

Full Council

7 May 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 recent Standing Committee and Wānaka-Upper Clutha Community Board (WUCCB) meetings.

Recommendation | Kā Tūtohuka

That the Council:

1. **Note** the contents of this report;

Appointment of a Chief Executive Recruitment Subcommittee

2. **Appoint** a Chief Executive Recruitment Subcommittee, with a membership of Mayor Glover, Councillor King, Councillor Smith, Councillor White and Councillor Wong to oversee the Chief Executive recruitment and appointment process;

Annual General Meeting of Local Government New Zealand (LGNZ)

3. **Delegate** authority to the Mayor (or the Deputy Mayor as alternate) to exercise the Council's vote at the LGNZ Annual General Meeting 2026 to be held on 29 July 2026 and to vote in accordance with the Council's direction;

Review of Queenstown Airport Directors' Remuneration and Appointment/Reappointment

4. **Note** that Queenstown Airport director membership does not need to be considered until October 2027 and that director remuneration will be considered at the Council meeting on 26 June 2026;

Appointment of Elected Members to External Organisations

5. **Appoint** John Wellington (WUCCB member) as a Council representative on the Upper Clutha Track Trust;

6. **Appoint** Kathy Dedo (WUCCB member) as a Council representative on Community Link Upper Clutha;

Procurement Plan for Electricity Contract

7. **Note** that under its terms of reference, a Procurement Plan of this nature can be considered by the Smart Growth Committee, but the timing of this procurement process does not align with the scheduled committee meetings and as such, this Procurement Plan is being considered by full Council;
8. **Approve** the Procurement Plan for the Electricity Contract to enable Council to go to the open market during June 2026;
9. **Delegate** to the Chief Executive the power to approve the procurement recommendation report and enter into a contract with the preferred supplier(s) for an Electricity Supply contract; with a contract commencement date of 1 October 2026 and a proposed term of either five or seven-years at an estimated cost of \$33.88 - \$50.08 million;

Review of Policies

10. **Adopt** the Backflow Prevention Policy 2026, effective from 7 May 2026.
11. **Endorse** the revocation and archiving of the following policies, effective from 7 May 2026:
- a. Signs – Town Pier Policy 1990;
 - b. Policy on Making Submissions 1998;
 - c. Banner and Event Signage Policy 2009;
 - d. Policy for the Provision of New Water Supply and Sanitary Sewer Connections 1996; and,
 - e. Backflow prevention policy 2022;
12. **Note** that the revocation of these policies has been assessed in accordance with section 82 of the Local Government Act 2002 and does not require formal consultation;
13. **Authorises** the Chief Executive to update Council records and notify relevant stakeholders of the revocations;

Recommendation from Wānaka-Upper Clutha Community Board Meeting of 2 April 2026

Retrospective Approval – Aurora Energy Easement, Criffel Place Local Purpose Reserve

14. **Accept** the recommendation from the Wānaka-Upper Clutha Community Board and agree to exercise Minister’s consent and approve an electrical services easement over Criffel Place

local purpose (access) reserve, Luggate, legally described as Lot 201 DP 361422, in favour of Aurora Energy in accordance with the easement plan at Attachment G;

15. **Accept** the recommendation from the Wānaka-Upper Clutha Community Board and delegate authority to approve final terms and conditions of the easement and execution authority, to the General Manager, Community Services.

Recommendations from Risk & Assurance Committee Meeting of 9 April 2026

Risk Management Policy

16. **Accept** the recommendation from the Risk & Assurance Committee and approve the changes proposed to the Risk Management Policy in accordance with the recommendations of the Risk and Assurance Committee, effective from 7 May 2026;

Deloitte Planning Report for the 2025/2026 Audit

17. **Accept** the recommendation from the Risk & Assurance Committee and delegate the Mayor and Chief Executive to sign the Audit Engagement letter and the Audit Proposal letter on behalf of Council; and

Recommendation from Community & Environment Committee Meeting of 23 April 2026

Notice of Intent to review the Sunshine Bay, Frankton and Kelvin Heights Foreshore Management Plan 1991

18. **Accept** the recommendation from the Community & Environment Committee and agree to exercise the Minister's consent (under delegation from the Minister of Conservation), that a Notice of Intent is published advising that a review of the Sunshine Bay, Frankton, Kelvin Heights Foreshore Management Plan is to be prepared, in accordance with s41(5) of the Reserves Act 1977.

