

15. Item 8: Chief Executive's Report

PURPOSE OF THE REPORT | TE TAKE MO TE PURONGO

The purpose of this report is to report on items of general interest and to summarise items from a recent meeting of the Wanaka-Upper Clutha Community Board.

RECOMMENDATION | NGA TUTOHUNGA

That the Council:

1. **Note** the contents of this report;
2. **Adopt** the 2022-25 Local Governance Statement;
3. **Adopt** the amended meeting schedule for 2023;
4. **Ratify and confirm** the Chief Executive's approval and lodgement of QLDC's corporate submission dated 24 November 2022 regarding Plan Change 54 at Northlake, Wanaka; and
5. **Approve** the recommendations from the Wanaka-Upper Clutha Community Board

	Prepared by:
Name	Mike Theelen
Position	Chief Executive
Signature	
Date	29 November 2022

CONTEXT | HOROPAKI

Local Governance Statement

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

- (d) the electoral system and the opportunity to change it; and
- (e) representation arrangements, including the option of establishing Maori wards or constituencies, and the opportunity to change them; and
- (f) members' roles and conduct (with specific reference to the applicable statutory requirements and code of conduct); and
- (g) governance structures and processes, membership, and delegations; and
- (h) meeting processes (with specific reference to the applicable provisions of the Local Government Official Information and Meetings Act 1987 and standing orders); and
- (i) consultation policies; and
- (j) policies for liaising with, and memoranda or agreements with, Maori; and
- (k) the management structure and the relationship between management and elected members; and
- (l) the remuneration and employment policy, if adopted; and
- (m) equal employment opportunities policy; and
- (n) key approved planning and policy documents and the process for their development and review; and
- (o) systems for public access to it and its elected members; and
- (p) processes for requests for official information.

4. The previous Local Governance Statement has been reviewed and relevant updates made. A copy of the 2022-25 Local Governance Statement is attached.

Updates to Meeting Schedule

5. At the Council meeting on 17 November 2022 the Council adopted a schedule of full Council and Wanaka-Upper Clutha Community Board meetings.

6. Since that time, committees have been established and a meeting schedule containing the following recurrences of committee meetings has been prepared:

- Planning & Strategy on the three week cycle
- Community & Services on a six week cycle
- Audit, Finance & Risk on a quarterly cycle
- Infrastructure committee on a quarterly cycle

7. Where possible, scheduling a Planning and Strategy Committee meeting on the same day as a Council meeting has been avoided as this was often a burden in the last triennium given some of the sizeable agendas. The only occasion in 2023 when this occurs is at the end of April when the Tuesday is ANZAC day so cannot be scheduled on this date.

8. A governance subcommittee meeting has also been added in February 2023 to look at the remuneration for QAC Board directors, the appointment of a Chair for the Wanaka Airport Liaison Committee, and the review of the Policy on Appointment and Remuneration of Directors.

9. The Local Government Act 2002 notes that:

If a local authority adopts a schedule of meetings,—

(a) the schedule—

(i) may cover any future period that the local authority considers appropriate; and

(ii) may be amended; and

(b) notification of the schedule or of any amendment to that schedule constitutes a notification of every meeting on the schedule or amendment.

Northlake Private Plan Change 54

10. This item relates to QLDC's submission (in its corporate capacity) on 24 November 2022 regarding Northlake private plan change 54. As the infrastructure operator, QLDC has an interest in ensuring that the proposed plan change, if approved, promotes integrated and efficient transport, three waters and other services infrastructure. By lodging a submission in its corporate capacity QLDC seeks to emphasise that these infrastructure issues are an important consideration, and proposes suggested ways of addressing them under the plan change.

11. The purpose of plan change 54 is to:

- provide legal access and an infrastructure services corridor to Sticky Forest, as required by Condition 47 of the Fast-Track Consent for the Northbrook Retirement Village; and
- expand the land available for residential development at Northlake.

12. The location is Lindis Road, Wanaka, Lot 2000DP 568636. The area in question and its surrounds present a number of challenges to QLDC in terms of the infrastructure networks, in particular stormwater and transport.

13. The plan change is being processed by QLDC's Planning and Development team. Further information can be found here: [Operative District Plan](#)

14. To maintain functional separation between QLDC's functions as infrastructure operator and consenting regulator processing the plan change, the submission was made in QLDC's corporate capacity, and the Planning and Development team did not author the submission. A copy of the submission is attached.

15. The purpose of this item is to inform Council of the submission and to seek ratification of the lodgement of the submission. Usually the delegation to approve this type of submission sits with the Planning & Strategy Committee or, if the matter is urgent, then with a group of Councillors comprising the Mayor, Chairperson and Deputy Chairperson of the Planning & Strategy Committee. However, as the Planning & Strategy Committee of the new Council has not yet been constituted, this delegation was not operative, so the Chief Executive signed the submission prepared by Council officers under the Chief Executive's general operational delegation from Council. Councillors have the choice to ratify the Chief Executive's approval, or decline to do so, in which case the Chief Executive will withdraw the submission.

Meetings of the Previous Round

Wanaka Community Board – Mr Simon Telfer (8 December 2022)

Proposed Reserves to Vest at Mount Cardrona Station*

Application for Tree removal in Lismore Park for the Bike Wanaka Jump Park*

New Water Supply easement for Second Star Limited on Recreation Reserve at Damper Bay, Wanaka

Application for a memorial seat and a memorial plaque in Wanaka

Adoption of Governance Agreement*

Chair's Report

*Recommendations for Council approval which are presented in a separate attachment.

ATTACHMENTS | NGA TAPIRIHANGA

Number	Title of Attachment
1	Local Governance Statement
2	Amended meeting schedule for 2022-23
3	Northlake Private Plan Change 54 (submission)
4	Wanaka-Upper Clutha Community Board recommendations from 8 December 2022

Attachment 1 - Att 1. Local-Governance-Statement-2022-2025(1)

Attachment 1



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1. Summary - Local Governance Statement

This Local Governance Statement is a collection of information about the processes through which Queenstown Lakes District Council (QLDC) conducts its affairs in carrying out its role in the community. A Local Governance Statement helps support the purpose of Local Government by promoting local democracy by providing information on the ways to influence local democratic processes.

