

QLDC Council

6 October 2016

Report for Agenda Item: 11

**Department: CEO Office**

**Chief Executive's Monthly Report**

**Purpose**

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

**Recommendation**

That Council:

1. **Note** the contents of this report;
2. **Approve** the allocation of funding for the renewal of water mains at Frankton Road, in the 2017/18 financial year to the value of \$600,000.00 + GST;
3. **Authorise** entering into an agreement with NZTA to undertake the work during 2016/17 with repayment of the contract amount in 2017/18; and
4. **Approve** the following budget adjustments to the 2016/17 capital budgets to fund upgrades to the Arrowtown Athenaeum Hall:

| Project Description                                 | 2016/17 Budget   | Proposed         | Movement   |
|---|------------------|------------------|------------|
| Arrowtown Athenaeum Hall – Painting                 | \$30,570         | \$0              | (\$30,570) |
| Arrowtown Athenaeum Hall – Roof                     | \$50,000         | \$0              | (\$50,000) |
| Arrowtown Athenaeum Hall – Heating System           | \$41,700         | \$0              | (\$41,700) |
| Arrowtown Hall Improvements                         | \$44,000         | \$15,000         | (\$29,000) |
| Arrowtown Hall – Equipment                          | \$10,190         | \$0              | (\$10,190) |
| Arrowtown Athenaeum Hall – Structural Strengthening | \$203,108        | \$364,568        | \$161,460  |
| <b>BUDGET TOTALS</b>                                | <b>\$379,568</b> | <b>\$379,568</b> |            |



Mike Theelen  
Chief Executive  
27/09/2016

## 1. Frankton Road Pipework and Associated Infrastructure Funding 2016/17

### Background

- a. The NZ Transport Agency is progressing Stage 1 of the SH6 Grant Road to Kawarau Falls Improvements project at present. NZTA is fast-tracking improvements to provide some immediate relief to the traffic congestion at the "BP" roundabout intersection while a longer term Stage 2 improvement project is developed.
- b. Council has deemed that prior to this project being constructed it is prudent to replace the existing water supply infrastructure located between Yewlett Crescent and McBride Street. As this project is being fast-tracked, Council does not have budget allocated within the Annual or 10-Year Plan. However, NZTA is willing to include the water main installation in the roading contract as long as there is an agreement in place between QLDC and NZTA that Council will pay the cost of the water main installation, including MSQA fees.
- c. NZTA contractor Opus has almost completed the detailed design for the roading and utilities elements and expects to have a contract to NZTA for approval to go to tender by the end of September 2016. This would allow time for services works, including the water main, to be completed before Christmas.

### Funding

- d. Although NZTA is prepared to meet the costs for construction of the proposed water mains initially, funding will need to be either brought forward to 2016/17 or provided for in the 2017/18 Annual Plan in order to reimburse for NZTA this work. Funding options are:
  - The project proceed on the basis that the 2016/17 Renewals Budget is over spent by \$600,000.00 (Not Recommended).
  - That QLDC enter into an agreement with NZTA to forward fund the project. This will allow the work to proceed during the 2016/17 year with payment made to NZTA in July 2017. This will require the project to be included in the 2017/18 financial year (Recommended).
- e. Detailed costing has not yet been completed. A high-level budget for this project is provided below in table 1. The funding of this budget could be spread across both the 2016/17 and 2017 /18 financial years.

|   |                  |
|---|------------------|
| Watermain 2x 63dia r-soom) upgrading existing ridermains and property connections | \$250,000        |
| Trunk Watermain 355dia  | \$250,000        |
| Investigation/Design Cost estimate (10%)  | \$50,000         |
| Contingency (10%)   | \$50,000         |
| <b>TOTAL (ESTIMATE)</b>   | <b>\$600,000</b> |

## 2. 2016/17 Capex budget transfer request Arrowtown Athenaeum Hall

- a. Budget adjustments are proposed in order to fund the upgrade works required to the Arrowtown Athenaeum Hall.
- b. The original structural strengthening budget for this project of \$235,000 was approved based on an estimate developed in May 2015. This initial estimate contained a number of exclusions including design, consenting and inspection fees. No budget was assigned to cover this portion of costs and was funded through the budget for the physical strengthening works.
- c. During the design and consenting process, it was made apparent that additional upgrade works were required for the building to meet the New Zealand Building Code. These works were unknown at the time the estimate was developed and not allowed for. An estimate of these works was undertaken in July this year and proposed a cost of \$160,000 to undertake these works. We have since worked with the preferred contractor and agreed a cost to undertake these works of \$120,000. In order to undertake the minimal level of structural strengthening works to bring the building to 33% of building code, QLDC must also undertake the additional upgrade works required to meet the Building Code. This will require a budget of \$350,000.
- d. The Athenaeum Hall has a number of additional budgets included in the current Annual Plan. A number of these items can be postponed to future years as they are not critically urgent. It is requested that the additional budgets be amalgamated into one project budget under the following structure:

| <b>Project Description</b>                          | <b>2016/17 Budget</b> | <b>Proposed</b>  | <b>Movement</b> |
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- e. The revised structural strengthening budget will be utilised to fund the structural strengthening works. The Arrowtown Hall improvements budget will be utilised to fund minor improvement works including speaker upgrades and re-carpeting which can be undertaken in conjunction with the structural strengthening works.

### **3. Delegations Register**

An action point from a 2016 Council meeting is for the Council to receive the Delegations Register.

