



Local Governance Statement | Tauākī Kāwanataka ā-rohe 2025-2028

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## 1. Summary - Local Governance Statement

This Local Governance Statement is a collection of information about the processes through which Queenstown Lakes District Council (QLDC) conducts its affairs in carrying out its role in the community. A Local Governance Statement helps support the purpose of local government to provide for democratic and effective local government that recognises the diversity of New Zealand communities.

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

For the most recent copy, please contact QLDC or see our website [www qldc govt nz](http://www qldc govt nz)

## 2. Functions, Responsibilities and Activities

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

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

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

## 3. Legislation

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

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

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

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

#### 4. Bylaws

##### Creating and Changing Bylaws

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

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

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

#### 5. Electoral System

Council used the First Past the Post (FPP) electoral system for the ~~2025~~ triennial election. Electors vote by indicating their preferred candidate(s), and the candidate(s) that receives the most votes is declared the winner regardless of the proportion of votes that candidate(s) obtained.

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

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

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

Under the Electoral Act 2001 the Council can resolve to change the electoral system to be used at the next two elections or conduct a binding poll on the question, or electors can demand a binding poll. A poll can be initiated by at least ~~5% of~~ electors signing a petition demanding that a poll be held. Once changed, an electoral system must be used for at least the next two triennial general elections, i.e. Council cannot change its election system for one election then change back for the next election.

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In September 2020, the Council resolved to use the First Past the Post (FPTP) electoral system rather than Single Transferable Vote (STV) for elections in 2022 and 2025. The Council will revisit the STV vs. FPTP question again before 12 September 2026 and there is also the option of 5% of electors demanding a poll to determine this question.

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The next ~~triennial~~ election will be held on ~~12 October 2028~~.

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## 6. Representation Arrangements

### Review of Representation Arrangements

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

- > The number of Councillors;
- > Whether they are elected at large or in wards;
- > How many members each ward gets;
- > ~~What the boundaries of those wards might be. For example, before the 2021 representation review, the Arrowtown ward did not comply with the population-to-member ratio rule as set out in section 19V(2) of the Local Electoral Act;~~
- > The size, constituency, membership and future of the Council and Community Boards; or
- > Whether other parts of the district would suit a community board.

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In September 2021 the Council changed its presentation to what is detailed below, and these arrangements were in place for the 2022 and 2025 triennial elections:

- > All Councillors would continue to be elected within wards;
- > There are to be three wards: Queenstown-Whakatipu, Arrowtown-Kawarau and Wānaka-Upper Clutha;

## Local Governance Statement | Tauākī Kāwanataka ā-rohe 2025-2028



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- > The ward boundaries will remain as in the 2016 and 2019 elections for the Wānaka-Upper Clutha ward. The external boundary of the Queenstown-Whakatipu and Arrowtown-Kawarau wards combined shall be the same as the present Queenstown-Wakatipu ward. The boundary between the Queenstown-Whakatipu and Arrowtown-Kawarau wards shall generally follow the line of the Shotover River and the eastern boundary of the lower part of Lake Whakatipu, the Queenstown-Whakatipu ward shall be located generally to the west of the Shotover River and eastern boundary of the lower part of Lake Whakatipu except diverting to include mesh blocks 3040105, 4010436, 4010435, 4000982, 4000981, 3040116, 3040107, 3040111, 3040114, 3040113, 3040112, 3040109, 4001022, 3040104, 4001021, 3040115, and the Arrowtown-Kawarau ward to the east except diverting to include mesh blocks 3038219, 3039406, 3039504, 3040604, 4000906, 4000907, 4001002, 4001003, 4010441, 4010442;
- > The Queenstown-Whakatipu ward elects four members;
- > The Arrowtown-Kawarau ward elects three members;
- > The Wānaka-Upper Clutha ward elects four members;
- > There continues to be a Wānaka-Upper Clutha Community Board;
- > The Wānaka Community Board consists of four elected members and three members appointed by Council being three of the four Wānaka-Upper Clutha ward Councillors.

