

Wānaka-Upper Clutha Community Board

16 December 2025

Report for Agenda Item | Rīpoata moto e Rāraki take [5]

Department: Community Services

Title | Taitara: Underground Services Easement in Favour of Connexa Ltd Over Forest Heights Recreation Reserve

Purpose of the Report | Te Take mō te Pūroko

To consider recommending to Council to approve an underground services easement in favour of Connexa Ltd over the Forest Heights Recreation Reserve, Wānaka.

Recommendation | Kā Tūtohu

That the Wānaka-Upper Clutha Community Board:

1. **Note** the contents of this report; and
2. **Recommend to Council** to exercise 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;
3. **Recommend to Council** to delegate authority to approve final alignment, terms and conditions of the easement and execution authority to the General Manager Community Services.

Prepared by:



Name: Matthew Judd
Title: Parks Property Planner
24 November 2025

Endorsed by:



Name: Dave Winterburn
Title: Parks Manager
24 November 2025

Reviewed and Authorised by:



Name: Ken Bailey
Title: GM Community Services
25 November 2025

Context | Horopaki

1. Connexa provide tower infrastructure to a range of telecommunications organisations; primarily Spark and 2 Degrees.
2. Connexa applied to Council for a licence for a new tower in Forest Heights Recreation Reserve (the Reserve) to replace a temporary tower currently within Sticky Forest. This was recommended for approval by the Wānaka-Upper Clutha Community Board (WUCCB) on 20 February 2025 and approved by Council on 20 March 2025. This is a six year licence commencing in November 2025, with two additional terms of six years each. The location of the Reserve (blue outline) and the new tower location (red circle) are shown on figure 1:

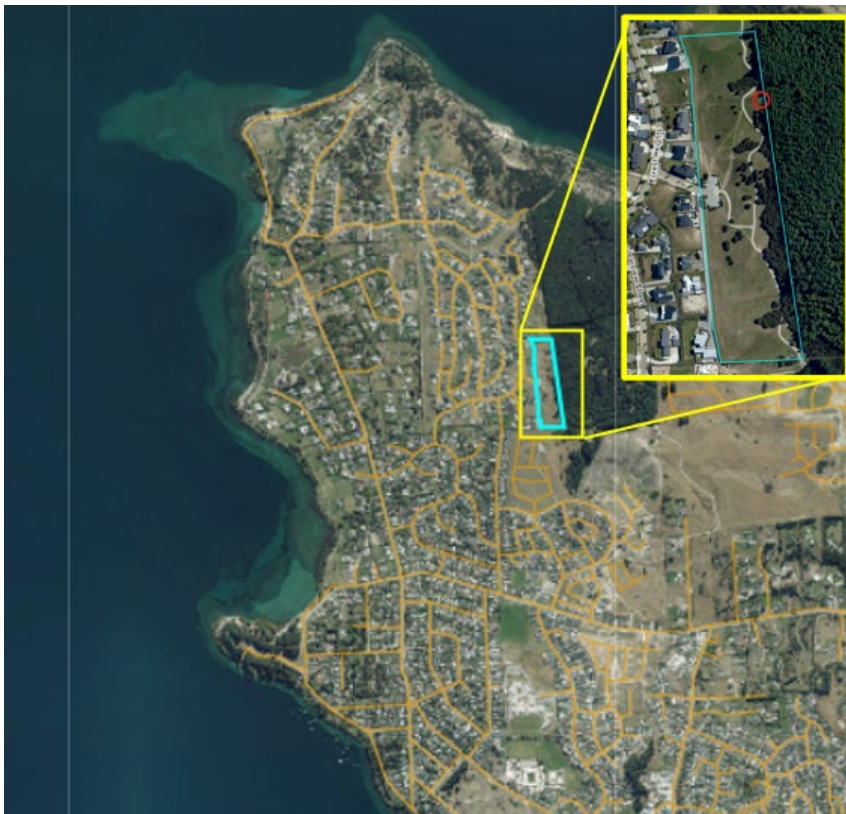


Figure 1 - Location map showing Forest Heights Reserve and the new tower location

3. Connexa have now applied for an underground services easement for underground power and telecommunications (fibre). The easement would run from Platinum Ridge Road to the new tower. The easement route is highlighted yellow on Figure 2 below.



