

Full Council

5 February 2026

Report for Agenda Item | Rīpoata moto e Rāraki take [6]

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;

Approval of change to Protected Disclosures (Protection of Whistleblowers) Policy

2. **Approve** the following amendment to the Protected Disclosures (Protection of Whistleblowers) Policy:

Delete:

- ~~Direct an email to afrchair@qldc.govt.nz, the Independent Chair of the AFR Committee, or in their absence, the Deputy Independent Chair.~~

Replace with:

- Direct an email to speakout@hrassociate.co.nz, the Independent Whistleblower Supplier.

Freedom Camping Bylaw 2025

3. Amend the Freedom Camping Bylaw 2025 / Ture ā-Rohe mō te Noho Puni Korehere 2025 maps (Attachment A), pursuant to section 11B(4) of the Freedom Camping Act 2011 as follows:

- a. Cardrona Village: add prohibited urban area roads;
- b. Makarora: add prohibited urban area roads;

- c. Hāwea Flat: add restricted rural roads and prohibited areas;
- d. Arrowtown access road from Centennial Avenue to Arrow River Bridges Trail: add restricted rural road;
- e. Glendhu Bay, parcel between lake and reserve: add prohibited area;
- f. Victoria Flats Landfill: add prohibited area;
- g. Frankton, carparking area off Robertson Street: change to reserve status;

4. **Note** that public notice will be given in accordance with section 11B(4) of the Freedom Camping Act 2011 advising of the corrections;

Minor Amendments to Resource Management Act 1991 Delegations

5. **Approve** the changes (Attachment B) to the Queenstown Lakes District Council's Delegations Register to ensure that officer delegations are in line with recent amendments to the Resource Management Act 1991;

Otago Local Authorities Triennial Agreement 2026-29

6. **Ratify** the Otago Local Authorities Triennial Agreement 2026-29 (Attachment C);

7. **Authorise** the Mayor to sign the agreement on behalf of the Queenstown Lakes District Council;

Adoption of Local Governance Statement 2025-28

8. **Adopt** the Local Governance Statement 2025-28 (Attachment D);

Hearing Panel for Kawarau Riverside Reserve Management Plan

9. **Appoint** Councillor Bartlett, Councillor Brent and Councillor Wong (with Councillor Mitchell as reserve) to form a panel to hear and consider submissions on the Kawarau Riverside Reserve Management Plan and make a recommendation on the final form of the Reserve Management Plan to the Community & Environment Committee;

Recommendations from Wānaka-Upper Clutha Community Board

Minister's Approval for the Wānaka Golf Club to Construct a New Clubhouse Facility on the Wānaka Golf Course Recreation Reserve

10. **Agree** to grant the Minister's approval (under delegation from the Minister of Conservation) to the Wānaka Golf Club for the planned new clubhouse building on the Wānaka Golf Course Recreation Reserve;

Underground Services Easement in Favour of Connexa Ltd Over Forest Heights Recreation Reserve

11. **Agree** to exercise the Minister's consent and approve an underground services (electrical and telecommunications) easement over Forest Heights Recreation Reserve, legally described as lot 721 DP 399076, in favour of Connexa Ltd in general accordance with the indicated easement plan, Figure 2;
12. **Delegate** authority to approve final alignment, terms and conditions of the easement and execution authority to the General Manager, Community Services.