Early work on a review of QLDC's representation arrangements will be undertaken in the 2026 calendar year and this will be followed by a full representation review in 2027, the outcome of which will affect the 2028 triennial election.

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### Current Representation Arrangements

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

#### Mayor

John Glover

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#### Arrowtown-Kawarau ward

Samuel 'O' Belk

Heath Copland

Melissa White

#### Queenstown-Whakatipu ward

Gavin Bartlett

Stephen Brent

Jon Mitchell

Matt Wong

#### Wānaka-Upper Clutha ward

Niki Gladding

Nicola King

Quentin Smith

Cody Tucker

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Lisa Guy Neeta Shetty...

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### Wānaka-Upper Clutha Community Board

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

#### Wānaka-Upper Clutha Community Board

~~Kathy Dedo~~

Chris Hadfield  
Simon Telfer  
John Wellington

Three of the four Wānaka-Upper Clutha ward Councillors are appointed members of the Wānaka-Upper Clutha Community Board and are appointed by the Mayor. The appointed members are ~~Niki Gladding, Nicola King and Cody Tucker~~.

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

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

~~The Council resolved in September 2020 not to establish a Māori ward at this time, because of direction given at the time by local iwi and the relatively few people in the district who are on the Māori Roll, although it remains an option for the future. A Council resolution to establish a Māori Ward may occur at any time before 23 November 2026 and a petition containing at least 5% of electors may demand a poll on the establishment of a Māori Ward.~~

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### District Map



## 7. Members' Role and Conduct

Council will adopt an updated Code of Conduct early in the 2025-2028 triennium, meaning that the current code (adopted on 17 November 2022) remains in force until this occurs. It is available on the Council's website. The Code of Conduct has been prepared to provide guidance on the standards of behaviour expected of elected members of the Queenstown Lakes District Council. It applies to all elected members (including Councillors and Community Board Members at their request) in their dealings with:

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

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## 8. Governance Structures and Processes

### Full Council

The full Council is perpetual and (as noted above) consists of 11 members elected under a ward system and one Mayor who is elected at large. The current total membership of 12 could increase in the future with population change and will be reviewed as part of the review of representation arrangements described above.

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A person may not act as a member of a local authority until making an oral declaration at a meeting of the local authority following a triennial election.

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Declaration by Mayor or chairperson or member

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"I, AB, declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of [region or district], the powers, authorities, and duties vested in, or imposed upon, me as [mayor or chairperson or member] of the [local authority] by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act

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Dated at: [place, date]

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Signature:

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Signed in the presence of:

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Signature, [mayor]

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~~The first meeting of a local authority following a triennial general election must be called by the Chief Executive as soon as practicable after the date by which a recount may be sought has passed and the final results of the election are known. Members must receive no fewer than 7 days' notice of the meeting.~~

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## Committees

The Council reviews its committee structure after each triennial election ~~as all committees, subcommittees or other subordinate decision-making bodies are discharged upon an election, unless a resolution is made otherwise (LGA). This is the case with the Otago Regional Council Regional Deal Negotiation Committee which is a joint committee containing members from Otago Regional Council, Central Otago District Council and Queenstown Lakes District Council and resolved to continue after the 2025 triennial election.~~

At the Council meeting held on ~~27 November 2025~~ the Council established for the ~~2025-2028~~ term of Council a ~~different~~ system of standing committees and subcommittees ~~from what had been~~ in place during the ~~2022-2025~~ triennium. The ~~committees~~ align with the Council's departmental activity areas and are as follows:

- > ~~Community and Environment Committee (meets six weekly)~~
- > ~~Smart Growth Committee (meets six weekly)~~
- > ~~Assets and Infrastructure Committee (meets quarterly)~~
- > ~~Organisational Excellence Committee (meets quarterly)~~
- > ~~Smart Finance Committee (meets quarterly)~~
- > ~~Risk and Assurance Committee (meets quarterly)~~

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Council also established the following committees to oversee specific activities:

- > ~~Chief Executive Relationship & Recruitment Committee;~~
- > ~~District Licensing Committee;~~

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Elected Member Conduct Committee||  
Governance Subcommittee

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

A schedule of meeting dates for the year ~~was adopted on 5 February 2026 and can~~ be found on the Council website or from customer services at any time. A schedule of meetings is prepared for each

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month and updated as changes occur. These are advertised in local newspapers and are available on the Council's website or from ~~the~~ customer services ~~team~~.