Council is required to produce this statement under s.40 of the Local Government Act 2002, and to update it following each triennial election.

For the most recent copy, please contact QLDC or see our website www.qldc.govt.nz

2. Functions, Responsibilities and Activities

Council has overall responsibility and accountability for the proper direction and control of the district's activities. Under the Local Government Act 2002 the core purpose of local government is to enable democratic local decision-making and action by, and on behalf of, communities; and to promote the social, economic, environmental and cultural wellbeing of communities in the present and for the future.

The responsibilities of Council also include areas of stewardship such as:

- > Core infrastructure and Services (i.e. roads, footpaths, water, sewerage and stormwater)
- > Community Services and Facilities (i.e. libraries, recreational facilities and community facilities)
- > Regulatory Functions and Services (i.e. building and resource consents, environmental health, animal control, parking and general bylaws)
- > Environment (i.e. parks, reserves and built environment)
- > Local Economy (promoting a resilient and diverse economy)
- > Local Democracy (i.e. access to Council information and public engagement opportunities)
- > Financial Management of the Council (ensuring Council expenditure is affordable and sustainable)

3. Legislation

In conducting its activities, QLDC exercises powers and fulfils responsibilities conferred on it by Aotearoa New Zealand and Local legislation. The Aotearoa New Zealand legislation utilised by QLDC is detailed in the Delegations Register.

Local Legislation which specifically affects the local authority is listed below:

- > Airport Authorities (Queenstown Airport Corporation Limited) Order 1989

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- > Lakes District Waterways Authority (Shotover River) Empowering Act 1985 No. 2
- > Lake Wānaka Preservation Act 1973 No. 107
- > Maritime Transport (Infringement Fees for Offences—Queenstown Lakes District Council Navigation Safety Bylaw 2018) Regulations 2019
- > Maritime Transport (Infringement Fees for Offences—Queenstown Lakes District Council Shotover River Bylaw 2021) Regulations 2021
- > Queenstown Airport Bylaws Approval Order 2009
- > Queenstown Commonage Reserve Management Act 1876 No. 76
- > Queenstown Reserves Vesting and Empowering Act 1971 No. 14
- > Queenstown Reserves Act 1905 No. 48

4. Bylaws

Creating and Changing Bylaws

Where an issue is not already covered under existing legislation, Council may create a new bylaw provided that the proposed bylaw is the most appropriate form of bylaw and does not give rise to any implications under the New Zealand Bill of Rights 1990.

If a draft bylaw is approved, it will go out for public consultation. QLDC must follow a special consultative procedure (with exceptions) on any proposed changes to or revocation of an existing bylaw or in the creation of a new bylaw.

See Appendix 1 for a listing and general description of QLDC bylaws.

5. Electoral System

Council used the First Past the Post (FPP) electoral system for the 2019 triennial election. Electors vote by indicating their preferred candidate(s), and the candidate(s) that receives the most votes is declared the winner regardless of the proportion of votes that candidate(s) obtained.

The other system is single transferable vote (STV), whereby electors rank candidates in order of preference. The number of votes required for a candidate to be elected (called the quota) depends on the number of positions to be filled and the number of valid votes. The necessary number of candidates to fill all vacancies is achieved first by the counting of first preferences then by a transfer of a proportion of votes received by any candidate where the number of votes for that candidate is in excess of the quota, and then by the exclusion of the lowest polling candidates and transfer of these votes in accordance with voters' second preferences.

The Queenstown Lakes District consists of three wards: Queenstown-Whakatipu, Arrowtown-Kawarau and Wānaka-Upper Clutha. The Mayor is elected at

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large throughout the district. Four Councillors are elected from the Queenstown-Whakatipu ward, three from the Arrowtown-Kawarau ward and four from the Wānaka-Upper Clutha ward.

Under the Electoral Act 2001 the Council can resolve to change the electoral system to be used at the next two elections or conduct a binding poll on the question, or electors can demand a binding poll. A poll can be initiated by at least five per cent of electors signing a petition demanding that a poll be held. Once changed, an electoral system must be used for at least the next two triennial general elections, i.e. Council cannot change its election system for one election then change back for the next election.

The next election will be held on 11 October 2025.

6. Representation Arrangements

Review of Representation Arrangements

Every six years (mandatory) or three years (discretionary) a council must review the basis of its membership and ward system in accordance with the Local Electoral Act 2001. The sorts of decisions that can be taken include:

- > The number of Councillors;
- > Whether they are elected at large or in wards;
- > How many members each ward gets;
- > What the boundaries of those wards might be. For example, the Arrowtown ward does not comply with the population-to-member ratio rule as set out in section 19V(2) of the Local Electoral Act;
- > The size, constituency, membership and future of the Council and Community Boards; or
- > Whether other parts of the district would suit a community board.

In September 2021 the Council resolved that:

- > All Councillors would continue to be elected within wards;
- > There are to be three wards, Queenstown-Whakatipu, Arrowtown-Kawarau and Wānaka-Upper Clutha;
- > The ward boundaries will remain as in the 2016 and 2019 elections for the Wānaka-Upper Clutha ward. The external boundary of the Queenstown-Whakatipu and Arrowtown-Kawarau wards combined shall be the same as the present Queenstown-Wakatipu ward. The boundary between the Queenstown-Whakatipu and Arrowtown-Kawarau wards shall generally follow the line of the Shotover River and the eastern boundary of the lower part of Lake Whakatipu, the Queenstown-Whakatipu ward shall be located generally to the west of the Shotover River and eastern boundary of the lower part of Lake Whakatipu except diverting to include meshblocks 3040105, 4010436, 4010435, 4000982, 4000981,

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3040116, 3040107, 3040111, 3040114, 3040113, 3040112, 3040109, 4001022, 3040104, 4001021, 3040115, and the Arrowtown-Kawarau ward to the east except diverting to include mesh blocks 3038219, 3039406, 3039504, 3040604, 4000906, 4000907, 4001002, 4001003, 4010441, 4010442;

- > The Queenstown-Whakatipu ward elects four members;
- > The Arrowtown-Kawarau ward elects three members;
- > The Wānaka-Upper Clutha ward elects four members;
- > There continues to be a Wānaka-Upper Clutha Community Board;
- > The Wānaka Community Board consists of four elected members and three members appointed by Council being three of the four Wānaka-Upper Clutha ward Councillors.

