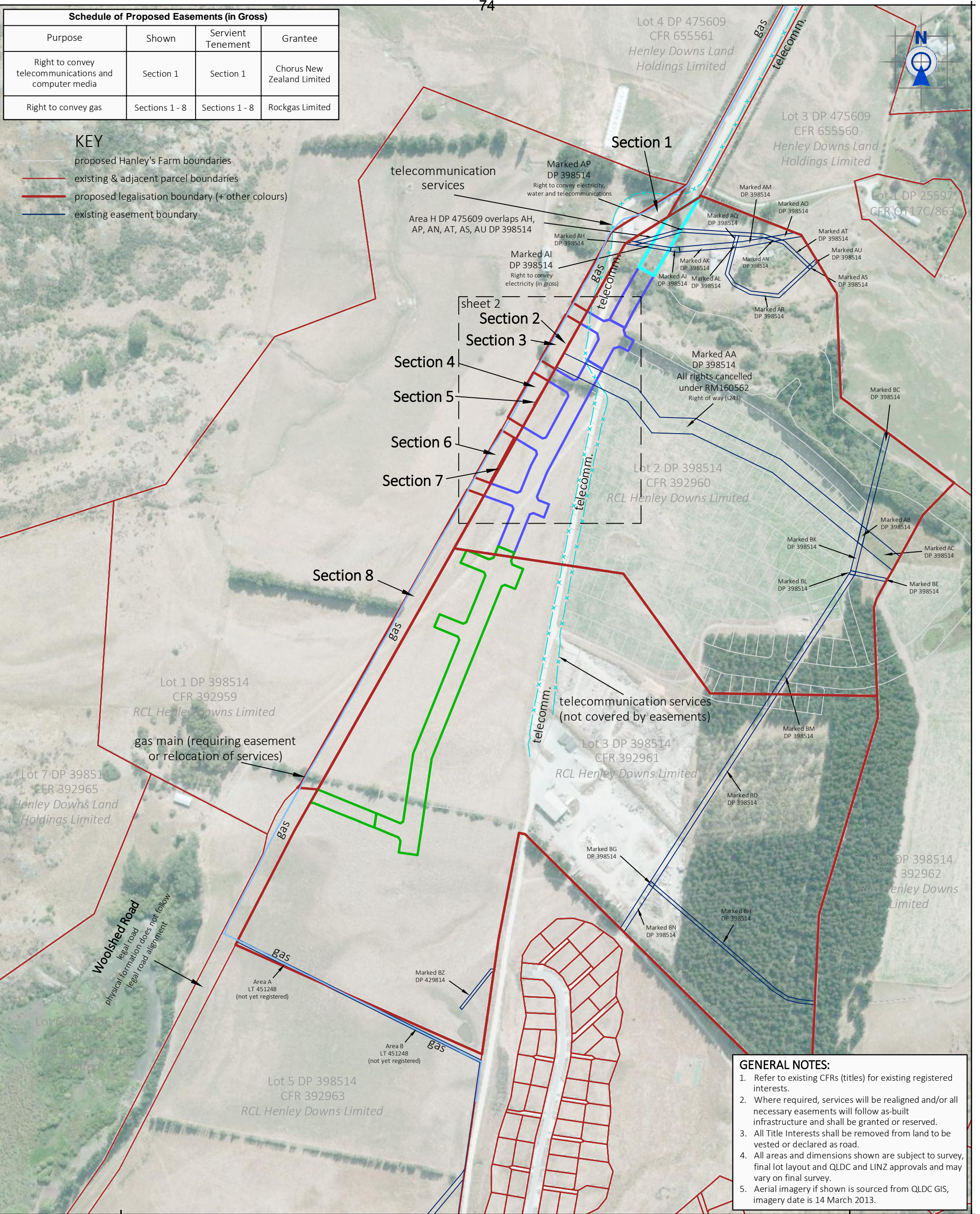
Purpose/Drawing Title:
Proposed Road Legalisation
Road Stopping Detail
Woolshed Road

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Designed by:	RCLBJ	A3	1:750
Drawn by:	MA		unless stated
Checked by:	HS		DO NOT SCALE
Approved by:	SW	Sheet No:	Revision No:
Job Ref:	Q6205 - 02	2	C
		Date Created:	18/11/2016

Schedule of Proposed Easements (in Gross)			
Purpose	Shown	Servient Tenement	Grantee
Right to convey telecommunications and computer media	Section 1	Section 1	Chorus New Zealand Limited
Right to convey gas	Sections 1 - 8	Sections 1 - 8	Rockgas Limited

