



Order Paper for an ordinary meeting of the

QUEENSTOWN LAKES DISTRICT COUNCIL

to be held on

Thursday, 9 March 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 9 March 2017 commencing at 1.00pm

Item	Page No.	Report Title
		Apologies
		Leave of Absence Requests
		Declarations of Conflict of Interest
		Matters Lying on the Table
		Special Announcements
		Public Forum
		Confirmation of Agenda
	6	Confirmation of Minutes 26 January 2017 (Public part of ordinary meeting)
1	23	Draft Statement of Intent, Queenstown Airport Corporation 2017/18
2	26	Local Easter Sunday Shop Trading Policy 2017
3	30	Amendment to QLDC Standing Orders
4	37	Local Governance Statement
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7	54	Luma Light Festival Trust - Licence to Occupy Recreation Reserves
8	60	New Reserve Licence for Paddle Queenstown Ltd
9	69	Chief Executive's Monthly Report
	78	PUBLIC EXCLUDED Confirmation of Minutes 26 January 2017 (Public excluded part of ordinary meeting)
10	80	PUBLIC EXCLUDED Pre-approval for settlement clearance

NOTE: Shading indicates that report attachments are in a separate booklet.

Item	Page No.	Report Title
11	85	PUBLIC EXCLUDED District Licensing Committee Membership

Confirmation of minutes

26 January 2017

Minutes of an ordinary meeting of the Queenstown Lakes District Council held in the Council Chambers, 10 Gorge Road, Queenstown on Thursday 26 January 2017 commencing at 1.02pm

Present:

Mayor Boulton; Councillors Clark, Forbes, Hill, MacDonald, MacLeod, Miller and Stevens

In attendance:

Mr Mike Theelen (Chief Executive), Mr Peter Hansby (General Manager, Property and Infrastructure), Mr Tony Avery (General Manager, Planning and Development), Mr Edward Guy (Consultant, Rationale Ltd), Mr Ulrich Glasner (Chief Engineer), Mrs Joanne Conroy (Property Advisor, APL Property Ltd), Mrs Meghan Pagey (HR Manager), Mr Blair Devlin (Manager, Planning Practice) and Ms Jane Robertson (Senior Governance Advisor); two members of the media and eight members of the public

Apologies/Requests for Leave of Absence

Apologies were received from Councillors Ferguson and McRobie (on approved leave of absence). An apology was also received from Councillor Lawton.

The following requests for Leave of Absence were made:

- Councillor MacLeod: 10-27 February 2017
- Mayor Boulton: 10-15 February 2017

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

Declarations of Conflicts of Interest

No declarations were made.

Matters Lying on the Table

There were no matters lying on the table.

Special Announcements

Mayor Boulton stated that on behalf of the District he wished to recognise and applaud the generosity of the Jardine family in gifting their homestead at Woolshed Bay to the University of Otago. He observed that it was one of New Zealand's most significant public donations by a single family and he wished to acknowledge this. His sentiments were supported by the full Council.

Public Forum1. Brian Fitzpatrick

Mr Fitzpatrick suggested instead of routing a new sewer line under the new Kawarau Falls Bridge as far as way as the rear of the airport, that an alternative sewer line be taken from Hanley's Farm and installed under a new pedestrian/cycle bridge over the Kawarau River. This bridge could be constructed 1250m downstream from the new bridge and would both connect with the existing trail network and provide a flat, short and safe trip to the new Wakatipu High School.

This option had been shown to Council staff in early November and Mr Fitzpatrick was annoyed that it was not considered in the agenda report. In his view this was contrary to the Local Government Act requirement to identify all reasonably practicable options and he asked the Council to defer making a decision on the agenda report until this alternative had been considered. He estimated that a pedestrian/cycle bridge would only cost \$0.5M to construct and he questioned the \$5M budget in the agenda report.

2. Mandy Kennedy, Chief Executive, Queenstown Trails Trust

Mrs Kennedy was supportive of Mr Fitzpatrick's suggestion as it was in line with the Trust's 2015 strategy of connecting the Wakatipu Basin via a trail network. The Trust was very interested in options to establish a connection from Hanley Downs and Jacks Point, especially one that would be away from the state highway.

3. Steve Wilde, Chief Executive, Downtown QT

Mr Wilde expressed support for the Queenstown Town Centre Masterplan as it would bring a lot of different projects into one document and was the correct approach to secure external funding. It would also avoid an ad hoc approach which had occurred with Marine Parade where the community had felt left out. He asked for the Masterplan to flow through to the 10-Year Plan with funding provided for these very large projects.

4. Glyn Lewers, Frankton Community Association

Mr Lewers referred to the Chief Executive's report and the planned deferral of three toilet projects, with allocation of the savings to the purchase of a Waste Vacuum. He was opposed to deferring these toilet projects, stating that the Frankton Beach toilet block was in a serious state of disrepair and was more of a risk to the public health and safety than picking up litter. He noted that Frankton Beach was well used and there was no mention of a deferral date. He described this as a 'can't do' attitude from the Council.

5. Bryce Whiting

Mr Whiting addressed the Council about how it could prepare for Crate Day when it would occur again in December 2017. He believed that an approach which encouraged the responsible consumption of alcohol was needed and he suggested that the Council develop a bylaw specifically for this purpose. He tabled recommended provisions of such a bylaw and expressed a desire to be involved if meetings were held to discuss a bylaw to control Crate Day.

QUEENSTOWN LAKES DISTRICT COUNCIL**26 JANUARY 2017****Page 3****6. Evan Jenkins**

Mr Jenkins stated that he had visited the Village Green at 8.30pm on Crate Day and the area was vibrant and lively with many people there, which was exactly what Downtown Queenstown and the Queenstown Chamber of Commerce promoted. He had therefore been bemused about the negative comments following the event, especially as there had been no arrests or violence and no litter infringements issued.

Mr Jenkins said that three toilets had not been enough to cater for the 1600 people on the beach on Christmas Day, which had resulted in queues of people to use the toilets and some choosing to use the bushes instead. On 26 December there had only been a single custodian cleaning up the area which he did not consider adequate service.

He did not support introducing a year-round alcohol ban but suggested banning glass.

Confirmation of agenda

The agenda was confirmed without addition or alteration.

Confirmation of minutes

Ordinary meeting, 15 December 2016

On the motion of the Mayor and Councillor Stevens the Council resolved the minutes of the public part of the meeting of the Queenstown Lakes District Council held on 15 December 2016 be confirmed as a true and correct record.

Councillor Forbes abstained from voting because she was not at the meeting.

1. Queenstown Town Centre Masterplan

A covering report from Peter Hansby (General Manager, Property and Infrastructure) introduced a report that recommended the development of a Queenstown Town Centre Masterplan to demonstrate how individual projects integrated into a programme of works to achieve a vision for the town centre, thereby ensuring a strong investment story for each project.

The report was presented by Mr Hansby and Mr Guy. Mr Hansby referred to two minor errors in the Masterplan report:

7. 3.2.3 Queenstown Integrated Transport and Wakatipu Public Transport Programme Business Cases (p9)

The timeframe for roll out of the ORC's new bus network and fare system was in the period July-September 2017, and not July 2017.

8. *Queenstown Town Centre Workstreams* (table on p10)
Queenstown Airport Corporation needed to be added to the Queenstown Transport Governance Group.

The Mayor expressed support for collecting all the different plans in a single document but stated that it should not just be a collection of reports but a menu of options, timeframe for project delivery and cost to deliver.

Councillor Forbes welcomed the proposed Masterplan but expressed concern that it identified a need for other reports and this meant that no action could occur until preparation of the 10-Year Plan in 2018-19. She expressed a desire for work to continue in the interim. The Mayor agreed that the timeframe was probably a year longer than ideal.

The Chief Executive stated that an important step was to establish a hierarchy of decisions but this would not prevent smaller projects from being accelerated. However, he warned against projects being started before understanding how they fitted into the overall vision and the Masterplan would help the Council to prepare the 10-Year Plan. He was confident that essential works would not be held up if the Council were to adopt the Masterplan.

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

1. **Note the contents of this report; and**
 2. **Approve the proposed approach to develop a Queenstown Town Centre Masterplan.**
2. **Kawarau Falls Bridge Water and Wastewater Infrastructure Funding**

A report from Simon Leary (Senior Project Manager, Property and Infrastructure) advised that installation of water and wastewater infrastructure on the new Kawarau Falls Bridge should be brought forward, as installation during construction was the most efficient and cost effective option. The report noted that the total budget required for this project was estimated to be \$5,274,046 and delegated authority was sought for the Chief Executive to award the contract for Kawarau Falls Bridge water and wastewater infrastructure to a value not exceeding \$5.3 million.

The report was presented by Mr Hansby and Mr Glasner.

Whilst acknowledging that a cycle link would be valuable, Mr Glasner stressed that the project was about supplying water and wastewater now, as the existing line was close to capacity. Two service lines would be installed on the bridge to carry wastewater mainly from Kelvin Heights, with some also coming from Hanley Downs and Jacks Point. In 10-15 years' time a second crossing of the Kawarau River would be needed, especially as the full development occurred at Hanley Downs, and this could be constructed under a new walking bridge. He added however, that the Hanley Downs

developers were not interested in pursuing the option presented in the Public Forum. Staff had also not favoured it as it did not address resilience issues and the need to deal with Kelvin Heights capacity now and into the future.

Councillor Stevens did not believe that these two options were in conflict as the Chief Engineer had signalled that another bridge would be needed in the future. He was supportive of the recommendation as it was important for this project to be done, however he considered that a future walking/cycling bridge was a good option and asked for the idea not to be forgotten.

Questions were raised about the high project price. It was noted that a budget had been put forward on which staff believed they could deliver the project but they acknowledged the concerns. This had been flagged strongly with NZTA and staff had asked to review the price NZTA received from the contractor to ensure that the Council was receiving good value for money.

On the motion of Councillors Forbes and MacDonald it was resolved that the 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.**
- 3. Proposed new lease for Wanaka Croquet Club to replace the previous lease**

A report from Joanne Conroy (Property Advisor, APL Property Ltd) presented information about the procedure followed to process the Wanaka Croquet Club's application for a new lease to use Council recreation reserve for a croquet club. The report recommended the approval of a new lease with conditions in line with the provisions of Community Facility Pricing Policy and Community Lease and Licence Terms. The report also referred to the club's plans to replace its current storage shed and sought the Council's Affected Person's Approval for this project.

The report was presented by Mrs Conroy and Mr Hansby who also presented the report following.

Mrs Conroy detailed the background to the new lease area sought, explaining that relocating the planned storage shed to address a neighbour's concern about the original site had necessitated the croquet club encroaching onto the lease area of the tennis club adjacent. The tennis club had agreed to surrender this piece of its lease area.

Councillor MacLeod noted that he had followed up on a concern raised by the Wanaka Community Board about the future of the club. He had contacted the club president who had reported that it now had 60 active members, which was a significant increase in membership.

On the motion of Councillors MacLeod and Clark it was resolved that the 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. [Attachment A to these minutes]**
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.**

4. Woolshed Road Legalisation RCL Henley Downs

A report from Dan Cruickshank (Property Advisor, APL Property Ltd) presented a series of proposed road stoppings, transfer and vesting in the Hanley's Farm development area for the Council's approval.

Mrs Conroy provided further detail about the application from the developers of Hanley's Farm. She noted that they wished to stop an existing legal paper road and relocate it onto a new alignment to better facilitate the development's roading network. She did not consider that the proposal would negatively impact matters of public access but would rather serve to guarantee the developers legal access to their land. Accordingly, it was recommended that the application be granted.

On the motion of Councillors MacDonald and Stevens it was resolved that the 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 [Attachment B to these minutes];

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.

5. **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 the apparent spike in contractor events over the winter months. Mrs Pagey agreed that this could be partly due to poor weather conditions but she pointed out that despite the high levels of reporting there were few accidents recorded, adding that all reports were now broken down into accident, incidents and near misses.

On the motion of the Mayor and Councillor Clark it was resolved that Council note the report.

6. Chief Executive's Monthly Report

A report from the Chief Executive:

- Sought approval to reforecast 2016/17 capital budgets deferring toilet replacements at Frankton Beach, Mt Aspiring Road and Ramshaw Lane and reallocate the savings to the purchase of a Glutton Waste Vacuum at a cost of \$17,000;
- Sought approval for various 2016/17 capital budgets to be adjusted to fund updates for emergency resilience at the Queenstown Events Centre;
- Presented a recommendation to appoint Mr Mike Holm as the independent Chair of the Council's Elected Member Conduct Committee; and
- Recommended the appointment of Councillors Lawton, MacDonald and Miller as the Council's representatives on the Queenstown Community Housing Trust Liaison Group.

Toilet Deferrals

Mr Hansby joined the table. He clarified that the Council had earlier agreed to defer expenditure on the toilets when approving the 2016/17 capital works reforecast at the Council meeting held on 24 November 2016. He noted that there was insufficient funding available in the current year's budget to construct the toilets, but there was money available for design. Funding had been carried forward and topped up in the 2017/18 budget so that toilet construction could occur. He anticipated that design of the new toilets would be finished by March with the project tendered in March/April, although the contract could not be awarded and construction commenced until after 1 July 2017. He sought direction on which of the three projects was viewed as the highest priority and the Council agreed that this was the Frankton Beach toilet block.

On the motion of Councillors MacLeod and Stevens it was resolved 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)

Project Description	2016-17 Budget	Proposed	Movement
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.

Resolution to Exclude the Public

On the motion of the Mayor and Councillor 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

General subject to be considered.	Reason for passing this resolution.	Grounds under Section 7 for the passing of this resolution.

QUEENSTOWN LAKES DISTRICT COUNCIL

26 JANUARY 2017

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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)

Agenda items

Item 7 Appointment of former Councillors as Resource Management Act Commissioners

QUEENSTOWN LAKES DISTRICT COUNCIL

26 JANUARY 2017

Page 12

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.