During the course of the current Council term there have been a number of changes to delegations presented in specific officer reports. Accordingly, it is assumed that Council is reasonably familiar with the statutory delegations to Council officers. However, updates to financial and other sub-delegations have not been regularly reviewed by Council and the following sections of the present Delegations Register are appended to this report for the Council's information:

- Delegations from Council to the Chief Executive Officer
- Financial Sub-Delegations
- Non-statutory Sub-Delegations

I believe that disclosure of this information now fulfils the action point.

### **4. Review of Resource Consent Processing**

John Duthie, of Tattico, was commissioned earlier this year to undertake a review of the resource consent processing function, as part of an ongoing review of all Planning and Development services. John was previously the head of the consenting function of Auckland City Council before the Auckland amalgamation and has reviewed and provided advice to many councils since that time as a consultant. John completed two reports for the Council, the first dealt with the then proposed fees and charges, which was considered at the time the Council decided on those fees and charges.

The second report reviewed the resource consent process and operational aspects of QLDC. In that report John identified a number of strengths within the resource consenting team including:

1. The output of an average of less than 10 hours on a non-notified is very good on a national comparison.
2. A real pride by staff in the district and in the work being done, the variety of that work, its complexity and volume and the strong culture in the department.
3. The application portal and the ability for people to lodge consents and navigate through the portal electronic document system, together with the sophisticated workings of the paperless office being a real strength.
4. The very supportive administration team, the co-locating of the resource management engineering team, the good ratio of senior planners to planners and a dedicated position focused on continuous improvement (Manager Planning Practice), which are all strengths given the high workloads and complexity of applications.
5. The decision-making process which every day sees multiple decisions made in-house at senior planner level, together with the staff forum used to promote professional development and understanding, but also a consistency across the organisation and the use of best practice guidelines and other interpretive matters.

The report also highlighted a number of opportunities for enhancement. Many of those relate to enhancements to internal processes which are already being implemented. The key enhancements that will be observed by applicants and their consultants are:

1. Managing by elapsed time in addition to statutory time, as that reflects the customer experience better.

*Reporting on elapsed time is expected to be available to be reported in October.*

2. Formalising pre-application meetings as they offer a significant benefit, particularly for larger applications.

*Work is underway on this to improve on the current pre-application process and it is expected that new documentation and processes will be in place by mid-December.*

3. Review how and why requests for further information are issued and peer reviews of specialist reports are undertaken

*This is an ongoing piece of work to ensure that RFIs are targeted around gaps in information available to the planner, and that peer reviews are only being required when necessary. This will be constantly reviewed in response to the complexity of consents and training of staff.*

4. Issue draft consent conditions to applicants prior to the decision-making process

*This is already done but the protocols have been strengthened to ensure that it is done consistently. Work is also underway to refine the standard set of conditions for certain types of applications which will also assist and which will be completed by the end of October.*

5. Establish an Industry Forum to meet regularly to provide a sounding platform to test potential process improvements and to strengthen the relationship with the development community

*This will be established by December and will be regularly reported to Council.*

6. Implement a number of internal improvements to the management of the processing including having stronger disciplines around when the clock is stopped and started, and improving the engagement and input of other Council departments into the consenting process.

*Changes have already been made to better manage the stopping and starting of the clock. Protocols are under development and discussions are ongoing to improve the input from other departments, particularly through the pre-application process. Improvements are expected to be fully in place by mid-December.*

## **Housing Policy & Strategy**

Housing affordability and accommodation options for shorter term/seasonal workers and permanent residents/families is a significant issue in this District. The purpose of this report is to provide Council with a summary of all the work that is currently being undertaken in regards to this issue.

### *1. Property Review and Strategy development*

Planning is underway for the review of property and the development of a Property Strategy. A useful starting point for a property review is an assessment of an organisations property management maturity level across the seventeen attributes associated with property management performance as prescribed in the International Infrastructure Management Manual (IIMM) Asset Management Maturity Table.

An initial land holding assessment suggests there could be circa thirty-one properties that have the potential to be considered surplus. Arranged by ease of potential divestment (determined by time to achieve a sale) there could be up to seven that could be relatively easy to divest (within a 24 month timeframe taking advantage of the current stage of the property cycle) with a potential conservative open market value in excess of \$25M that, if realised, could be directed to other uses.

### *2. HOPE strategy – Housing Our People in our Environment 2005*

The HOPE strategy was prepared in 2005 and sets out a range of actions that the Council and community should take to address issues of reducing housing affordability. It identified short, medium and long term actions, many of which were actioned. One action was the establishment of the Queenstown Lakes Community Housing Trust (QLCHT).

The strategy defined Affordable housing as being affordable if households can access adequate housing by spending a maximum of 30% of their gross annual income. Adequate housing includes the suitability of the dwelling to meet the specific needs of the household, in terms of size (not being overcrowded for example); the quality of the design and construction of the dwelling and its facilities and services, including reasonable physical condition, energy efficiency and privacy; and the suitability of the location enabling the household to access employment, shops, school and community facilities without long trips by car.

The delivery of the Strategy was supported by a staff resource of 0.5 FTE, who sat in the Planning Policy team. The staff member resigned in 2012 just prior to an organisation review, where the role was disestablished.

### *3. Operative District Plan*

#### *3.1 Plan Change 24 – Affordable Community Housing*

PC24 was one of the actions arising from the HOPE strategy (Action 19). Its purpose was to introduce affordable housing policies into the district plan so that it

can become a relevant matter when plan changes and variations are proposed, as well as when resource consent applications are considered.