KEY

-  proposed Hanley's Farm boundaries
-  existing & adjacent parcel boundaries
-  proposed legalisation boundary (+ other colours)
-  existing easement boundary

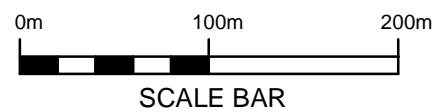


- GENERAL NOTES:**
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Client/Location:
RCL Henley Downs Limited
Hanley's Farm
Kingston Road, Queenstown

Purpose/Drawing Title:
Proposed Road Legalisation
Infrastructure Records Overlay
Woolshed Road

Surveyed by:	MA	Original Size:	Scale:	1:4000
Designed by:	RCLBJ	A3	DO NOT SCALE	
Drawn by:	MA			
Checked by:	HS	Sheet No:	Revision No:	Date Created:
Approved by:	SW	3	C	18/11/2016
Job Ref:	Q6205 - 02			

**QLDC Council
26 January 2017****Report for Agenda Item: 5****Department: Corporate Services****QLDC Organisational Health Safety and Wellbeing Performance****Purpose**

The purpose of this report is to provide Councillors with a regular update on the Health & Safety performance of the organisation.

Recommendation

That Council:


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

Prepared by:



Glyn Roberts
Health & Safety Officer
11/01/2017

Reviewed and Authorised by
:



Peter Hansby
GM Property & Infrastructure
11/01/2017

Background

- 1 Queenstown Lakes District Council (QLDC) has duties under the Health and Safety at Work Act 2015 and subsequent regulations to ensure the safety of employees and all other persons, at, or in, the vicinity of work or subsequently affected by the work. This duty is upheld through QLDC's safety management system, which is guided by best practice and designed to address operational risks and workforce behaviour.
- 2 As officers under the Health and Safety at Work Act 2015, elected members have duties to ensure the organisation is fulfilling its health and safety requirements and therefore need an understanding of the functioning and ongoing effectiveness of the QLDC safety management system. Elected members have requested such information to be provided in this report.

Comment

3 Health and Safety Committee Chair: Monthly Summary

Of concern this month was a notified incident which occurred at the Hawthorne Drive project. The incident resulted in the hospitalisation of a subcontractor with a broken wrist. Fulton Hogan took immediate action, closing down the site to meet with all contractor managers and to repeat the message around safety. We are currently awaiting a full investigation report from Fulton Hogan. As Chair of the Health and Safety Committee and project sponsor for Hawthorne Drive project, I will meet with all staff at this project to explain our expectations for a safe site.

Key Risks:

- 4 Key organisational health and safety risk themes that require continuous or improved management, are outlined below:
 - a. **Contractor Activities**
Refers to contract workers and work, engaged by or on behalf of QLDC
 - b. **Fleet Operations**
Refers to all QLDC work related vehicle and mobile plant use
 - c. **Public Interaction**
Refers to all direct engagement with the general public for work purposes
 - d. **Fitness for Work**
Refers to workers physical & mental capacity to perform work safely
 - e. **Isolated Workers**
Refers to workers operating alone or from remote locations
 - f. **Volunteer Activities**
Refers to volunteer workers and work, engaged by or on behalf of QLDC

Lead Indicators:

- 5 Steps Council employees have taken to prevent harm.
 - a. Improvement Reports: Any pro-active reporting which generate a safety improvement action.