Prepared by:



Name: Michelle Morss
Title: Interim Chief Executive
14 April 2026

Appoint a Chief Executive (CE) Recruitment Subcommittee

1. The Queenstown Lakes District Council (QLDC) is currently recruiting a new Chief Executive and at an ordinary meeting of Council held on 5 February 2026, agreed to appoint a recruitment agency to assist in the recruitment process.
2. Advice from the agency is for the Council to establish a recruitment subcommittee to manage the initial stages of the recruitment process, including longlisting, shortlisting, first-round interviews and confirming a preferred candidate to progress. The full Council will undertake second-round interviews and make the final appointment decision.
3. At a meeting of the Chief Executive Relationship and Recruitment Committee held on 31 March 2026, it was agreed unanimously to recommend to Council to appoint a Chief Executive Recruitment Subcommittee with a proposed membership of Mayor Glover, Councillor King, Councillor Smith, Councillor White and Councillor Wong. This aligns with the agency guidance that establishment of this subcommittee will support a robust and efficient recruitment process.

Annual General Meeting of Local Government New Zealand

4. The 2026 Annual General Meeting (AGM) of Local Government New Zealand (LGNZ) member authorities will be held on Friday 31 July 2026 at 12.00pm. It is traditionally held as part of the LGNZ conference, but the conference itself is being held in Rotorua 14-15 October 2026. Given there is no LGNZ conference happening at the same time, the AGM will be conducted online.
5. Business conducted at each AGM is standard, including the election of President and Vice President (in the year following local elections), receipt of annual accounts and voting on any remits submitted from zones, sector groups or member authorities. The Mayor and Deputy Mayor traditionally exercise the Council's vote.
6. The Council is asked to delegate authority to the Mayor (or the Deputy Mayor as alternate) to exercise the Council's vote at the LGNZ 2026 Annual General Meeting and to vote in accordance with the Council's direction.

Review of Queenstown Airport (QAC) Directors' Remuneration and Appointment (or Reappointment)

7. At the last Council meeting, a recommendation from the Smart Finance Committee was approved that the full Council would consider requests to review Queenstown Airport (QAC) Directors' remuneration and QAC Chair/Board appointments or reappointments.
8. QAC director membership does not need to be considered until October 2027, at which time a panel of Councillors will be convened to conduct interviews and make a recommendation to Council.
9. A paper containing recommendations on QAC director remuneration is proposed to come to Council on 25 June 2026.

Appointment of Elected Members to External Organisations

10. At the Council meeting held on 19 March 2026, the Council allocated elected members (Councillors and Wānaka-Upper Clutha Community Board members) as representation on various local societies, community groups and associations.
11. The appointments were published on the website and the Democracy Services team received advice from current elected members that there were two omissions from the list of appointments, namely, a representative on the Upper Clutha Tracks Trust and a representative for Community Link Upper Clutha. Practically speaking, because both organisations are based in the Upper Clutha, the representative needs to be either a Wānaka-Upper Clutha Ward Councillor or a member of the Wānaka-Upper Clutha Community Board.
12. Following liaison with the Chair and Deputy Chair of WUCCB and with Councillor Wong (as Chair of Community & Environment Committee) it was agreed that the appointee to Upper Clutha Tracks Trust should be John Wellington and Kathy Dedo should represent Council on Community Link Upper Clutha. Both of these appointments are consistent with their portfolio roles.