The outcome will affect the 2025 triennial election.

Current Representation Arrangements

QLDC is made up of the Mayor and 11 Councillors with the district divided into three wards:

Mayor

Glyn Lewers

Arrowtown-Kawarau ward

Craig (Ferg) Ferguson
Lisa Guy
Neeta Shetty

Queenstown-Whakatipu ward

Gavin Bartlett
Niki Gladding
Esther Whitehead
Matt Wong

Wānaka-Upper Clutha ward

Barry Bruce
Lyal Cocks
Quentin Smith
Cody Tucker

Wānaka-Upper Clutha Community Board

The Wānaka-Upper Clutha Community Board is not a committee of Council, but a separate unincorporated body established under Section 49 of the Local Government Act 2002. The role of the Wānaka-Upper Clutha Community Board is to represent and act as an advocate for the Wānaka-Upper Clutha community. The Council has given extensive delegation to the Wānaka-Upper Clutha Community Board to make decisions on many of the facilities and services located within the Wānaka-Upper Clutha ward. The membership of this Community Board is:

Wānaka-Upper Clutha Community Board

Linda Joll

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Chris Hadfield
Simon Telfer
John Wellington

Three of the four Wānaka-Upper Clutha ward Councillors are appointed members of the Wānaka-Upper Clutha Community Board and are appointed by the Mayor. The appointed members are Barry Bruce, Lyal Cocks and Cody Tucker.

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The option of establishing Māori wards of constituencies, and the opportunity to change them

The Local Electoral Act 2001 gives councils the ability to establish separate wards for Māori electors. The Council may resolve to create separate Māori wards or conduct a poll on the matter, or the community may demand a poll. The demand for a poll can be initiated by a petition signed by five per cent of electors within the district.

Council has resolved not to establish a Māori ward at this time, although it remains an option for the future.

District Map



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7. Members' Role and Conduct

Council adopted an updated Code of Conduct on 17 November 2022 and this is available on the Council's website. The Code of Conduct has been prepared to provide guidance on the standards of behaviour expected of elected members of the Queenstown Lakes District Council. It applies to all elected members (including Councillors and Community Board Members at their request) in their dealings with:

- > each other
- > Council management and staff
- > the public
- > the media.

8. Governance Structures and Processes

Committees

The Council reviews its committee structure after each triennial election. At the Council meeting held on 15 December 2022 the Council established for the 2022-2025 term of Council a similar system of standing committees and subcommittees as were in place during the 2019-2022 triennium. These are largely aligned with the Council's departmental activity areas and are as follows:

- > Planning and Strategy Committee
- > Community and Services Committee
- > Infrastructure Committee (meets quarterly)
- > Audit, Finance and Risk Committee (meets quarterly)

Council also established the following committees to oversee specific activities:

- > Chief Executive Performance Review Committee;
- > District Licensing Committee;
- > Dog Control Committee
- > Elected Member Conduct Committee
- > Governance Subcommittee

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The Mayor is an ex officio member of each standing committee, and Councillors are entitled to attend (but not vote) at any committee meeting for which they are not a member. The exception to this is the District Licensing Committee which has powers of a commission of enquiry under the Sale and Supply of Alcohol Act 2012.

A schedule of meeting dates for the year may be found on the Council website or from customer services at any time. A schedule of meetings is prepared for each month and updated as changes occur. These are advertised in local newspapers and are available on the Council's website or from customer services staff.

The membership of the Council's standing committees is as follows:

Planning & Strategy Committee	Infrastructure Committee	Community & Services Committee	Audit, Finance & Risk Committee
Councillor Shetty (Chair) Councillor Smith (Deputy) Councillor Bartlett Councillor Bruce Councillor Cocks Councillor Wong	Councillor Bartlett (Chair) Councillor Gladding (Deputy) Councillor Cocks Councillor Ferguson Councillor Smith Councillor Tucker	Councillor Ferguson (Chair) Councillor Whitehead (Deputy) Councillor Bruce Councillor Guy Councillor Tucker Councillor Wong	Stuart McLauchlan (Chair) (external appointment) Heath Copland (Deputy) (external appointment) Bill Moran (external appointment) Councillor Cocks Councillor Gladding Councillor Guy

The membership of special purpose committees and subcommittees is as follows:

CE Performance Review Committee	District Licensing Committee	Dog Control Committee	Elected Member Conduct Committee	Governance Subcommittee
Mayor Lewers Councillor Cocks Councillor Guy	Lyal Cocks John Mann Christopher Cooney Nicola Vryenhoek Philip Jones Neil Gillespie (CODC) Brett Pay (CODC) Ian Cooney (CODC)	All elected members of the Council of which any three may form a hearings panel.	All elected members of the Council The quorum is three, one of whom must be the Mayor (or the Deputy Mayor where a complaint relates to the Mayor) who will be the Chair.	Mayor Lewers Councillor Smith Chief Executive

Delegations

The purpose of making delegations is to provide a legal structure for the efficient and effective operation of the Council. Clause 32 (Sch 7 LGA) states that a local authority may delegate to a committee or other subordinate decision-making body, community board, or member or officer of the local authority any of its responsibilities, duties, or powers except—

- (a) the power to make a rate; or
- (b) the power to make a bylaw; or
- (c) the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan; or
- (d) the power to adopt a long-term plan, annual plan, or annual report; or
- (e) the power to appoint a chief executive; or
- (f) the power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or developed for the purpose of the local governance statement; or
- (h) the power to adopt a remuneration and employment policy.

The Council's full set of delegations is presented in the **Delegations Register**.