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

Community & Environment	Smart Growth	Assets & Infrastructure	Organisational Excellence	Smart Finance	Risk & Assurance	
<u>Cr Matt Wong (Chair)</u>	<u>Cr Cody Tucker (Chair)</u>	<u>Cr Gavin Bartlett (Chair)</u>	<u>Cr Melissa White (Chair)</u>	<u>Cr Heath Copland (Chair)</u>	<u>Cr Niki Gladding (Chair)</u>	
<u>Cr Gavin Bartlett (Deputy)</u>	<u>Cr Jon Mitchell (Deputy)</u>	<u>Cr Cody Tucker (Deputy)</u>	<u>Cr Nicola King (Deputy)</u>	<u>Cr 'Q' Belk (Deputy)</u>	<u>Cr Stephen Brent (Deputy)</u>	
<u>Cr Heath Copland</u>	<u>Cr Quentin Smith</u>	<u>Cr Stephen Brent</u>	<u>Cr Jon Mitchell</u>	<u>Cr Niki Gladding</u>	<u>Cr 'Q' Belk</u>	
<u>Cr Jon Mitchell</u>	<u>Cr Cody Tucker</u>	<u>Cr Quentin Smith</u>	<u>Cr Matt Wong</u>	<u>Cr Nicola King</u>	<u>Three appointed members</u>	
<u>Cr Cody Tucker</u>	<u>Cr Melissa White</u>			<u>Cr Matt Wong</u>		
<u>Cr Melissa White</u>						

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

Chief Executive Relationship & Recruitment	District Licensing Committee	Otago Civil Defence Emergency Management Group Joint Committee	Otago Regional Transport Committee	Otago Central Lakes Regional Deal Negotiation Committee
<u>Mayor John Glover (Chair)</u> <u>Cr Quentin Smith (Deputy)</u> <u>Cr Gavin Bartlett</u> <u>Cr 'Q' Belk</u> <u>Cr Stephen Brent</u> <u>Cr Heath Copland</u> <u>Cr Niki Gladding</u> <u>Cr Nicola King</u> <u>Cr Jon Mitchell</u> <u>Cr Cody Tucker</u> <u>Cr Melissa White</u> <u>Cr Matt Wong</u>	<u>Lyal Cocks</u> <u>John Mann</u> <u>Christopher Cooney</u> <u>Nicola Vryenhoek</u> <u>Philip Jones</u> <u>Neil Gillespie (CODEC)</u> <u>Brett Pay (CODEC)</u> <u>Ian Cooney (CODEC)</u>  <u>Appointed until 31 July 2026</u>	<u>Councillor Neil Gillespie (Otago Regional Council)</u> <u>Councillor Jon Mitchell (Queenstown Lakes District Council)</u> <u>Mayor Jock Martin (Clutha District Council)</u>  <u>Mayor Melanie Tavendale (Waitaki District Council)</u> <u>Mayor Tamah Alley (Central Otago District Council)</u> <u>Mayor Sophie Barker (Dunedin City Council)</u>	<u>Cr Kate Wilson, ORC - Chair</u> <u>Cr Matt Hollyer, ORC - Deputy Chair</u> <u>c. Cr Stu Duncan, Central Otago District Council</u> <u>d. Cr John McCone, Waitaki District Council</u> <u>e. Cr Frans Schlack (Waitaki District Council Alternate)</u> <u>f. Cr Steve Walker, Dunedin City Council</u> <u>g. Cr Quentin Smith</u>	<u>Mayor Tamah Alley (CODEC)</u> <u>Councillor Tracy Patterson (CODEC)</u> <u>Councillor Matt Hollyer (ORC)</u> <u>Councillor Gretchen Robertson (ORC)</u> <u>Mayor John Glover (QLDC)</u> <u>Councillor Quentin Smith</u>  <u>This committee may be disestablished later in the 2026 calendar year.</u>

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			<p><u>Queenstown Lakes District Council</u> <u>h. Cr Bruce Graham,</u> <u>Clutha District Council</u> <u>i. New Zealand Transport Agency/Waka Kotahi, Mr James Cargill and Mr Peter Brown as alternate.</u></p>	
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## Delegations

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

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

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The Council's full set of delegations is presented in the [Delegations Register](#).

