

Full Council

19 March 2026

Report for Agenda Item | Rīpoata moto e Rāraki take [12]

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 report on items of general interest that do not require a full officer report and to summarise items from a recent meeting of the Wānaka-Upper Clutha Community Board.

Recommendation | Kā Tūtohuka

That the Council:

1. **Note** the contents of this report;
2. **Revoke** the resolution made at the ordinary Council meeting held on 31 July 2025 to:
 - c. *Direct officers to review Standing Orders with the new Council within six months of the election.*

Community Appointments

3. **Approve** the community appointments [as detailed in Attachment A];
4. **Agree** the Portfolio Leads for the Council and Wānaka-Upper Clutha Community Board:

	Wānaka/Upper Clutha	Queenstown/Whakatipu Basin
Environment	Councillor Gladding	Councillor Wong and Councillor Mitchell
Economic	Simon Telfer	Councillor Copland and Councillor Brent
Culture	Chris Hadfield	Councillor White and Councillor Belk
Social	Kathy Dedo	Councillor Mitchell and Councillor Copland
Education, Knowledge & Youth	Councillor King	Councillor Brent and Councillor Bartlett
Sport, Recreation & Events	John Wellington	Councillor Bartlett and Councillor Wong
Founders/ Startups	Councillor Tucker	N/A

5. **Approve** the portfolio appointments [as detailed in Attachment B];
6. **Approve** the appointments to Queenstown Lakes District Council grant panels:

Creative Communities Scheme (CCS)

- a. **Appoint** Councillor White to the Creative Communities Scheme panel position, with Councillor Belk as alternate;

Sports New Zealand Rural Travel Fund

- b. **Appoint** Councillor Bartlett to the Sports New Zealand Rural Travel Fund panel position, with Councillor Wong as alternate;

Events Fund

- c. **Appoint** the members of the Community & Environment Committee as the Events Fund Panel, that is, Councillor Wong (Chair), Councillor Bartlett, Councillor Mitchell Councillor Tucker and Councillor White;

Waste Minimisation Community Fund

- d. **Appoint** Councillor King to the Waste Minimisation Community Fund panel position;

7. **Note** that all community appointments will be reviewed within 18 months;

Recommendations from Community & Environment Committee

Approval of stormwater easements over two recreation reserves located between Peninsula Road, Kelvin Heights and the lakefront

8. **Approve** a right to drain stormwater easement (Easement A) to accommodate an underground pipe, over Lot 14 DP 15297 in favour of Queenstown Lakes District Council, as required to enable the development of land under subdivision consent RM230519;
9. **Approve** a right to drain stormwater easement (Easement B) to accommodate an underground pipe, over Section 21 Blk I Coneburn SD in favour of Queenstown Lakes District Council, as required to enable the development of land under subdivision consent RM230519;
10. **Agree** that the associated works shall address the following:
 - a. Be in accordance with RM230519 and RM230598, and associated QLDC engineering approvals;
 - b. A \$2,000 bond payable to the Queenstown Lakes District Council, prior to any excavation of the areas of recreation reserve;

- c. Prior to any works on the reserve, the applicant shall submit a methodology to the QLDC Parks and Reserves team to manage public access to the trail and ensure users can safely pass the works. This must be first agreed in writing by the Parks and Reserves team, prior to any onsite works occurring. Any conditions identified as necessary by Parks and Reserves to provide for public safety and the rehabilitation of the site, shall be met by the applicant;
11. **Agree** that public notification to grant the easements is not required, as the statutory test in Section 48(3) of the Reserves Act 1977 is met for the reasons set out in this report;
12. **Agree** that easement fees shall be charged under the Easement Policy 2008;
13. **Agree** to exercise the Minister's consent (under delegation from the Minister of Conservation) to the granting of the identified easements over Council reserve land; and
14. **Delegate** authority to approve final terms and conditions and execution authority, to the General Manager of Community Services, provided all relevant requirements of the Easement Policy 2008 are addressed.

Proposed Reserves to Vest in the Whakatipu Basin

15. **Approve** the vesting of the following reserves:

Queenstown Lakes District Council – RM240788: RCL Henley Downs Limited

- a. Local purpose reserve (walkway and services) – Lot 73 being 793m² in area;
- b. Recreation reserve – Lot 76 being 7,675m² in area;
- c. Local purpose reserve (visual amenity) – Lot 77 being 4,614m² in area;

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

- i) Compliance with the conditions of resource consent RM240788 (and any subsequent variations) which include:
 - a. The provision of a water supply to the recreation reserve in accordance with Council's standards and connection policy.
 - b. The provision of a wastewater connection to the recreation reserve to the existing QLDC Hanley's Farm wastewater network and Hanley's Farm pump station in accordance with Council's standards and connection policy.