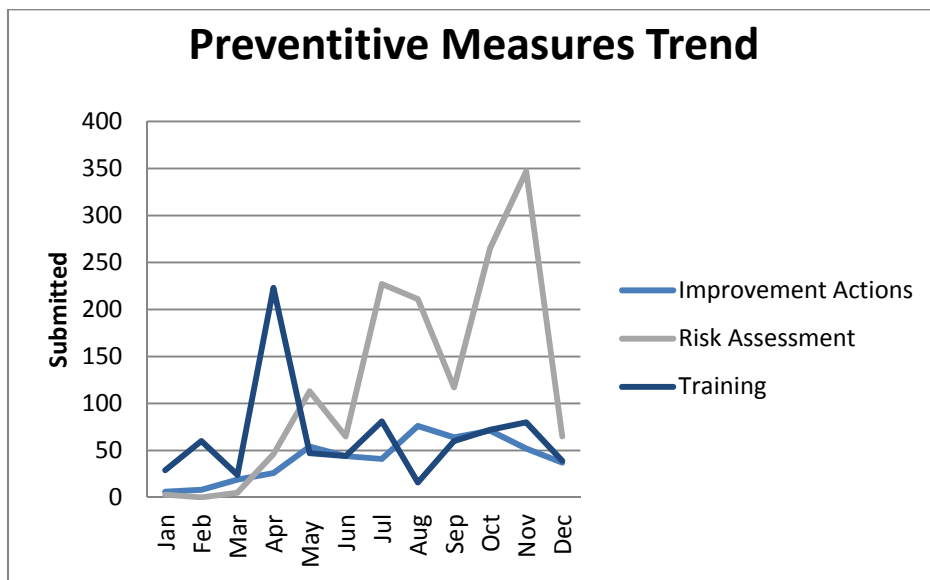
Hazards	Audits	That Was Lucky
11	19	7

- b. Training-Education: Any sessions conducted with employees that provide skills and knowledge to perform work safely.

Inductions	Other
11	28

- c. Risk Analysis. Any assessments that identify the risks and control measures associated with a work process or situation.

Take 5	Safe Work Plans	Other
65	0	0

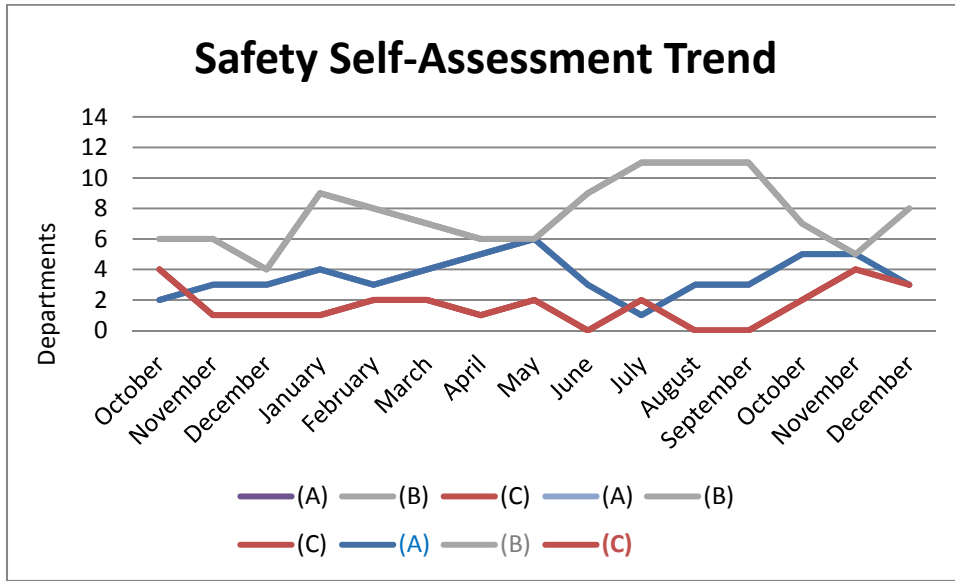


Risk assessment results for the months of October and November were counted twice resulting in higher than normal submissions.

- d. Department Safety Performances: Council departments are required to rate their monthly safety performance based on a simple question; Have they improved safety (A score) or has it been business as usual (B score)? A department is usually expected to rate themselves a C in response to a significant accident or incident or where they consider their performance is in need of improvement.