Figure 2: Indicative proposed easement route in yellow above

4. The above route has been chosen for ease of installation and to minimise impact on the Reserve. It is intended the services will be installed via directional drilling, minimising excavation and reserve impact. This proposed route is still preliminary and may be subject to change in alignment during installation.
5. The previous temporary tower in Sticky Forest had underground power through a temporary easement across the Reserve in favour of Spark (now Connexa). This easement was granted by QLDC in 2017. It was for an initial two-year term with a two-year renewal. This connection is insufficient to meet the needs of the new tower.
6. Forest Heights Reserve is legally described as Lot 721 Deposited Plan 399076 contained within certificate of title 411545. The land is vested as recreation reserve and is subject to the Reserves Act 1977 (the Act).
7. In accordance with section 48(1)(d) of the Act, Council has the authority to grant an easement for an electrical installation or work. Consent of the Minister of Conservation (the Minister) is required to grant the easement. This power has been delegated from the Minister to Full Council.

Analysis and Advice | Tatāritaka me kā Tohutohu

8. The easement is the most efficient way to get power and telecommunications to the new tower.
9. As the easement is for a specific purpose, the easement rights will be tied to the existence of the licence. A condition of the easement would be easement termination and a requirement to remove the underground services at the termination or expiry of the licence (unless Council would benefit from them remaining in place).
10. Section 48(2) of the Act requires an easement to be publicly notified unless 48(3) *“the reserve is not likely to be materially altered or permanently damaged; and the rights of the public in respect of the reserve are not likely to be permanently affected.”*
11. Public notification is not required for this easement according to section 48(3) of the Act, because:
 - It is not a permanent right;
 - It is for underground services;
 - The Reserve will not be materially altered or permanently damaged and;
 - The rights of the public are not likely to be permanently affected.
12. This report identifies and assesses the following reasonably practicable options for assessing the matter as required by section 77 of the Local Government Act 2002.
13. **Option 1** Recommend to Council to grant the underground services easement in favour of Connexa Ltd.

Advantages:

- Enables efficient operation of the telecommunications station providing essential service and telecommunications resilience to the Wānaka region.

Disadvantages:

- Underground infrastructure may inhibit improvements or work within this area of the Reserve.

14. **Option 2** Recommend to Council to decline the underground services easement in favour of Connexa Ltd.

Advantages:

- This area of the Reserve remains unencumbered.

Disadvantages:

- Undermines the licence granted to Connexa Ltd for the telecommunications station.
- May impact the ability to provide effective mobile phone and data services to this area of Wānaka.

15. This report recommends **Option 1** for addressing the matter because it enables Connexa to efficiently operate their telecommunications station with no permanent effect on the Reserve or Reserve users.

Consultation Process | Hātepe Matapaki

Significance and Engagement | Te Whakamahi I kā Whakaaro Hiraka

16. This matter is of medium significance, as determined by reference to the Council's Significance and Engagement Policy 2024 because it involves the use of reserve land which is identified as a strategic asset.
17. The persons who are affected by or interested in this matter are users of the Reserve and people in Wānaka using Spark and 2degrees mobile networks.
18. The Council has not specifically consulted on this matter as there will be no permanent detrimental effects on the Reserve or Reserve users.

Māori Consultation | Iwi Rūnaka

19. The Council has not specifically consulted with Iwi on this matter as there are no permanent detrimental effects.

Risk and Mitigations | Kā Raru Tūpono me kā Whakamaurutaka

20. This matter relates to the Community & Wellbeing risk category. It is associated with RISK10001 Insufficient or inadequate Information and communications technology provision within the QLDC Risk Register. This risk has been assessed as having a low residual risk rating.
21. The approval of the recommended option will allow Council to avoid the risk. This will be achieved by allowing Connexa the necessary connections to enable efficient telecommunications station operations.

Financial Implications | Kā Riteka ā-Pūtea

22. The applicant will be required to cover all costs associated with the easement.

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

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

- This aligns with QLDC's Vision Beyond 2050, specifically Disaster Defying Resilience
- QLDC's Easement Policy 2008
- Reserves Act 1977

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

25. This matter is not included in the Long Term Plan/Annual Plan as no funding is required.

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

26. To grant an easement of reserve land, Council must follow the required process set out under the Act.

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

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

28. The recommended option:

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

Wānaka-Upper Clutha Community Board

16 December 2025

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

Department: Assurance, Finance & Risk

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

Purpose of the Report | Te Take mō te Pūroko

The purpose of this report is for the Wānaka-Upper Clutha Community Board (WUCCB) to recommend to the Queenstown Lakes District Council the prioritisation of these projects in 2026/27 Annual Plan or earlier in the 2027-2037 Long-Term Plan.

