

QLDC Council

4 April 2024

Report for Agenda Item | Rīpoata moto e Rāraki take [7]

Department: Chief Executive

Title | Taitara : Chief Executive's Report

Purpose of the Report | Te Take mō te Pūroko

The purpose of this report is to detail matters of general interest that do not require a full agenda report and to summarise items from recent meetings and present recommendations where full Council approval is required.

Recommendation | Kā Tūtohuka

That the Council:

1. **Note** the contents of this report;
2. **Delegate** to the Chief Executive the power to approve a Procurement Plan for insurance brokerage and associated insurance policies, enabling Council to go to open market to procure Insurance Brokerage Services;
3. **Note** that officers will bring back a recommendation to enter into an agreement with the preferred supplier for Insurance Brokerage Services for approval by Council;
4. **Note** that Councillor Ferguson has acted in his capacity as Chair of the Community & Services Committee and counter-signed a rates remission application approved for the Wānaka Community House Charitable Trust for the 2023/24 financial year;
5. **Approve** the request for the Chief Executive to take part in an international delegation organised by Infrastructure New Zealand travelling to London, Manchester and Cardiff 16-22 June 2024;
6. **Adopt** the draft QLDC Fraud Policy 2024;
7. **Resolve** that the draft QLDC Fraud Policy 2024 will come into effect on 4 April 2024 and that the Fraud Policy 2017 is revoked on 4 April 2024; and
8. **Adopt** the QLDC Tree Policy 2023.

Prepared by:



Name: Mike Theelen

Title: Chief Executive

11 March 2024

Procurement Plan for insurance brokerage and associated insurance policies

1. The Queenstown Lakes District Council (QLDC) is required to procure insurance brokerage services following the expiry of the existing insurance brokerage contract. While the cost of brokerage services is within Officer delegation, the cost of insurance for the proposed term of brokerage services (5 years) is anticipated to exceed the Chief Executive's financial delegations: the combined cost of insurance 2020-24 is about \$12M, which is an approximate figure because the total cost for 2024 is still unknown as invoices are only payable in April.
2. In accordance with QLDC's Procurement Policy, procurement must consider both the cost of brokerage services and the cost of insurance for the term of the contract (5 years). It is proposed that QLDC will appoint a single supplier to provide all of its insurance needs. Officers have prepared a Procurement Plan and associated Request for Proposal (RFP) documentation to release to the open market for a contestable sourcing process.
3. The Council is asked to delegate authority to the Chief Executive to approve the Procurement Plan. Officers will evaluate the tender responses and bring back a recommendation to appoint the preferred supplier for the Council's approval. The approach is consistent with Council's Procurement Policy, where the default approach is sourcing by open market engagement.

Rates Remission Application – Wānaka Community House Charitable Trust

4. Wānaka Community House Charitable Trust (which operates the Wānaka Community Hub) applied in late 2023 for rates remission in accordance with the Rates Remission and Postponement policy. The Wānaka Community House Charitable Trust meets the definition of 'Community Sporting and Other Organisations' as defined in the Rates Remission and Postponement Policy. The policy's objective is to facilitate the ongoing provision of community services or recreational opportunities for residents by supporting organisations that are not operated for private financial profit. The Wānaka Community House Charitable Trust qualifies for rates remission under this policy.
5. The policy requires joint approval of the application by the Chair of the Community & Services Committee (Councillor Ferguson) and the Financial Controller/Finance Manager. It also requires the act of Councillor Ferguson acting in his capacity as Chair of the Community & Services Committee to be publicly reported in the CE's Report. Councillor Ferguson counter-signed approval of the application from the Wānaka Community House Charitable Trust on 12 January 2024.

Approval of Study Tour, June 2024

6. Infrastructure New Zealand is hosting a study tour in the United Kingdom in June 2024, addressing successful models of City Deals and water services entities across London, Manchester and Cardiff. The tour is limited to 25 senior executives across the private sector and central and local government. The purpose of the trip is to explore how cities in the UK have implemented city and regional deals to drive growth, and to understand the provision of water services in Wales as these ideas could help shape the future of Aotearoa New Zealand's water infrastructure. The Chief Executive has applied for and been accepted as a member of the NZ delegation.

7. City Deals are one of the principal platforms that the new government is signalling as a pathway to developing and implementing shared central and local government investment into cities and regions. The government is currently seeking advice on the nature and shape of how City Deals will be developed and negotiated. The model will build on existing international best practice, and reflect existing central and local government partnerships such as Council's Grow Well Whaiora Spatial Plan partnership.
8. The trip provides the Chief Executive and Council with an important opportunity to learn, share, and influence ongoing policy development in this space, and to support the Council's efforts in pursuing future City Deals to support investment and development of the district.
9. The estimated cost of the trip is \$12,616.00. The biggest costs within this are the tour itself (\$7,900+GST) and flights (\$2,794+GST).