Council's decision was notified in January 2009, which was appealed to the Environment Court and then the High Court, which dismissed the appeal. It was then appealed to the Court of Appeal.

Before the Court of Appeal could hear the matter, the Council reached agreement with the appellants on a revised set of provisions, which removed all prescriptive elements from PC24, leaving just one new objective, three new policies and assessment matters. The mediated result was significantly different from the original plan change, which provided much of the initial resource for the Queenstown Lakes Community Housing Trust (QLCHT).

Officers consider the objectives, policies and assessment matters are too weak and have not led to any applicants having to make a contribution towards affordable or community housing. There are not any rules. Stakeholder Deeds have been established with developers requiring the provision of affordable housing as part of Plan changes. This includes Jacks Point, Northlake, Shotover Country and more recently Hanley Downs.

### *3.2 Dwelling Capacity Model (DCM)*

The Dwelling Capacity Model (DCM) was first created by the Council in the early 2000's. The tool measures the number of dwellings that could potentially be developed under existing zones within the Queenstown Lakes District. The DCM confirms there is already capacity in the existing urban zones for approximately 17,000 additional dwellings within the entire Queenstown Lakes District, with the total (excluding rural general building platforms) being approximately 25,000 additional dwellings.

A review of this data has found that approximately 80% of this land capable of additional dwellings in Queenstown urban areas is held by 5 landowners.

### *3.3 Plan Changes to the Operative District Plan*

*The following plan changes will increase housing supply by the following:*

- Plan Change 44 (Hanley Downs) – Approximately 1250 – 2257 dwellings. This plan change is currently under appeal (note: no appeals seriously challenge the re-zoning).*
- Plan Change 45 (Northlake Special Zone) –approximately 1,600 dwellings in Wanaka. This plan change is operative.*
- Plan Change 46 (Ballantyne Road Industrial and Residential Extension) – approximately 177 – 236 dwellings. The plan change is operative.*
- Plan Change 50 (Queenstown Town Centre) –approximately 580 more dwellings .This plan change is operative.*

#### 4. *Proposed District Plan (PDP)*

On the 26th August 2015 the Council notified the PDP. The PDP seeks to increase residential densities in Residential Zoned land including the introduction of a Medium Density Zone, Large Lot Residential Zone and the Business Mixed Use zone. It also seeks to allow a much larger number of landowners to potentially develop their properties.

##### 4.1 *Additional Capacity*

The PDP provides capacity for some 3,000 to 5,000 additional dwellings in its urban zones throughout the entire Queenstown Lakes district over and above the existing capacity of approximately 17,000 currently enabled by the ODP. Therefore, combining both capacities approximately 21,973 dwellings will be enabled within proposed Urban Growth Boundaries in the Queenstown Lakes District (includes both Queenstown and Wanaka).

Work has commenced on the refinement of the Council's DCM as part of the Council's evidence basis on the District Plan Review and to foreshadow the introduction by Government of the National Policy Statement on Urban Development Capacity (NPSUDC), which is expected to be in effect in the next 12 months.

##### 4.2 *Wakatipu Basin Land Use Planning Study*

The Hearing Panel considered that an additional study of the Wakatipu Basin was required and the Council has agreed to undertake such a study. In their memo, the Panel's preliminary view was that a detailed study was required so as to:

- a. Identify the environmental characteristics and amenity values of the area that should be maintained and enhanced, noting that these will vary across the Wakatipu Basin floor;
- b. Identify those areas able to absorb development without adversely affecting the values derived in (a) and without adversely affecting the values associated with the surrounding Outstanding Natural Landscapes and Outstanding Natural Features;
- c. Identify those areas that are unable to absorb such development;
- d. Determine whether, given the residual development already consented, there is any capacity for further development in the Wakatipu Basin floor and, if there is, where it should be located and what form it should take;

The Council has also requested that the study identify other constraints and opportunities to land uses planning in the Wakatipu Basin including hazards, transportation and infrastructure. This study is currently out for tender and will inform the re-zonings of the PDP.

##### 4.3 *Visitor Accommodation*

The provisions of the PDP relating to visitor accommodation in the Low Density Residential, Medium Density Residential, High Density Residential, Large Lot



Residential and Arrowtown Residential Historic Management Zone were withdrawn from the PDP in November 2015.

The relatively recent proliferation of 'peer-to-peer' accommodation such as airbnb, coupled with high visitor numbers and a lack of capacity in dedicated motel type accommodation led the Council to become concerned that VA was exacerbating the already tight market for longer term rental and permanent accommodation options. In particular, the use of residential housing in the Queenstown area for peer-to-peer VA. It was agreed that further research was needed into different policy responses possible in the different zones and the consequences (unintended as well as intended), as evidenced already in resorts overseas.

The Stage 2 work intended for VA is to research the matter and determine the extent to which residential housing supply is affected by VA, and what are the best practicable options and resource management methods to manage these matters. It is expected that methods used by other New Zealand Council's and overseas will be investigated, including alternative regulatory options to district plan regulation.

#### *4.4 Affordable Community Housing*

The Council had initially decided not to review the specific ODP provisions for community and affordable housing (Chapter 24), because these had been made operative relatively recently and involved substantial litigation. Housing affordability and accommodation options for shorter term/seasonal workers and permanent residents/families is a significant issue in this District and Council has indicated a strong desire for these matters to be revisited as part of the Stage 2 review. It is important to note that this does not predetermine that any substantive changes to the Operative provisions that resulted from Plan Change 24 would follow, but to advance complementary provisions that encourage the betterment of housing affordability in the District, in both Queenstown and Wanaka.