A	B	C
3	8	3

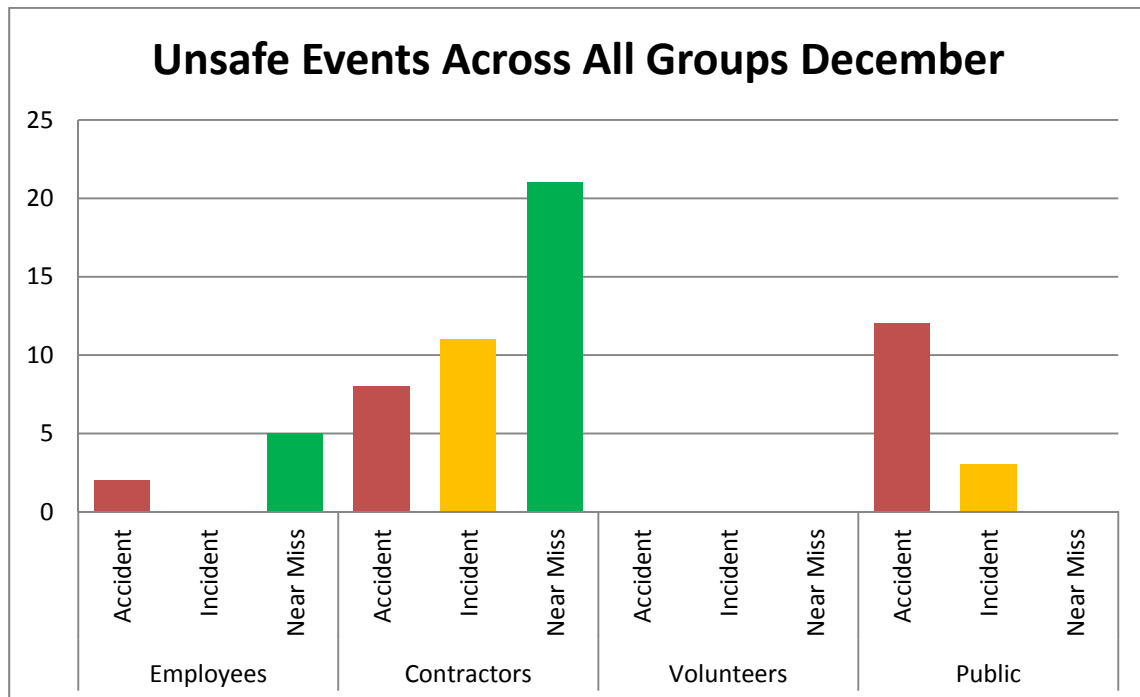
- e. Reflects self reported department safety performances since measuring began in October 2015.



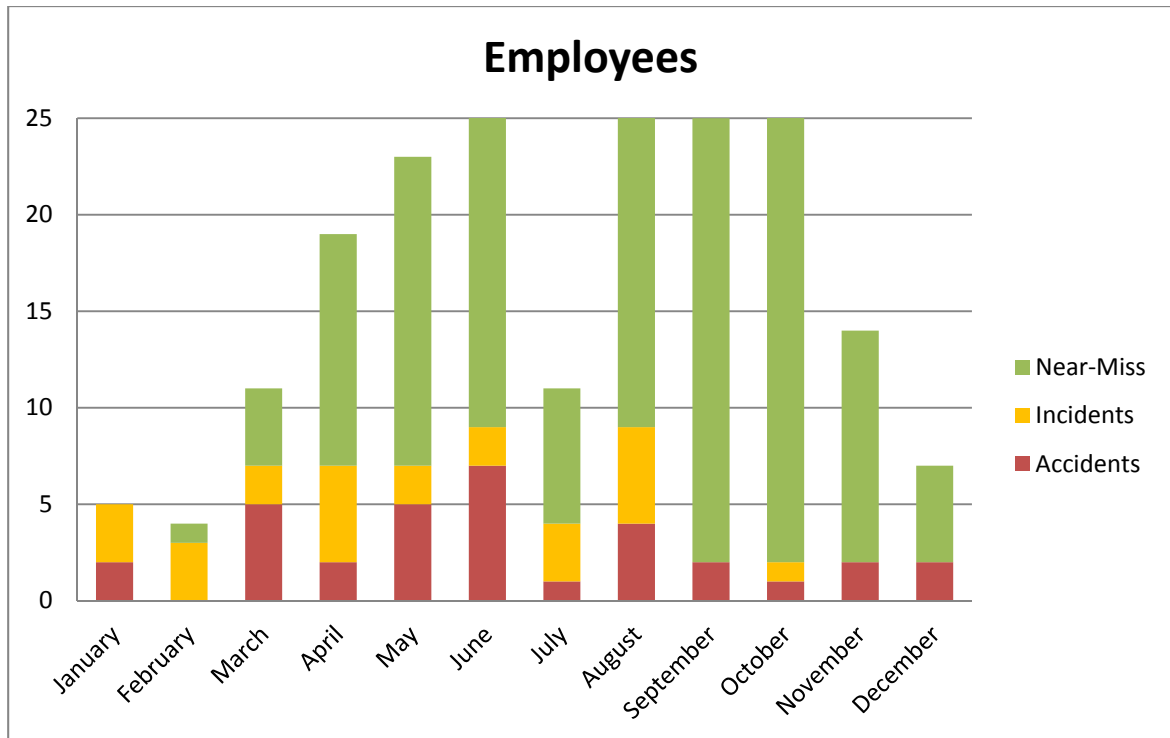
- 6 **Lag indicators; Unsafe Events:** Reflects unplanned work situations or occurrences that have (or could have) resulted in harm to the workforce or public.