9. Meeting Processes

Meetings

The Local Government Act 2002 (clause 27 (Sch 7)) requires the Council to adopt a set of standing orders for the conduct of its meetings and those of its committees. The Council adopted updated standing orders on 17 November 2022 which are based upon guidance from Local Government New Zealand with some minor amendments to fulfil specific local needs. A copy of standing orders is available on the Council website. Council is also bound by the provisions of the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 (LGOIMA) relating to meetings.

Public forums are a defined period of time, usually at the beginning of a meeting, which, at the discretion of the meeting, is put aside for the purpose of public input. Public Forums are designed to enable members of the public to bring matters to the attention of the Council. In the case of a committee, subcommittee or community board, any issue, idea or matter raised in the public forum must also fall within the terms of reference for that body. People who wish to speak may be required to register in advance by contacting the Council a before the meeting, outlining what they wish to speak about and any organisation they are representing. This is not a mandatory requirement and may be waived at the discretion of the Chair, but it helps in the efficient management of the meeting, especially when a lot

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of people wish to speak in the Public Forum. Speakers may read from notes, but the time limit of three minutes per speaker is observed. Issues which are subject to a separate judicial process and on which the speaker has made a formal submission (e.g. the District Plan, a Bylaw or a Plan Change) may not be raised at the Public Forum. Following the Public Forum, no debate or decisions will be made at the meeting on issues raised during the forum unless they were related to items already on the agenda.

Availability of Order Papers, Agendas and Minutes

Order papers and agendas for meetings are available for public inspection two working days before the meeting via the Council's website (www.qldc.govt.nz). Minutes will be found in the order paper for the following meeting or are available on request from customer services. Most meetings are open to the public; however, some agenda items may seek to exclude the public on one or more of the grounds provided in the Local Government Official Information and Meetings Act 1987.

Resource Consent Decisions

All decisions on resource consent applications under the Resource Management Act 1991 are currently made by independent commissioners who have been certified under the Ministry for the Environment Manatū Mō Te Taiao Good Decision-Making Programme. Councillors who have met the same standard are entitled to sit as independent commissioners. The Council does not use hearing panels of unqualified elected members.

10. Consultation Policies

Significance and Engagement Policy

The Local Government Act sets out certain consultation principles and a procedure that local authorities must follow when making certain decisions. The Council has a 'Significance and Engagement Policy' which details how it will decide what is significant in terms of decision-making, when the community would have an opportunity to contribute to decision-making and how they would do so. The law requires use of the '**Special Consultative Procedure**' in the following circumstances:

- > Adopting and amending the Ten-Year plan;
- > Transferring Council's ownership of a significant asset;
- > Making, amending or revoking a bylaw;
- > Adopting the Treasury Management Policy; or
- > Where other acts expressly require use of the Special Consultative Procedure.

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The special consultative procedure consists of the following steps:

Statement of Proposal and Summary

The Council must prepare a description of the proposed decision or course of action. The statement must be available for distribution throughout the community and must be available for inspection at Council offices and may be made available elsewhere. The Council also has to prepare a full and fair summary of the proposal which must be distributed as widely as the Council considers reasonably practicable. These statements are usually included as attachments when the initial item is presented to a Council meeting.

The purpose of this initial report is to gain approval of the draft proposal for the purpose of undertaking public consultation and to appoint a hearing panel of Councillors to hear verbal submissions.

Public Notice

The Council must publish a notice of the proposal and consultation being undertaken in one or more daily newspapers, or in other newspapers of equivalent circulation as well as on the QLDC website which will remain until any opportunity for review or appeal in relation to the matter notified has lapsed. Submissions may be made in a variety of forms, but preference is for submitters to lodge their submissions electronically. To this end, we will also probably prepare a form or questionnaire on which submitters may make their comment. All submitters must accept that their submissions become public documents once they are submitted to the Council and can only be withheld, in whole or in part, if there is a good reason under LGOIMA or the Privacy Act 2020. Submitters who have concerns about making their names public should advise us on their submission.

Receive Submissions

The Council must allow at least one calendar month (from the date of the notice) for submissions. The Council must acknowledge all written submissions and offer submitters a reasonable opportunity to make an oral submission.

Public Deliberation

If there are submitters who want to speak to their submissions the governance team will organise a hearing. All meetings where the Council hears submissions or deliberates on the proposal must be open to the public (unless there is some reason to exclude the public under LGOIMA).

Follow Up

A copy of the decision and a summary of the reasons must be provided to all submitters.

Other Consultation Policy

For all other decisions, the Council will choose whether or not it will undertake community engagement on differing scales, depending on the issue. The 2021

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Significance and Engagement Policy acknowledges the Council's responsibility to provide opportunities for people to engage with it and states that it will 'communicate across multiple channels to reach ratepayers and residents. These will include mainstream media (particularly local newspapers and radio), the Council website, social media (Facebook, Linked In, Instagram and Twitter), drop-in sessions, information sent with rates notices, direct emails and in the Council's bi-monthly newsletter 'Scuttlebutt'. The Council is also committed to being genuine and open-minded in its consultation and recognises the importance of providing people with full and clear information on what it is consulting on, so will always be clear about:

- > What is proposed
- > Why
- > What options are available
- > What is the preferred option and why
- > What are the impacts (if any)
- > How the community can have a say
- > The timeframe and the process
- > How the outcome will be communicated

11. Policies for Liaising with, and Memoranda or Agreements with Māori

The Council enjoys maintaining an ongoing working relationship with the takata whenua, who have a traditional interest in the Queenstown Lakes District.

This includes all nine Kāi Tahu (Ngāi Tahu) hāpu from Arowhenua (Temuka) south to Murihiku (Southland). The relationship involves:

- > consultation on the ongoing evolution of the District Plan, including plan changes.
- > determining the interests and view of the takata whenua on resource consent applications.
- > taking active steps to promote and protect the interest values, culture, traditions and taoka of the takata whenua.