- c. The submission of a detailed landscape plan (including design specifications) for all land to vest to be certified by the QLDC Parks & Open Spaces Planning Manager.
- d. The consent holder shall enter into a maintenance agreement prepared and approved (signed) by the QLDC Parks and Open Spaces Planning Manager specifying how the reserve will be maintained during the three-year maintenance period.
- e. The consent holder shall ensure that a fencing covenant, required under s6 of the Fencing Act 1978, is registered on all lots bordering a reserve to ensure that any reserves to vest in QLDC are protected and that Council has no liability to contribute towards any work on a fence between public reserve vested in or administered by the Council and any adjoining land.
- f. All earth worked and/or exposed areas created as part of the subdivision shall be top-soiled and grassed, revegetated, or otherwise permanently stabilised.
- g. The consent holder shall obtain a Full Council decision confirming that all areas of reserve have been formally agreed to be vested.

17. Approve the vesting of the following reserves:

Queenstown Lakes District Council – SH190001 (as varied by SH210006, SH230001, SH240001, SH250002 and RM250876): Bullenrise Developments Limited

- a. Local purpose (services, access and public amenity) – Lot 200 being 204m² in area;
- b. Local purpose (services, access and public amenity) – Lot 201 being 376m² in area;
- c. Local purpose (services, access and public amenity) – Lot 202 being 266m² in area;
and
- d. Local purpose (services, access and public amenity) – Lot 204 being 294m² in area.

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

- i) Compliance with the conditions of resource consent SH190001 (and any subsequent variations) which include:
 - a. The provision of a water supply to all reserve lots in terms of QLDC's standards and connection policy.
 - b. The submission of a detailed landscape plan (including design specifications) for all land to vest to be certified by the QLDCs Parks & Open Spaces Planning Manager.

- c. The consent holder shall enter into a maintenance agreement prepared and approved (signed) by the QLDC Parks and Open Spaces Planning Manager specifying how the reserves will be maintained during the three-year maintenance period.
- d. The consent holder shall ensure that a fencing covenant, required under s6 of the Fencing Act 1978, is registered on all lots bordering a reserve to ensure that any reserves to vest in QLDC are protected and that Council has no liability to contribute towards any work on a fence between public reserve vested in or administered by the Council and any adjoining land.
- e. All earth worked and/or exposed areas created as part of the subdivision shall be top-soiled and grassed, revegetated, or otherwise permanently stabilised.
- f. The consent holder shall obtain a Full Council decision confirming that all areas of reserve have been formally agreed to be vested.

Prepared by:



Name: Michelle Morss
Title: Interim Chief Executive
27 February 2026

Revocation of Council Resolution

1. The Queenstown Lakes District Council (QLDC) adopted new Standing Orders at an ordinary meeting of Council held on 31 July 2025.
2. When the new Standing Orders were adopted, cognisant of the new triennium due to begin in October 2025, the Council also resolved as the final part of the resolution to:
 - c. *Direct officers to review Standing Orders with the new Council within six months of the election.*
3. In October 2025, Standards New Zealand announced that the Department of Internal Affairs would be updating NZS 9202:2003 Model Standing Orders for Meetings of Local Authorities and Community Boards to reflect legislative changes since 2006. The update was also to align with the upcoming Local Government (System Improvements) Amendment Bill, which will empower the Secretary for Local Government to issue model standing orders.
4. The revised standard will ensure consistency, transparency, and compliance across all local authorities, replacing outdated guidance and supporting improved governance. Consistent practices will help to make council decision making processes more accessible and clearer for the public and their adoption will be mandatory.
5. The revised NZS 9202:2003 standard is intended for:
 - Territorial authorities
 - Community boards
 - Regional councils
 - All types of local authorities as defined under the Local Government Act 2002
6. It is expected that the revised NZS 9202:2003 will be released publicly by the end of March 2026.
7. Because of the impending arrival of a new, mandatory set of Standing Orders, it is recommended that the Council resolve to revoke the resolution requiring officers to undertake a view of the new Council Standing Orders adopted on 31 July 2025 within six months of the election.