Key unsafe events are noted at item 7.

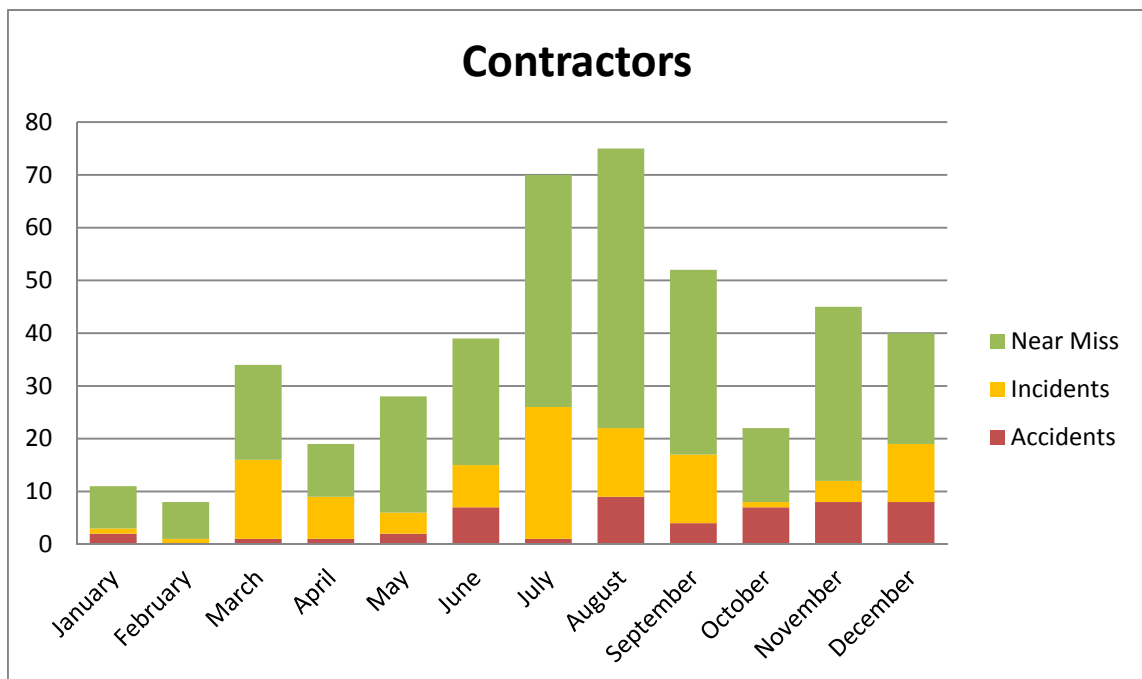
- a. All Council related Accidents, Incidents and Near Miss events



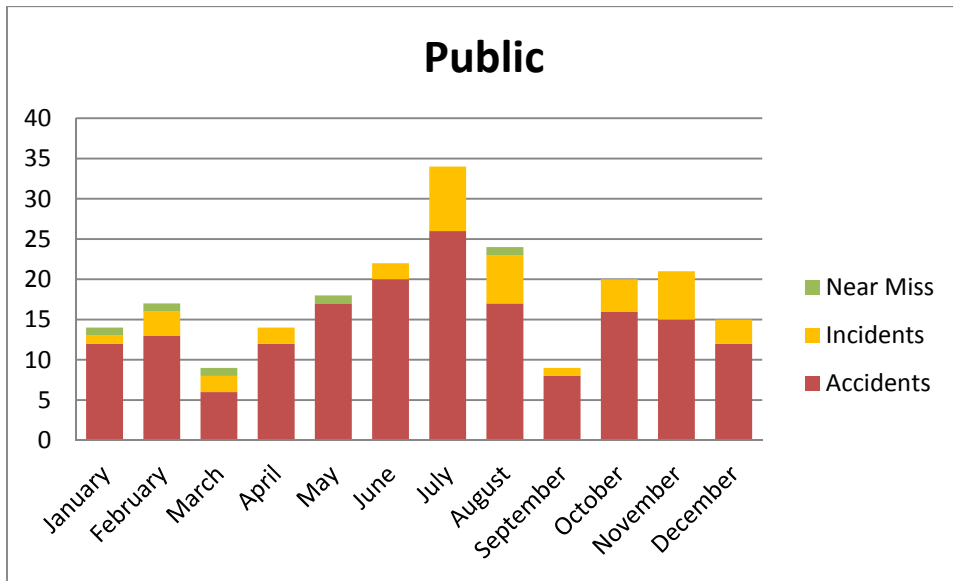
b. Employee Accidents, Incidents and Near Miss event trend