12. Management Structure

The Local Government Act 2002 (s42) requires Council to employ a Chief Executive whose responsibilities are to employ other staff, implement Council decisions and provide advice to Council. The Chief Executive is the only person who can give direct instructions to any staff member and therefore, any complaint about individual staff members should be directed to the Chief Executive, rather than elected members. The Chief Executive has appointed General Managers to manage Council's significant activities.

13. Remuneration and Employment Policy

Queenstown Lakes District Council is committed to remunerating employees fairly for the roles they are engaged in and recognising outstanding performance.

Permanent employees who on 30 June have in excess of three months service in their current position will have their salary reviewed. This will involve consideration of both their individual performance and the remuneration market.

14. Equal Employment Opportunities Policy

As part of Council's commitment to good employer requirements, responsibilities and characteristics, it is committed to Equal Employment Opportunities (EEO) and to eliminating all forms of unfair discrimination in employment:

- > An equal employment opportunities programme (as required under the Crown Entities Act 2004).
- > Good and safe working environments that enable and support employees in their roles.
- > Selection of suitably qualified candidates from our local community where possible.
- > Recognition of the aims, aspirations, cultural differences and employment requirements of Māori and Pacific people.
- > Recognition of the aims, aspirations, cultural differences and employment requirements of people from other ethnic and minority groups.
- > Recognition of the employment requirements of women.
- > Recognition of the employment requirements of men.
- > Recognition of the employment requirements of persons with disabilities.
- > Opportunities for skill and ability enhancement for individual employees.
- > Return on investment for scholarship and other developmental programmes.
- > A willingness to accommodate family / care-giving responsibilities where reasonably practical and as long as these do not impact on operational requirements / service provisions.

15. Key Approved Planning and Policy Documents

Ten Year Plan

The Ten-Year Plan (known within the Local Government Act 2002 as the Long-Term Plan or LTP) sets out the Council's priorities over the medium to long-term.

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It outlines how the Council intends to contribute to community outcomes over the life of the plan. A Ten-Year Plan must be reviewed every three years. The next Ten-Year Plan review will be undertaken in 2024.

Annual Plan

The Council produces an Annual Plan in the interim years when a Ten-Year Plan is not produced. This is Council's work programme and budget for the current financial year. It must highlight any significant differences from the budget presented in the Ten-Year Plan.

Annual Report

This is a report on the Council's operations during the previous financial year. The Council is required to produce and adopt its Annual Report within four months of the end of each financial year, that is, by 31 October.

District Plan

This is a planning document to promote the sustainable management of the natural and physical resources of the district, pursuant to the provisions of the Resource Management Act 1991. The Council commenced a review in 2015 of the District Plan via a resolution at the meeting held on 17 April 2014. As of the end of 2022, Stages 1, 2 and 3 have worked through the Council hearing process, with a number of appeals yet to be resolved in the Environment Court. A number of discrete changes are being processed as part of Stage 4; these will be the subject of Council hearings during 2023.

Asset Management Plans

Asset Management Plans are blueprint documents for the broad-based funding requirements for the district's infrastructure and have strong linkages to the production of the funding and financial policy, Ten Year Plan and Annual Plan. These plans focus on asset management, asset service levels, depreciation, and replacement of the district's major infrastructural assets.

Reserve Management Plans

Reserve Management Plans are prepared in accordance with Section 41 of the Reserves Act 1977 to 'provide for and ensure the use, enjoyment, maintenance, protection, and preservation, as the case may require, and, to the extent that the administering body's resources permit, the development, as appropriate, of the reserve for the purposes for which it is classified'. Reserves may be classified as recreation, historic, scenic, nature, scientific, government purpose and local purpose reserves.

The Council has an ongoing work programme to review existing Reserve Management Plans and to develop new plans.

Economic Development Strategy

The Economic Development Strategy was adopted in February 2015 to deliver practical and achievable actions relating to economic development priorities of Council. As of late 2022, development is underway on a Destination Management Plan and an Economic Diversification Plan for adoption during the triennium to

replace the existing strategy.

16. Public Access to Council and Elected Members

The first point of contact for all Council services, staff, elected members and for any queries regarding Council’s contractors is with Council customer services staff.

All customer requests for service are logged in a centralised system to ensure timely resolution of each specific issue raised and to identify trends or patterns of repeated requests.

Council operates a 24-hour phone service (i.e. Harbour Master questions, urgent three-water issues, urgent roading questions, dog complaints, noise matters and illegal freedom campers). Calls outside normal business hours are automatically redirected to this service. Normal office hours are Monday to Friday 8.00am – 5.00pm. For further information visit Council’s website at www.qldc.govt.nz.

Council-Controlled Organisations

Queenstown Airport Corporation (‘QAC’) is the Council’s only controlled organisation and it is a Council-controlled trading organisation (CCTO). QAC is governed by an independent Board of Directors and is owned by two shareholders:

- > 75.01% by the Queenstown Lakes District Council
- > 24.99% by Auckland International Airport Ltd

Under the LGA, QAC must prepare and adopt a Statement of Intent before the start of each financial year. This is an annual process with a three-year time horizon. The Statement of Intent sets out QAC’s strategic priorities, its activities and budget for the next financial year. The Statement of Intent takes into consideration shareholder comments and to this end in December 2019, the Council established a QAC-QLDC Steering Group to oversee the development of the Statement of Intent. Aligned with best-practice guidance from the Office of the Auditor-General Tumuaki o te Mana Arotake as part of its performance monitoring regimen Council considers whether to ‘agree’ the Statement of Intent prior to its final adoption by the Board of Directors (although this is not a legislative requirement).

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Elected Members

The Mayor has an office at the Council offices at 10 Gorge Road, Queenstown. Contact with the Mayor can be made through the EA to the Mayor on 03 441 0499 or via the email address mayor@qldc.govt.nz.

Contact details for Councillors and Wānaka-Upper Clutha Community Board members are available through customer services and on the Council's website. They can also be contacted through the Council internal mail system. Councillors and Wānaka-Upper Clutha Community Board members will make themselves available to meet members of the public as required and enquiries should be made directly to the Councillor or board member.