Appointment of Elected Members to External Organisations

8. Elected members have customarily had representation on various local societies, community groups and associations, and in some cases are appointed as trustees to a trust. These appointments are not governed by legislation but good practice advises that they should be appointed by Council resolution.

9. The Council approved a number of community appointments at the meeting held on 27 November 2025, at which time it was indicated that further appointments would be presented for consideration in early 2026.
10. This section of the Chief Executive’s report presents for approval (a) a second tranche of elected member appointments to community groups [**Attachment A**]; (b) the establishment of Portfolio Leads in the Queenstown-Whakatipu area; (c) portfolio appointments for elected members [**Attachment B**] and (d) the appointment of grant panels. These appointments are roles filled by Councillors and members of the Wānaka-Upper Clutha Community Board.
11. In making these community appointments, the Mayor has indicated that they will be reviewed within 18 months. Guidelines for Community Appointments of Elected Members have been developed and are available in **Attachment C** of this report.
12. It is proposed that Councillors be allocated as Portfolio Leads for the Council, noting that the Wānaka-Upper Clutha Community Board (WUCCB) had had this approach for some time. For the Queenstown/Whakatipu area, it is recommended that the Council appoint a Portfolio Lead and a second as back up, although at this stage there is no Portfolio Lead assigned for the Founders/Startups category in the Queenstown/Whakatipu Basin.

	Wānaka/Upper Clutha	Queenstown/Whakatipu Basin
Environment	Councillor Gladding	Councillor Wong and Councillor Mitchell
Economic	Simon Telfer	Councillor Copland and Councillor Brent
Culture	Chris Hadfield	Councillor White and Councillor Belk
Social	Kathy Dedo	Councillor Mitchell and Councillor Copland
Education, Knowledge & Youth	Councillor King	Councillor Brent and Councillor Bartlett
Sport, Recreation & Events	John Wellington	Councillor Bartlett and Councillor Wong
Founders/Startups	Councillor Tucker	N/A

Funding Panels

13. QLDC provides funding through a range of grant processes, including panels that review grant applications and recommend grant allocations. The paragraphs following set out the various grant panels that require elected member representation.

Creative Communities Scheme (CCS)

14. The Creative Communities Scheme works to strengthen the local arts community. The funding is provided by Creative New Zealand and administered by QLDC. There are two local funding rounds each year (February and August). The panel is administered by the QLDC Relationship Manager Arts and Events and has four panel members, including community arts sector representatives and an elected member. The elected member position on the panel is a requirement, stipulated by the contract with Creative New Zealand.
15. It is recommended that Councillor White be appointed to the Creative Communities Scheme panel position, with Councillor Belk as alternate.

Sports New Zealand Rural Travel Fund

16. A travel subsidy is available to assist the development of junior sport in rural communities. The funding is provided by Sport New Zealand and administered by QLDC. This is available to organisations and schools with participants aged between 5 and 19-years playing sport for a club or school club who meet the rural travel fund criteria (the fund is not available for travelling to regional or national events). This scheme has one funding round each year in October.
17. The panel is administered by the QLDC Relationship Manager Arts and Events and has four panel members, including community sport and recreation sector representatives, a Sport Central representative and an elected member. The elected member position on the panel is a requirement stipulated by the contract with Sport New Zealand.
18. It is recommended that Councillor Bartlett be appointed to the Sports New Zealand Rural Travel Fund panel position, with Councillor Wong as alternate.

Events Fund

19. QLDC is committed to supporting a balanced portfolio of events across the district. This includes providing an annual contestable events fund that is open for both commercial and community events. The funding criteria supports events that are committed to environmental sustainability, economic impact, event diversity and positive community benefits.
20. An Events Fund panel will review applications made to the QLDC Events Fund and the panel will make funding allocation decisions, with final decisions approved by full Council. It is proposed that the QLDC Events Fund panel will consist of:
- QLDC Strategy and Policy General Manager; and
 - The members of the Community & Environment Committee (that is, Councillor Wong (Chair), Councillor Bartlett, Councillor Mitchell Councillor Tucker and Councillor White).

Waste Minimisation Community Fund

21. QLDC Waste Minimisation Community Fund provides funding support for projects that shift the district towards a circular economy approach where materials are kept in use for as long as possible. There is an annual funding round and the funding panel traditionally includes one elected Councillor. In this case, it is recommended that Councillor King be appointed to the Waste Minimisation Community Fund panel position.