Committee Recommendations

Fraud Policy

10. The Audit, Finance & Risk Committee considered a revised (draft) QLDC Fraud Policy at its meeting held on 7 March 2024. It was recommended that the Council approve the new policy, although it is noted that the resolution was not unanimous, with Councillor Gladding voting against the motion.
11. Councillor Gladding sought an amendment to the draft Fraud Policy to the effect that the release of (correct) information by elected members that does not involve deception and that cannot result in pecuniary gain or losses, is not 'fraud' but should be dealt with by the relevant provisions of the Code of Conduct. This proposal was not supported by the rest of the committee but it is expected that Councillor Gladding will raise this again at the Council meeting.
12. The key purpose of the policy is to outline QLDC's zero tolerance of fraud and it does so by promoting an awareness of fraud. The policy has also been updated to reference a Fraud Control Plan, detailing Council's controls to prevent fraud through promotion, training, monitoring, vigilant practices and clear expectations of behaviour. The Fraud Control Plan will also detail monitoring activities to provide assurance regarding compliance with the policy and it will be regularly reviewed by the Risk and Compliance Team. It is intended that the first plan will be implemented by 1 July 2024.
13. Key changes and responsibilities in the new QLDC Fraud Policy 2024 include:
 - Revised definition of fraud;
 - Broadened scope, so that the draft policy applies to elected members, contractors and volunteers, as well as officers;
 - reference to a Fraud Control Plan;
 - Requirements to report suspected fraud, and how Council will respond to fraud, and
 - The roles and responsibilities within the organisation regarding fraud and fraud prevention (with further detail to be provided in the Fraud Control Plan).

Adoption of the Tree Policy 2023

14. The QLDC Tree Policy 2022 was adopted on 11 August 2022, with a resolution to undertake a review of it again in 12 months' time, largely because of the high level of public interest around how the policy would be implemented.
15. A new policy was developed for feedback in 2023. The new policy contained a new 'Protection' section providing clearer policies on working within tree root zones and when a Tree Protection Management Plan would be required, flexibility to use of tree valuation processes in addition to the Standard Tree Evaluation Method (STEM) and more detail around the meaning and intent of 2-for-1 tree replacement policy and clarification that wilding, noxious and pest plan species that are self-seeded are excluded from the policy.
16. Consultation on the Tree Policy 2023 was undertaken between September and October 2023 and 15 submissions were received. The following are the key changes resulting from public feedback:
 - A more detailed definition of a 'significant tree' to ensure it is clear under what circumstances a proposed tree removal will require public consultation;
 - A definition on the public consultation required for significant tree removal requests; and
 - More detail on the activity of topping trees and why it is prohibited.
17. A report was presented to the Wānaka-Upper Clutha Community Board meeting on 8 February 2024 informing them of the proposed changes to the Tree Policy. The Community & Services Committee considered the QLDC Tree Policy 2023 at its meeting on 22 February 2024 and recommended that the QLDC Tree Policy 2023 be adopted as a Council policy.

Committee Meetings of the Previous Round

Planning & Strategy Committee – Councillor Cocks (Chair) (13 February 2024)

Information:

1. Changes to the District Plan required to implement the National Environmental Standards for Commercial Forestry 2023 (NES-CF)
2. Strategic Growth Update
3. Te Tapuae/Southern Corridor Structure Plan Update
4. Update on Proposed District Plan Appeals
5. Update on Resource Consent Appeals

Items 4 and 5 were considered with the public excluded.

Community & Services Committee – Councillor Ferguson (Chair) (22 February 2024)

Information:

2. Heritage Incentive Grant Upper Clutha Anglican Church
3. Heritage Incentive Grant Luggate Flour Mill

Recommendation:

1. Adoption of the Tree Policy 2023 (see summary above)

Infrastructure Committee – Councillor Bartlett (Chair) (27 February 2024)

Information:

1. Travel Demand Management Programme

Audit, Finance & Risk Committee – Mr Stuart McLauchlan (Chair) (7 March 2024)

Information:

1. Risk and Compliance Update December 2023
2. December 2023 Year-to-date Financial Overview
3. December 2023 Year-to-date Sensitive Expenditure
4. Organisational Health, Safety and Wellbeing Report
5. Climate and Biodiversity Plan Update
6. Lakeview Update
7. Legal Update
8. Treasury Update

Recommendation

1. Risk and Compliance Update December 2023 (draft QLDC Fraud Policy 2024) (see summary above)

Items 7 and 8 were considered with the public excluded.

Wānaka-Upper Clutha Community Board – Mr Simon Telfer (Chair) (14 March 2024)

Information:

1. Licence to Occupy application for 7A Morrows Mead (LO230047)
2. Licence to Occupy Application for 20 Sir Tim Wallis Drive (LO230049)
3. New Seat and Memorial Plaque Request for Brian and Margaret Hall in the Eely Point Recreation Reserve
4. Chair's Report

Attachments | Kā Tāpirihaka

A	(Draft) QLDC Fraud Policy 2024
B	QLDC Tree Policy 2023