Procurement Plan for Electricity Contract

13. QLDC spent around \$5.2M per annum on electricity in the 2024/2025 financial year. A significant proportion of electricity is consumed pumping water from sources up to reservoirs. QLDC has three key contracts with different electricity providers, two of which expire on 30 September 2026 (Meridian, Simply), while the third (Genesis) is on a monthly rollover provision.
14. There are 302 sites to which electricity is provided. Ten of the 302 sites drive over half of the \$5.2M total cost, and 30 are responsible for more than 80%. Meridian, Simply and Genesis have a combined market share of the District of 84.5% (South Island 85.7%).
15. Previously, QLDC has procured electricity using the All of Government (AoG) process. The AoG process has the advantage of being primarily administered by Ministry of Business, Innovation & Employment for a fee but only seeks out the supplier with the lower price. The AoG process does not ask potential suppliers broader questions relating to partnerships around non-price attributes, such as access to renewable energy certificates or financing solar.
16. QLDC is seeking a tailored commercial arrangement that prioritises competitive pricing alongside partnered solutions. This reflects a shift from passive energy purchasing to actively managing energy use, cost and resilience outcomes over time.
17. Timing is critical for engaging with the market. The only AoG process for 2026 was in January/February, which did not align with QLDC timeline requirements, therefore our external consultant (Sapere; Dr Steve Batstone) and QLDC's internal procurement team has recommended advertising a Request for Proposal (RFP) to the open market on GETS during the month of June 2026. This will allow sufficient time during July to evaluate the tenders, enable further negotiation and then undertake any necessary metering changes required before the current contracts expire. Key factors affecting pricing are gas availability, new generation and demand which

influence the electricity futures market and the forward pricing curve on the Australian Security Exchange (ASX).

18. The Smart Finance Committee is delegated to ‘approve procurement plans (where applicable), preferred suppliers, and contracts for all capital expenditure where the lifetime value of the contract exceeds maximum limits for the Chief Executive or Chief Executive with countersignature by the Mayor or Deputy Mayor as detailed in the Financial 32 Delegations Register, noting that the Committee may delegate authority for approval of preferred supplier and/or contract to the Chief Executive conditional on adhering to the procurement policy’.
19. Due to the dates of the Smart Finance Committee meetings (18 June and 10 September), these approvals are being sought by Council to allow sufficient time to run the full procurement process.

Adoption of the Backflow Prevention Policy 2026

20. The Backflow Prevention Policy 2022 sets out requirements in order to prevent backflow to protect the district’s drinking water supply. This includes device standards, responsibilities and enforcement.
21. Members of the Property & Infrastructure team have undertaken a review of this policy and it is considered fit for purpose, with only minor changes proposed (mainly typographical), all of which have no impact on the policy’s principles and operation.
22. This matter is of low significance, as determined by reference to Council’s Significance and Engagement Policy 2024 because it is of low importance to the district, there is minimal community interest in the matter, it is consistent with best practice in relation to policies and there is no impact on Council objectives or on mana whenua.
23. Given this, it is not considered that public consultation on a draft policy is required. These changes have been incorporated into the proposed Backflow Prevention Policy 2026 (Attachment A) and the Council is asked to adopt it, effective 7 May 2026.

Revocation of Policies

24. As part of ongoing compliance to ensure that QLDC’s policies are fit for purpose, endorsement is sought from Council on the following policies proposed to be revoked and archived. Because these policies were adopted by Council, it is necessary that it formally revoke policies that are no longer required or that have been superseded by other instruments.
25. The table below includes a description of the purpose of each policy and an explanation as why it is proposed to be revoked and archived.

Table 1: Policies proposed for revocation

Policy	Date	Description	Reason for revocation and archive
Backflow prevention policy	2022	Policy sets requirements for preventing backflow to protect the district's drinking water supply, including device standards, responsibilities, and enforcement.	Subject to the resolution at point (9) above, the policy has been superseded by Backflow Prevention Policy 2026 (Attachment A).
Signs Town Pier Policy (Attachment B)	1990	Policy reaffirms that sandwich boards are not permitted on the Main Town Pier.	The policy has been superseded by the QLDC Operative District Plan (Section 18) ¹ .
Policy on Making Submissions (Attachment C)	1998	Policy outlines decision-making processes for preparing and approving submissions.	The policy has been superseded by other submission processes including the advocacy priorities which were approved by Council at the meeting on 19 March 2026 ² .
Banner and event signage policy (Attachment D)	2009	Policy sets out rules, processes, and design standards for the use of banners and event signage in public spaces across the district.	The policy is no longer required as the process are either no longer applicable or included in the Operative District Plan or banner and event signage booking process ³ .
Policy for the provision of new water supply and sanitary sewer connections (Attachment E)	1996	Policy outlines how new water supply and sanitary sewer connections are arranged, delivered, and funded.	The policy has been superseded by the 'Connection to Council Services' process which is supported by procedural documentation and is therefore no longer required.