Contact Us

Council Offices

Civic Centre
10 Gorge Road
Private Bag 50072
Queenstown
Telephone: (03) 441 0499
Fax: (03) 450 2223
Email: services@qldc.govt.nz
Website: www.qldc.govt.nz

Wānaka Office
47 Ardmore Street
Wānaka
Phone: (03) 443 0024
Fax: (03) 443 8826

Service Centres

Arrowtown Library
58 Buckingham Street
Arrowtown
Phone: (03) 442 1607

Queenstown Events Centre

Joe O'Connell Drive, Frankton
P O Box 2009
Queenstown
Phone: (03) 442 9005

Queenstown Airport Corporation Limited

Terminal Building, Queenstown Airport
P O Box 64
Queenstown
Phone: (03) 450 9031

17. Requests for Official Information

Under the Local Government Official Information and Meetings Act 1987 ('LGOIMA') any person may request information from the Council. Any request for information is deemed a request for 'official information' under LGOIMA. The request does not have to mention the LGOIMA, but it should be specific about what information is requested.

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Once a request is made the Council must generally supply the information unless one of the reasons specified in LGOIMA for withholding exists. Information may be withheld if:

- > Release of the information would endanger the safety of any person or prejudice the maintenance of the law
- > Making the information available would be contrary to law or would be a contempt of Court or of the House of Representatives
- > The information is or will soon be publicly available
- > The information does not exist, is not held by the Council, cannot be found or cannot be made available without substantial collation or research.

Subject to any overriding public interest, good reason also exists if the withholding of the information is necessary to:

- > Protect the privacy of any person
- > Protect trade secrets or confidential or commercially sensitive information
- > Avoid serious offence to tikaka Māori or disclosure of the location of waahi tapu
- > Maintain the effective conduct of public affairs
- > Maintain legal professional privilege
- > Enable the local authority to carry out negotiations or commercial activities
- > Prevent disclosure or use of information for improper gain or advantage

The Council provides decisions to requests within 20 working days (although there are certain circumstances where this timeframe may be extended), with the information itself provided at the same time or as soon as practicable thereafter if the decision is to release it. Council may also charge for the information provided where substantial collation and research may interfere with the ordinary business of Council operations.

Requests for official information may be emailed to informationrequest@qldc.govt.nz or made by letter to, Queenstown Lakes District Council, Private Bag 50072, Queenstown 9378.

18. Requests for Personal Information

Under the Privacy Act 2020 any person may request personal information held about themselves from the Council. The Privacy Act and the principles underpinning it give any person the right to access information about themselves and to ask for it to be corrected if it is believed to be incorrect.

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Requests for personal information may be emailed to informationrequest@qldc.govt.nz or made by letter to, Queenstown Lakes District Council, Private Bag 50072, Queenstown 9378.

Information about Council's Privacy Policy are available via the QLDC website (www.qldc.govt.nz)

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Appendix 1 – Bylaws

Bylaw Name	General Description	Date Adopted	Amendments	Review Date
Activities in Public Places Bylaw 2016	a) Protect the public from nuisance; b) Protect, promote, and maintain public health and safety; and c) Minimise the potential for nuisance behaviour in public places.	29 September 2016	6 October 2016	2021
Alcohol Restrictions in Public Place Bylaw 2018	The purpose of the bylaw is to: a) Reduce the potential for alcohol related offensive behaviour and hard, damage, disorder and crime and to promote and improvement community health and safety b) Achieve its objective by putting in place controls and restrictions on the possession, consumption and carriage of alcohol, in some public places within the Queenstown Lakes District.	25 October 2018		October 2022
Brothel Control Bylaw 2017	Contains control measures to manage potential impacts of brothels, restrict establishment to specific areas and regulate signage that advertises legally established brothels	14 December 2017		2022
Cemeteries Bylaw 2017	Contains control measures and standards for the operation of cemeteries and crematoria within boundaries covered by Council's responsibility or ownership	9 March 2017		2022
Dog Control Bylaw 2020	Facilitating responsible dog ownership and the control of dogs in the Queenstown Lakes District; protecting the wellbeing and safety of people and dogs	4 June 2020		2025
Freedom Camping Bylaw December 2021; and Freedom Camping Bylaw Maps	Defines the areas in the district where freedom camping is permitted or restricted, and the restrictions that apply. It also defines where freedom camping is prohibited to protect the areas, access to those areas and the health and safety of people visiting the areas.	17 December 2021		2026

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Integrated Three Waters Bylaw 2021; and Integrated Three Waters Bylaw Administration Manual	Ensures the Council is able to meet its legislative requirements and obligations relating to the provision of water supply, stormwater, wastewater and trade waste; includes an administration manual providing guidance on the technical aspects of the bylaw	1 July 2021		2026
Navigation Safety Bylaw 2018	Regulates and controls the safe use of the district's waterways by people and vessels.	6 April 2018		2023
Maritime Transport (Infringement Fees for Offences – Queenstown Lakes District Council Navigation Safety Bylaw 2018) Regulations 2019	Lists offences and infringement fees under the Navigation Safety Bylaw	18 February 2019		
Shotover River Bylaw 2021	Restricts public access to the Shotover River Concession Area for the purposes of maritime safety for river users.	3 June 2021		2026
Maritime Transport (Infringement Fees for Offences— Queenstown Lakes District Council Shotover River Bylaw 2015) Regulations 2016	Lists offences and infringement fees under the Shotover River Bylaw	Regulations came into force on 28 April 2016		To be undertaken as part of review of Shotover River Bylaw 2015
Speed Limit Bylaw 2019	The purpose of this bylaw is to enable the Council to set speed limits on roads under its jurisdiction.	1 October 2019		2024
Traffic and Parking Bylaw 2018	Regulates parking and the use of roads and public areas vested in or under the control of the Council.	13 December 2018		2023

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Attachment 2 - Att 2. Meeting Dates for 2023 - revised with committees(1)