The meeting went into public excluded at 2.21 pm at which point it adjourned.

The meeting reconvened at 2.26pm in public excluded.

The meeting came out of public excluded and concluded at 2.51pm.

CONFIRMED AS A TRUE AND CORRECT RECORD

M A Y O R

9 March 2017

D A T E



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

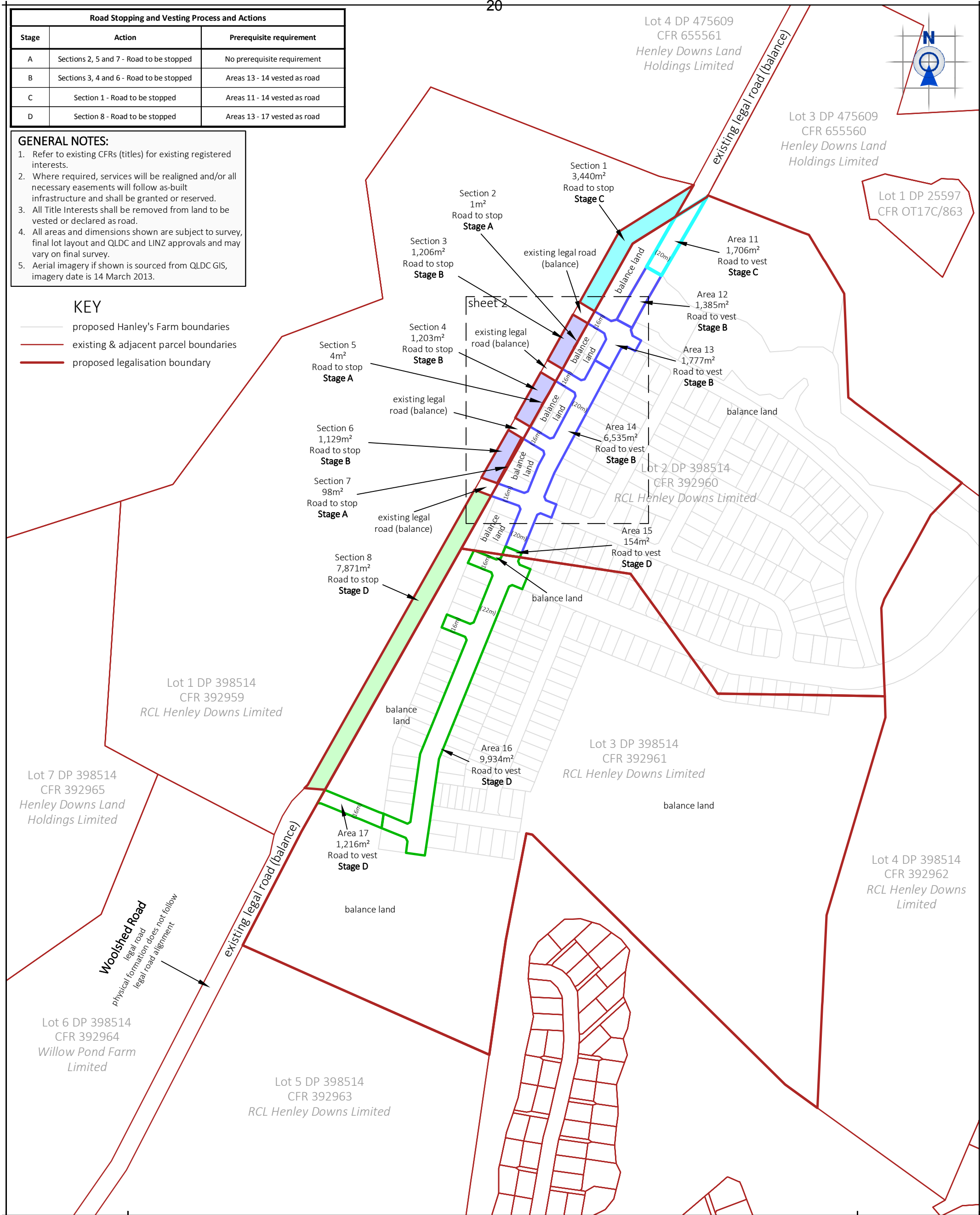
Road Stopping and Vesting Process and Actions		
Stage	Action	Prerequisite requirement
A	Sections 2, 5 and 7 - Road to be stopped	No prerequisite requirement
B	Sections 3, 4 and 6 - Road to be stopped	Areas 13 - 14 vested as road
C	Section 1 - Road to be stopped	Areas 11 - 14 vested as road
D	Section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

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.

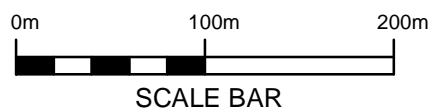
KEY

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



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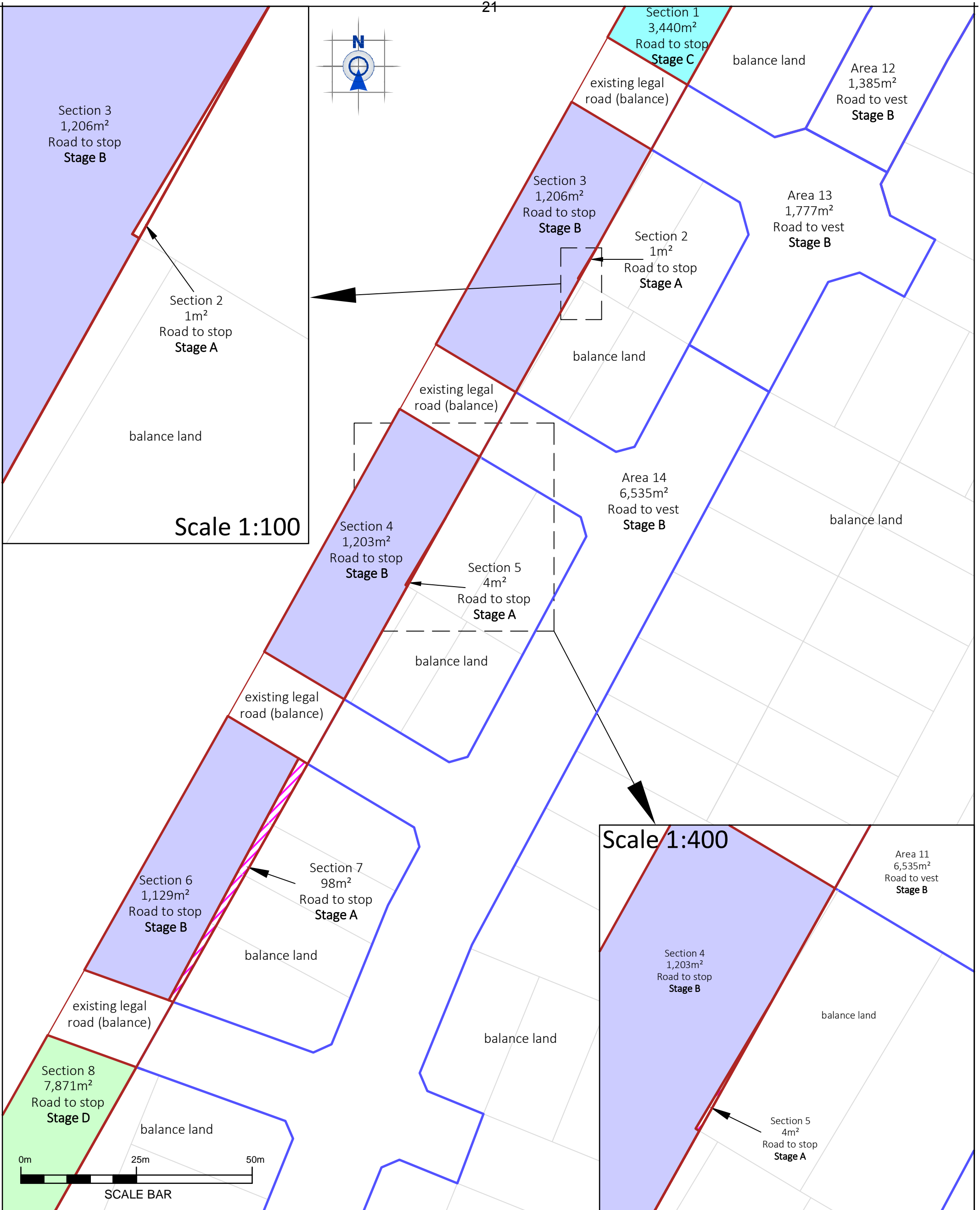
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Client/Location:
RCL Henley Downs Limited
Hanley's Farm
Kingston Road, Queenstown

Purpose/Drawing Title:
Sections 1 - 8
Proposed Road Legalisation
Woolshed Road

Surveyed by:	MA	Original Size:	Scale:
Designed by:	RCLBJ	A3	1:4000
Drawn by:	MA		
Checked by:	HS		
Approved by:	SW		
Job Ref:	Q6205 - 02	Sheet No:	1
		Revision No:	C
		Date Created:	18/11/2016

DO NOT SCALE



Scale 1:100

Scale 1:400

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Notes:
Please refer to sheet 1 for plan notes

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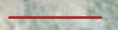
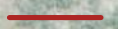

Client/Location:
**RCL Henley Downs Limited
Hanley's Farm
Kingston Road, Queenstown**

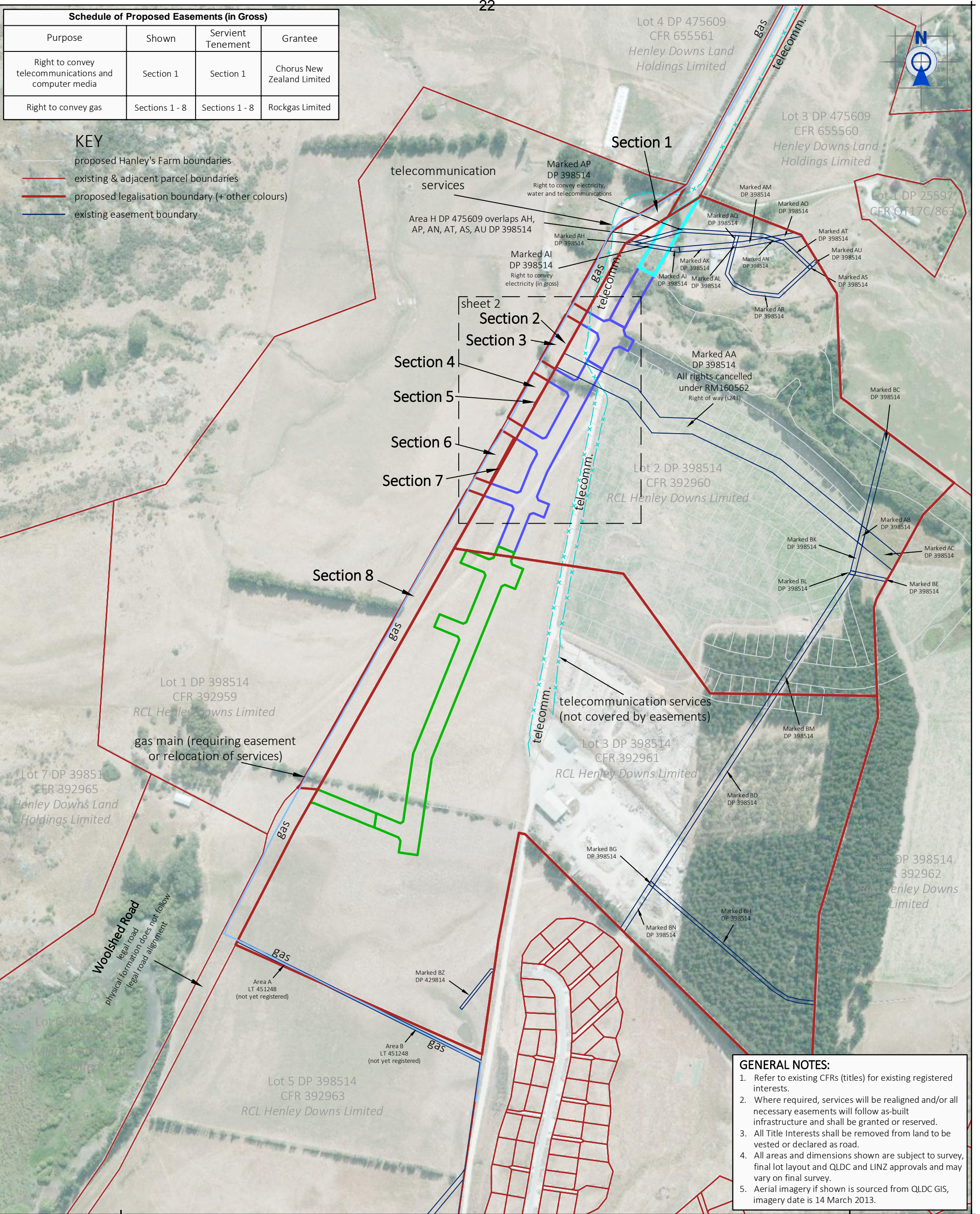
Purpose/Drawing Title:
**Proposed Road Legalisation
Road Stopping Detail
Woolshed Road**

Surveyed by:	MA	Original Size:	Scale:
Designed by:	RCLBJ	A3	1:750 unless stated
Drawn by:	MA		
Checked by:	HS		
Approved by:	SW	DO NOT SCALE	
Job Ref:	Q6205 - 02	Sheet No:	2
		Revision No:	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

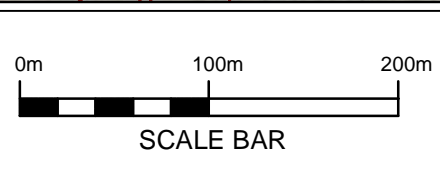


- GENERAL NOTES:**
1. Refer to existing CFRs (titles) for existing registered interests.
 2. Where required, services will be realigned and/or all necessary easements will follow as-built infrastructure and shall be granted or reserved.
 3. All Title Interests shall be removed from land to be vested 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.