Recommendation from Wānaka-Upper Clutha Community Board Meeting held on 2 April 2026

Retrospective Approval – Aurora Easement, Criffel Place Local Purpose Reserve

26. Aurora Energy currently holds easements to convey and transform electricity within the Criffel Place Reserve in Luggate.

¹ <https://districtplan.qldc.govt.nz/operative/rules/0/179/0/0/0/94>

² <https://www.qldc.govt.nz/your-council/council-meetings/19-march-2026-full-council-meeting/>

³ <https://www.qldc.govt.nz/community/event-planning-and-venues/useful-event-resources/temporary-event-signage/>

27. Aurora wishes to replace an outdated Ring Main Unit (RMU) in the reserve. The replacement RMU needs to be located adjacent to the existing RMU to avoid interruption to supply and therefore requires the existing easement to be extended.
28. Officers reported that the easement extension is to replace an existing electrical installation already located on the reserve. As a result, approving it will not permanently damage the reserve or affect the rights of the public to the reserve, so public notification is not required under the Reserves Act 1977. The overall impact on the reserve is negligible, as there will be no additional above ground infrastructure and the extra easement area is small (6.7m²) and located against the boundary.
29. The Wānaka-Upper Clutha Community Board considered the application at its meeting on 2 April 2026 and resolved unanimously to recommend to Council that the easement be approved, subject to standard conditions.

Recommendations from Risk & Assurance Committee Meeting held on 9 April 2026

Risk Management Policy

30. Proposed changes to the Risk Management Policy were presented to the Risk and Assurance Committee (RAC) meeting on 9 April 2026.
31. The Risk Management Policy (version 4) was adopted at the 20 March 2025 Council meeting. At the request of the previous Audit, Finance and Risk Committee (AFRC), the Risk Management Policy was reviewed against the new Risk and Assurance Committees Terms of Reference. Specifically, the AFRC asked for a review of the three lines of assurance model in relation to the approval of the Internal Assurance Plan.
32. Following officer review, it was recommended to RAC that the three lines of assurance model be amended so that the third line of assurance (internal audit) receives direction from Council in regard to the Internal Assurance Plan. Under the proposed model, a recommended plan would be considered by RAC, prior to approval by Council.
33. In addition to the amendments outlined above, an amendment to the 'mandatory requirements relating to risk ownership and reporting' was also proposed requiring high and very high risks, to be reported to the Assurance & Risk Manager upon initial identification or when the residual risk rating escalates to very high or high. The requirement for high and very high risks to be reported quarterly to the Executive Leadership Team (ELT) and RAC has been maintained. This amendment clarifies reporting requirements and ensures that the Assurance and Risk Manager, ELT and RAC have oversight of material changes in the organisations risk profile.
34. The proposed changes were recommended unanimously to Council by the RAC and have been incorporated into the Risk Management Policy (version 5) as shown in Attachment G.

Deloitte Planning Report for the 2025/2026 Audit

35. The RAC considered Deloitte’s plan for the 2025/2026 audit at the meeting held on 9 April 2026. The plan discussed the proposed approach and associated focus areas for the upcoming audit. Appended to the plan were an audit engagement letter addressed to the Mayor and a letter proposing to conduct the QLDC audit and subsidiaries on behalf of the Auditor-General for the 2026, 2027 and 2028 financial years addressed to the Interim Chief Executive.
36. The Committee recommended that the Council approve the Mayor and Interim Chief Executive signing these letters on behalf of the Council.