Request for a Temporary Easement over a Recreation Reserve Located on the Hopkins Street Recreation Reserve/Luggate Community Hall, Luggate

13. **Approve** subject to section 48(1) of the Reserves Act 1977 for the following:
 - a. A temporary wastewater easement to accommodate an underground pipe, over reserve Lot 12 DP 9232, in favour of Packhorse Trading Limited as the owner of Lots 1 & 2 DP 9232; and
 - b. Direct that associated works shall address the following:
 - i. Be in accordance with RM250047 and associated QLDC engineering approvals;
 - ii. A \$2,000 bond payable to the Queenstown Lakes District Council, prior to any excavation of the areas of Recreation Reserve, or as per Council's Connection to Services requirements;
 - iii. Require that the easement shall only remain in place until such time as reticulated wastewater services become available to Lots 1 & 2 DP 9232. When a connection to reticulated services becomes feasible, that the owner of Lots 1 & 2 DP 9232 must connect to those services and the easement shall be surrendered and the pipe decommissioned to Council's requirements;
 - iv. Require that easement fees are charged under the Easement Policy 2008;
14. **Agree** that notification to grant the easement is not required, as a statutory test in Section 48(3) of the Reserves Act 1977 is met for the reasons set out in this report;
15. **Approve** the exercise of the Minister's consent (under delegation from the Minister of Conservation) to the granting of the identified easements over Council Reserve Land;
16. **Delegate** authority to approve final terms and conditions and execution authority to the General Manager, Community Services.

Project Prioritisation in 2026/27 Annual Plan or earlier in the 2027-2037 Long Term Plan

17. **Approve** the prioritisation of these projects in 2026/27 Annual Plan or earlier in the 2027-2037 Long Term Plan:

- a. Roys Bay Jetty/Pier
- b. Wānaka Lakefront Development (WLDP)
- c. Full-size multi-use artificial turf facility
- d. Active Transport
- e. Arts and Community Facilities

18. **Agree** that any allocation from the Wānaka Asset Sales Reserve by Council should be agreed to in conjunction with the Wānaka-Upper Clutha Community Board.

Prepared by:



Name: Mike Theelen

Title: Chief Executive

14 January 2026

Protected Disclosures (Protection of Whistleblowers) Policy

- Formerly, the Audit, Finance & Risk (AFR) Committee Chair, as an external independent party, was an option under the *Protected Disclosures (Protection of Whistleblowers) Policy* to receive whistleblower disclosures.
- It was clear when new committees were established at the meeting held on 27 November 2025 that the AFR Committee would not exist in the same form as in the previous triennium and this necessitated an amendment to the *Protected Disclosures (Protection of Whistleblowers) Policy*.
- Officers used this as an opportunity to consider other options available and agreed that engaging an independent, external whistleblower service provider would strengthen the integrity and credibility of the Council's reporting framework. An external provider offers a confidential, secure and impartial channel for raising concerns, helping to ensure people feel safe to speak up without fear of retaliation and ensuring disclosures are handled independently of internal management structures. In turn, this reduces actual and perceived risks of conflicts of interest, bias, or suppression of concern, particularly if matters involve senior staff or sensitive issues.
- The use of external whistleblower providers is increasingly recognised as best practice and industry standard across the public sector, driven by regulatory expectations, lessons from major inquiries and modern governance and integrity expectations. As a result, external providers are now commonly used by councils as a core element of contemporary integrity frameworks.
- The change is summarised as being:

Before the change:

- Direct an email to afrchair@qldc.govt.nz, the Independent Chair of the AFR Committee, or in their absence, the Deputy Independent Chair.

After the change:

- Direct an email to speakout@hrassociate.co.nz, the Independent Whistleblower Supplier.

- Additionally, position titles in the Policy have been updated to reflect current officer roles.

Minor Corrections to Freedom Camping Bylaw 2025 / Te Ture ā-Rohe mō te Noho Puni Korehere 2025

- Council adopted the Freedom Camping Bylaw 2025 (the bylaw, click [here](#)) on 9 October 2025, and it took effect on 1 December 2025.
- Since adoption of the bylaw, various mapping errors have been identified. These are explained in more detail in the following paragraphs, but predominately relate to the PDF maps in the final adopted bylaw, not the higher resolution interactive GIS map on the Council website (click [here](#)).