#### *4.5 Design Guidelines*

It is important that quality urban planning and design are given appropriate consideration in the Medium and High Density Residential Zones, because the built environment of these areas has a higher impact on the environment. It is intended that these residential development guidelines would be incorporated by reference into the PDP, similar to the process and reference for the Arrowtown Design Guidelines 2016. The Design Guidelines will need to balance development options and amenity versus impacting adversely on overall development costs.

### *5. Ladies Mile Masterplan study*

In relation to the Queenstown Country Club SHA on Ladies Mile, Full Council resolved on 26 May 2016 to:

- Recognise the consequences should this development proceed [which is detailed in Paragraphs 90, 98, 99, 105, 106 and 119 of the report] which includes setting a precedent for future development on this portion of Ladies Mile Highway.

- Instruct Council officers to report back to Council on issues and options to master plan the development of the Ladies Mile area including a potential variation to the Proposed District Plan.

The undeveloped parts of the Ladies Mile are held in multiple ownerships. It is acknowledged that it is very unlikely that a single developer will look at the overall area in any development.

The Council and the NZTA have been involved in preparing the Ladies Mile masterplan, which is very high level and in the very early stages of development. Key points of the proposed masterplan are:

- A limited number of defined vehicle access points to the State Highway;
- Provision of underpasses;
- A series of internal spine roads;
- Connecting trails to the state highway and to existing trails;
- A setback from SH6 and the limitation of heights;
- Proposed Medium Density Residential zoning);
- The provision of Local Shopping Centre zoning; and
- Integrated parks and reserves.

With regard to infrastructure, Holmes Consulting Group has been engaged to advice, in association with the Council's engineers, on servicing of the whole Ladies Mile area for three waters. The report will identify the required infrastructure upgrades and indicative costs. This report is due by the end of October.

#### 6. *Queenstown-Lakes District Housing Accord*

The Queenstown-Lakes District Housing Accord (the Accord) was signed between the QLDC and the Minister of Building and Housing (the Minister) on 23 October 2014. The Accord is a tool used to facilitate residential development in the Wakatipu Basin. The intention of the Accord was to increase housing supply and improve housing affordability in the Queenstown-Lakes district by facilitating development of quality housing that meets the needs of the growing population.

In collaboration with the Minister the Housing Accord targets for Year 2 and 3 of the Accord have been increased from 450 and 500, to 650 and 750 dwellings and sections consented respectively. This is because the Council exceeded the Year 1 targets and achieved 557 new dwellings and sections, with the target being 350. An update of how we are progressing against the Year 2 targets will be released early November.

#### 7. *Lead Policy - Housing Accords and Special Housing Areas Act 2013 Implementation Guidelines*

The Lead Policy has served the Council well during the initial SHA period. The extension of the HASHAA has provided the Council with the opportunity to potentially review both the Accord and the Lead Policy. This is important in the light of the other initiatives introduced by Council after the initial HASHAA, and lead policy adoption. In particular future SHA's should be now considered strongly in the context of the direction being set for housing development in the District through the PDP.

## 8. *Special Housing Areas (SHAs)*

In total 7 Special Housing Areas (“SHAs”) have been approved by the Minister, including; Bridesdale, Shotover Country, Arthurs Point, Onslow Road, Business Mixed Use Zone (Gorge Road), Arrowtown Retirement Village, and the Queenstown Country Club.

These SHAs would deliver a potential yield of approximately 955 residential units, a 172 bed aged care facility and 18 staff accommodation units thus contributing significantly to the Council’s obligations under the Housing Accord. However, it is noted that with the exception of Bridesdale these are all subject to resource consent applications, which may impact on the overall yield for each of the sites.

Resource consent applications have been received for all of the Special Housing Areas, with only one being located in the Business Mixed Use (Gorge Road) SHA. The extension of the HASHAA will potentially be important for the Gorge Rd area, by enabling the HASHAA status to remain over this land, potentially encouraging additional development applications.

## 9. *Annual Plan 2016/2017*

As part of the Funding & Rate Review Report 2016 and the Annual Plan process the Council have decided to reduce rates for residential flats. The residential flat is charged at a rate of 40% of the dwelling. The impact of this change will be to reduce rates for dwellings with residential flats by approximately 20%.

There is some concern that the development of additional formal and informal residential flats is placing pressure on parts of the District network, and on the base calculations for demand in some newer areas of the District. This will need to be addressed through the next LTP, and review of the 30 Year Infrastructure Plan.

## 10. *Queenstown Lakes Community Housing Trust (QLCHT)*

The establishment of the QLCHT was initiated by the Council in 2007 when it was recognised that the affordability of dwellings was a growing problem for the district. The QLCHT is now an independent entity.

The QLCHT has commenced civil works on a 44 lot site in Shotover Country. The shared ownership programme helps people buy their first home in the district in partnership with the QLCHT.

The QLCHT has received significant financial and land contributions from the Special Housing Areas, which have been secured through the Deed of Agreements.

Work is ongoing between the Trust and Council to consider how best to manage the relationship between the requirement for deeds, their establishment, and their enforcement. This relationship has been blurred for some time.

Similarly the Trust is looking for Council to review its financial contribution and there is a commitment to work with the Trust on theirs.