Recommendation | Kā Tūtohu

That the Wānaka-Upper Clutha Community Board:

1. **Note** the contents of this report;
2. **Recommend to Council** the prioritisation of these projects in 2026/27 Annual Plan or earlier in the 2027-2037 Long Term Plan; and
3. **Note** 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, Reviewed and Authorised by:



Name: Katherine Harbrow

Title: GM Assurance Finance and Risk

27 November 2025

Context | Horopaki

1. The Wānaka Asset Sales Reserve (WASR) is a financial reserve established by the Queenstown Lakes District Council (QLDC) primarily derived from the sale of Scurr Heights land in 2016 in the Wānaka-Upper Clutha Ward. This reserve is intended to deliver enduring community benefits and contribute to legacy projects for the Wānaka-Upper Clutha Ward.
2. The WASR is a key financial mechanism for supporting strategic community projects in the Wānaka-Upper Clutha Ward.
3. QLDC and the Wānaka-Upper Clutha Community Board (WUCCB) work in partnership to ensure that local expertise and knowledge inform funding decisions while maintaining alignment with Council's strategic objectives. Together, they aim to empower Wānaka and wider Upper Clutha communities and support projects that reflect the unique character and needs of the area.
4. On 29 May 2025 QLDC Council meeting, Council approved the attached Wānaka Asset Sales Reserve 2025 Guidelines.
5. The current balance of the WASR is \$4,823,079. Staff will update the WUCCB at the meeting on 16 December 2025 with the balance of the WASR following recent sale of the Ironside Drive property.
6. At the WUCCB workshop on 10 December 2025, the board discussed current priority projects including assessing if potentially any meet the criteria for use of the WASR.
7. WUCCB will continue to communicate with the community during the triennium to inform it priorities. In particular, updated information will shape its approach to the development of the Long Term Plan (LTP).
8. A list of the current priority projects is as follows:

1. Lakefront and Town Centre Development

- a. Design and construct Roy's Bay Jetty/Pier

There are currently no allocations within the Long Term Plan 2024-2034 (LTP) for the renewal or replacement of Roy's Bay Jetty. However, recent inspections have identified the need for community direction of this asset to be determined.

Early engagement with community and councillors has accelerated our project intentions for Eely Point, hearing both the recreational and commercial restraints with the current infrastructure across the wider Roy's Bay waterways. Early planning consultation has been established to inform the timelines together with the received letters of support from local stakeholders.

There is \$5.2M in years 9/10 of the LTP for Eely Point Boat Ramp and Jetty and the costs for this are likely to come in significantly under budget, if delivered earlier. Surplus funds could be reallocated to Roy's Bay and Wanaka Marina Jetty 147, renewal or replacement.

Council officers will bring information to WUCCB at a coming meeting that seeks a short-term decision for Roy's Bay Jetty and future recommendations that Council should support these projects. There is the potential for a 2027/28 delivery start (Year 1 of the next LTP), depending on funding constraints and other options to offset or defer.

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)

The WLDP has five stages. Stage 4 is the last and only stage yet to be completed. It will be the most complex due to its location and interrelationship with the town centre. The WLDP lists 'four big' moves: Provide Continuous Access, (3) Improve Land Use and (4) Provide a Range of Facilities. Currently there is budget in yrs 8-10 of the LTP. The year 8 (\$580K) budget is for project planning. The WUCCB would like this \$580K budget to be moved to the Annual Plan 2026/27 to inform 2027-37 LTP. Currently there is budget in Years 9 (\$1.5m) and 10 (\$2.9m) are for project delivery. Offsets would be required if this project was brought forward in entirety as part of Annual Plan or next LTP development.

Stage 4 pathway project: this proposes that the path only costs be brought forward to do as a 'standalone project'. This would address 'big move 2' ahead of the wider project by constructing the pathway that would link Stages 2 & 3. A high-level cost estimated has been done from the Concept Design (\$700k minimum) and more accurate detailed design and cost is expected at end of November 2025.

Stage 6: this proposed new Stage is for an area that was not initially included in the WLDP. This is from the Wānaka-Mt Aspiring Road Carpark (i.e. Stage 1) to the Wānaka Water Sports carpark. No formal planning has been undertaken; therefore, no indicative project costs have been derived. Cost could be added to the next Annual Plan (or within the first three years of the next LTP) to undertake concept planning and design. This could then inform projects cost in any future budgeting for following LTPs.

Helwick Street Redevelopment: this project proposes to link Stage 4 to the Wānaka township with a focus on people and 'bringing the lake to town'. This is a new project, and no funding has been allocated in the LTP. There is potential for this to be partially

incorporated into the planning and funding of WLDP Stage 4. Alternatively, it would need to be funded from other project offsets.

Other Wānaka Town centre improvements: no funding for Other Wānaka town centre improvements has been allocated in the LTP. There is potential for this partially incorporated into and/or to be financed from the WLDP Stage 4 project. Alternatively, it would need to be funded from other project offsets.