9. Whilst the GIS map provides a highly beneficial platform for Council to be able to enforce the bylaw provisions, the PDF maps in the bylaw must specifically identify restricted or prohibited areas. It is recognised that the static PDF maps do not provide the same degree of detail as the GIS map. Education of campers is focused on the GIS map as the primary resource. The bylaw process signaled that the best available GIS data has been used to inform the bylaw maps. Given the large geographical area of the district, if other discrepancies are identified, they will be addressed in due course.
10. It is recommended that Council correct the errors described below by way of resolution in accordance with section 11B(4) of the Freedom Camping Act 2011 (and as illustrated in Attachment A). This section allows corrections or changes that do not affect an existing right of any person to whom the bylaw applies to be made. These changes are considered changes or corrections as a result of incorrect designation on the bylaw maps.
11. If Council resolves to make these corrections, the bylaw maps will be added to or amended and other related operational changes (GIS maps, communications, website, camper education, etc.) will also be made as appropriate.
12. In relation to each of the following paragraphs, it is recommended that Council agree to making these corrections so that the areas described are properly identified for freedom camping in the PDF maps.

Cardrona Village and Makarora urban areas

13. Cardrona Village and Makarora are urban zones in the QLDC Proposed District Plan (PDP), and therefore were proposed to be prohibited for freedom camping throughout the bylaw development process. This is consistent with how all urban areas in the district were addressed. They are correctly marked as prohibited (orange) on the interactive GIS map, however these areas are currently unmarked in the final PDF bylaw maps, which means that Council may not enforce them as prohibited areas for freedom camping.
14. Attachment A, Figures 1 and 2 show snips of the proposed Schedule 2 prohibited maps for Cardrona Village and Makarora respectively.

Hāwea Flat: various roads

15. Hāwea Flat is in a rural zone in the QLDC PDP and therefore its roads should be marked yellow as rural restricted roads for freedom camping in the bylaw, consistent with other rural roads in the district. The final bylaw PDF maps show a combination of unmarked and restricted rural roads, whilst the GIS maps incorrectly show some of the roads in this area as prohibited for freedom camping. In addition, prohibited areas in Hāwea Flat fall outside of the map extent of the Hāwea area prohibited map. It is proposed that this map extent be adjusted to include Hāwea Flat.
16. Attachment A, Figures 3 and 4 show snips of the proposed corrected Schedule 1B restricted and Schedule 2 prohibited maps that includes Hāwea Flat.

Arrowtown: Access road from Centennial Avenue to the Arrow River Bridges Trail

17. The access road from Centennial Avenue to the Arrow River Bridges Trail, Arrowtown, was incorrectly designated in the GIS data and not marked as a road parcel during the bylaw development process. It therefore was not marked in the PDF map in the bylaw nor the interactive GIS map as a rural road.
18. This is inconsistent with the approach taking in the bylaw development process, of designated rural roads being restricted for freedom camping. Attachment A, Figure 5 shows a snip of the corrected Schedule 1B restricted area map for this area.

Glendhu Bay, narrow parcel between lake and reserve

19. The reserve adjacent to the Glendhu Bay campground (Rotary Park), contains a strip of Council land (non-reserve) between a reserve parcel and the lakefront (LINZ) that is correctly marked as prohibited for freedom camping in the GIS maps, but is unmarked in the bylaw PDF maps due to being outside the Schedule 2 prohibited maps extent (page 21 of the bylaw). This area is recommended to be prohibited in the Tonkin and Taylor assessment because freedom camping may obstruct vehicles using the boat ramp, restrict public use of facilities and conflicts with other users which may lead to health and safety risks.
20. Attachment A, Figure 6 shows a snip of the proposed Schedule 2 prohibited map for Glendhu Bay (Rotary Park).

Victoria Flats Landfill

21. The Victoria Flats Landfill is correctly identified as prohibited for freedom camping in the GIS map, but is unmarked in the bylaw PDF maps due it to being outside the Schedule 2 prohibited maps extent (page 22 of the bylaw). Attachment A, Figure 7 shows a snip of the proposed Schedule 2 prohibited map for the Victoria Flats landfill.