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## 9. Meeting Processes

### Meetings

The Local Government Act 2002 (clause 27 (Sch 7)) requires the Council to adopt a set of standing orders for the conduct of its meetings and those of its committees. The Council adopted updated standing orders on 31 July 2025 which are based upon guidance from Local Government New Zealand with some minor amendments to fulfil specific local needs. A copy of standing orders is available on the Council website. Council is also bound by the provisions of the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 (LGOIMA) relating to meetings.

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

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

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#### Availability of Order Papers, Agendas and Minutes

Order papers and agendas for meetings are available for public inspection two working days before the meeting via the Council's website ([www.qldc.govt.nz](http://www.qldc.govt.nz)).

Confirmed minutes are saved on the same website page with their relevant meeting agenda and video recording. If you cannot locate the set of minutes that you are seeking, you can contact the democracy services team for more information. Most meetings are open to the public; however, some agenda items may

seek to exclude the public on one or more of the grounds provided in the Local Government Official Information and Meetings Act 1987.

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#### Resource Consent Decisions

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

## 10. Consultation Policies

### Significance and Engagement Policy

The Local Government Act sets out certain consultation principles and a procedure that local authorities must follow when making certain decisions. The Council has a 'Significance and Engagement Policy' that was updated in 2024 and which details how it will decide what is significant in terms of decision-making, when the community would have an opportunity to contribute to decision-making and how they would do so. The law requires use of the 'Special Consultative Procedure' in the following circumstances:

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

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**The special consultative procedure consists of the following steps:**

**Statement of Proposal and Summary**

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

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

**Public Notice**

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

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**Receive Submissions**

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

**Public Deliberation**

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

**Follow Up**

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

**Other Consultation Policy**

For all other decisions, the Council will choose whether or not it will undertake community engagement on differing scales, depending on the issue. The 2024

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Significance and Engagement Policy acknowledges the Council's responsibility to provide opportunities for people to engage with it and states that 'the tools and channels we use will vary on a case-by-case basis, depending on the significance of the decision, who we need to hear from, or a variety of other considerations. When we engage, we aim to empower the diverse communities of the Queenstown Lakes District to participate meaningfully and safely in shaping the district's services, facilities, plans and policies. This includes a commitment to encourage and enable participation from all parts of the community regardless of cultural background, ethnicity, religion, age, gender, sexual or gender identity, or ability. We will look to use a broad range of tools, channels, and content styles, to respond to literacy challenges, language barriers and disability, and where appropriate may adopt a more targeted approach to ensure stakeholders in a particular location, group or demographic are encouraged to participate. The Council is committed to being genuine and open-minded in its consultation and recognises the importance of providing people with full and clear information on what it is consulting on, so will always be clear about:

- > What is proposed and why
- > What options we have
- > Our preferred option and why
- > Costs and rating impact (if any)
- > What are the impacts (if any)
- > How the community can have a say and on what aspects
- > The timeframe and process
- > How we will communicate the outcome

Deleted: 'communicate across multiple channels to reach ratepayers and residents. These will include mainstream media (particularly local newspapers and radio), the Council website, social media (Facebook, LinkedIn, Instagram and Twitter), drop-in sessions, information sent with rates notices, direct emails and in the Council's bi-monthly newsletter 'Scuttlebutt'.

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Why¶

What options are available¶

What is the preferred option and why¶

What are the impacts (if any)¶

How the community can have a say¶

The timeframe and the process¶

How the outcome will be communicated

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

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

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

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

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## 12. Management Structure

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

### 13. Remuneration and Employment Policy

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

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

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Commented [JW10]: Have we double checked that this is still the name of the policy (same with one below in title to 14)?