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Notes:
Please refer to sheet 1 for plan 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**

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	Q6205 - 02	C	18/11/2016

QLDC Council
9 March 2017

Report for Agenda Item 1

Department:

Finance & Regulatory

Draft Statement of Intent, Queenstown Airport Corporation 2017/18

Purpose

To receive and consider the draft Statement of Intent for Queenstown Airport Corporation (QAC) for the 2017/18 year in accordance with sections 64 and 65 of the Local Government Act 2002

Recommendation

That the Council:

1. **Note** the contents of this report; and
2. **Receive** the Draft Statement of Intent for 2017/18 for the Queenstown Airport Corporation and make any comments on the draft Statement of Intent to the QAC Board by 30 April 2017.

Prepared by:



Stewart Burns
General Manager,
Finance and Regulatory
21/02/2017

Reviewed and Authorised by:



Mike Theelen
Chief Executive
21/02/2017

Background

- 1 The QAC is a Council Controlled Trading Organisation (CCTO) as per Section 6 of the Local Government Act 2002 (the Act).
- 2 Section 64 of the Act requires all CCOs to have a Statement of Intent.
- 3 The Draft Statement of Intent for 2017/18 must be delivered to the shareholder (Council) before 1 March 2017.

- 4 QAC must consider any comments that are made by Council on the draft Statement of Intent within 2 months i.e. before 30 April 2017.
- 5 The draft SOI submitted by QAC to Council on 21 February should be treated as a draft. The final version of the Statement of Intent must be delivered to Council by no later than 30 June 2017.

Comment

6. Section 6 of the Local Government Act 2002 (the Act) creates the following types of organisations for which Councils have governance responsibilities:
 - Council Organisations (CO) - organisations in which one or more local authorities controls any proportion of the voting rights or rights to appoint directors;
 - Council Controlled Organisations (CCO) – Council organisations in which one or more local authorities control 50% or more of the voting rights or have the rights to appoint 50% or more of the directors;
 - Council Controlled Trading Organisations (CCTO) - Council Controlled organisations which operate a trading undertaking with the intent of making a profit.
7. The QAC is a Council Controlled Trading Organisations (CCTO) as per Section 6 of the Local Government Act 2002 (the Act). Section 64 of the Act requires all CCOs to have a Statement of Intent (SOI).
8. Schedule 8 of the Act contains the process for adoption of the SOI, which is:
 - Draft SOI to be delivered to Council before 1 March each year
 - CCO must consider any comments on the SOI that are made by Council within 2 months i.e. before 30 April
 - Completed SOI delivered to Council by 30 June.
 - Council can, by resolution, compel the Board to amend the SOI by omitting or including any of the following:
 - Objectives
 - Statements of the Boards approach to governance
 - Nature and scope of activities to be undertaken
 - Ratio of shareholders funds to total assets
 - Accounting Policies
 - Performance targets and measures by which the CCO will be judged
 - Estimates of the amount or proportion of Accumulated profits or Reserves that may be distributed
 - Kind of information to be provided to Council, including the content of the six monthly report
 - Procedures to follow for the CCO to purchase shares in any other venture

Financial Implications

9. There are no budget or cost implications resulting from the decision.

Local Government Act 2002 Purpose Provisions

10. The Queenstown Airport is a key infrastructure asset for the district. As such, the Council's consideration of its Statement of Intent is appropriate and within the ambit of section 10 which requires Councils to meet the current and future needs of communities for good-quality local infrastructure in the most cost-effective way for households and businesses.

Consultation

11. The report provides a basis for communication between the company and the shareholder, and as such no wider consultation is required.

Attachments [Presented separately]

A Queenstown Airport Corporation Statement of Intent (Draft).

**QLDC Council
9 March 2017**

Report for Agenda Item: 2

Department: Finance & Regulatory

Local Easter Sunday Shop Trading Policy 2017

Purpose

To consider adopting the Queenstown Lakes District Local Easter Sunday Shop Trading Policy.

Recommendation

That Council:

1. **Note** the contents of this report;
2. **Adopt** the Queenstown Lakes District Local Easter Sunday Shop Trading Policy 2017.

Prepared by:



Lee Webster
Manager; Regulatory

8/11/2016

Reviewed and Authorised by:



Stewart Burns
General Manager; Finance &
Regulatory

8/11/2016

Background

- 1 On 24 November 2016, Council resolved to accept the Proposed Queenstown Lakes District Local Easter Sunday Shop Trading Policy for public consultation <http://www.qldc.govt.nz/assets/Uploads/Council-Documents/Full-Council-Agendas/2016/24-November-2016/Item%203:%20Easter%20Sunday%20Shop%20Trading%20Policy/3-Easter-Sunday-Shop-Trading-Policy.pdf>.
- 2 This policy was consulted on from 26 November to 4 January 2017, with 33 submissions being received. The vast majority of submissions were supportive of the proposed policy however there were a small number of submissions which opposed it.
- 3 The change in legislation only enables Council to develop a policy regarding Easter Sunday and does not include any other days e.g. Good Friday.

- 4 The policy (if adopted) would provide a fair and equal playing field for all businesses across the district to decide if they want to trade on Easter Sunday or not.

Comment

Submissions

- 5 There were 33 submissions received with 31 from individuals and two from organisations. The submissions are summarised in Attachment B.
- 6 76% (25) of submissions were in support of the proposed policy, 3% (one) was neutral and 21% (seven) disagreed with the proposed policy.
- 7 Some submissions had expressed concern that employees would be forced to work on a day which they would otherwise have as a holiday. However, the Shop Trading Hours Act 1990 contains a clause specifically to protect employees who do not wish to work and a clause entitled 'Shop employees' right to refuse to work' is included in the policy.
- 8 A public hearing had not been required because each of the three submitters who had indicated a desire to speak to their submissions declined the invitation to attend the hearing scheduled. The panel convened to consider the submissions and the minutes of that discussion are attached (Attachment C). The panel recommended that the policy be adopted.

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 Status quo – No Policy

Advantages:

- 11 A small number of submissions were received which opposed the policy to maintain uniqueness and to protect employees who do not want to work on Easter Sunday.

Disadvantages:

- 12 There are inconsistencies across the district of which shops can trade on Easter Sunday, which provides a degree of frustration for some of the community, particularly for some Wanaka businesses.

13 Option 2 Adopt New Local Easter Sunday Shop Trading Policy

Advantages:

- 14 A Local Easter Sunday Shop Trading Policy would provide consistency across the whole district to enable businesses to determine if they wish to open to trade on Easter Sunday.

Disadvantages:

- 15 Some of the community and employees do not believe that shops should be open for trading on Easter Sunday.
- 16 This report recommends **Option 2** for addressing the matter because a Local Easter Sunday Shop Trading Policy enables Council to provide a clear and simple policy to determine that shops can trade on Easter Sunday.

Significance and Engagement

- 17 This matter is of medium significance, as determined by reference to the Council's Significance and Engagement Policy because of the extent the policy is likely to impact on the people of the district and the level of potential community interest.

Risk

- 18 This matter relates to the strategic risk SR3 – Management Practice – working within legislation, as documented in the Council's risk register. The risk is classed as moderate. This matter relates to this risk because a recent change in legislation has enabled the development of a policy to enable trading on Easter Sunday.

Financial Implications

- 19 There are minimal costs associated with the development of a Local Easter Sunday Shop Trading Policy, which will be met through current resourcing and budgets.

Council Policies, Strategies and Bylaws

- 20 The following Council policies, strategies and bylaws were considered:

- Significance and Engagement Policy

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

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

- Volume 1 – Community Outcomes and Council Priorities

Local Government Act 2002 Purpose Provisions

- 23 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 providing the opportunity for each business to trade on Easter Sunday;
- 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

- 24 The persons who are affected by or interested in this matter are residents/ratepayers and tourists of the Queenstown Lakes District community.
- 25 The Council consulted in accordance with the legislative requirements following the special consultative procedure.

Legal Considerations and Statutory Responsibilities

- 26 Council must review the first Easter Sunday Shop Trading Policy adopted no later than five years after its adoption.
- 27 Any Local Easter Sunday Shop Trading Policy that is not reviewed within this time frame is revoked two years after the date by which the policy was required to be reviewed.
- 28 This is consistent with the Bylaw process under the Local Government Act 2002.

Attachments [Presented separately]

- A Queenstown Lakes District Easter Sunday Trading Policy 2017
- B Summary of Submissions
- C Hearing Panel Minutes

**QLDC Council
9 March 2017**

Report for Agenda Item: 3

Department: Corporate Services

Amendment to QLDC Standing Orders

Purpose

To make amendments to Standing Orders in regards to speaking in public forum and to add meeting procedures for the Elected Member Conduct Committee that had been inadvertently omitted.

Recommendation

That Council:

1. **Note** the contents of this report;
2. **Amend** Standing Order 14.15 bullet point 6 to read “the matter is subject to a hearing, including the hearing of submissions where the local authority, a committee, or hearings panel sits in a quasi-judicial capacity.” and
3. **Adopt** the [attached] “Additional Meeting Procedures for the Elected Member Conduct Committee” as Appendix 12 of Standing Orders

Prepared by:



Shelley Dawson
Senior Governance Advisor

1/02/2017

Reviewed and Authorised by:



Meaghan Miller
General Manager, Corporate
Services

23/02/2017

Background

- 1 Council adopted a new set of Standing Orders on 15 December 2016 based on a Local Government New Zealand template for Territorial Local Authorities incorporating changes in legislation since 2003.

Comment

Elected Member Conduct Committee

- 2 Additional meeting procedures for the Elected Member Conduct Committee were added to the previous Standing Orders in June 2015 when the Committee was first created. These were inadvertently omitted when the new Standing Orders were drafted. The Terms of Reference for the Elected Member Conduct Committee cover some of the procedures, but for completeness it is proposed to add what was contained previously as a new appendix to the existing Standing Orders, Appendix 12 (attachment A).

Public Forum provisions

- 3 Further clarification is required on the restrictions to presenting at public forum as outlined in section 14.15 of Standing Orders. It is suggested that bullet point 6 be amended to "*the matter is subject to a hearing, including the hearing of submissions where the local authority, a committee, or hearings panel sits in a quasi-judicial capacity*". This is to ensure that speakers are not able to raise for a second time a topic where they are already engaged in a defined submission and hearing process.

Process for amending Standing Orders

- 4 The adoption of Standing Orders and any amendment to Standing Orders must be made by the Council and by a vote of not less than 75 % of the members present.
- 5 The appendices to the Standing Orders provide templates and additional guidance for implementing provisions within the Standing Orders but are not deemed to be part of the standing orders themselves. Consequently amendments to the appendices do not require the agreement of 75% of those present.

Options

- 6 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.
- 7 Option 1 Amend Standing Orders as proposed

Advantages:

- 8 Full meeting procedures for the Elected Member Conduct Committee will be addressed and the statutory process around submissions will be maintained.

Disadvantages:

- 9 None identified
- 10 Option 2 Do not amend Standing Orders as proposed

Advantages:

11 None identified

Disadvantages:

12 Full meeting procedures may not be adequately covered off in current Standing Orders and Terms of Reference.

13 This report recommends Option 1 for addressing the matter.

Significance and Engagement

14 This matter is of low significance, as determined by reference to the Council's Significance and Engagement Policy. This is a minor update to existing processes.

Risk

15 This matter relates to the strategic risk SR3 Management Practice – working within legislation, as documented in the Council's risk register. The risk is classed as low. This matter relates to this risk because Standing Orders incorporate current legislation.

16 The recommended option considered above mitigates the risk as the proposed amendments to standing orders meet current legislation.

Financial Implications

17 There are no operational or capital expenditure requirements or other budget or cost implications resulting from the decision.

Council Policies, Strategies and Bylaws

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

- Councils must have Standing Orders and fulfil requirements under the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987.

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

20 This matter is operational and is therefore not included in the 10-Year Plan/Annual Plan

Local Government Act 2002 Purpose Provisions

21 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 enabling democratic decision making;

- 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

22 There are no external persons who are affected by this matter.

Legal Considerations and Statutory Responsibilities

23 The proposed amendments to Standing Orders fulfil the requirements of the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987.

Attachments

A Proposed Standing Orders Appendix 12 – Additional Meeting Procedures for the Elected Member Conduct Committee

Appendix 12

ADDITIONAL MEETING PROCEDURES FOR THE ELECTED MEMBER CONDUCT COMMITTEE

1 Introduction and effect of Part 4

- (a) Part 4 sets out the standing orders that apply to the proceedings of the Elected Member Conduct Committee.
- (b) For the avoidance of doubt the standing orders in Part 4 apply in addition to the standing orders in Parts 1, 2 and 3.
- (c) The standing orders in Part 4 prevail in the event of a conflict arising with any other Part of the standing orders.

2 Members to be informed

2.1 Members to be Informed of Allegations Against Them

- (a) Any member raising an alleged breach of standing orders or the Queenstown Lakes District Council code of conduct which involves another member of the Council shall, as soon as reasonably practicable after raising the matter, fully inform that other member of the matter which has been raised.
- (b) The Mayor or Deputy Mayor shall not report to Council that a matter involving another member involves an alleged breach of standing orders or the Queenstown Lakes District Council code of conduct without first informing that member that this is intended.

3 Making of a complaint alleging a breach of Standing Orders or the Queenstown Lakes District Code of Conduct

3.1 Mediation of matters subject of complaint

Before a complaint alleging a breach of Standing Orders or the Queenstown Lakes District Code of Conduct, the Mayor may first seek to mediate a solution. Where a solution is agreed between the Mayor, and the member who is the subject of the allegation the matter will not be referred to the Elected Member Conduct Committee.