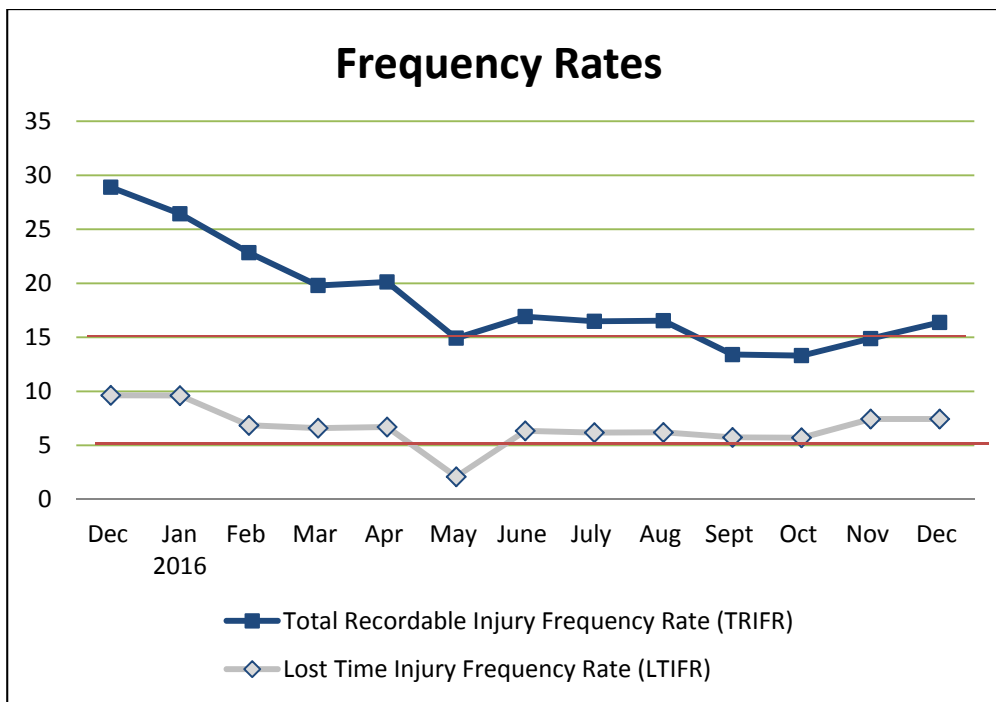
c. Contractor Accidents, Incidents and Near Miss event trend



d. Public Accidents, Incidents and Near Miss event trend




e. Identifies the rate of serious employee injuries over the last 12 months



7 **Key Unsafe Events:** Details about significant Accidents, Incidents and Near-Misses.

Unsafe Event	Details	Corrective Actions
Accidents	Contractor broken wrist.	A sub-contractor sustained a broken wrist whilst carrying out drain laying work at the Eastern Access Route project. Investigation being completed with WorkSafe Review Board
	Employee Restricted Work Injury (RWI)	Employee injured their back starting a leaf blower. Employee was seen by a doctor and continued work on restricted duties.

8 **WorkSafe Notification:** Unsafe events/tasks that required notification to regulator.

		
Notifiable Event Type	#	Description
Death	0	N/A
Injury	1	Contractor broken wrist
Illness	0	N/A
Incident	0	N/A
Work	0	N/A

- 9 **Training:** Courses that have been prepared to ensure employees perform work safely.

Month	Type
December	<ul style="list-style-type: none"> • First Aid courses Dec 16th
January	<ul style="list-style-type: none"> • First Aid course Jan 19th • Online 'Sub Department' H&S rep training

Significance and Engagement

- 10 This matter is of low significance, as determined by reference to the Council's Significance and Engagement Policy because it is purely operational in matter and does not directly affect Council's level of service to the community.

Risk

- 11 Some matters connected with this report are (or could be), with varying degrees of classification (from low to moderate) related to strategic risk items listed below.

- a. SR3 Management Practice - Working within legislation,
- b. SR7 Planning, training and capacity for Emergency Response.

Some matters connected with this report are (or could be), with varying degrees of classification (from low to high) related to operational risk items listed below.