Appointment of New Members of District Licensing Committee

22. Council is required under section 186 and 192 of the Sale and Supply of Alcohol Act 2012 (the Act) to appoint one or more District Licensing Committee (DLC) to deal with alcohol licensing matters for the district, their functions including determining applications for all licence types and managers certificates as set out in section 187 of the Act.

23. DLCs operate in an inquisitorial way and as a commission of inquiry. Appointment of DLC members falls under section 189 with committees able to be made up of suitable elected members and/or members of the community.

24. These roles can include a chairperson (which is an elected member of a Territorial Authority), deputy chair (also an elected member of a Territorial Authority), commissioners (an unelected person who is a suitable member of the community), or a member (also a suitable unelected community member).

25. A suitable person would be someone who can:

- a. Demonstrates experience of the alcohol and regulatory functions;
- b. Knowledge of the Sale and Supply of Alcohol Act 2012, associated Regulations and Bylaws;
- c. Awareness and understanding of alcohol related harm, community views and impacts;
- d. Awareness of natural justice principles and an understanding the nature of evidence;
- e. Strong oral communication skills and demonstrates clear ability for skilled questioning and effective inquiry;
- f. Strong writing skills and able to write a decision which is well structured, logical, clear, cites relevant case law and is legally sound;
- g. Highly developed decision-making ability to assess information in an objective and unbiased manner, with clear and concise reasoning and an excellent eye for detail;
- h. Familiarity with judicial processes;
- i. Excellent interpersonal skills and assertiveness with a proven ability to establish and maintain effective relationships with internal and external customers;

- j. Conveys a professional and positive image, with a courteous and efficient manner;
 - k. Good interpersonal skills and able to build good working relationships with other DLC members
26. All current DLC members were appointed in 2021 for five years as Commissioners to allow greater flexibility around alcohol related public hearings. It has allowed various members to gain experience chairing hearings and has also allowed coverage whilst members are away on leave.
27. Currently, DLC hearings have one of the Commissioners acting as the Chair for the hearing, with two other members on the panel forming a quorum.
28. Appointments of the current DLC members ends on 31 July 2026 and a recruitment process needs to be undertaken during March 2026, advertising of expressions of interest in the positions of Chairperson, Commissioner and members.
29. Previous practice has been for a panel of officers (excluding inspectors) to be formed to undertake assessment of the expression of interest applications in accordance with the qualities outlined at paragraph 25. This is in accordance with the guidelines attached (noting there are also alternatives) and it is proposed to continue with this approach. All final recommendations on DLC appointments will be presented to Council via a full report at the 25 June 2026 Council meeting.
30. Information on the process can be reviewed in the “Selecting and Appointing District Licensing Committees: A Guide for Councils” [**Attachment D**] which is attached.

Recommendations from Community & Environment Committee Meeting held on 12 March 2026

Approval of stormwater easements over two recreation reserves located between Peninsula Road, Kelvin Heights and the lakefront

31. Section 21 Block I Coneburn Survey District (SD) is a large recreation reserve that extends along the foreshore of Lake Whakatipu, from Kelvin Heights Golf Course Road to Willow Place, referred to as the Kelvin Heights Lakeside Reserve (the reserve). This reserve contains the Kelvin Heights Trail. Lot 14 DP 15297 connects this reserve and the trail to Peninsula Road, enabling pedestrian access.
32. Peninsula Hill Limited seeks the easements in favour of Queenstown Lakes District Council (QLDC) to enable a 64-lot residential subdivision with associated infrastructure and roads to vest, approved by subdivision consent RM230519 (Stages 3 – 7 of the Peninsula Hill development) and RM230598. It is a requirement of RM230519 to obtain Full Council approval for the easements as part of this subdivision.
33. This area of the reserve already conveys stormwater from the upslope areas to Lake Whakatipu. The easement request seeks to improve the capacity of the existing system to accommodate the approved Peninsula Hill development.

34. There will be temporary disturbance to areas of the reserve during pipe installation, but once the works are completed, the reserve will function exactly as it did prior to the upgrade of the stormwater pipes, outlet and channel. Once the planting is established, there will be no visible changes to the purpose and function of the reserve.
35. The site context and approximate easement location is shown on the graphic below. The application was considered at a meeting of the Community & Environment Committee held on 12 March 2026 and the committee recommended Council approval.