3.2 Time elapsed since matter subject of complaint

The Mayor or the Chief Executive is entitled to take into consideration the amount of time that has elapsed since the alleged breach before referring the matter to the Elected Member Conduct Committee and may determine not to refer the matter if as a result of the time elapsed since the alleged breach the Mayor or the Chief Executive is of the view that it would be unfair to do so.

4 Quorum of the Elected Member Conduct Committee to be maintained

4.1 Conflict of interest

Where a conflict of interest arises because a member of the Elected Member Conduct Committee has either brought an allegation or had an allegation made against them, the Council must appoint an elected member to act as a replacement in the matter in order to maintain the quorum of the Elected Member Conduct Committee.

5 Procedure of the Elected Member Conduct Committee

5.1 Member to be informed of referral of complaint to Elected Member Conduct Committee

On receipt of a complaint, the Chairperson or Deputy Chairperson of the Elected Member Conduct Committee must give the member(s) alleged to be in breach of the Code of Conduct or Standing Orders:

- (a) written notice of the complaint against him/her;
- (b) the opportunity to be represented by counsel or a support person;
- (c) at least five working days' notice of the date and time of any hearing at which the member must appear;

- (d) written advice of the evidence against him/her;
- (e) adequate time in which to present submissions at any hearing.

5.2 Public Excluded

The Elected Member Conduct Committee may conduct its activities with the public excluded to the extent permissible pursuant to the Local Government Official Information and Meetings Act 1987.

5.3 Elected Member Conduct Committee to be conducted in accordance with judicial principles

The Elected Member Conduct Committee will conduct its proceedings in accordance with usual judicial principles and may:

- (a) receive any evidence in any form that it considers appropriate to receive;
- (b) call for anything to be provided in evidence which it considers will assist it to make a decision or recommendation;
- (c) call before it a person to give evidence, who in its opinion, will assist in making a decision or recommendation.
- (d) the following provisions of the Commissions of Inquiry Act 1908 apply to every hearing conducted by the Elected Member Conduct Committee:
 - i. section 4, which gives powers to maintain order;
 - ii. section 4B, which relates to evidence;
 - iii. section 4D, which gives power to summon witnesses;
 - iv. section 5, which relates to the service of a summons;
 - v. section 6, which relates to the protection of witnesses;

5.4 Duty of elected members to provide all information to Elected Member Conduct Committee

- (a) It shall be the duty of all elected members to meet with the Elected Member Conduct Committee as required and to provide all information and documents held by or on behalf of each of them relating to the matter under investigation to the Committee.
- (b) Failure to comply with any requirement of the Elected Member Conduct Committee shall itself be a breach of Standing Orders.
- (c) Nothing in this Order shall derogate from the right of any elected member under the New Zealand Bill of Rights Act 1990 to refuse to answer any question or to produce any document on the grounds that to do so would or might incriminate such elected member in respect of the matter under investigation.

5.5 Misuse of information

The misuse or unauthorised release of information that is confidential, legally privileged or is information that may otherwise be withheld from the public under any of the grounds specified in the Local Government Official Information and Meetings Act 1987 is a breach of Standing Orders.

6 Report of Elected Member Conduct Committee

6.1 Reporting of determination of the Elected Member Conduct Committee

The Chairperson or Deputy Chairperson will report all determinations of the Elected Member Conduct Committee to the next available Council meeting.

6.2 Consideration of report of Elected Member Conduct Committee

The Council will consider the report of the Elected Member Conduct Committee in open meeting of the Council, except where the alleged breach relates to the misuse of confidential information or could impinge on the privacy of a member of staff or of the general public.

7 Responses to Breaches of the Code

7.1 After consideration of the report of the Elected Member Conduct Committee, the Council may resolve to take no further action or to take any of the following actions:

- (a) Refer the determination of the Elected Member Conduct Committee to the auditor general and/or the New Zealand Police or other appropriate public body;
- (b) Censure;
- (c) Reconstitute a Committee or sub-committee of Council to effect removal of the elected member (either permanently or temporarily) from Council Committees;
- (d) Dismiss the elected member from a position as Deputy Mayor or Chair of a committee;
- (e) Dismiss the elected member from appointment to any other representative bodies (either permanently or temporarily);
- (f) For breaches of the Code of Conduct in relation to electronic resources or communications, authorise the Chief Executive to remove Council owned computer/electronic equipment and terminate (either permanently or temporarily) access to any electronic resources of Council.

7.2 A resolution to take one or more of the above actions requires a vote in support of the resolution of not less than 75% of the members present.

**QLDC Council
9 March 2017****Report for Agenda Item: 4****Department: Corporate Services****Local Governance Statement****Purpose**

The purpose of this report is to present the 2016/19 Local Governance Statement for adoption.

Recommendation

That Council:

1. **Note** the contents of this report;
2. **Adopt** the Governance Statement for 2016/19.

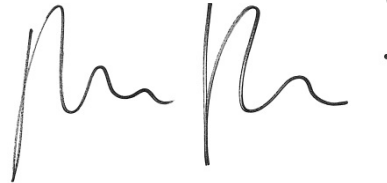
Prepared by:



Jane Robertson
Senior Governance Advisor

22/02/2017

Reviewed and Authorised by:



Meaghan Miller
General Manager, Corporate
Services

22/02/2017

Background

- 1 The Council is required under Section 40 of the Local Government Act 2002 to have a Local Governance Statement in place six months after a triennial election.

Comment

- 2 The Local Governance Statement is a collection of information about the processes through which the local authority engages with its community, how decisions are made and how citizens can influence these processes. It is a publicly available document and the Council is required to adopt it within six months of the triennial election.
- 3 Section 40 requires Local Governance Statements to contain the following information:

- (a) the functions, responsibilities, and activities of the local authority; and
 - (b) any local legislation that confers powers on the local authority; and
 - (ba) the bylaws of the local authority, including for each bylaw, its title, a general description of it, when it was made, and, if applicable, the date of its last review under section 158 or 159; and
 - (c) the electoral system and the opportunity to change it; and
 - (d) representation arrangements, including the option of establishing Māori wards or constituencies, and the opportunity to change them; and
 - (e) members' roles and conduct (with specific reference to the applicable statutory requirements and code of conduct); and
 - (f) governance structures and processes, membership, and delegations; and
 - (g) meeting processes (with specific reference to the applicable provisions of the Local Government Official Information and Meetings Act 1987 and standing orders); and
 - (h) consultation policies; and
 - (i) policies for liaising with, and memoranda or agreements with, Māori; and
 - (j) the management structure and the relationship between management and elected members; and
 - (ja) the remuneration and employment policy, if adopted; and
 - (k) equal employment opportunities policy; and
 - (l) key approved planning and policy documents and the process for their development and review; and
 - (m) systems for public access to it and its elected members; and
 - (n) processes for requests for official information.
- 4 The previous Local Governance Statement has been reviewed and relevant updates made. Most are simply matters that have changed slightly since the last review took place. A major deletion is that of Appendix 1 listing New Zealand legislation, as a list of this type is not information the Local Government Act 2002 requires in a Local Governance Statement.
- 5 In addition to being required to adopt a Local Governance Statement within six months of a triennial election, the Local Government Act enables a local authority to update its governance statement 'as appropriate'.

Options

6 Only one option is considered as the Council is required by law to adopt a Local Governance Statement.

7 Option 1 Adopt the Local Governance Statement

Advantages:

8 Fulfils the Council's responsibility under the Local Government Act 2002.

9 Provides interested parties with relevant, useful and up-to-date information about the Queenstown Lakes District Council.

Disadvantages:

10 Failure to adopt a Local Governance Statement within six months of the triennial general election (ie, by 8 April 2017) will result in the Council acting contrary to the Local Government Act 2002.

11 This report recommends **Option 1** for addressing the matter because adoption of the Local Governance Statement is a legal requirement and will serve to provide useful information for members of the public.

Significance and Engagement

12 This matter is of low significance, as determined by reference to the Council's Significance and Engagement Policy because it has a low impact on the environment, culture and people of the district, is not inconsistent with existing policy and strategy and will have no impact on the Council's capability and capacity.

Risk

13 This matter relates to the strategic risk 'SR3 – Management Practice – working within legislation' as documented in the Council's risk register. The risk is classed as moderate. Adoption of a current Local Governance Statement mitigates this risk.

Financial Implications

14 There are no budgetary or cost implications resulting from this decision.

Council Policies, Strategies and Bylaws

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

- Local Governance Statement 2013
- Local Government Act 2002

Local Government Act 2002 Purpose Provisions

16 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 providing up-to-date relevant information about the QLDC;
- Can be implemented through current funding under the 10-Year Plan and Annual Plan; and
- Is consistent with the Council's plans and policies

Consultation: Community Views and Preferences

17 The persons who are affected by or interested in this matter are all persons who reside in or visit the district.

18 The Council has not undertaken any consultation on the Local Governance Statement as it a document that must be adopted by the Council. It does however, set out the principles by which the Council will engage with its community, how decisions are made and how these processes can be influenced.

Attachments [Presented separately]

A Local Governance Statement 2016-19

**QLDC Council
9 March 2017**

Report for Agenda Item: 5

Department: Property & Infrastructure

Queenstown Lakes District Council Cemeteries Bylaw 2017

Purpose

To consider the adoption of the proposed Queenstown Lakes District Council Cemeteries Bylaw 2017.

Recommendation

That Council:

1. **Note** the contents of this report;
2. **Accept** the recommendation from the Cemeteries 2017 Bylaw hearing panel and to adopt the Bylaw and formalise the Cemeteries Handbook;
3. **Adopt** the proposed Queenstown Lakes District Council Cemeteries Bylaw 2017, to be implemented on Monday 13 March, 2017 and direct officers to publicly notify the Council's decision; and
4. **Agree** that \$15,000 funding be included as an internal submission to the 2017/18 Annual Plan to investigate offering a natural burial service in the District.

Prepared by:



Maddy Jones
Parks Officer (Projects)

20/02/2017

Reviewed and Authorised by:



Stephen Quin
Parks Planning Manager

20/02/2017

Background

- 1 On 15 December 2016, Council approved the Proposed Cemeteries Bylaw 2017 for public consultation, following a review of the Cemeteries Bylaw 2010 <http://www.qldc.govt.nz/assets/Uploads/Council-Documents/Full-Council-Agendas/2016/15-December-2016/Item-4-Cemeteries-Bylaw-2016/4-Cemeteries-Bylaw-covering-report.pdf>

- 2 Formal consultation was conducted from 21 December 2016 – 27 January 2017 with 2 submissions received during this period. Both individuals indicated that they did wish to be heard at the hearing. (Attachment C – Summary of Submissions).
- 3 Since only two submissions were received, QLDC Parks Officer met with both submitters on separate occasions to talk through the points they had raised in their submissions. Both submitters were very happy to have the opportunity to meet and later sent an email advising they no longer wished to be heard at a formal hearing. Accordingly, no formal hearing took place.
- 4 A meeting was held on Friday 17 February 2017 with a hearing panel consisting of Councillors Clark, Ferguson and McRobie to consider the submissions on the proposed Queenstown Lakes District Cemeteries Bylaw 2017.

Comment

- 5 Section 146(b)(v) of the Local Government Act 2002 (“LGA 2002”), enables Council to make a Bylaw for the purposes of managing cemeteries. The Council also has the power under section 16 of the Burial and Cremation Act 1964 to make a Bylaw in respect of a cemetery under Council control for the following:
 - a) Set standards to maintain and preserve Council owned or operated cemeteries;
 - b) Prohibit and regulate the interment and disinterment of burial and ash remains in any grave;
 - c) Regulate and control the use of, and any activities undertaken at Council owned or operated cemeteries; in order to protect land, structures and infrastructure associated with cemeteries from damage, misuse, or loss.

Natural Burials

- 6 On Monday, 13 February 2017 six submissions were received, all seeking natural burial areas to be enabled in QLDC cemeteries, along with requests to speak at a hearing. [Attachment D]. The hearing panel agreed that these late submissions not be accepted as they were received more than two weeks after the submission period had closed. However, the hearing panel acknowledged these submissions and recommended that Council allocate funding in the 2017/18 Annual Plan to investigate offering a natural burial in the District.
- 7 Including information on natural burials will require changing the handbook and not the bylaw itself.
- 8 Changes to the handbook can be added at the time and upon Council resolution. Adding information now is not recommended as it is important if QLDC is going to progress with natural burials to adopt best practice and ensure certified compliance with Natural Burials NZ rather than ‘uncertified’ burials.
- 9 Further background information about natural burial areas and a general response to these submissions is provided in Attachment E.

Options and Amendments

- 10 Minor changes to the publicly notified version of the bylaw (Attachment A) and handbook (Attachment B) have been carried out upon final document proofing. These changes are principally typographical corrections and consistency updates to tighten drafting. In addition, two changes are recommended to the handbook text in response to submissions received and these are discussed below.
- a. Comment '1.g.' as per the summary of submissions has been considered a valid point. A paragraph regarding the Pembroke Cemetery has been added for consideration to the 'introduction' section of the handbook, page 4, under 'Other Cemeteries'.
 - b. Comment '2.c.' as per the summary of submissions is not applicable to bylaw enforcement. However, a sentence has been added for consideration to section 5 under 'Monuments' in the handbook, page 12. This is to inform that the QLDC cemeteries administrator can provide further information regarding local monumental masons in order to prompt customers, offer reassurance and help ease any uncertainties.
- 11 Additions relevant to submission comments 1.g & 2.c as per above, have been included in red to the new version of the handbook' (Attachment B) for consideration.

Options

- 12 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.

13 Option 1 No Bylaw

Advantages:

- 14 If the Council does not adopt the new Bylaw, the current Bylaw will expire in March 2017, with no replacement. Without a Bylaw the Council would have to rely on legal property rights as the owner / occupier of Council cemeteries, and the Council's powers under the Burial and Cremation Act 1964, which relate to the management, maintenance and preservation of cemeteries. Some members of the public may approve of less regulation by the Council.