### *11. Employer initiated accommodation*

The Council is actively talking to larger employers about providing their own worker accommodation. An initial effort by NZSKI to locate accommodation to Cromwell was not well supported. A number of other major seasonal employers are also concerned about accommodation, both for short term staff, but increasingly for their technical and permanent staff. Discussions have included some accommodation providers, Ngai Tahu Tourism and others.

Council is aware of other key tourism sector providers recognizing that sheer demand in the market is going to leave them short of skilled staff and are looking to partner with accommodation providers. An example of this is the re-development of the Carters site within the Business Mixed Use (Gorge Road) SHA.

### *12. Housing Policy*

One matter raised in the 2016/17 Work Programme is the investigation and possible adoption of a Housing Policy. A policy of this nature has been recently adopted by Christchurch City, and focusses on the Council taking a position on a range of accommodation areas. It avoids committing the Council to a particular role in housing.

### *13. Resourcing*

One matter that Council will need to consider is the resourcing it is able to invest into the range of Housing & Accommodation related initiative. If Council is going to provide greater focus on the issues of housing that space across the organisation it may need to consider how best to ensure there is capacity and focus to work across the organisation and with other parties to ensure that the community continues to make progress on these matters.

# DELEGATIONS FROM COUNCIL TO THE CHIEF EXECUTIVE OFFICER

The Council delegates to the Chief Executive Officer:

1. any and all of its responsibilities, duties and powers to act on any matter, subject to the limits and conditions below and excluding those matters in respect of which delegation is prohibited by any Act or Regulation. This power includes the authority to sub-delegate such powers as the Chief Executive determines necessary.

## Limits and Conditions

- a. the power of the Chief Executive Officer alone to commit the Council to borrowing which has been approved in the Long Term Plan or Annual Plan is limited to instruments for a maximum of \$30,000,000 of principal plus the associated interest payments and where the borrowing complies with the Treasury Management Policy.
- b. in the case of other transactions the power of the Chief Executive Officer together with the Mayor or Deputy Mayor to commit the Council to a transaction (or to terminate or vary any transaction) is limited to a maximum of \$7,500,000 for capital expenditure and a maximum of \$5,000,000 for operational expenditure.
- c. in the case of other transactions the power of the Chief Executive Officer alone to commit the Council to a transaction (or to terminate or vary any transaction) is limited to:
  - i. a maximum of \$4,000,000 for capital expenditure; and
  - ii. a maximum of \$1,000,000 for operating expenditure;.
  - iii. a maximum of \$4,000,000 for grants to Destination Queenstown which are approved by Council in an Annual Plan or Long Term Plan.
- d. a transaction (including termination or variation of any transaction) must be for the efficient conduct of Council affairs, and be consistent with the Long Term Plan and/or Annual Plan.
- e. the rules set out in the General rules applying to all delegations – Queenstown Lakes District Council, attached as Schedule 2 must be complied with.
- f. the value of a series of repeat, related or ancillary transactions must be aggregated for the purpose of determining if they exceed the capital expenditure or operational expenditure limit specified in this delegation;
- g. the value of a transaction must be calculated as the total value of the transaction over the full term of the contract and shall include any rights of renewal unless such rights of renewal are at the absolute discretion of the Council;
- h. in regard to the borrowing of money or the acquisition and disposal of assets, the transaction being in accordance with the long-term plan.

LIMITS AND CONDITIONS

REPORTING

EXPLANATORY NOTES

TERMS OF REFERENCE FOR COMMITTEES

DELEGATIONS FROM COUNCIL TO THE CHIEF EXECUTIVE OFFICER

DELEGATIONS TO OFFICERS UNDER RESOURCE MANAGEMENT ACT 1991

SUB-DELEGATIONS FINANCIAL

SUB-DELEGATIONS STATUTORY

SUB-DELEGATIONS NON-STATUTORY

SCHEDULE 1

SCHEDULE 2

The officers specified in “Delegate” column of tables in this section are delegated to perform the powers, functions and duties specified in the “Description” column. Every exercise of this sub-delegation must comply with **Schedule 2 “General Rules Applying to all Delegations – Queenstown Lakes District Council”**

2. The power to sub-delegate any of the Chief Executive’s responsibilities, duties and powers on any matter, including:
  - a. Section 43, Local Government (Official Information and Meetings) Act 1987;
  - b. Section 125, Privacy Act 1993.
3. The Council’s power to bring or withdraw prosecution or infringement proceedings for any offence, including but not limited to:
  - a. Resource Management Act 1991;
  - b. Building Act 2004;
  - c. Local Government Act 2002;
  - d. any Queenstown Lakes District Council Bylaw.
4. The Council’s power, pursuant to Part 6 of the Criminal Procedure Act 2011, to decide to appeal against any sentence passed upon the conviction of any person for proceedings by the Council. Such appeals only to be lodged on solicitor’s recommendation.

**Reporting**

A quarterly report on the Chief Executive’s exercise of delegated powers on material matters will be provided for the information of the Audit and Risk Committee.

Failure to report the exercise of powers under this delegation shall not invalidate the exercise of the delegation.

**Explanatory Notes:**

The specified expenditure limits do not include GST.

These delegations do not preclude the Chief Executive Officer from referring any matter to the Council or a committee (including a subcommittee) of the Council or to the Wanaka Community Board, as appropriate, for a decision for any reason.