### 14. Equal Employment Opportunities Policy

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

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

The EEO Policy has not been reviewed for some time and will be reviewed in the period covered by this statement. Whilst the intent of the policy will not change, it is timely to consider modernizing and refreshing the language.

### 15. Key Approved Planning and Policy Documents

#### Long Term Plan

The Long-Term Plan or LTP) sets out the Council's priorities over the medium to long-term.

It outlines how the Council intends to contribute to community outcomes over the life of the plan. A Long Term Plan must be reviewed every three years. The next Long Term Plan review will cover the period 2027-2037.

#### Annual Plan

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

#### Annual Report

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

#### District Plan

This is a regulatory planning document to promote the sustainable management of the natural and physical resources of the district, pursuant to the provisions of the Resource Management Act 1991 (RMA). District plans are required to give effect to National Policy Statements and the Regional Policy Statement. District plan provisions are required to be reviewed on a ten-year cycle and are also regularly updated via variations during the ten-year cycle. The Council commenced a review of the Operative District Plan in 2015 via a resolution at the meeting held on 17 April 2014. As of the end of 2025, Stages 1, 2 and 3 of the review have worked through the Council hearing process, with a small number of appeals yet to be resolved in the Environment Court. A number of discrete changes to the district plan are being processed as part of Stage 4 of the review, including the Urban Intensification Variation which proposes amendments to district plan provisions in the district's urban environment, as required by the National Policy Statement on Urban Development 2020. The review of the remaining land that it still governed by the Operative District Plan (which comprises approximately 2% of the district's land area) will be influenced by the transition to new legislation that will replace the RMA.

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#### Asset Management Plans

An asset /activity management plan (AMP) is a strategic and tactical document that outlines how an organisation will manage its physical assets over their lifecycle to deliver a defined level of service in a sustainable and cost-effective manner. AMPs set the context that we operate in, describes what assets we have and what activities we undertake. It describes the current and projected future state of the assets, and what impact future demand might have. The AMPs will set out what options were reviewed as part of developing the proposed ten-year investment programme for operations, maintenance, renewals, and capital investment for a particular asset group and provides a recommended programme.

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

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### Reserve Management Plans

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

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

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### Economic Futures

Council has an in-house economic development team that supports Tourism destination management, Economic Diversification and Events. The work of this group is guided by:

- Travel to a Thriving Future Regenerative Tourism NZ
- Pathways to a Thriving Future Economic Diversification Plan
- Events Policy Policies Arts and Events Policy

These plans and policies are also supported by a range of other organisations including Regional Tourism Organisations, government agencies, Business Chambers and not-for-profit industry and startup support organisations.

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replace the existing strategy.

## 16. Public Access to Council and Elected Members

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

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

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

### Council-Controlled Organisations

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

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

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

In early 2026 the Council is in the process of establishing a Water Services Council Controlled Organisation (WSCCO). A report presented to the Council on 5 February 2026 provides a good snapshot of the project's status in early 2026 and can be accessed [here](#).

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Recruitment of the WSCCO Establishment Board started in 2026 as well as the establishment of an appointment panel of three to five elected members.

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### Elected Members

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

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

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### Contact Us

#### Council Offices

##### Civic Centre

10 Gorge Road  
Private Bag 50072  
Queenstown  
Telephone: (03) 441 0499  
Fax: (03) 450 2223  
Email: [services@qldc.govt.nz](mailto:services@qldc.govt.nz)  
Website: [www.qldc.govt.nz](http://www.qldc.govt.nz)

##### Wānaka Office

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

#### Service Centres

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

#### Queenstown Events Centre

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

#### Queenstown Airport Corporation Limited

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

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### 17. Requests for Official Information

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

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

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

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

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

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

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

## 18. Requests for Personal Information

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

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

Information about Council's Privacy Policy are available via the QLDC website ([www qldc govt nz](http://www qldc govt nz))