Disadvantages:

- 15 In the absence of a Bylaw, the Council will be more limited in its ability to enforce prohibitions on potentially harmful activities in Council cemeteries (for example, unauthorised use of burial equipment), and rules and conditions for the use and access to Council cemeteries. The lack of legal protections could undermine the effective management and operation of Council cemeteries.

16 Option 2 Adopt Proposed Bylaw

Advantages:

17 A Bylaw that meets our community needs. Adopting the proposed Bylaw will allow Council to implement a Cemeteries Handbook which will consolidate key information regarding the rules and conditions applicable to Council cemeteries. The Cemeteries Handbook can also be amended by Council resolution as needed from time to time, to implement operational changes.

Disadvantages:

18 Council will need use resources to update its internal systems and train staff to give effect to the proposed Bylaw and Cemeteries Handbook. Some members of the public may prefer some existing rules and specifications under the current Bylaw that are not continued in the Cemeteries Handbook.

19 This report recommends **Option 2** for addressing the matter as this provides a more appropriate Bylaw that meets our community needs, along with information to assist the community in a difficult and sensitive time

Significance and Engagement

20 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.

Risk

21 **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 cemeteries and their operation is a critical need of the community.

22 Management practice - working within legislation as documented in the Council's risk register. The risk is classed as high. This matter relates to this risk because cemeteries are required to be operational in accordance with legislation including The Bill of Rights Act 1990 and the Burial and Cremation Act 1964.

23 The recommended option considered above mitigates the risk by 'Treating the risk - putting measures in place which directly impact the risk.'

Financial Implications

24 There are minimal operational cost implications resulting from the decision regarding the review of the Bylaw, which will be met through existing budgets.

25 Operational expenditure will be required if Council agrees to allocate budget in the 2017/18 Annual Plan to investigate offering a natural burial service in the district. It is estimated that an investigation report will cost \$15,000.

Council Policies, Strategies and Bylaws

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

- Current QLDC Cemeteries Bylaw 2010
- Current Cemetery Operating Procedures
- QLDC Dog Control Bylaw 2014
- QLDC Significance and Engagement Policy

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

28 This matter is included in the 10-Year Plan/Annual Plan as budget is included for growth of cemeteries and cemetery operations.

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 continuing to prohibit harmful activities (such as unauthorised interments) in Council cemeteries through the proposed Bylaw;
- The proposed Bylaw will clarify the role of sextons and cemetery administrators who are responsible for key functions associated with the operation of Council cemeteries, and to identify what activities require permission from Council. Council will continue to require an application for permission to undertake monumental masonry work, with technical specifications to be set out in the Cemeteries Handbook;
- Can be implemented through current funding under the 10-Year Plan and Annual Plan;
- Is consistent with 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 Council, or transfer the ownership or control of a strategic asset to or from Council.

Consultation: Community Views and Preferences

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

31 The Council has conducted formal consultation, by notifying the draft Bylaw and receiving submissions.

32 A meeting with the two submitters who gave submissions on time was held by the Parks Officer.

33 All submissions including those received late were acknowledged or considered by the hearing panel.

Legal Considerations and Statutory Responsibilities

34 The New Zealand Bill of Rights Act 1990 (NZBORA) has been considered and the proposed Bylaw is not inconsistent with the NZBORA 1990. The proposed controls are considered reasonable limits as allowed for in section 5 of the NZBORA:

Subject to section 4, the rights and freedoms contained in this Bill of Rights may be subject only to such reasonable limits prescribed by law as can be demonstrably justified in a free and democratic society.

35 The Council has power under section 16 of the Burial and Cremation Act 1964 to make a Bylaw in respect of a cemetery under Council control.

Attachments [Presented separately]

- A Proposed Queenstown Lakes District Council Cemeteries Bylaw 2017
- B Proposed Queenstown Lakes District Council Cemeteries Handbook 2017
- C Summary of submissions and officer recommendations on each submission point
- D Summary of late submissions received re natural burial areas
- E Comment on the current status of natural burial in the Queenstown Lakes District Cemeteries

**QLDC Council
9 March 2017****Report for Agenda Item: 6****Department: Property & Infrastructure****Nook Road Stopping and Sale****Purpose**

The purpose of this report is to consider stopping a small part of Nook Road, Hawea and selling that area to the adjoining neighbour.

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 that portion of road shown on the attached C. Hughes and Associates plan No W925 highlighted and labelled "A" with a total area of 179 square metres; and
3. **Approve** the road, when stopped, being disposed of in accordance with sections 117 & 120(3) of the Public Works Act 1981 and amalgamated with the adjoining land held in Computer Freehold Register OT6C/339; and
4. **Approve** the disposal of the stopped road for \$16,000 (plus GST if any) less the costs incurred; and
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 of 3 years from the date of this resolution; and
6. **Approve** Council's costs in undertaking the procedures of the Public Works Act 1981 be billed and paid on a monthly basis by the applicant; and
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, pro-rata changes in sale price based on area and signing authority to the Chief Executive of Council.

Prepared by:

Reviewed and Authorised by:



Dan Cruickshank
Property Manager – APL

17/02/2017



Peter Hansby
General Manager, Property &
Infrastructure

22/02/2017

Background

- 1 Nook Road is a rural road to the east of the Lake Hawea township. It services a small number of rural properties.
- 2 Pietro Bercelli owns a property legally known as Section 14 Blk XIII Lower Hawea SD that borders Nook Road. That land was donated by Mt Grant Station to the government in the late 1940's. The Government built a rabbit board house on the property and over the years added to the building, the latest addition being an addition to the bathroom in 2002. Resource consent was granted by Council for that extension.
- 3 Unfortunately, part of the building was constructed outside the legal boundary of the property and on the legal alignment of Nook Road. This only came to light recently when the owner sought a LIM report to facilitate the sale of the property. The owner has investigated a range of options to remedy the problem including moving the house and garage, but that is not possible because those buildings are on a concrete foundation. Mr Bercelli has asked that the affected road be stopped and sold to him so that it can be included into his certificate of title.
- 4 The legal alignment of Nook Road is currently 20.12 metres. The proposed stopping would result in the road width being 13.62 metres at its narrowest point. Beyond this property, the road currently only services two other properties so has minimal use. The current formed road is approximately four metres wide.
- 5 A valuation has been undertaken. The value of the land is \$16,000 plus GST (if any).

Comment

- 6 The process of stopping this portion of road would be undertaken pursuant to section 116 of the Public Works Act. Section 116 requires that either adequate road remains or that all adjoining owners consent to the stopping. The applicant has advised that he has consulted informally with the other property owners on Nook Road, but he would need to provide their consent in writing for the stopping to be approved by the Minister of Lands.
- 7 The value of the land is \$16,000 plus GST. The applicant will need to pay the costs of closing the road and upon settlement, those costs are deducted from the sale price. In this case the costs may be higher than the value, and the applicant would still need to meet those costs. Costs are recharged to the applicant

monthly. If the stopping is not concluded for any reason, the applicant bears the costs incurred.

- 8 As is seen from the plan, the applicant has asked to stop a larger area of road than the current footprint of his buildings, being a total of 179 square metres. This is to align the legal boundary with the fenced boundary. Council could choose just to approve stopping for the building areas. The area would be approximately 80 square metres, valued at \$7,200 (plus GST if any).
- 9 Council's Chief Engineer has been consulted on the application and approves of the stopping. Council does not have any in-ground infrastructure on the existing legal road.

Options

- 10 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.
- 11 Option 1 Agree to initiate the road stopping procedures for 179 square metres of Nook Road as shown, and sell the road to the adjacent property owner for \$16,000 (plus GST if any).

Advantages:

- 12 Will enable the adjoining property owner to include the land upon which his house is located on the certificate of title, and therefore facilitate his sale of the property.
- 13 Will generate income for Council, albeit a minimal amount.

Disadvantages:

- 14 Will see the legal width of Nook Road reduced.
- 15 Option 2 Agree to initiate the road stopping procedures for 80 square metres of Nook Road as shown, and sell the road to the adjacent property owner for \$7,200 (plus GST if any).

Advantages:

- 16 Will enable the adjoining property owner to include the land upon which his house is located on the certificate of title, and therefore facilitate his sale of the property.

Disadvantages:

- 17 Will be unlikely to generate any income for Council (because the road stopping costs may be higher than the sale price).
- 18 Will result in the house being located on the legal boundary with Nook Road (i.e. will not include the fenced area).

- 19 Will see the legal width of Nook road reduced.
- 20 Option 3 Decline the request in which case the owner will likely have to demolish part of the house.

Advantages:

- 21 Will see the legal width of Nook Road remaining at 20 metres.

Disadvantages:

- 22 Will not be a practical outcome for the property owner, or resolve the encroachment.
- 23 Will not generate any income for Council.
- 24 This report recommends **Option 1** for addressing the matter because, although it will see the width of Nook Road reduced, will ensure a reasonable width of road remains for this location, and will enable the property owner to legalise the encroachment and eventually sell his house.

Significance and Engagement

- 25 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 are minimal and will not affect the functionality of the road.

Risk

- 26 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.
- 27 This report addresses the risk by seeking a Council resolution to stop the road, enabling the correct process to be commenced.

Financial Implications

- 28 The applicant has agreed to pay all costs incurred by Council to enact the proposed road stopping, transfer and vesting. Council may receive income from the sale of the road.

Council Policies, Strategies and Bylaws

- 29 The following Council policies, strategies and bylaws were considered:
- Property Sale and Acquisition Policy 2014

- 30 The recommended option is consistent with the principles set out in the named policy. As if the land is not required for current or future needs of the community it may be considered for disposal.
- 31 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.

Local Government Act 2002 Purpose Provisions

32 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.

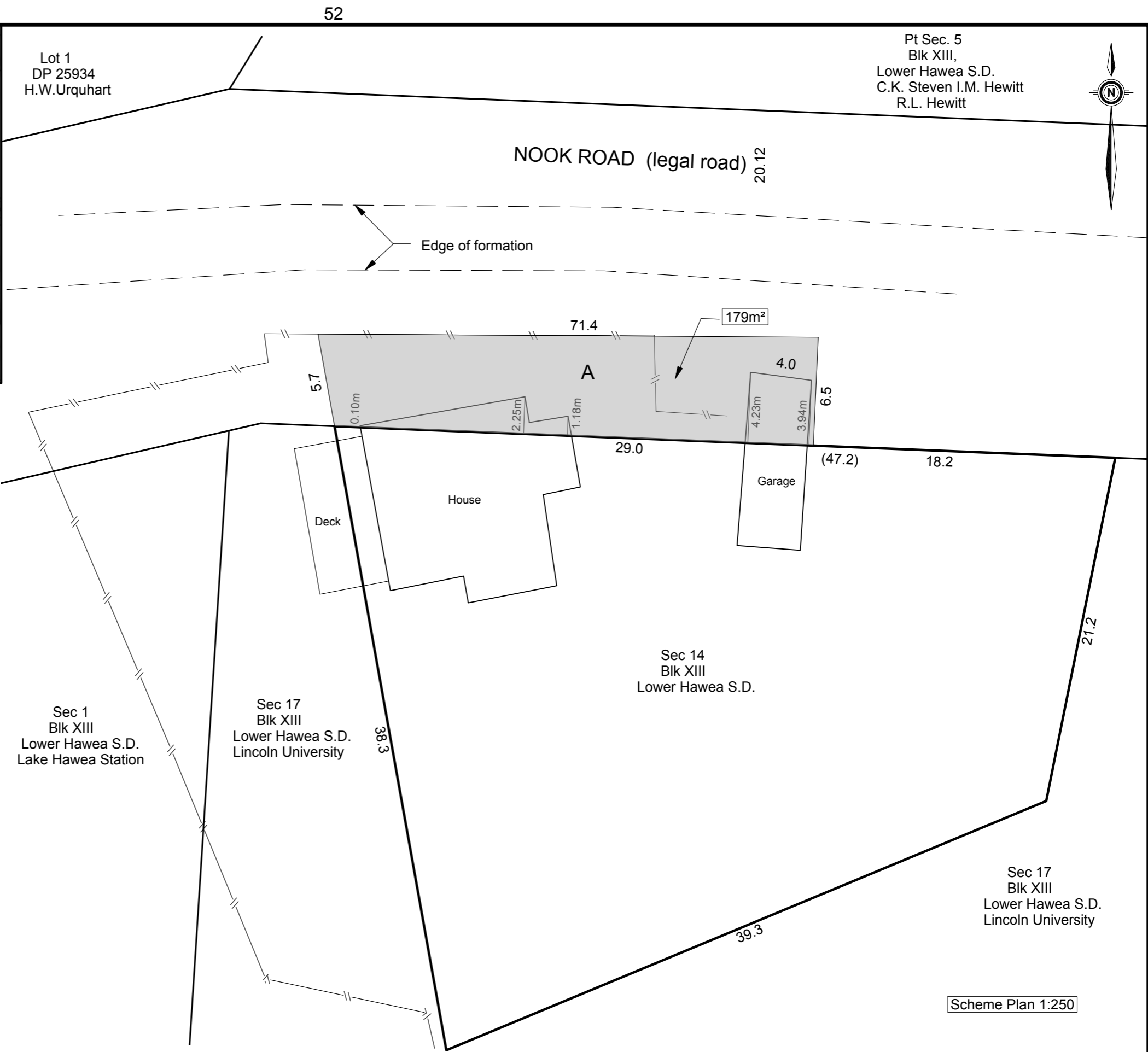
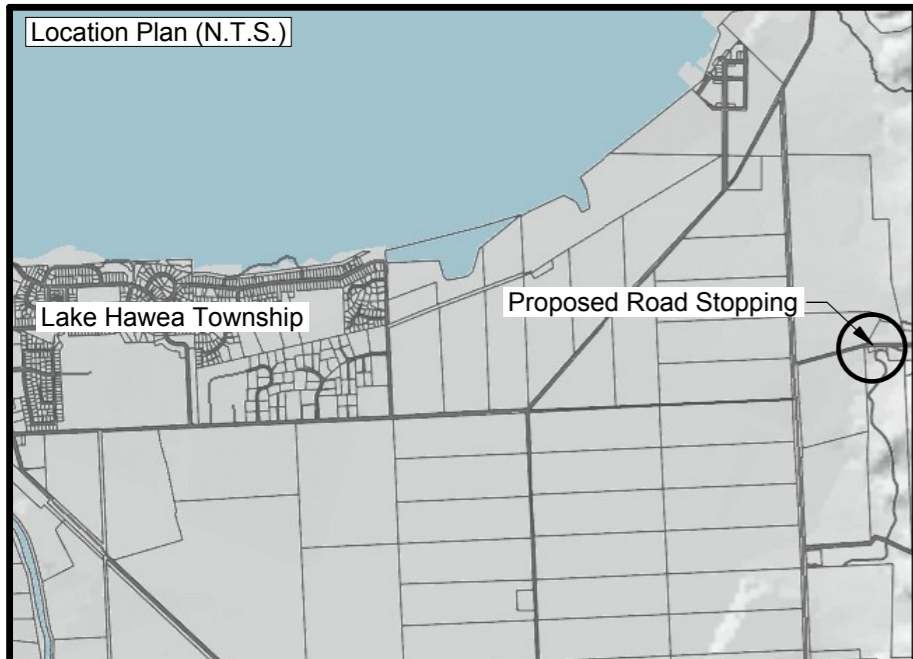
Consultation: Community Views and Preferences

33 The persons who are affected by or interested in this matter are the adjoining land owners on Nook Road. The owners have been consulted verbally of the proposal and they will be asked to give their consent in writing.