Attachment 2

Queenstown Lakes District Council 2022-2023 Meeting Schedule

Meeting	Date	Time
Wānaka-Upper Clutha Community Board	Thursday 8 December 2022	10.00am
Council	Thursday 15 December 2022	1.00pm
Planning & Strategy Committee	Tuesday 31 January 2023	10.00am
Council (to be held in Wānaka)	Thursday 9 February 2023	1.00pm
Governance Subcommittee	Tuesday 14 February 2023	10.00am
Wānaka-Upper Clutha Community Board	Thursday 16 February 2023	10.00am
Community & Services Committee	Tuesday 21 February 2023	10.00am
Planning & Strategy Committee	Thursday 23 February 2023	10.00am
Infrastructure Committee	Thursday 23 February 2023	1.00pm
Audit, Finance & Risk Committee	Thursday 9 March 2023	10.00am
Planning & Strategy Committee	Thursday 16 March 2023	10.00am
Council	Thursday 23 March 2023	1.00pm
Wānaka-Upper Clutha Community Board	Thursday 30 March 2023	10.00am
Planning & Strategy Committee	Thursday 6 April 2023	10.00am
Community & Services Committee	Thursday 6 April 2023	1.00pm
Council	Thursday 27 April 2023	1.00pm
Wānaka-Upper Clutha Community Board	Thursday 11 May 2023	10.00am
Community & Services Committee	Tuesday 16 May 2023	1.30pm
Planning & Strategy Committee	Thursday 18 May 2023	10.00am
Infrastructure Committee	Thursday 18 May 2023	1.00pm
Council (to be held in Wānaka)	Thursday 1 June 2023	1.00pm
Audit, Finance & Risk Committee	Thursday 15 June 2023	10.00am
Wānaka-Upper Clutha Community Board	Thursday 22 June 2023	10.00am
Community & Services Committee	Tuesday 27 June 2023	1.30pm
Planning & Strategy Committee	Thursday 29 June 2023	10.00am
Council	Thursday 29 June 2023	1.00pm
CE Performance Review Committee	Tuesday 12 July 2023	1.00pm
Wānaka-Upper Clutha Community Board	Thursday 27 July 2023	10.00am
Planning & Strategy Committee	Tuesday 8 August 2023	10.00am
Community & Services Committee	Thursday 10 August 2023	10.00am
Council	Thursday 10 August 2023	1.00pm
Infrastructure Committee	Thursday 17 August 2023	10.00am
Council (setting the rates)	Thursday 31 August 2023	1.00pm

Queenstown Lakes District Council 2022-2023 Meeting Schedule

Meeting	Date	Time
Wānaka-Upper Clutha Community Board	Thursday 7 September 2023	10.00am
Planning & Strategy Committee	Thursday 21 September 2023	10.00am
Community & Services Committee	Thursday 21 September 2023	1.00pm
Audit, Finance & Risk Committee	Thursday 28 September 2023	10.00am
Council (to be held in Wānaka)	Thursday 12 October 2023	1.00pm
Wānaka-Upper Clutha Community Board	Thursday 19 October 2023	10.00am
Planning & Strategy Committee	Thursday 2 November 2023	10.00am
Community & Services Committee	Thursday 2 November 2023	1.00pm
Infrastructure Committee	Thursday 16 November 2023	10.00am
Council	Thursday 23 November 2023	1.00pm
Wānaka-Upper Clutha Community Board	Thursday 30 November 2023	10.00am
Community & Services Committee	Tuesday 12 December 2023	10.00am
Planning & Strategy Committee	Thursday 14 December 2023	10.00am
Audit, Finance & Risk Committee	Thursday 14 December 2023	1.00pm
Council	Thursday 14 December 2023	1.00pm

Attachment 3 - Att 3. PC 54 submission by QLDC final(1)

Attachment 3: Northlake Private Plan Change 54 (submission)



Submission on notified proposal for plan change

[Clause 6](#) of Schedule 1, Resource Management Act 1991

To: Queenstown Lakes District Council
Name of submitter: Queenstown Lakes District Council

This is a submission on the following change proposed to the following plan (the **proposal**):

Private Plan Change 54 – Northlake to the Operative Queenstown District Plan

Queenstown Lakes District Council could not gain an advantage in trade competition through this submission.

The specific provisions of the proposal that Queenstown Lakes District Council's submission relates to are:

The extension of the Northlake Special Zone to Area B6.

Queenstown Lakes District Council's submission is:

Queenstown Lakes District Council supports the rezoning of area B6 to Northlake Special Zone in a manner that ensures appropriate roading, water and stormwater servicing.

In particular, the inclusion of Rule 15.2.1.1 (xx), which makes any subdivision within Area B6 that does not provide vehicle access to Sticky Forest a non-complying activity, is supported.

It is essential that Area B6 is rezoned for urban activity only if:

- a) there is adequate provision for an integrated, safe and efficient transport network that meets QLDC standards for design and capacity and that can service the additional residential development and its transport demands within the B6 land and on the remainder of the Council's roading network; and

- b) stormwater from the entire stormwater catchment(s) in which the B6 land is located can be appropriately conveyed and ultimately disposed of in a way that avoids adverse flooding, erosion and other adverse stormwater effects; and
- c) the requestor can demonstrate that water supply infrastructure is available and is sufficient to service the B6 land.

A new rule 15.2.1.1(xxi) should be included to make any subdivision within Area B6 that does not provide for the above infrastructure a non-complying activity. This rule is necessary to ensure Objective 6 of the Northlake Special Zone is implemented.

Failure to provide for this essential infrastructure would be neither efficient nor effective and would fail to deliver the integrated development of the zone required by section 12.33 of the Operative District Plan.

Although there are benefits in rezoning this land for residential purposes, most obviously in providing the opportunity for the development of a diversity of housing types within the wider Wanaka area, that benefit must be weighed against the costs on the environment if the zoning extension is allowed without properly evaluating and managing effects on the wider roading, stormwater and water supply networks.

If there is not adequate information as to these effects and their management, section 32(2)(c) of the Resource Management Act suggests that the appropriate course of action is to decline the Plan Change until the necessary information is made available to enable the effects to be assessed in terms of s 32(2)(a) and (b).