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## Appendix 1 – Bylaws

Bylaw Name	General Description	Date Adopted	Amendments	Review Date
Activities in Public Places Bylaw 2023	a) <u>The purpose of this bylaw is to: (a) (b) (c) protect the public from nuisance, protect, promote and maintain public health and safety, and minimise the potential for offensive behaviour in public places; manage and protect Council-Owned or controlled land, structures and other property and assets from misuse, damage or loss; and regulate trading in public places.</u>	10 August 2023		2028
Alcohol-Free Areas in Public Spaces 2018	<u>The purpose of this bylaw is to control and restrict the possession, consumption and bringing of alcohol, in certain locations within the Queenstown Lakes District, in order to reduce the potential for alcohol-related offensive behaviour and harm, damage, disorder and crime and to promote and improve community health and safety.</u>	10 August 2023		2028
Brothel Control Bylaw 2024	<u>Purpose The purpose of this bylaw is to: (a) (b) (c) (d) support the purpose and intent of the Prostitution Reform Act 2003; enable commercial sexual service providers to operate within the District in a manner that addresses community concerns and sensitivities; allow the establishment of brothels in areas where the effects associated with the operation can be readily controlled; and control the establishment of signage associated with brothels to minimise community harm or offence.</u>	1 August 2024		2029
Cemeteries Bylaw 2023	Contains control measures and standards for the operation of cemeteries and crematoria within boundaries covered by Council's responsibility or ownership			2028
Dog Control Bylaw 2020	Facilitating responsible dog ownership and the control of dogs in the Queenstown Lakes District; protecting the wellbeing and safety of people and dogs			2026

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**Deleted:** Protect the public from nuisance;¶ Protect, promote, and maintain public health and safety;¶ and¶ Minimise the potential for nuisance behaviour in public places.

**Deleted:** The purpose of the bylaw is to:¶ Reduce the potential for alcohol related offensive behaviour and hard, damage, disorder and crime and to promote and improvement community health and safety¶ Achieve its objective by putting in place controls and restrictions on the possession, consumption and carriage of alcohol, in some public places within the¶ Queenstown Lakes District.

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Local Governance Statement | Tauākī Kāwanataka ā-rohe 2025-2028



Freedom Camping Bylaw December <u>2025</u> ; and	Defines the areas in the district where freedom camping is permitted or restricted, and the restrictions that apply. It also defines where freedom camping is prohibited to protect the areas, access to those areas and the health and safety of people visiting the areas.	▼		2030	Deleted: 2022 Deleted: 2025 Deleted: 17 December 2021 Deleted: 2026 Deleted: 2021 Deleted: Freedom Camping Bylaw <sup>1</sup> Maps Deleted: 1 July 2021 Deleted: 2026
Integrated Three Waters Bylaw 2021; and  Integrated Three Waters Bylaw Administration Manual	Ensures the Council is able to meet its legislative requirements and obligations relating to the provision of water supply, stormwater, wastewater and trade waste; includes an administration manual providing guidance on the technical aspects of the bylaw	▼		▼	Deleted: 1 July 2021 Deleted: 2026
Navigation Safety Bylaw <u>2025</u>	Regulates and controls the safe use of the district's waterways by people and vessels.	▼		2030	Deleted: 6 April 2018 Deleted: 2023 Deleted: 2018
Shotover River Bylaw 2021	Restricts public access to the Shotover River Concession Area for the purposes of maritime safety for river users.	▼		2026	Deleted: Maritime Transport (Infringement Fees for Offences – Queenstown Lakes District Council Navigation Safety Bylaw <sup>1</sup> 2018) Regulations 2019 ... [9]
Traffic and Parking Bylaw <u>2025</u>	Regulates parking and the use of roads and public areas vested in or under the control of the Council.	▼		▼	Deleted: 3 June 2021 Deleted: 2026  Deleted: Maritime Transport (Infringement Fees for Offences— Queenstown Lakes District Council Shotover River <sup>1</sup> Bylaw 2015) Regulations <sup>1</sup> 2016 ... [10] Deleted: 13 December 2018 Deleted: 2023 Deleted: 2018