Attachments

- A Proposed Road stopping plan (CH Hughes 5496 W925)
- B Location Plan

Attachment A: Proposed Road stopping plan



ROAD TO BE STOPPED			
Shown	Adjoining	Title Ref.	Area
A	Section 14 Blk. XIII Lower Hawea SD.	OT6C/339	179m ²

Scheme Plan 1:250

C. HUGHES & ASSOCIATES LTD
 Surveying and Resource Management • Central Otago

WANAKA
 Level 3, 80 Ardmore Street
 P.O. Box 599
 03 443 5052

CROMWELL
 17A Murray Terrace
 P.O. Box 551
 03 445 0376

www.chasurveyors.co.nz



Proposed Road Stopping
 adjacent to Sec 14, Blk XIII,
 Lower Hawea S.D.

ISSUE	AMMENDMENTS	DATE
A	JDL edit area	20/09/16
B		
C		
D		
E		

Scale:
AS SHOWN (A3)

Datum:
 MSL

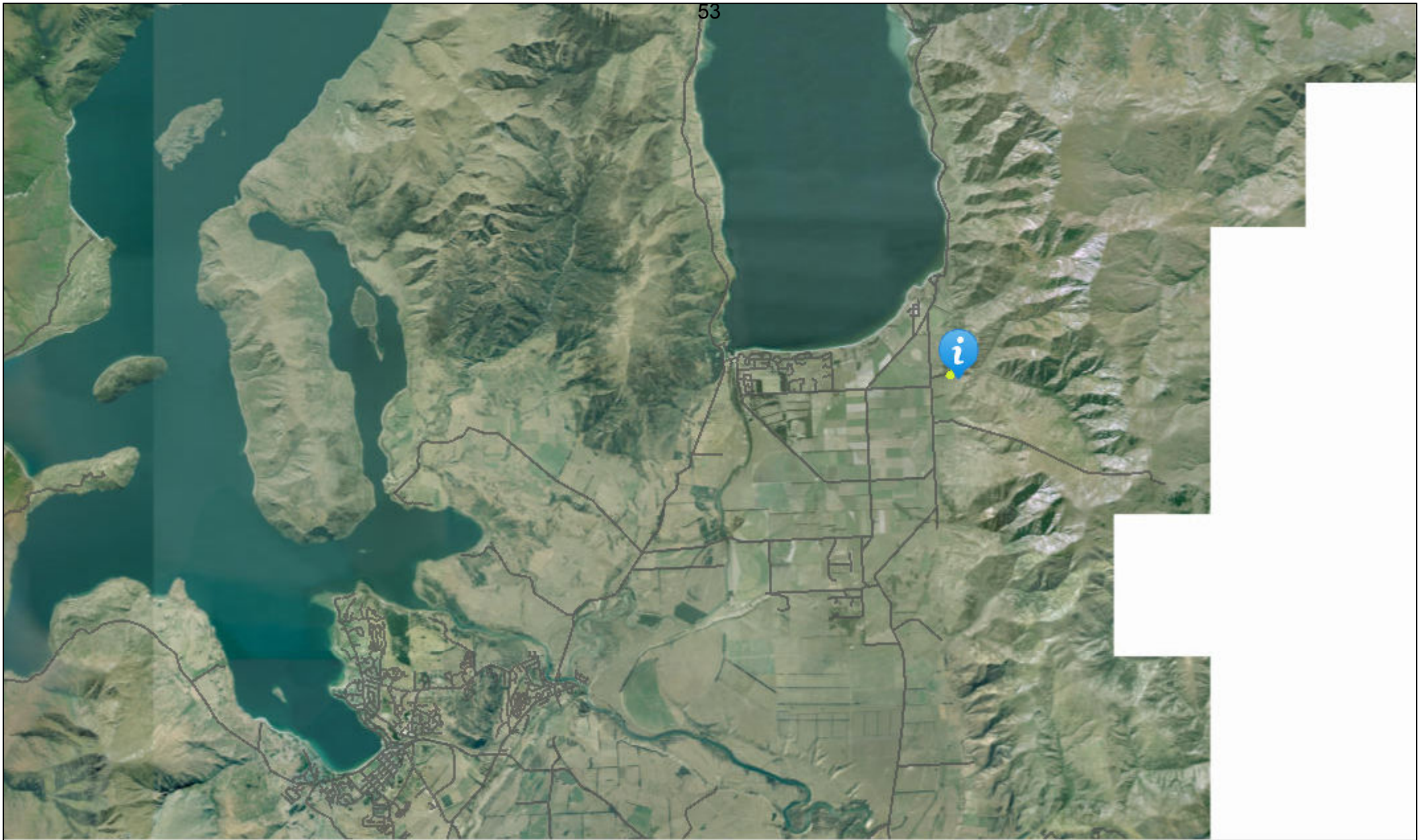
Job No:
 5496

Plan No:
 W925

Drawn:
 MLB

Date: Sept 2016

Attachment B: Location Plan



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

**QLDC Council
9 March 2017****Report for Agenda Item: 7****Department: Property & Infrastructure****Purpose**

The purpose of this report is to consider granting a new reserve licence to the Luma Light Festival Trust.

Recommendation

That the Council:

1. **Note** the contents of this report;
2. **Approve** a new licence to the Luma Light Festival Trust over Sections 4, 5, 6 & 7 Blk LI Queenstown TN, Sections 1, 3 Blk LII Queenstown TN, Lot 1 DP 25870, and Sections 8-18 Blk XV Queenstown TN subject to the following terms and conditions:

Commencement	25 May 2017
Term	Three years
Renewal	One right of renewal of two years by agreement of both parties
Rent	Subject to the Community Facility Pricing Policy
Reviews	At renewal
Insurance	Requirement to have public liability insurance of \$2 million
Duration	To hold the Luma light festival, approximately 4 days each year in the month of June, plus pack in/pack out days to be agreed with Council. Booking date to be confirmed with Council annually to avoid booking clashes.
Safety/Suspension	Council to retain ability to suspend the licence for safety purposes or to avoid other operations that might take priority over this event. Full Health and Safety plan to be provided to Council.
Other	Licensee must ensure they have a valid resource consent for the activity.

Licensee to take all necessary precautions to ensure that damage to trees, plants or structures in the reserves does not occur. Council may require Licensee to employ a qualified arborist of its choice to ensure that trees and plants are protected from any harm.

3. **Agree** to the exercise of the Minister's consent (under delegation from the Minister of Conservation) to the granting of a licence to Luma Light Festival Trust over Sections 4, 5, 6 & 7 Blk LI Queenstown TN, Sections 1, 3 Blk LII Queenstown TN, Lot 1 DP 25870, and Sections 8-18 Blk XV Queenstown TN.
4. **Delegate** signing authority to the General Manager, Property and Infrastructure.

Prepared by:



Dan Cruickshank
Property Advisor – APL

17/02/2017

Reviewed and Authorised by:



Aaron Burt
Senior Planner: Parks & Reserves

20/02/2017

Background

- 1 The Luma Light Festival Trust is a non-profit charitable organisation which takes the form of a curated collection of light sculptures and installations in the Queenstown Gardens and central Queenstown with a focus on the transformation of spaces and public interaction.
- 2 The Queenstown Gardens are located on a small peninsula on the shoreline of Lake Wakatipu. Established in 1887 they have been the focus of many community activities and occasions. The land is classified as recreation reserve and managed through the Queenstown Gardens Reserve Management Plan 2011.
- 3 In 2016 the Light Festival was granted a reserve permit to hold its inaugural event. The Council Parks and Reserves department have since encouraged the event to apply for a licence to occupy as the set up and pack down days either side of the 4 day event will breach the 6 consecutive day limit associated with a reserve permit.

Comment

- 4 The Luma Light Festival Trust wish to host the event in the Queenstown Gardens and display additional sculptures on Marine Parade and Earnslaw Park. These locations are legally known as; Sections 4, 5, 6 & 7 Blk LI Queenstown TN, Sections 1, 3 Blk LII Queenstown TN, Lot 1 DP 25870, and Sections 8-18 Blk XV Queenstown TN.
- 5 The Queenstown Gardens are comprised and described as Recreation Reserve, an area enjoyed by the people and visitors to Queenstown as a tranquil garden adjacent to the busier town centre.
- 6 The application is consistent with the management objectives outlined in the Queenstown Gardens Reserve Management Plan 2011, which aims to provide for other public use and events so long as they do not contradict other management objectives.
- 7 The 'Friends of the Gardens', a local community group who serves to protect the gardens, have been consulted with and provided their approval for the event.
- 8 The Marine Parade Recreation Reserve is classified as zone 3 in the Queenstown Bay Foreshore Reserves Management Plan 2016 and aligns with its objective to allow consideration of temporary events of benefit to the community.
- 9 The Earnslaw Park Recreation Reserve is classified as zone 2 in the Queenstown Bay Foreshore Reserves Management Plan 2016 and aligns with its objective to allow consideration of temporary commercial and community activities compatible with the passive recreation use of the reserves. This area is being sought as an additional area to host several light sculptures as the event grows in popularity.
- 10 A three year Licence to Occupy is being sought along with a one two year renewal, in line with their resource consent application, which will enable the festival to grow and become a significant part of Queenstown's events calendar.
- 11 The Luma Light Festival Trust is currently seeking a variation to their five year resource consent (RM160283) to allow for increased public attendance, as current predictions based on good clear weather are that 4000 people will pass through the event per night for a total of 16,000 people over the course of the event. Forecasts are that attendance to the event may grow by 2000 people per night, year on year. The resource management process will consider impacts and management required to accommodate this growth.
- 12 If a licence is approved for a maximum term of five years, the actual occupation of the site will be restricted to the immediate dates of the festival, plus allowance for use one week before and after, subject to annual approval by Council officers.
- 13 The Ice Arena and surrounding area known as Lot 1 DP 25870, is currently under a 33-year lease to D B Graham Sons Limited. The use of this area under the proposed licence is therefore subject to annual approval from the Ice Arena leaseholder.

Options

- 14 Option 1 To approve granting a licence to Luma Light Festival Trust over Sections 4, 5, 6 & 7 Blk LI Queenstown TN, Sections 1, 3 Blk LII Queenstown TN, Lot 1 DP 25870 and Sections 8-18 Blk XV Queenstown TN, subject to the terms and conditions outlined above.

Advantages:

- 15 Will enable a meaningful event which engages locals and visitors in a world class display of New Zealand and international sculptors. The event creates an additional tourist activity which will attract many of the tourists already in Queenstown for the Winter Festival.

Disadvantages:

- 16 Will potentially increase congestion and use of the reserve land.
- 17 Potential damage to the reserve.

- 18 Option 2 To approve granting a licence to Luma Light Festival Trust over Sections 4, 5, 6 & 7 Blk LI Queenstown TN, Sections 1, 3 Blk LII Queenstown TN, Lot 1 DP 25870 and Sections 8-18 Blk XV Queenstown TN,, subject to different terms and conditions.

Advantages:

- 19 Similar to the above.

Disadvantages:

- 20 Similar to the above.

- 21 Option 3 To decline the application by Luma Light Festival Trust over Sections 4, 5, 6 & 7 Blk LI Queenstown TN, Sections 1, 3 Blk LII Queenstown TN, Lot 1 DP 25870 and Sections 8-18 Blk XV Queenstown TN.

Advantages:

- 22 Will avoid congestion and potential for damage to the reserve.

Disadvantages:

- 23 Will not enable a meaningful event which engages locals and visitors in a world class display of New Zealand and international sculptors.

- 24 This report recommends **Option 1** for addressing the matter as it is a charitable event which supports local businesses and the wider community, promotes the area and encourages creativity and arts in the district.

Significance and Engagement

25 This matter is of medium significance, as determined by reference to the Council's Significance and Engagement Policy because it involves Council strategic assets and is of importance to the Queenstown Lakes District and the community, but is not a long term lease. It is consistent with policy and strategy and does not impact on Councils capability and capacity.