Figure 1: Site context and approximate easement location 

Proposed Reserves to Vest in the Whakatipu Basin

36. Developments at Hanley's Farm and Bullenrise seek approval to vest reserve land with Council.
37. Stage DP11 of Hanley's Farm was approved by resource consent RM240788. This development proposes to vest three (3) reserves with Council.
- Lot 73 at DP11 in Hanley's Farm is proposed to be vested as a local purpose reserve. This lot will contain a walkway connecting this stage of the Hanley's Farm development to the wider subdivision, in addition to containing wastewater infrastructure.
 - Lot 76 at DP11 in Hanley's Farm is proposed to be vested as a recreation reserve. This reserve will provide open space for residents within this area of Hanley's Farm. The reserve will contain a BBQ shelter, picnic tables, a large flat grassed area, in addition to native restoration planting.
 - Lot 77 at DP11 in Hanley's Farm is proposed to be vested as a local purpose reserve. This reserve will provide a visual amenity buffer between the residential lots and the state highway and will be planted out in grey shrubland and mountain beech.

38. The second subdivision is Bullenrise, located at Arthurs Point and originally approved by resource consent SH190001. This development proposes to vest four (4) reserves with Council.

- Lot 200 at Bullenrise is proposed to be vested as a local purpose reserve. This lot will provide a small area of green space and function as a pocket park to the residents of the wider development.
- Lot 201 at Bullenrise is proposed to be vested as a local purpose reserve. This lot will provide a visual amenity buffer between the residential lots on Edith Lane and Arthurs Point Road and will primarily contain landscaping. This reserve also contains a right to convey electricity easement.
- Lot 202 at Bullenrise is proposed to be vested as a local purpose reserve. This lot will provide a small civic space for the residents of this development. There will be stairs connecting the upper and lower parts of this reserve, as well as landscaping and seating areas. This lot will also contain stormwater and wastewater infrastructure.
- Lot 204 at Bullenrise is proposed to be vested as a local purpose reserve. This lot will primarily provide stairs to access the upper areas of the development on Tailrace Rise. This lot will also be landscaped with specimen trees, as well as providing a respite and seating area. This lot will also contain stormwater and wastewater infrastructure.

39. The Hanley's Farm and Bullenrise subdivisions are illustrated on **Attachment E**. These also show the lots that will be vested as local purpose reserves. The application was considered at a meeting of the Community & Environment Committee held on 12 March 2026 and the Committee recommended to Council that the vesting of the reserves be approved.

Meetings of the Previous Round

Wānaka-Upper Clutha Community Board Meeting held on 12 February 2026

Information:

1. License to Occupy - 31 Manuka Crescent, Wānaka (LO250046)
2. License to Occupy - Piwakawaka Lane & Maungawera Valley Road (LO250047)
3. License to Occupy - 386 Mount Barker Road (LO250052)
4. License to Occupy - Prospectors Lane (LO250054)
5. License to Occupy - 57 West Meadows Drive, Wānaka (LO250055)
6. Mt Aspiring College Foundation – Encumbrance Removal & Subdivision
7. Ardmore Street Jetty Removal & Renewal Plan
8. Chairs Report

Smart Growth Committee Meeting held on 3 March 2026

Information:

1. Grow Well Whaiora Spatial Plan Monitoring Report
2. Wānaka and Te Kirikiri Frankton Structure Plan
3. Project Update on Progress on the Proposed District Plan and Other Key Projects
4. Update of Proposed District Plan Appeals
5. Update on Active Resource Consent Appeals

Items 4 and 5 were considered with the public excluded.

Community & Environment Committee Meeting held on 12 March 2026

Information

2. Arrowtown River Reserves Development Plan
3. Widgeon Park Development Plan

Recommendation

1. Request for stormwater easements over two recreation reserves located between Peninsula Road, Kelvin Heights and the lakefront
4. Proposed Reserves to Vest in the Whakatipu Basin

Attachments | Kā Tāpirihaka

A	Direct Community Appointments of elected members to external groups
B	Portfolio Appointments for elected members
C	Guidelines for Community Appointments of Elected Members
D	Selecting and Appointing District Licensing Committees: A Guide for Councils
E	Approved Scheme Plans of Hanley Downs and Bullenrise Developments subdivisions