Frankton, carparking area off Robertson Street

22. There is a parcel of land off Robertson Street that has been incorrectly designated as prohibited (orange) for freedom camping under the bylaw in the PDF map (page 26) and the GIS map (Attachment A, Figure 8) but is reserve land. Whilst prohibited in both scenarios, the current designation in the bylaw impacts Council's ability to issue the correct infringement at this area under the Reserves Act 1977, as opposed to under the bylaw.
23. Attachment A, Figure 9 shows a snip of the proposed corrected Schedule 2 prohibited map for this area.

New Officer Delegations under Resource Management Act 1991

24. The Resource Management Consenting and other system changes came into full effect on 20 October 2025. This has necessitated some updates to enable officers to have the appropriate delegated authority under the Resource Management Act 1991 ('the RMA'). The proposed delegations are summarised in Attachment B with deletions shown with strikethrough and additions underlined. It is recommended that the Council approve the updates to delegations. Note that because the recommendation refers to Attachment B, it will eventually be included as an attachment to the minutes when they are confirmed.

Otago Local Authorities Triennial Agreement 2026-2029

25. Section 15 of the Local Government Act 2002 requires all local authorities within a region to enter into a triennial agreement by 1 March following each triennial local government election. The purpose of the agreement is to ensure that appropriate levels of communication, coordination and collaboration are maintained between local authorities within the region.

26. The proposed Otago Local Authorities Triennial Agreement 2026-29 (Attachment C) was prepared by the Otago Mayoral Forum secretariat, in consultation with staff across the region, the Otago Chief Executive and Mayoral Forums, and attendees at the Zone 6 meeting in November 2025. It captures and provides a mandate for the various mechanisms that enable Otago's councils to work together, including the Otago Mayoral Forum, Hui for Otago, Otago Chief Executives Forum, joint committees including statutory joint committees, governance-level advisory and working groups, and staff working groups.

27. The proposed agreement was discussed at the Otago Mayoral Forum on 5 December 2025, where members agreed that it should be referred to Otago's councils for ratification.

Local Governance Statement

28. The Council is required under Section 40 of the Local Government Act 2002 (LGA) to have a Local Governance Statement in place within six months of a triennial election.

29. The Local Governance Statement is a publicly available document and contains a collection of information about the processes through which the local authority engages with its community, how decisions are made and how citizens can influence these processes.

30. Section 40 requires Local Governance Statements to contain the following information:

- the functions, responsibilities, and activities of the local authority;
- any local legislation that confers powers on the local authority;
- the bylaws of the local authority, including for each bylaw, its title, a general description of it, when it was made, and, if applicable, the date of its last review under section 158 or 159;
- the electoral system and the opportunity to change it;
- representation arrangements, including the option of establishing Māori wards or constituencies and the opportunity to change them;
- members' roles and conduct (with specific reference to the applicable statutory requirements and code of conduct);

- f. governance structures and processes, membership, and delegations;
- g. meeting processes (with specific reference to the applicable provisions of the Local Government Official Information and Meetings Act 1987 and standing orders);
- h. consultation policies;
- i. policies for liaising with, and memoranda or agreements with, Māori;
- j. the management structure and the relationship between management and elected members;
- ja. the remuneration and employment policy, if adopted;
- ka. equal employment opportunities policy;
- la. key approved planning and policy documents and the process for their development and review;
- ma. systems for public access to it and its elected members; and
- na. processes for requests for official information.

31. The previous Local Governance Statement has been reviewed and relevant updates made. A track changes version of the 2025-28 Local Governance Statement is attached (see Attachment D). This is a raw version of the document and once adopted, will go to the Council's graphic design team which will greatly improve its readability and appearance. The new Local Governance Statement needs to be published online by 11 March 2026.

