

**Audit, Finance & Risk Committee**

**2 October 2025**

**Report for Agenda Item | Rīpoata moto e Rāraki take [8]**

**Department: Corporate Services**

**Title | Taitara: Proposed sale of surplus elected member iPad devices**

**Purpose of the Report | Te Take mō te Pūroko**

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The purpose of this report is to consider approval to sell iPad devices currently allocated to elected members at the end of the electoral 2022-2025 triennium.

**Recommendation | Kā Tūtohuka**

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That the Audit, Finance & Risk Committee:


1. **Note** the contents of this report; and
2. **Approve** the sale of surplus elected member iPad tablet devices to elected members at the end of the 2022-2025 triennium at no less than market value as required in the Sensitive Expenditure Policy | He Kaupapa Here Whakapauka Utu Muna.

**Prepared by:**



**Name:** Naell Crosby-Roe  
**Title:** Director Democracy Services  
27 August 2025

**Reviewed and Authorised by:**



**Name:** Meaghan Miller  
**Title:** General Manager Corporate Services  
17 September 2025

### Context | Horopaki

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1. Elected members are provided by Queenstown Lakes District Council (QLDC) with an ICT device at the start of each triennium to access agendas, reports, minutes, workshop materials, emails, calendar appointments, and online meetings. These devices are replaced at the beginning of each triennium and the three-year old devices offered to elected members to purchase for personal use.
2. Local elections take place on Saturday 11 October this year and therefore devices will once again be offered for purchase to elected members. Devices are factory reset to ensure all QLDC data, and account/access details, and sensitive information, are removed. Any devices unsold will be repurposed within the organisation.
3. Under the Sensitive Expenditure Policy any surplus asset must be sold at no less than the market value determined by an appropriate valuation and maximise the return to QLDC. Any surplus asset with a market value of more than \$500 per item requires prior approval of Council. The Knowledge Management and Finance teams have undertaken a review of current resale value and proposed a cost to purchase as follows:
  - a) Councillor devices at \$1,200 each (Apple iPad Pro 12.9 with issued accessories)
  - b) Community Board member devices at \$600 each (Apple iPad 10.9 with issued accessories).
4. These values are above the \$500 threshold, therefore requiring approval.
5. The Audit, Finance & Risk Committee's terms of reference include ensuring compliance with relevant policy, oversight of financial mechanisms, audit focus, and 50% independent membership (that are not supplied with ICT devices by QLDC), it is appropriate that approval is sought by the Committee.

### Analysis and Advice | Tatāritaka me kā Tohutohu

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6. This report identifies and assesses the following reasonably practicable options for assessing the matter as required by section 77 of the Local Government Act 2002.
7. Option 1 Approve the sale of surplus elected member devices above the market value of \$500

#### *Advantages:*

- QLDC is able to maximise the return on assets that are surplus to requirements in alignment with the Sensitive Expenditure Policy.

### *Disadvantages:*

- Devices are not available for internal use, noting no current such use has been identified.

### 8. Option 2 Do not approve the sale of surplus elected member devices

### *Advantages:*

- Surplus devices can be repurposed within the organisation.

### *Disadvantages:*

- No financial return on the surplus assets

### 9. Continue *with assessment for all identified options*

### 10. This report recommends **Option 1** for addressing the matter because it provides a financial return to Council on surplus ICT devices that have no other identified use at this time.

## Consultation Process | Hātepe Matapaki

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### Significance and Engagement | Te Whakamahi i kā Whakaaro Hiraka

### 11. This matter is of low significance, as determined by reference to the Council's Significance and Engagement Policy 2024 because it is of low financial value, is in alignment with Council policy, and has no impact on ratepayers or levels of service.

### 12. The persons who are affected by or interested in this matter are elected members.

### 13. The Council is not required to consult on this matter.

### Māori Consultation | Iwi Rūnaka

### 14. The Council is not required to consult with Iwi Rūnaka on this matter.

## Risk and Mitigations | Kā Raru Tūpono me kā Whakamaurutaka

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### 15. This matter relates to the Regulatory/Legal/Compliance risk category. It is associated with RISK20024 within the QLDC Risk Register. This risk has been assessed as having a moderate residual risk rating.

### 16. The approval of the recommended option will allow Council to avoid the risk. This will be achieved by providing approval in alignment with the Sensitive Expenditure Policy and appropriate control over the disposal (sale) of surplus assets.

### Financial Implications | Kā Riteka ā-Pūtea

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17. None of significance.

### Council Effects and Views | Kā Whakaaweawe me kā Tirohaka a te Kaunihera

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

- Sensitive Expenditure
- Significance and Engagement Policy

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

20. This matter is not included in the Long Term Plan/Annual Plan.

### Legal Considerations and Statutory Responsibilities | Ka Ture Whaiwhakaaro me kā Takohaka Waeture

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21. None

### Local Government Act 2002 Purpose Provisions | Te Whakatureture 2002 o te Kāwanataka ā-Kiaka

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22. Section 10 of the Local Government Act 2002 states the purpose of local government is (a) to enable democratic local decision-making and action by, and on behalf of, communities; and (b) to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future. As such, the recommendation in this report is appropriate and within the ambit of Section 10 of the Act.

23. The recommended option:

- Can be implemented through current funding under the Long Term Plan and Annual Plan;
- Is consistent with the Council's plans and policies; and
- Would not significantly alter the intended level of service provision for any significant activity undertaken by or on behalf of the Council or transfer the ownership or control of a strategic asset to or from the Council.