Risk

26 This matter related to the operational risk, OR011A Decision Making as documented in the Council's risk register. The risk is classed as moderate. The risk is mitigated by the need to publicly notify the licence and consider any submissions received prior to considering granting a licence.

Financial Implications

27 The Luma Light Festival Trust is a not for profit registered charity (CC53200) and attracts a significant amount of interest to the town. Accordingly the proposed rent charge is \$1.00 (if demanded) consistent with Council's Community Facility Pricing Policy.

Council Policies, Strategies and Bylaws

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

- Queenstown Gardens Reserve Management Plan 2011
- Queenstown Bay Foreshore Reserves Management Plan 2016
- Community Facility Pricing Policy 2011.

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

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

- Approving this licence, will not add to planned revenue or expenditure over and above existing property provisions.

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 permitting an event which positively effects the community, and promotes Queenstown both domestically and internationally; and
- Can be implemented through current funding under the 10-Year Plan; and
- 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 local residents/ratepayers of the Queenstown Lakes district with an interest in the reserves and the 'Friends of the Gardens' group.

33 The applicant has consulted with the 'Friends of the Gardens' who in 2016 provided written support for the festival. The 'Friends of the Gardens' have since provided verbal confirmation stating their ongoing support for the festival.

34 The intention to grant a licence was publicly notified with no submissions received.

Attachments [Presented separately]

- A – Luma Light Festival Site Plan
- B – Luma Light Festival Licence Application
- C – Luma Light Festival Operations Plan

**QLDC Council
9 March 2017****Report for Agenda Item: 8****Department: Property & Infrastructure****New Reserve Licence for Paddle Queenstown Ltd****Purpose**

The purpose of this report is to consider a proposed new licence to Paddle Queenstown Ltd to operate commercial guided and self-guided kayak tours from the One Mile recreation reserve.

Recommendation

That Council :

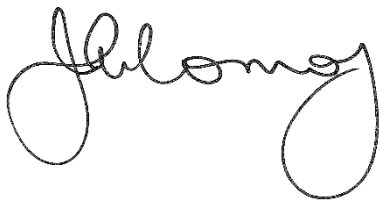
1. **Note** the contents of this report;
2. **Approve** a new licence over Part Section 110 Block XX Shotover SD, classified as Recreation Reserve to Paddle Queenstown Ltd for conducting guided and self-guided kayak tours on Lake Wakatipu, subject to the following terms and conditions:

Commencement	1 April 2017
Term	5 years
Renewal	One further term of 5 years by agreement of both parties
Rent	Base rent of \$1,000, or 7.5% of gross turnover, whichever is the greater
Reviews	3 yearly
Insurance	Requirement to have public liability insurance of \$2 million
Safety/Suspension	Council to retain ability to suspend the licence for safety purposes or to avoid large public events. Health and Safety plan to be provided to Council, and be approved by the Harbourmasters office prior to commencing the activity.
Other	Licensee must ensure they hold a valid resource consent for the purpose of guiding and self-guided kayak tours.

Number of kayaks permitted to be offered for hire from the beach to be at the discretion of Council.

3. **Agree** to the exercise of the Minister's consent (under delegation from the Minister of Conservation) to the granting of a licence to Paddle Queenstown Limited over Part Section 110 Block XX Shotover SD .
4. **Delegate** signing authority to the General Manager, Property and Infrastructure.

Prepared by:



Joanne Conroy
Property Advisor - APL

3/02/2017

Reviewed and Authorised by:



Aaron Burt
Senior Planner: Parks &
Reserves

14/02/2017

Background

- 1 Paddle Queenstown is a newly incorporated business, planning to operate guided and self-guided kayak tours from the One Mile recreation reserve. The directors and shareholders of the business are known to Council, as they hold an existing licence to the Beach Hire business on Marine Parade, which offers for hire pedalo and a number of other water craft.
- 2 The applicants have been granted a temporary permit to commence the business immediately from the beach, and through the peak summer period, subject to a maximum of no more than 40 days operation in total, which is a Reserves Act 1977 requirement.
- 3 Council went through a process in 2015/16 to review commercial activity on reserve land adjoining Queenstown Bay. This identified that suitable commercial licences could be issued from the area adjacent to the One Mile car park, at the far end of St Omer Reserve. A plan of this approved area is included as Attachment A.
- 4 Council has one other active commercial licensee adjacent to the One Mile car park, called Liquid Expeditions (aka Flyboards). They have been operating from this location since the summer of 2014/15 when Council required that they relocate their operations to this end of the reserve.

Comment

- 5 The applicants have requested a licence in an area approved by the Reserve Management Plan update of 2015/16. They are experienced operators who wish to offer a kayak hire and guided service on the lake.
- 6 Safety is a paramount consideration for an activity of this nature. The applicants have supplied a Safety Operational Plan that has been approved by the Harbourmaster's Office and the office has also confirmed that they are happy with the activity taking place from this location.
- 7 The intention to grant a licence to Paddle Queenstown was notified on 7 December 2016. No submissions were received.
- 8 Paddle Queenstown Ltd has acquired the rights to an existing resource consent (RM081059) for operating this business off the One Mile/St Omer reserve.

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 To approve a licence over Part Section 110 Block XX Shotover SD, classified as Recreation Reserve to Paddle Queenstown Ltd for conducting guided and self-guided kayak tours on Lake Wakatipu, subject to the terms and conditions outlined above.

Advantages:

- 11 Will allow a new commercial activity to operate off the reserve.
- 12 Will generate additional income for Council.

Disadvantages:

- 13 Will potentially increase commercial congestion on the reserve land and lake surface.
- 14 There are potential safety concerns to both Paddle Queenstown's customers and other users of the lake.
- 15 Option 2 To approve a licence over Part Section 110 Block XX Shotover SD, classified as Recreation Reserve to Paddle Queenstown Ltd for conducting guided and self-guided kayak tours on Lake Wakatipu, subject to different terms and conditions.

Advantages:

- 16 Similar to the above at paragraphs 11 and 12.

Disadvantages:

17 Similar to the above at paragraphs 13 and 14.

18 Option 3 To decline the application by Paddle Queenstown over Part Section 110 Block XX Shotover SD.

Advantages:

19 Will avoid any additional congestion that might result from the proposed kayak hire and guiding business off the reserve.

20 Will not create any additional potential safety concerns both to Paddle Queenstown's customers or other users of the lake.

Disadvantages:

21 Will prevent a new commercial activity from operating off the reserve.

22 Will not generate additional income for Council.

23 This report recommends **Option 1** for addressing the matter as the controls proposed will minimise congestion and in the event that it does occur, the activity can be reduced in scale by limiting the number of craft hired.

Significance and Engagement

24 This matter is of medium significance, as determined by reference to the Council's Significance and Engagement Policy because it involves a commercial operation on a reserve in Queenstown Bay.

Risk

25 This matter related to the operational risk, OR011A Decision Making as documented in the Council's risk register. The risk is classed as moderate. The risk is mitigated because the intention to grant the licence was publicly notified with no submissions being received.

Financial Implications

26 Council is set to receive minimum aggregate income per annum of \$1,000+GST, or 7.5% of gross revenue, whichever is the greater. Licence administration costs will be covered by existing OPEX property budgets.

Council Policies, Strategies and Bylaws

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

- Queenstown Bay Foreshore Reserves Management Plan 2016.
- Community Facility Pricing Policy 2011

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

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

- If included, identify which part.
- If not included, explain why and outline what steps need to be undertaken.

Local Government Act 2002 Purpose Provisions

30 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 providing income to Council and a decision in a timely manner;
- 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

31 The persons who are affected by or interested in this matter are predominantly the users of One Mile and St Omer reserves and residents surrounding the reserve land. The intention to grant the licence was notified and no submissions were received.

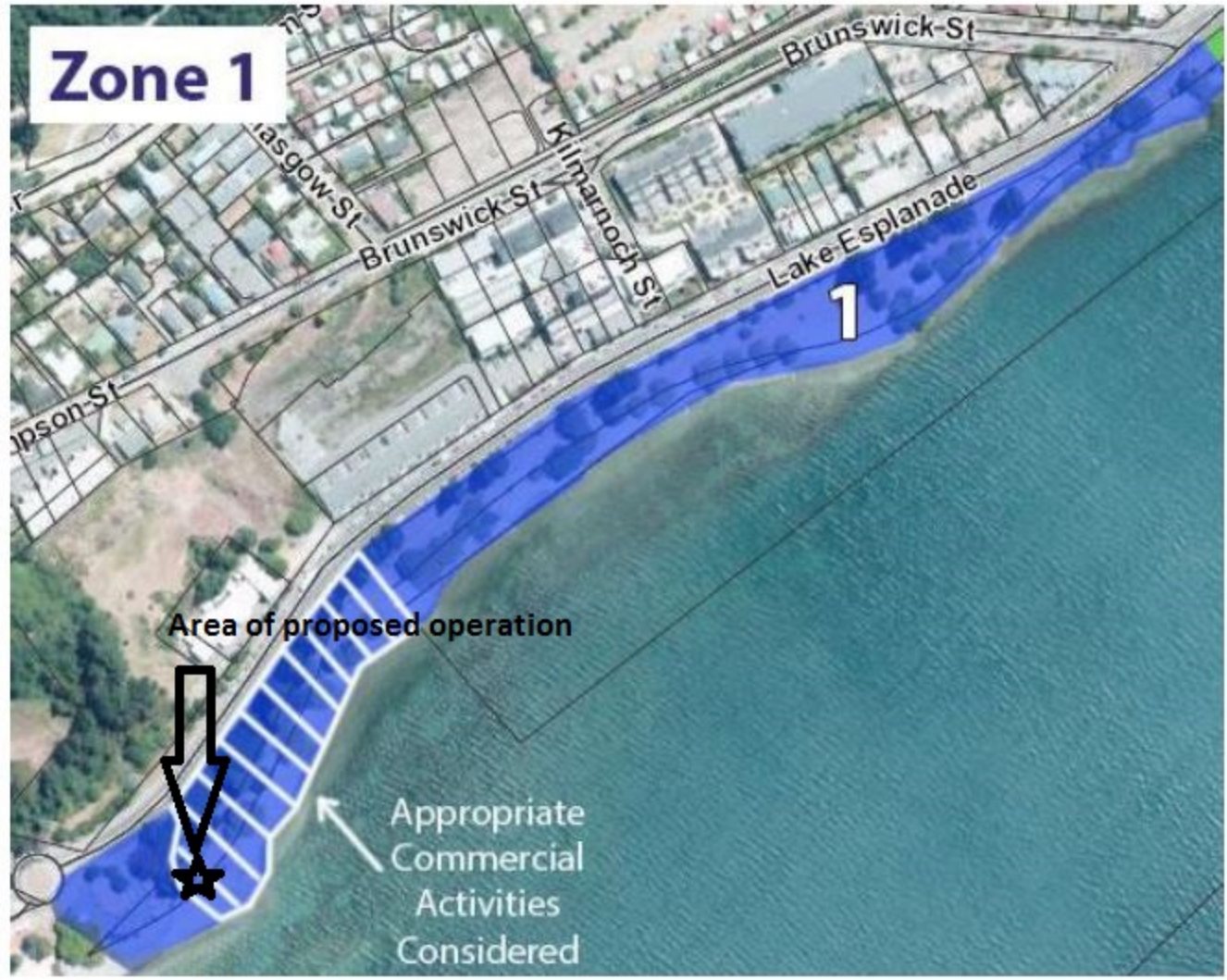
Attachments

- A Queenstown Bay Reserve Management Plan – Area of approved commercial activity
- B Paddle Queenstown application and plan of proposed operations

SPECIFIC POLICY - ZONE 1 - ONE MILE TO

BOAT RAMP ADJOINING ST OMER PARK

Attachment A: Queenstown Bay Reserve Management Plan – Area of approved commercial activity





APPLICATION FOR
**ACTIVITY ON
COUNCIL LAND**



APPLICANT // Must be a person **or** legal entity (limited liability company or trust). Full names of all trustees required.

OR:

Applicant's full name:

Company / Trust:

Contact Person / All trustee names:

Address:

Post code:

Email Address:

Phone Numbers: Day

Mobile:



INVOICING DETAILS // The invoices will be sent to this postal address

NOTE: all costs of advertising and legal documents will be on charged to applicant.

Attention:

Address:

Post code:



DETAILS OF SITE

Address / Location to which this application relates:

Legal Description: *Can be found on the **Computer Freehold Register** or Rates Notice – e.g Lot x DPxxx (or valuation number)*Owners / Occupiers of the Site: *If different from applicant above*

District Plan Zone(s):



BRIEF DESCRIPTION OF THE PROPOSAL

Application is sought to:

Start date:

End date:

Hours of operation

Has resource consent been applied for?

Application is sought to: *(In accordance with RM081059)*

Paddle Queenstown wish to offer guided and self-guided kayak tours from the 1Mile/ St Omer Park area.

Kayakers will paddle either along the shoreline towards Sunshine Bay or across the bay and round to Kelvin Heights.

Times and Dates:

Hours of operation 9am- 8pm (1st October – 1st May)

Equipment:

There will be no more than 10 single kayaks and 10 double kayaks available to hire

Location:

Specifically 1mile/ St Omer Park, see map attached to email.