LIMITS AND  
CONDITIONS

REPORTING

EXPLANATORY  
NOTES

TERMS OF  
REFERENCE FOR  
COMMITTEES

DELEGATIONS  
FROM COUNCIL  
TO THE CHIEF  
EXECUTIVE  
OFFICER

DELEGATIONS TO  
OFFICERS UNDER  
RESOURCE  
MANAGEMENT  
ACT 1991

SUB-  
DELEGATIONS  
FINANCIAL

SUB-  
DELEGATIONS  
STATUTORY

SUB-DELEGATIONS  
NON-STATUTORY

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# SUB-DELEGATIONS FINANCIAL

1. The officers within the categories specified in Table 1 are delegated the powers, functions and duties to enter into, vary and exit from transactions up to the value specified in the “limits” columns. Every exercise of this sub-delegation must:
  - a. comply with Schedule 2 “General Rules Applying to all Delegations – Queenstown Lakes District Council”; and
  - b. where a purchase is completed with a P-Card, comply with the terms and conditions of use of that P-Card.

**Table 1:** Officers who are authorised to enter into (and exit from) transactions up to a specified value.

|                   | Limits                        |   |
|-------------------|-------------------------------|---|
|                   | Value Operational Transaction | Value Capital Transaction   |
| <b>CATEGORY A</b> | \$1,000,000                   | \$4,000,000<br>\$20,000,000 for transactions with the Local Government Funding Agency |
| <b>CATEGORY B</b> | \$100,000                     | \$250,000   |
| <b>CATEGORY C</b> | \$20,000                      | \$50,000  |
| <b>CATEGORY D</b> | \$5,000                       | \$0.00  |
| <b>CATEGORY E</b> | \$500                         | \$500   |

2. An officer (other than the Chief Executive) may not delegate their financial delegations to another officer.
3. Transactions must not be segregated into separate, repeat, related or ancillary transactions for the purpose of avoiding a breach of a financial delegation limit.

The officer categories are defined in Schedule 1

The officers specified in “Delegate” column of tables in this section are delegated to perform the powers, functions and duties specified in the “Description” column. Every exercise of this sub-delegation must comply with **Schedule 2 “General Rules Applying to all Delegations – Queenstown Lakes District Council”**

TABLE 1

TERMS OF REFERENCE FOR COMMITTEES

DELEGATIONS FROM COUNCIL TO THE CHIEF EXECUTIVE OFFICER

DELEGATIONS TO OFFICERS UNDER RESOURCE MANAGEMENT ACT 1991

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4. When determining whether a transaction exceeds the capital expenditure or operational expenditure limits, repeat, related or ancillary transactions must be aggregated:
  - a. If in doubt over whether separate, repeat, related or ancillary transactions are to be aggregated (especially transactions outside the ordinary course of business) an officer is required to consult their reporting manager.
  - b. Aggregation of transactions is not necessary where the transaction concerns:
    - i. tax obligations incurred or paid in the ordinary course of business; or
    - ii. employee remuneration (payroll);
    - iii. execution of borrowing instruments where borrowing has been approved under the Long Term Plan, and the instrument is consistent with the Treasury Management Policy.
    - iv. instalment payment of grants where a targeted rate is the funding source.
5. The value of a contract or deed must be calculated as the total value over the full term of the contract or deed including any rights of renewal unless such rights are at the absolute discretion of Council.
6. A transaction (including any termination or variation) must be for the efficient conduct of Council affairs and be consistent with the Long Term Plan and/or Annual Plan.
7. In relation to the borrowing of money or the acquisition and disposal of assets, the transaction must be in accordance with the Long Term Plan.

**Explanatory Note:**

*A transaction for the purpose of this sub-delegation comprises any (or any combination of) assignments, deeds, goods, services, real estate, gifts, grants, guarantees, indemnities, settlements, borrowing, waivers, acquisition or disposal of other assets*

TABLE 1

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The officers specified in “Delegate” column of tables in this section are delegated to perform the powers, functions and duties specified in the “Description” column. Every exercise of this sub-delegation must comply with **Schedule 2 “General Rules Applying to all Delegations – Queenstown Lakes District Council”**



# SUB-DELEGATIONS NON-STATUTORY

TERMS OF  
REFERENCE FOR  
COMMITTEES

DELEGATIONS  
FROM COUNCIL  
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DELEGATIONS TO  
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## Miscellaneous or Administrative Delegations

| Description  | Delegate  |
|--|---|
| <p>Execute employment documentation including vacancy authorisations; making and confirming employment offer, execution of contracts of employment</p> <p><b>Limits</b><br/>May only be exercised for roles at or below Tier 3</p>   | <p>General Manager Corporate Services</p> <p>General Manager Property and Infrastructure</p> <p>Chief Financial Officer</p> <p>General Manager Planning and Development</p> |
| <p>Execute employment documentation including vacancy authorisations; making and confirming employment offer, execution of contracts of employment</p> <p><b>Limits</b><br/>May only be exercised for roles at or below Tier 5</p>   | <p>Manager Sports and Recreation Operations</p>   |
| <p>Power to make or authorise the making of any corrections of typographical errors in any document, record, register or instrument of Council (includes the power to correct errors of omission)</p>  | <p>Senior Solicitor</p> <p>Records Advisor</p> <p>Senior Rates Officer</p>  |
| <p>Power to make minor amendments to any document, record register or instrument of Council (includes the power to correct errors of omission)</p> <p><b>Limits on Exercise of Delegation</b><br/>This delegation may only be exercised where necessary to give effect to resolutions of Council</p> | <p>General Manager, Corporate Services</p>  |
| <p>Authority to request criminal conviction record of a defendant</p>  | <p>Senior Solicitor</p>   |

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## Miscellaneous Sub-Delegations

The following outlines the sub delegation of CE delegations to Council officers or external contractors.