Queenstown Lakes District Council seeks the following decision from the local authority:

Approve the extension of the Northlake Special Zone to area B6 only if there is sufficient evidence that the infrastructure issues set out above can be appropriately managed.

If the Northlake Special Zone is extended to Area B6, include a new rule 15.2.1.1(xxi) to make any subdivision within Area B6 that does not provide for the appropriate infrastructure as set out in this submission a non-complying activity.

QLDC seeks the relief referred to above or such further, more refined, additional, other or alternative relief that might give effect to this submission and/or better serve the overall objectives of the Operative District Plan and the purpose and principles of the Resource Management Act 1991.

Queenstown Lakes District Council wishes to be heard in support of its submission.

If others make a similar submission, Queenstown Lakes District Council will consider presenting a joint case with them at a hearing.

Signature of person authorised to sign on behalf of submitter.



Mike Theelen

Chief Executive

Date 24/11/2022

(A signature is not required if you make your submission by electronic means.)

Electronic address for service of submitter: mike.theelen@qldc.govt.nz

Telephone: 03 441 0471

Postal address: Private Bag 50072, Queenstown 9348

Contact person: Mike Theelen, Chief Executive

Attachment 4 - Att 4. WUCCB Recommendations(1)

Attachment 4: Wānaka-Upper Clutha Community Board recommendations

Recommendation 1: Proposed Reserve to Vest at Mount Cardrona Station

That the Council

1. **Approve** the vesting of the following reserve

Mount Cardrona Station Limited

- Recreation Reserve. Lot 3001, being 1.15 hectares.

Subject to the following works being undertaken at the applicant's expense:

- a. Consent being granted (as necessary and subject to any subsequent variations) for any subdivision required to formally create the reserve, and to also level out topography for reserve (if advised as being necessary by the Parks & Open Spaces Planning Manager);
 - b. Presentation of the reserve in accordance with Council's policies;
 - c. The submission of Landscape Plans to Council by the Developer for certification as appropriate, including subsequent implementation of landscape and planting for the reserve. The certification and approval of such a plan shall be by the Parks and Open Spaces Planning Manager;
 - d. The formation of sealed pathways on reserves to a minimum 2.2 metre width, and to also meet the Grade 2 standard of the QLDC Cycle Trail and Track Design Standards & Specifications (2016);
 - e. A potable water supply point to be provided at the boundary of the reserve lot;
 - f. The registration of a fencing covenant under s6 of the Fencing Act 1978 on the reserve to vest in QLDC to protect the Council from liability to contribute towards any work on a fence between any public reserve vested in or administered by the Council and any adjoining land;
 - g. The registration of a Consent Notice (or alternative encumbrance) on any land within the development adjoining the reserve, to ensure any fences on land adjoining, or boundaries along any reserve, shall no greater than 1.2m in height, and be 50% visually permeable;
 - h. A three-year maintenance period by the current landowner commencing from vesting of the reserve;
 - i. A maintenance agreement for reserve prepared and approved (signed) by the Parks and Open Spaces Planning Manager specifying how the reserves will be maintained during the maintenance period; and
 - j. Vesting of reserves to be undertaken in accordance with the QLDC Vesting of Roads and Reserves Policy.
2. **Agree** that any reserve improvement contributions are offset against those payable in accordance with the Development Contributions Policy current at the time of contributions payment, subject to:
 - a. Detailed design plans for the reserve to be submitted and the approval of these to be delegated to the Parks & Open Spaces Planning Manager who shall liaise with the Wānaka-Upper Clutha community board in regard to the detailed design;.
 - b. Final approval of any reserve improvement costs to be delegated to the Parks & Open Spaces Planning Manager and is subject to the applicant demonstrating the actual costs of the improvements.

- c. If the cost of work to construct the approved plans exceeds the contributions available to be credited, the additional cost shall be at the applicant's expense.

Recommendation 2: New water supply easement for Second Star Limited, on the Damper Bay lakeside Recreation Reserve, Wānaka

That the Council:

1. **Approve** the following easement subject to section 48 (1) of the Reserves Act 1977:
 - a. A 3 – 3.29m wide underground water supply easement over Recreation Reserve Section 18 Block XIII Lower Wānaka SD, in Damper Bay, Wānaka in favour of Second Star Limited.
 - b. The easement area will be approximately 126m².
2. **Agree** that the said easement is subject to the following conditions:
 - a. Cycle access must be assured during all works, and if necessary a short detour around the works provided.
 - b. Any necessary resource consent, including for earthworks, and any relevant variations, are first obtained for the proposal.
 - c. Easement Fees to be determined and paid in accordance with Council's Easement Policy 2008.
 - d. Any necessary approval from LINZ for any authorisations necessary to convey and draw water over the bed of Lake Wānaka including pumps.
 - e. The applicant shall notify and liaise with QLDC Property and Infrastructure Department in advance of any onsite works, so that if necessary, they can oversee and provide input relating to any works;
 - f. All activities are to be undertaken in accordance with Worksafe New Zealand's standards for the work environment;
 - g. A comprehensive safety plan must be prepared and implemented, at the applicant's cost, to ensure a safe environment is maintained around the site, with a particular focus on trail users;
 - h. The work site to be evidenced by before and after photographs, video or similar to be provided by the applicant to the QLDC Property Team;
 - i. Reinstatement of the area to be completed immediately following installation and to the satisfaction of QLDC's Property Team.
3. **Agree** that notification to grant the easement is not required, as a statutory test in Section 48(3) of the Reserves Act 1977 is met for the reasons set out in the report;
4. **Approve** the exercise of the Minister's consent (under delegation from the Minister of Conservation) to the granting of the identified easements over Council Reserve Land;
5. **Agree** that authority to approve final terms and conditions and execution authority is delegated to the General Manager Community Services.

Recommendation 3: Lismore Park Tree Removal

1. Approve the request from Bike Wānaka to remove approximately 21 QLDC owned trees growing on QLDC reserve land at Lismore Park, Wānaka.