2. Wānaka-Upper Clutha Sports Fields

- a. *Full size multiuse artificial turf (football, rugby):* an options analysis is underway to identify the appropriate location of an artificial turf in the Wānaka/Upper Clutha area. A high-level estimate of a full-sized football/rugby turf is approximately \$3.5-4m. Wānaka-Upper Clutha has a half hockey field sized short pile multi-use turf at Wānaka Recreation Centre which is able to be utilised for hockey, football training tennis and netball. It is not suitable for full sized football or rugby games.

This project could be funded by the WASR fund.

- b. *Future sports hub at Ballantyne Road:* previous planning around the development of 101 Ballantyne Road into a sports hub has been undertaken and a range of community and sporting activities and facilities has been proposed for the site. There is budget in Yr 2030-2032 of \$6.881M in the 24-34 LTP for the remediation of the site and possible Stage 1 development.

3. Shared paths and Active Transport

There is potential here for this to be funded to be under minor improvements or active travel transport budgets although this becomes reliant on NZTA funding for specific routes on State Highway reserve land or potential to use unsubsidised minor improvements. This work could include:

- a. Connect and expand our shared path network
- b. Continue to build safe crossing points and remedy intersection dangers
- c. Complete wayfinding project
- d. Advocate for transport projects that improve safety and are a catalyst for active transport

Current budgets that already exist for minor improvements include Active Travel Upper Clutha (TR) unsubs \$353K in Annual Plan 2026/27, Wānaka primary cycle network \$5.7m starting from 2030/31-2033/34 and Active travel LCLR - Upper Clutha (TR) \$4.1m starting from 2027/28 - 2033/34.

4. Wānaka Performing Arts Centre

The proposed Wānaka Performing Arts Centre (WACT) wasn't included in the 24-34 LTP due to a lack of borrowing headroom. This work could include:

- a. Wānaka performing arts centre into the LTP .
- b. Assisting WACT with getting the project into a future LTP.

This project is subject to further feasibility. This project could be funded by the WASR fund.

Council staff are expected to procure a consultant in early 2026 to undertake research into Creative Spaces and Places within Queenstown Lakes and the wider region; an output of Te Muka Toi, Te Muka Tākata | The Creativity, Culture and Heritage Strategy for the Queenstown Lakes District.

5. Timisfield Park

Design, fund and complete a community park in Timsfield, Hāwea. There is currently \$799K with the current LTP (Year 26/27) for playgrounds in Hāwea. This funding could potentially be used to deliver this request.

Development Contributions may partly fund the “growth” portion of this park.

9. Other items that are priorities for the WUCCB include:

10. Community Communication and Engagement

- Strengthen communication between the Board and community.
- Advocate for both participative and deliberative engagement approaches.
- Support civics and sustainable education initiatives.

11. Public transport - this is currently an Otago Regional Council function

- Progress planning and funding for public transport both within the Upper Clutha and regionally.

12. Wānaka Asset Sales Reserve

- Continue to promote availability of funding via the WASR and support community-initiated projects that meet the Reserve's criteria.

13. Water Quality- improving our impact on water bodies

- Otago Regional Council sets water quality requirements, does monitoring and some enforcement.
- QLDC owns some stormwater systems, controls the District Plan, monitors earthworks consents and has a code of practice for developers who wish to vest assets to Council.
- *Specifics to be confirmed.* Work with water quality groups to create an effective, enduring 'structure' to influence the development of LTP's, 30 Year Infrastructure Strategy, the QLDC code of practice and the next Climate and Biodiversity Plan into the future.

14. Wānaka Airport Future Review (this will be brought to an all-Council workshop on 10 February 2026, before being approved at the Council meeting on 19 March 2026)

- Monitor current review through to completion.
- Push for actionable Master Plan to follow.

15. Parking Management Strategy (the adoption of the Traffic and Parking Bylaw at Council Meeting on 27 November 2025)

- Continue to advocate for its completion.

Analysis and Advice | Tatāritaka me kā Tohutohu

16. This report identifies and assesses the following reasonably practicable options for addressing the matter as required by section 77 of the Local Government Act 2002 (LGA).

17. Option 1 The WUCCB recommend to Council the proposed list of project prioritisation in 2026/27 Annual Plan or earlier in the 2027-2037 Long Term Plan.

Advantages:

- Responds to feedback from discussions of the board and at the WUCCB workshop on 10 December 2025, ensuring community input is reflected.

Disadvantages:

- May require adjustment to existing workflows and expectations regarding project prioritisation and approval.