- a. OR004 Serious Injury to members of the community,
- b. OR005 Death to members of the community,
- c. OR006 Child missing from Council holiday program,
- d. OR010 Damage or loss to third party property or asset,
- e. OR015 Staff not fit for work,
- f. OR016 Staff not adequately resourced,
- g. OR017 Sufficient , qualified or capable staff,
- h. OR018 Serious injury to member of staff,
- i. OR019 Serious injury to a contractor,
- j. OR020 Serious injury to a volunteer.

Consultation: Community Views and Preferences

12 The persons who are affected by or interested in this matter are: Employees, contractors, volunteers and public persons engaged with Council for the purposes of work or directly influenced by the Council's work process.

13 The Council has not consulted directly on this matter in the past.

14 This matter is of low significance and does not require community consultation

Legal Considerations and Statutory Responsibilities

15 Queenstown Lakes District Council has legal duties under the Health and Safety at Work Act 2015 that must be considered in all Council health, safety and wellbeing matters.

QLDC Council

26 January 2017

Report for Agenda Item: 6

Department: CEO Office

Chief Executive's Monthly Report

Purpose

To seek Council authority for two budget adjustments and to present other updates on various matters.

Recommendation

That Council:

1. **Note** the contents of this report;
2. **Approve** the reforecast of 2016-17 capital budgets deferring toilet replacements at Frankton Beach, Mt Aspiring Road and Ramshaw Lane and apportioning savings to the purchase of a Glutton Waste Vacuum at a cost of \$17,000.00;
3. **Approve** the following budget adjustments to the 2016/17 capital budgets to fund upgrades for emergency resilience to the Queenstown Events Centre:

Project Description	2016-17 Budget	Proposed	Movement
Queenstown Memorial Hall soundproofing	\$68,800	\$48,800	(\$20,000)
Clutha Outlet – Ramp Upgrade	\$20,500	\$0	(\$20,500)
Commonage Subdivision	\$79,587	\$20,087	(\$59,500)
QEC Emergency Resilience	\$0	\$100,000	\$100,000
Budget Totals	\$168,887	\$168,887	\$0

4. **Appoint** Mr Mike Holm as the independent Chair of the Queenstown Lakes District Council's Elected Member Conduct Committee; and
5. **Appoint** Councillors Lawton, MacDonald and Miller as the Queenstown Lakes District Council's representatives on the Queenstown Community Housing Trust Liaison Group.

1. CAPEX Spend for Custodian Waste Vacuum

Background

- a. The QLDC Field team (Maintenance & Operations) wishes to purchase a self-propelled Waste Vacuum called 'the Glutton'. This machine will assist with eliminating the need for the use of the claw and bag that the team

currently uses, this method has H&S implications as it places strain on wrists and arms with the repetitive nature of this task. The Glutton can also be used anywhere where there is waste on the ground and it vacuums up any waste that will pass through a 12.5cm tube. It will enable teams to cover areas more frequently and therefore make town cleaner

Price Evaluation

- b. It is proposed to purchase a re-conditioned (ex-lease) Glutton Waste Vacuum at a cost of \$17,000.00. A new unit cost would be \$41,000.00. This equipment is available to be purchased immediately.

Financial

- c. The proposed purchase will be offset against budget reforecast items being the deferral of toilet replacement, (Frankton Beach, Mt Aspiring Road and Ramshaw Lane, as the budget is now needed for design only. The original budget was \$1,266,875.00 but has been re-forecast to \$769,565.00, a difference of \$497,310. The change to the 2016/17 capex budget requires approval.

2. 16/17 Capex budget transfer request Queenstown Events Centre (QEC) Emergency Resilience

- a. Several budget adjustments are proposed in order to fund the QEC Emergency Resilience work recommended to be undertaken in 2016/17.
- b. QEC has been designated by Council as its civil defence Emergency Operations Centre. Some improvement works are required for it to better serve the community in the event of a major emergency event. These include building strengthening works, a dedicated back-up potable water supply, sewerage disposal and emergency supplies.
- c. A project budget of \$250,000 for 2017/18 was approved by Council through the Annual Plan process, with a recommendation to find additional budget of \$100,000 in 2016/17 to get urgent works underway and complete a business case for the remainder of works required to be funded through the 10-Year Plan. The works in 2016/17 can be funded by making the following adjustments:

Project Description	2016-17 Budget	Proposed	Movement
Queenstown Memorial Hall – Soundproofing: See note (d) below.	\$68,800	\$48,800	(\$20,000)
Clutha Outlet – Ramp Upgrade Project is no longer required. Investigations into ownership status have confirmed that ramp is not QLDC property.	\$20,500	\$0	(\$20,500)
Commonage Subdivision Sufficient 16/17 OPEX budget to cover forecast works.	\$79,587	\$20,087	(\$59,500)

QEC Emergency Resilience	\$0	\$100,000	\$100,000
Budget Totals	\$168,887	\$168,887	\$0

d. Queenstown Memorial Hall – Soundproofing

The proposed works were reviewed with a structural engineer familiar with the building who considered the proposed changes to be major and inadvisable. An alternative method to achieve significant sound insulation was developed and then approved by acoustic engineers with only a minor decrease in the sound dampening affects. This revision has also been liaised with the Michael Hill International Violin Competition organisers who have given their approval to the revision.

3. Independent Chair of Elected Member Conduct Committee

a. At its meeting held on 15 December the Council resolved to reconstitute the Elected Member Conduct Committee. Its purposes are:

- i) To monitor compliance with the Code of Conduct and the QLDC Standing Orders;
- ii) To conduct an inquiry into any matters which may be referred to it by the CE or the Mayor;
- iii) Conduct an inquiry and determine whether or not any complaint is to be upheld and make recommendations to Council

The membership is all elected members of the Council and an independent person to be appointed by Council, with a quorum of three, one of whom must be the independent person. The independent person is the Chair and no appointment to this position has been made. The Mayor has considered appropriate candidates and wishes to recommend that the Council appoint Mr Mike Holm, a partner of law firm Atkins Holm Majurey and one of the most experienced environmental and public lawyers in practice in New Zealand. An extensive biography for Mr Holm is available via <http://ahjmlaw.co.nz/our-people>.

4. Queenstown Community Housing Trust Liaison Group

a. In June 2014 the Council resolved to re-establish the Queenstown Community Housing Trust Liaison Group. This is in accordance with the Memorandum of Understanding between the Council and the Trust which states that:

The nature of the on-going partnership between the parties requires that a working party of three councillors, three trustees and officer meet quarterly or as required to review matters to progress the housing agenda in the District.

b. The Liaison Group is still in existence and unfortunately appointments to it were omitted from the schedule of other Councillor appointments recently approved. It is recommended that Councillors Lawton, MacDonald and Miller fill the Councillor positions on this group.

Recommendation to Exclude the Public

It is recommended that the Council resolve that the public be excluded from the following parts of the proceedings of the meeting:

The general subject of the matters to be discussed while the public is excluded, the reason for passing this resolution in relation to the matter, and the specific grounds under Section 48(a) of the Local Government Information and Meetings Act 1987 for the passing of this resolution is as follows:

Confirmation of minutes of ordinary meeting held on 15 December 2016

- Item 14 Appointment of Commissioners to hear and determine resource consent applications
- Item 15: Review and update of Commissioners appointments for Resource Management Act hearings
- Item 16: Appointment of Commissioners for the Hearings Panel on Stage 1 Hearings to be held in 2017 of the District Plan Review under the Resource Management Act 1991
- Item 17: Film Otago Southland Trust

General subject to be considered.	Reason for passing this resolution.	Grounds under Section 7 for the passing of this resolution.
14. Appointment of Commissioners to hear and determine resource consent applications	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: a) Protect the privacy of natural persons, including that of deceased natural persons.	Section 7(2)(a)
15. Review and update of Commissioners appointments for Resource Management Act hearings	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: a) Protect the privacy of natural persons, including that of deceased natural persons.	Section 7(2)(a)

General subject to be considered.	Reason for passing this resolution.	Grounds under Section 7 for the passing of this resolution.
16. Appointment of Commissioners for the Hearings Panel on Stage 1 Hearings to be held in 2017 of the District Plan Review under the Resource Management Act 1991	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: a) Protect the privacy of natural persons, including that of deceased natural persons.	Section 7(2)(a)
17. Film Otago Southland Trust	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: a) Protect the privacy of natural persons, including that of deceased natural persons.	Section 7(2)(a)

Agenda items

Item 7 Appointment of former Councillors as Resource Management Act Commissioners

General subject to be considered.	Reason for passing this resolution.	Grounds under Section 7 for the passing of this resolution.
7. Appointment of former Councillors as Resource Management Act Commissioners	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: a) Protect the privacy of natural persons, including that of deceased natural persons.	Section 7(2)(a)

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.