Hearing Panel for Kawarau Riverside Reserve Management Plan

32. At the final Community & Services Committee meeting of the last triennium it was recommended that the Draft Kawarau Riverside Reserve Management Plan be approved for public notification and this was subsequently approved by full Council on 9 October 2025.

33. Part of the resolution was around the constitution of a hearing panel, as it was recognised that the matter would cover two different triennia:

'Agree that (following the election), the Council will appoint three Councillors to a panel to hear and consider submissions received, subject to the Draft Kawarau Riverside Reserve Management Plan being approved for public notification.'

34. The Kawarau Riverside Reserve is in Queenstown so it makes sense for the hearing panel to contain elected members from the Queenstown area. It is suggested that Councillors Bartlett, Brent and Wong form the hearing panel with Councillor Mitchell as reserve. A hearing will be scheduled to take place in mid-late April 2026.

Recommendations from Wānaka-Upper Clutha Community Board

Minister's Approval for the Wānaka Golf Club to Construct a New Clubhouse Facility on the Wānaka Golf Course Recreation Reserve

35. The Wānaka Golf Club (the Club) wishes to upgrade its clubhouse to better meet the needs of its 1,500 strong (and growing) membership. This need was identified as long ago as 1987.

36. The Club's preference is to construct a new purpose-built clubhouse on a new site, slightly south-west of the current clubhouse as this will allow operations to continue during the construction period. Part of the current structure contains elements of the original clubhouse built in 1927, but the Club intends either to partially or completely demolish the building because its maintenance is a burden on the Club and there is a need for additional parking.
37. Please refer to the Board's agenda from its meeting held on 16 December 2025 (item 4) to review concept drawings of the proposed new clubhouse.
38. Wānaka Golf Course is legally described as Section 12 Block XLIX Town of Wānaka Survey District and is classified as a Recreation Reserve under the Reserves Act 1977. A new clubhouse is anticipated in the relevant Reserve Management Plan and the Board has recommended to Council that the proposal be approved (as full Council holds the delegation under the Reserves Act 1977).
39. The two items discussed in the paragraphs below are covered by the Reserves Act 1977 as well and are also recommendations from the Board to Council for approval.

Underground Services Easement in Favour of Connexa Ltd Over Forest Heights Recreation Reserve

40. Connexa provides tower infrastructure to a range of telecommunications organisations, primarily Spark and 2 Degrees. Connexa has a six year licence (with two additional terms of six years each) to site a new tower in Forest Heights Recreation Reserve ('the Reserve') to replace a temporary tower that was in Sticky Forest.
41. Connexa is now seeking an underground services easement for underground power and telecommunications (fibre), with the easement to run from Platinum Ridge Road to the new tower. The route of the proposed easement has been chosen for ease of installation and to minimise impact on the Reserve. The easement is the most efficient way of getting power to the tower.

Request for a Temporary Easement over a Recreation Reserve Located on the Hopkins Street Recreation Reserve/Luggate Community Hall, Luggate

42. Council administers the Recreation Reserve described as Lot 12 DP 9232 and is the area on which the Luggate Community Hall is located. Packhorse Holdings Ltd owns land adjacent to the Reserve (55 and 59 Main Road, Lots 1 & 2 DP 9232) and seeks to connect (via a 50mm pipe) to the Council wastewater services within the reserve to enable a commercial development of its site.
43. This connection is only required until dedicated reticulated wastewater services are ultimately extended along State Highway 6, Main Road, Luggate. The timing of reticulated services becoming available is estimated as being two years. It is proposed that the easement is cancelled upon a required connection to reticulated services ultimately occurring, and the 50mm pipe capped and decommissioned.

44. Digger access to the area will be required in order to lay the pipe and make the connection, after which the area will be reinstated. The infrastructure and easement will not affect the public's use and enjoyment of the reserve nor have a long-term effect on the reserve, so meets the Reserves Act 1977 statutory test of not requiring public notification.