The job titles of the positions outlined below may change. As such the delegation is being given to the person with responsibilities normally attributable to a person in the position outlined. For example, if a decision is delegated to GM Infrastructure and that position changes to GM Parks and Infrastructure (or another person is acting in that role) the delegations will not require amendment as the responsibilities of the person in the new job title remain the same in relation to Infrastructure related matters.

### Terminology:

GM – General Manager

Property Manager – Reference to new proposed Council role

\* – Denotes a decision that will be rarely required

| # | Subject of a Decision / Power being exercised   | When Affecting Parks or Reserves                               | When Affecting Roads Reserves or Infrastructure                           | When Affecting Council Freehold Land        |
|---|---|--|---|---|
| 1 | <b>EVENTS LESS THAN 6 DAYS</b><br>Eg. Fundraising BBQ, Marathon, School Sports Day  | GM Infrastructure<br>or<br>Manager – Parks Planning & Projects | GM Infrastructure<br>or<br>Road Corridor Engineer                         | GM Infrastructure<br>or<br>Property Manager |
| 2 | <b>AFFECTED PARTY APPROVAL (APA) - PRIVATE DEVELOPMENT ENCROACHING ON COUNCIL LAND (TEMPORARY ENCROACHMENT)</b>   | GM Infrastructure<br>or<br>Manager – Parks Planning & Projects | GM Infrastructure<br>or<br>Road Corridor Engineer<br>or<br>Chief Engineer | GM Infrastructure<br>or<br>Property Manager |
| 3 | <b>AFFECTED PARTY APPROVAL (APA) - PRIVATE DEVELOPMENT ADJOINING COUNCIL RESERVE LAND</b><br>Eg. Setback Breach adjoining Rose Douglas Park, Recession plane breach adjoining a Council Reserve | GM Infrastructure<br>or<br>Manager – Parks Planning & Projects | *<br>GM Infrastructure<br>or<br>Chief Engineer                            | GM Infrastructure<br>or<br>Property Manager |

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|   |   |  |  |  |
|---|---|--|--|--|
| 4 | <b>ASSIGNMENT OF LEASES - NO CHANGE TO PERMITTED LEASE ACTIVITY</b><br>Eg. Wanaka Kayaks  | GM Infrastructure<br>or<br>Manager – Parks Planning & Projects   | *<br>GM Infrastructure<br>or<br>Property Manager   | *<br>GM Infrastructure<br>or<br>Property Manager |
| 5 | <b>LESSORS APPROVAL FOR WORKS WITHIN LEASED AREA</b><br>Eg. Skyline Glass Box, Queenstown Golf Course Earthworks                                  | GM Infrastructure<br>or<br>Manager – Parks Planning & Projects   | *<br>GM Infrastructure<br>or<br>Chief Engineer   | GM Infrastructure<br>or<br>Property Manager      |
| 6 | <b>LEASE RENEWAL WHERE COUNCIL HAS NO DISCRETION</b><br>Eg. Arrowtown Scouts  | GM Infrastructure<br>or<br>Manager – Parks Planning & Projects   | *<br>GM Infrastructure   | GM Infrastructure<br>or<br>Property Manager      |
| 7 | <b>GRANTING OF FILM PERMITS (48hr standard decision timeframe for straight forward activities)</b><br>Eg. Marathon, Car Adverts, Clothing Adverts | GM Infrastructure<br>or<br>Manager – Parks Planning & Projects or Senior Planner – Parks and Reserves<br>or<br>Chief Engineer (if fast turnaround required and others are not available) | GM Infrastructure<br>or<br>Chief Engineer<br>or<br>Manager – Parks Planning & Projects or Senior Planner – Parks and Reserves (if fast turnaround required and others are not available) | GM Infrastructure<br>or<br>Property Manager      |
| 8 | <b>AFFECTED PARTY APPROVAL FOR FIREWORKS</b><br>Eg. New Year’s Eve, Winter festival   | GM Infrastructure<br>or<br>Manager – Parks Planning & Projects   | *<br>GM Infrastructure   | GM Infrastructure<br>or<br>Property Manager      |

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|    |   |   |  |   |
|----|---|---|--|---|
| 9  | <b>VESTING OF LAND IN LIEU OF DEVELOPMENT CONTRIBUTIONS CASH PRE-APPROVED BY RESOURCE CONSENT</b><br><br>Kirimoko, Lakes Edge, Shotover Country                 | GM Infrastructure<br>or<br>Manager – Parks Planning & Projects                                      | N/A  | N/A   |
| 10 | <b>JETTY OR MOORING PERMITS</b>   | GM Infrastructure<br>or<br>Manager – Resource Consents<br>or<br>Manager – Parks Planning & Projects | GM Infrastructure                              | GM Infrastructure                           |
| 11 | <b>AFFECTED PARTY/ LAND OWNER APPROVAL NOT RELATED TO RESOURCE CONSENT</b><br><br>Eg. 50 Reece Crescent re Building Consent Issue (Firewall against a driveway) | GM Infrastructure<br>or<br>Manager – Parks Planning & Projects                                      | GM Infrastructure<br>or<br>Chief Engineer      | GM Infrastructure<br>or<br>Property Manager |
| 12 | <b>RENT REVIEWS WHERE THEY DO COMPLY WITH POLICY</b>  | GM Infrastructure<br>or<br>Manager – Parks Planning & Projects                                      | *<br>GM Infrastructure<br>or<br>Chief Engineer | GM Infrastructure<br>or<br>Property Manager |