Reasons for specific location:

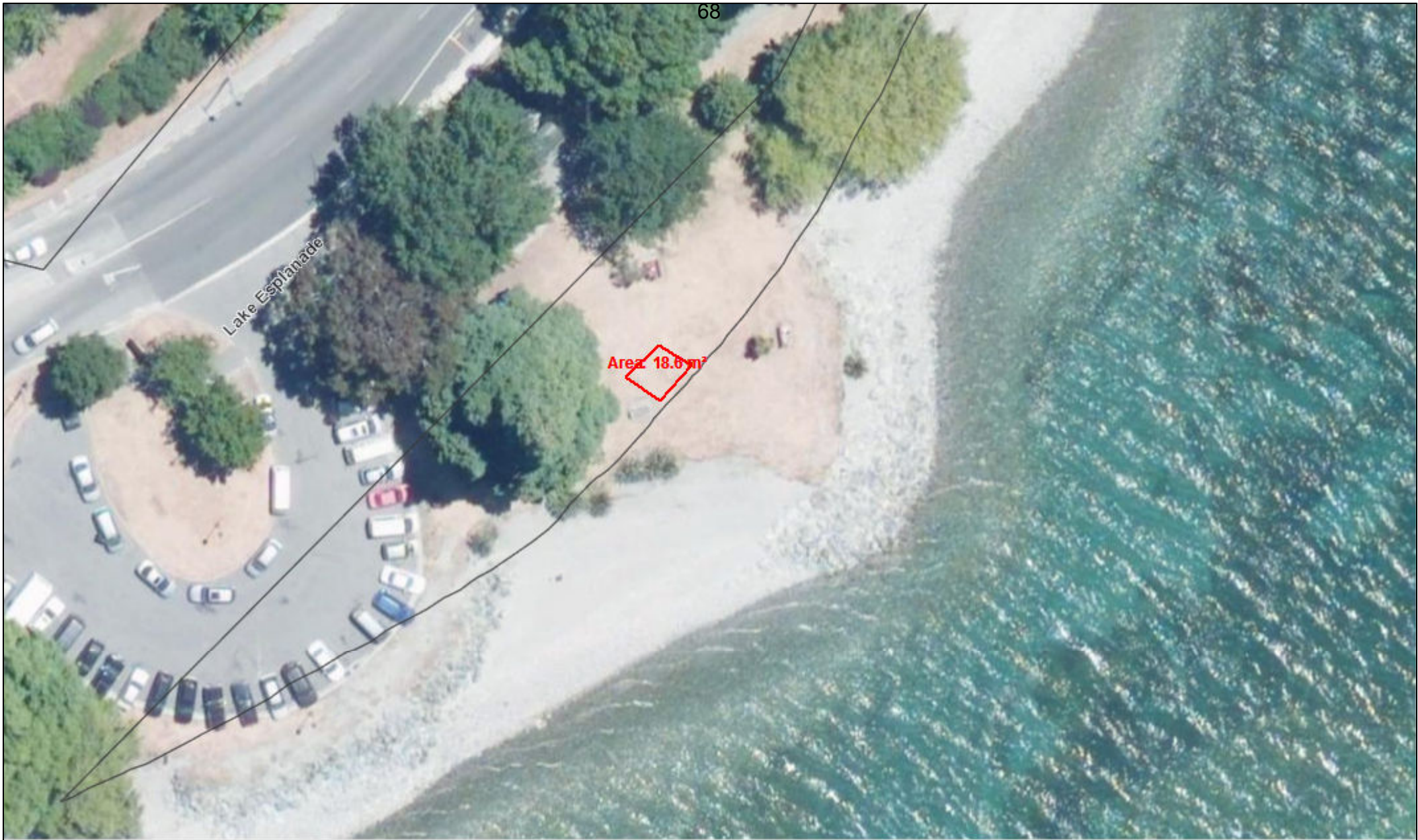
Inside the St Omer “Permitted Area”

It offers the best visual advantage to safely monitor kayakers and tours

Used to be our previous location.

Safety:

All customers will be made aware of the Safety Operational Plan and the path of the TSS Earnslaw.



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

QLDC Council**9 March 2017****Report for Agenda Item: 9****Department: CEO Office****Chief Executive's Monthly Report****Purpose**

To appoint the two external members of the Audit, Finance and Risk Committee, to seek Council authority for a budget adjustment to allow for immediate construction of the Anderson Road Water Main, and to present other updates on various matters.

Recommendation

That Council:

1. **Note** the contents of this report;
2. **Appoint** Stuart McLauchlan and Roger Wilson as the two external members of the Audit, Finance and Risk Committee and approve payment of \$1,000 to each external member per meeting plus travel and disbursement costs, if attending from outside the district;
3. **Approve** the reallocation of \$53,243 from the Mount Aspiring Road Booster project to the Anderson Road Water Main installation project to give a total budget of \$545,000:

Project Description	Uncommitted	Reallocation
Mt Aspiring Road Booster	\$602,402	\$53,243
Anderson Road Water Main	Current budget	\$491,757
Total		\$545,000

4. **Approves** a \$650,000 variation to the EAR project to fund the Council's contribution to the proposed joint Park and Ride, to be loan funded.
5. **Adopt** the Triennial Agreement 2016-2019 of the Local Authorities of the Otago Region;
6. **Adopt** the Wanaka Recreation Reserve ('A & P Showgrounds') Reserve Management Plan;
7. **Note** the delegations exercised for licences to occupy and temporary road closures by the Chief Executive during the period 26 January – 22 February 2017; and
8. **Note** the items considered during the past meeting round by the Planning and Strategy Committee, Infrastructure Committee, Wanaka Community Board, Appeals Subcommittee and Community and Services Committee.

1. Audit, Finance and Risk Committee membership

Background

At the Council meeting on 15 December 2016 the current committee structure and membership was adopted. The structure stipulated that the membership of the Audit, Finance and Risk Committee constituted two elected members and two externally appointed members. Councillor McRobie has been appointed as the Chairperson with Councillor Hill the other QLDC representative but the Council still needs to agree the two external members.

Having considered appropriate candidates, I would like to recommend that the Council invite Stuart McLauchlan of G S McLauchlan and Co Ltd and Roger Wilson of Crowe Horwath (CV available upon request) to fill the external member positions on the Audit, Finance and Risk Committee. Both have extensive financial and governance experience and are based in Dunedin and Invercargill respectively. Meetings will take place each quarter and in recognition of their professional skills and time in preparing for, travelling to and attending meetings, I propose that remuneration of \$1,000 plus travel and disbursement costs be offered to each external member per meeting, if attending from outside the district.

2. Anderson Road Water Main Installation

Background

- a. The Anderson Road Water Main project is critical to maintaining firefighting flows along Ballantyne Road. The engineer's estimate for the project was \$464,490 including a 10% contingency and it was tendered in late 2016. The lowest tender received was from Veolia but their tender price of \$498,714 is more than the engineer's estimate and more than the available budget. An external evaluation of the tender was undertaken and the recommendation is to award the contract to Veolia for the tendered sum. Reducing the scope of works to fit the available budget is not recommended as it will result in a reduced capacity of the upgrade.

Financial Considerations

- b. Overheads for construction, inclusive of design, MSQA and internal QLDC costs have been estimated at \$46,000. Therefore the total budget required for this project inclusive of contingency, design, MSQA and QLDC internal overheads is \$545,000. This means additional budget of \$53,243 is required to allow Council to award the contract in its entirety.
- c. It is proposed that uncommitted residual budget from Wanaka Water Supply projects is reallocated to the Anderson Road Water Main Installation project, as follows:

Project Description	Uncommitted	Reallocation
Mt Aspiring Road Booster	\$602,402	\$53,243
Anderson Road Water Main	Current budget	\$491,757
Total		\$545,000

Council approval is sought for this reallocation of funds so that the project can be undertaken in its entirety and it can commence on schedule on 20 March 2017.

3. Park and Ride Facility, Frankton

- a. It is proposed to construct a long term park and ride facility in Frankton for the Queenstown Airport. Council proposes to share the costs with QAC at an estimated project value of \$1.3M, including consenting and design fees. QLDC's share of the costs will be \$650,000 (currently unbudgeted).
- b. It is intended that the facility will be available for use prior to the opening of stage 1 of the Hawthorne Drive project. The plan is to utilise 150 of the newly constructed carparks to offset the impact of removing cars from Glenda Drive for the duration, when traffic will be using Glenda Drive as the link to the Hawthorne Drive project. The facility further anticipates that car parking along Kawarau Road, which continues to be a safety concern, will be able to be removed.
- c. The Property and Infrastructure team have been and will continue to negotiate with NZTA in regards to sharing a portion of the costs, as some of the benefits of the project relate directly to the State Highway and the new Hawthorne Drive project. These negotiations are currently on-going.
- d. The agreement with Queenstown Airport Corporation is that the facility would remain in place for its proposed use for 10 years, ensuring the benefit of the investment is recognised for the community. The project will be delivered as a variation to the present EAR project underway. The recommendation is for budget (\$650,000) to be allocated within the 2016/17 Annual Plan, offset by deferred projects.

4. Triennial Agreement 2016-2019 of the Local Authorities of the Otago Region

Section 15 of the Local Government Act 2002 requires all local authorities within each region to adopt a Triennial Agreement containing protocols for communication and coordination among them. The Local Government Act states that the agreement must be in place by 1 March. A proposed agreement for the Otago Region has been prepared and signed by the Mayor under delegated authority, but is presented for the Council to consider and retrospectively adopt. (See Attachment A)

5. Wanaka Recreation Reserve ('A & P Showgrounds') Reserve Management Plan

The Reserve Management Plan (RMP) for the Wanaka Recreation Reserve ('A & P Showgrounds') has been prepared as a high level document that outlines policy for management of the reserve. Public consultation on the draft RMP took place between 12 October and 12 November 2016, with 13 public submissions received. A hearing took place on 18 January 2017 and the Wanaka Community Board considered the RMP with amendments at its meeting on 16 February 2017, making several further amendments and recommending to the Council that it be adopted. (See Attachment B)

The delegation for adopting reserve management plans lies with the full Council under the Reserves Act 1977. Accordingly, the plan is presented to the Council for adoption.

Note that the changes agreed as a result of the consultation process appear in the final plan by yellow highlighting, with the further changes agreed by the Board shown in red text.

6. Delegations Exercised

Presented below is a list of applications for licences to occupy and temporary road closures considered by the Chief Executive under delegated authority during the period 26 January – 22 February 2017:

Address / Site / Event	Type	Brief Description	Date of Decision	Outcome
2 Balmoral Drive	Licence to Occupy Road Reserve	Use of Road Reserve for retaining wall and landscaping	14/02/2017	Approved
47 Camp Street	Licence to Occupy Road Reserve	Use of Road Reserve for construction purposes	14/02/2017	Approved
59 Edinburgh Drive	Licence to Occupy Road Reserve	Use of Road Reserve for landscaping	14/02/2017	Declined
Settlers Bar & Restaurant	Table & Chair Licence	Use of footpath to place tables and chairs	14/02/2017	Approved
NZ Open Arrowtown Welcome Party	Temporary Road Closure	Thursday 9 March 2017 - Buckingham Street from Berkshire Street to Wiltshire Street	14/02/2017	Approved
ISPS Handa NZ Open	Temporary Road Closure	Thursday 9 March 2017 to Sunday 12 March 2017 daily - Butel Road	14/02/2017	Approved
Arrowtown Trolley Derby	Temporary Road Closure	Saturday 4 November 2017 - various Arrowtown roads - <i>(weather contingency day Sunday 5 November 2017)</i>	14/02/2017	Approved
Arrowtown Autumn Festival	Temporary Road Closure	Saturday 22 April 2017 and Sunday 23 April 2017 - various Arrowtown roads	14/02/2017	Approved
Iron Run	Temporary Road Closure	Friday 17 March 2017 and Saturday 18 March 2017 - Memorial Street and Buckingham St	14/02/2017	Approved
Festival of Colour	Licence to Occupy Road Reserve	Occupation of Road Reserve near Riverside Road / Cardrona Valley Road junction for Flags promoting the event.	14/02/2017	Approved

7. Committee meetings of previous meeting round

It is customary at most councils that have a system of standing committees to present a summary of the items considered during the meeting round just completed, either for Council's information or ratification.

Chairs are invited to comment on their committee meetings and members are able to seek further information about any items considered.

Planning and Strategy Committee – Councillor Hill (2 February 2017)

Information:

1. Proposed Private Plan Change 52 – Mount Cardrona Station Special Zone

Infrastructure Committee – Councillor Forbes (9 February 2017)

Information:

1. Minor Improvements Policy

Wanaka Community Board – Ms R Brown (16 February 2017)

Ratification:

1. Reserve Management Plan for the Wanaka Recreation Reserve (A&P Showgrounds) [NOTE: Discussed separately above]

Information:

2. Affected Person's Approval – Luggate Albion Cricket Club
3. Licence to Occupy Road Reserve – 42 to 50 Brownston Street, Wanaka
4. Chair's Report

Appeals Subcommittee – Councillor Hill (23 February 2017)

Information:

1. Request to mediate in relation to the direct referral request by Skyline Enterprises Ltd relating to a Proposed Gondola Redevelopment Resource Consent Application RM160647
2. Request to mediate various appeals in respect of the Otago Regional Council's decisions on the Otago Regional Policy Statement
3. Request to mediate in relation to the appeal to Condition 21(B) of RM160963 by the Remarkables Residences Ltd relating to the formation of Road 5

Note that this meeting was held with the public excluded.

Community and Services Committee – Councillor Stevens (23 February 2017)

Information:

1. Proposed 2017 Community Services Work Programme
2. Naming of One Existing Reserve and Four Proposed Reserves within the Queenstown Lakes District
3. Bylaw Overview
4. Community-led Development in the Queenstown Lakes District
5. Community Support and Grants
6. Wanaka Pool Status Update February 2017

ATTACHMENTS

- A Triennial Agreement 2016-2019 of the Local Authorities of the Otago Region
- B Reserve Management Plan: Wanaka Recreation Reserve ('A & P Showgrounds')

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 26 January 2017

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)

Agenda items

Item 10: Pre-approval for settlement clearance

Item 11: District Licensing Committee Membership

General subject to be considered.	Reason for passing this resolution.	Grounds under Section 7 for the passing of this resolution.
10. Pre-approval for settlement clearance	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of information is necessary to: i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	Section 7(2)(i)

General subject to be considered.	Reason for passing this resolution.	Grounds under Section 7 for the passing of this resolution.
11. District Licensing Committee Membership	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.