Project Prioritisation in 2026/27 Annual Plan or earlier in the 2027-2037 Long Term Plan

45. A report from the General Manager Assurance, Finance & Risk sought the input of the Wānaka-Upper Clutha Community Board (WUCCB) at its meeting on 16 December 2025 into determining the priority of projects either in the 2026-27 Annual Plan or early in the 2027-2037 Long Term Plan (LTP).

46. The Board's priorities are discussed in the following paragraphs and the Board has recommended that these priorities flow through into the Council's consideration of both the 2026-27 Annual Plan and 2027-37 LTP.

47. The Board acknowledges that some funding for these projects could come from the Wānaka Asset Sales Reserve (WASR) fund. The current balance of the WASR is \$4,823,079 but this still needs to include proceeds from the recent sale of a property in Ironside Drive. The Board also recommends that any Council allocation sought from WASR be agreed in conjunction with WUCCB.

a. Roy's Bay Jetty/Pier

There is no current LTP funding for renewal of Roy's Bay Jetty, however recent assessment and community engagement indicate the need for Council direction. Potential exists to reallocate underspend from the Eely Point Boat Ramp and Jetty budget and in the later years of the LTP. The WUCCB would like staff allocated to engagement and design work in the 2026/27 Annual Plan. This project could be funded by the WASR fund.

b. Wānaka Lakefront Development Plan (WLDP)

WLDP remains underfunded for early delivery. The Board seeks to bring forward existing planning funding to inform the next LTP and supports progressing a standalone pathway project to improve connectivity ahead of the full stage. Additional lakefront and town centre projects may require funding offsets or integration within WLDP Stage 4.

c. Sport and Recreation

An options analysis is underway to build a full-size multi-use artificial turf facility in the Upper Clutha, with indicative costs of \$3.5-4 million. Funding through the WASR may be considered. Funding is also allocated in the LTP for future development of a sports hub (potentially at Ballantyne Road).

d. Active Transport

Opportunities exist to progress shared paths, safety improvements and wayfinding through existing active travel and minor improvement budgets, subject to NZTA co-funding, where required.

e. Arts and Community Facilities

The Wānaka Performing Arts Centre is not currently included in the LTP due to borrowing constraints but remains a priority, subject to further feasibility work and future LTP consideration. A community park/outdoor area in Timsfield, Hāwea could potentially be delivered using existing playground funding and Development Contributions.

f. Other Advocacy Projects

The Board will continue to advocate for improved community engagement, public transport planning, water quality outcomes, appropriate use of the WASR, completion of the Wānaka Airport Review and Master Plan, and implementation of the Parking Management Strategy.

Meetings of the Previous Round

Wānaka-Upper Clutha Community Board Meeting held on 16 December 2025

Information:

1. Temporary Road Closure Application – Challenge Wānaka 2026 (TC250006)
2. Temporary Road Closure Application – Motatapu 2026 (TC250010)
3. Temporary Road Closure Application – Wānaka A&P Show 2026 (TC250011)
8. Stage 1 Mountain Bike Trails in the Mount Iron Reserve
9. Chair's Report

Recommendations

4. Minister's Approval for the Wānaka Golf Club to Construct a New Clubhouse Facility on the Wānaka Golf Course Recreation Reserve
5. Underground Services Easement in Favour of Connexa Ltd Over Forest Heights Recreation Reserve
6. Project Prioritisation in 2026/27 Annual Plan or earlier in the 2027-2037 Long Term Plan
7. Request for a Temporary Easement over a Recreation Reserve Located on the Hopkins Street Recreation Reserve/Luggate Community Hall, Luggate

Attachments | Kā Tāpirihaka

A	Maps showing corrections to Freedom Camping Bylaw 2025 / Ture ā Rohe mō te Noho Puni Korehere 2025
B	New Officer Delegations under Resource Management Act 1991
C	Otago Local Authorities' Triennial Agreement 2026–29
D	Local Governance Statement 2025-28 (track changes)