Recommendation from Community & Environment Committee Meeting held on 23 April 2026

Notice of Intent to review the Sunshine Bay, Frankton and Kelvin Heights Foreshore Management Plan 1991

37. The Sunshine Bay, Frankton and Kelvin Heights Foreshore Management Plan covers all the foreshore reserves from Sunshine Bay to One Mile, and from Park Street around the Frankton Arm to Kelvin Peninsula.
38. The existing plan was adopted on 1 September 1991, making it nearly 35 years old. It is not representative of the development pressures these reserves are now facing and many of the objectives and policies are outdated. A review is considered overdue and necessary and a proposal to review it during 2026 was accepted by the Community & Environment (C&E) Committee at its meeting held on 23 April 2026.
39. Although not formally named a Reserve Management Plan (RMP), it will be prepared as one under the Reserves Act 1977, and whilst currently known as a ‘Foreshore Management Plan’, it will eventually be renamed as a Reserve Management Plan. The legislative process for developing and reviewing RMPs requires the Council first to declare its intention to prepare or review a RMP and this must be publicly notified. Engagement then follows with iwi, the community and stakeholders to inform development of the draft RMP.
40. All delegations under the Reserves Act 1977 sit with full Council and the C&E Committee has recommended that the Council exercise the Minister’s consent (under delegation from the Minister of Conservation) to publish a Notice of Intent advising that a review of the Sunshine Bay, Frankton, Kelvin Heights Foreshore Management Plan is to be prepared, in accordance with s41(5) of the Reserves Act 1977.

Meetings of the Previous Round

Wānaka-Upper Clutha Community Board Meeting held on 2 April 2026

Information:

1. License to Occupy - 81 West Meadows Drive (LO250057)
3. Mount Iron Trail Plan
5. Chair’s Report

Recommendation:

2. Wānaka-Upper Clutha Community Board Terms of Reference & Governance Agreement (*this is the subject of report #2 on this agenda*)
3. Retrospective Approval – Aurora Easement, Criffel Place Local Purpose Reserve (*see recommendations 14 & 15 above and paragraphs 26-29 in the body of the report*)

Risk & Assurance Committee Meeting held on 9 April 2026

Information:

2. Compliance Update, April 2026
3. Insurance Update, April 2026
4. Lakeview Development Programme — Background Summary and Current Status
5. 2024/25 Annual Report Management Letter
7. Internal Assurance Report April 2026
8. Cybersecurity Update
9. Legal Update
10. Meeting with Internal and External Auditors

Recommendation

1. Risk Management Update, April 2026 (*see recommendation 16 above and paragraphs 30-34 in the body of the report*)
6. Deloitte Planning Report for the 2025/2026 Audit (*see recommendation 17 above and paragraphs 35-36 in the body of the report*)

Items 7-10 were considered with the public excluded.

Smart Growth Committee Meeting held on 14 April 2026

Information

1. Update on Progress on the Proposed District Plan and Other Key Projects
2. Update of Proposed District Plan Appeals

Item 2 was considered with the public excluded.

Community & Environment Committee Meeting held on 23 April 2026

Information

1. New Seat and Memorial Plaque Request for Meila Davis within Frankton Domain Reserve
2. New Seat and Memorial Plaque Request for Alex Davis within Murdoch Park at Arthurs Point

Recommendation

3. Notice of Intent to review the Sunshine Bay, Frankton and Kelvin Heights Foreshore Management Plan (*see recommendation 18 above and paragraphs 37-40 in the body of the report*)

Organisational Excellence Committee Meeting held on 28 April 2026

Information

1. Regulatory Update
2. Health, Safety & Wellbeing Report
3. Business Process Programme
4. Emergency Management Update

5. Communications & Engagement Update

Attachments | Kā Tāpirihaka

A	Backflow Prevention Policy 2026 (track changes)
B	Signs Town Pier Policy 1990
C	Policy on Making Submissions 1998
D	Banner and Event Signage Policy 2009
E	Policy for the provision of new water supply and sanitary sewer connections 1996
F	Criffel Place Easement Extension Plan
G	Risk Management Policy (version 5)
H	Audit Proposal Letter
I	Audit Engagement Letter