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# SCHEDULE 1

|   |
|---|
| <b>Category A</b>   |
| Chief Financial Officer                                     |
| <b>Category B Officers</b>                                  |
| Chief Engineer  |
| Direct Reports to Chief Executive                           |
| <b>Category C Officers</b>                                  |
| Accountant  |
| Chief Information Officer                                   |
| Corporate Manager   |
| District Plan Manager                                       |
| Financial Accounting Manager                                |
| Financial Advisory Manager                                  |
| Financial Controller  |
| Information Communications Technology (ICT) Systems Manager |
| Maintenance and Operations Manager                          |
| Management Accountant                                       |
| Manager Building Services                                   |
| Manager Regulatory  |
| Manager Planning Practice                                   |
| Manager Sports and Recreation                               |
| Manager Strategic Projects and Support                      |
| Manager Strategy and Performance                            |
| Manager, Asset Planning                                     |
| Principal Resource Management Engineer                      |
| Parks & Reserves Planning Manager                           |
| Principal Planner, Infrastructure                           |
| Property Manager  |
| Resource Consenting Team Leader, Queenstown                 |
| Resource Consenting Team Leader, Wanaka                     |
| Senior Project Manager                                      |

TERMS OF REFERENCE FOR COMMITTEES

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SCHEDULE 1

SCHEDULE 2

CATEGORY A OFFICERS

CATEGORY B OFFICERS

CATEGORY C OFFICERS

CATEGORY D OFFICERS

CATEGORY E OFFICERS

| <b>Category D Officers</b>                   |
|--|
| Arts and Events Facilitator                  |
| Asset & Investment Support                   |
| Building Control Supervisor                  |
| Centre Manager                               |
| Communications Manager                       |
| Contracts Administrator                      |
| Corporate Manager                            |
| Customer Services Manager                    |
| District Plan Administrator                  |
| Executive Assistant to Chief Executive       |
| Executive Assistant to General Manager       |
| Executive Assistant to Mayor                 |
| Golf Team Leader                             |
| Health and Fitness Team Leader               |
| Library Services Manager                     |
| Team Leader Planning Support                 |
| Planning Support/Executive Assistant         |
| Principal Enforcement Officer                |
| Project Manager                              |
| Recreation Programmes Co-ordinator           |
| Regulatory Support Coordinator               |
| Senior Engineer                              |
| Swim School Coordinator                      |
| Venues Team Leader                           |
| <b>Category E Officers</b>                   |
| Officers authorised to hold and use a P-Card |

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CATEGORY C OFFICERS

CATEGORY D OFFICERS

SCHEDULE 1

CATEGORY E OFFICERS

SCHEDULE 2

# SCHEDULE 2

## General rules applying to all delegations – Queenstown Lakes District Council

1. A responsibility, duty or power (other than a financial delegation) delegated to an officer holding a named position or level of authority is also delegated to all officers in a direct line of authority above that officer.
2. A responsibility, duty or power delegated to an officer holding a named position is also delegated to any officer who performs or exercises the same or a substantially similar role or function, whatever the name of his or her position.
3. An officer who is delegated a responsibility, duty or power is also delegated any ancillary responsibilities, duties or powers necessary to give effect to that delegation.
4. Where the description of a delegated legislative function is ambiguous or appears to conflict with the wording of the legislation, the wording of the legislation will prevail.
5. Where a delegation refers to repealed legislation, the reference is to be read as a reference to the legislation that, with or without modification, replaces or corresponds to the repealed legislation.
6. Responsibilities, duties or powers delegated to officers by the Chief Executive may not be sub-delegated. Nor may responsibilities, duties or powers delegated to officers (including the Chief Executive) by the Council under the Resource Management Act 1991 or the Local Government (Rating) Act 2002 be sub-delegated.
7. Unless specifically time-limited, a delegation continues in force until revoked, altered or varied by the delegator or the Council.
8. When an officer is exercising a delegation in an acting capacity, this should be expressly stated.
9. An officer must comply with any conditions (such as financial limits and reporting or other procedural requirements) relevant to the exercise of a delegated authority, and should also comply where required with all applicable Council policies.
10. The following matters cannot be delegated to an officer:
  - a. the following powers:
    - i. the power to make a rate;
    - ii. the power to make a bylaw;
    - iii. the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan;
    - iv. the power to adopt a long-term plan, annual plan, or annual report; or
    - v. the power to appoint a chief executive;
  - b. the power to adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the long-term plan or developed for the purpose of the local governance statement; and
  - c. any matter not permitted to be delegated by any other Act (for example the approval of a policy statement or plan under the Resource Management Act 1991 or the granting of special exemptions under s.6 of the Fencing of Swimming Pools Act 1987); and
  - d. any matter that can only be given effect to by a Council resolution.

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**Note:** The conferring of delegated authority means that the officer may exercise the responsibility, duty or power, but not that he or she should do so (either at all, or in a particular case). Whether or not it is appropriate for an officer to exercise a delegated authority which they have will depend on their job description and instructions in particular circumstances etc. Further, where a delegated responsibility, duty or power may be exercised by an officer in more than one department, those officers will be under the direction of the appropriate departmental managers who will work to minimise any potential conflicts in the exercise of that responsibility, power or duty.

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