18. Option 2 The WUCCB recommends changes to the proposed list of project prioritisation in 2026/27 Annual Plan or earlier in the 2027-2037 Long Term Plan.

Advantages:

- Allows the WUCCB to ensure the prioritisation list to fully reflect local context, aspirations, and operational preferences.
- Reinforces the Board's role as a key stakeholder in shaping the governance of the LTP
- Supports a collaborative refinement process that may enhance community buy-in.

Disadvantages:

- May require adjustment to existing workflows and expectations regarding project prioritisation and approval.

19. This report recommends **Option 1** for addressing the matter because it is important to share the priorities for the WUCCB with the Council to ensure these priorities are considered as part of the next planning processes.

Consultation Process | Hātepe Matapaki

Significance and Engagement | Te Whakamahi I kā Whakaaro Hiraka

20. This matter is of medium significance, as determined by reference to the Council's Significance and Engagement Policy 2024 because
- The changes to the prioritisation of projects impact community groups and elected representatives in the Wānaka-Upper Clutha Ward. While there is high interest within that ward, it is not district wide.
21. The persons who are affected by or interested in this matter are residents and ratepayers of the Wānaka-Upper Clutha Ward. Key stakeholders include the WUCCB, Council officers, and potential project delivery partners. There is also interest from the wider Queenstown Lakes District in ensuring financial transparency and alignment with broader Council priorities.
22. Staff have engaged with the WUCCB, including through a workshop on 10 December 2025, Feedback from the WUCCB and staff has informed the current project prioritisation list. Further engagement will include public communication via Council channels following Council adoption.
23. The Council could consult on project prioritisation during the 2026/27 Annual Plan process.

Māori Consultation | Iwi Rūnaka

24. At this stage, no specific consultation has taken place with mana whenua or iwi rūnaka regarding the project prioritisation list. As part of the LTP, Council will ensure that appropriate iwi engagement occurs where individual projects involve cultural, environmental, or land use considerations, in alignment with QLDC's partnership obligations under Te Tiriti o Waitangi.

Risk and Mitigations | Kā Raru Tūpono me kā Whakamaurutaka

25. This matter relates to the Strategic/Political/Reputation risk category. It is associated with RISK10015 Ineffective Governance within the QLDC Risk Register. This risk has been assessed as having a high residual risk rating.

26. The approval of the recommended option will allow Council to avoid the risk. This will be achieved by ensuring that the list of prioritisation projects will form part of the next LTP.

Financial Implications | Kā Riteka ā-Pūtea

27. The purpose of this report is to make recommendations to the Queenstown Lakes District Council for the prioritisation of projects in 2026/27 Annual Plan or earlier than 2027-2037 Long Term Plan. As such, there are no financial implications until the report is presented to Council.

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

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

- Strategic Framework: The recommendation of the proposed project prioritisation list aligns with the principles of QLDC's Strategic Framework, including Vision Beyond 2050, by supporting community wellbeing, legacy infrastructure, and transparent governance.
- QLDC 30-Year Infrastructure Strategy: The recommendation of the project prioritisation list support alignment between long-term planning and the prioritisation of capital projects within the Wānaka-Upper Clutha Ward.
- Disability Policy: Any future capital project funded must comply with accessibility standards and contribute to an inclusive built environment.
- Financial Strategy: Ensures sound financial management of this reserve and supports intergenerational equity.
- Significance and Engagement Policy: Ensures appropriate consultation and transparency in the next LTP.

29. The recommended option is consistent with the principles set out in the named Strategic Framework and the Financial Strategy. There are no known inconsistencies with current QLDC policies.

30. This matter will be included in the 2026/27 Annual Plan considerations.

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

31. The proposed project prioritisation list has been developed in alignment with the LGA, particularly section 14 which sets out principles relating to local authorities, including prudent stewardship of resources and transparent decision-making.

32. Guidance from the Office of the Controller and Auditor-General has also been considered, particularly in relation to managing public funds and conflicts of interest. Elected members are expected to comply with the Local Authorities (Members' Interests) Act 1968 and relevant disclosure requirements under the LGA.

33. No specific legal advice has been sought for this report, and there are no known inconsistencies with legislative requirements. Should legal clarification be required during implementation, it will be sought as appropriate.

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

34. Section 10 of the Local Government Act 2002 states the purpose of local government is (a) to enable democratic local decision-making and action by, and on behalf of, communities; and (b) to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future. The proposed project prioritisation supports this purpose by establishing a transparent, inclusive framework that enables local input and ensures investments contribute to long-term community wellbeing and legacy outcomes. As such, the recommendation in this report is appropriate and within the ambit of Section 10 of the LGA.

35. The recommended option:

- Can be implemented through current funding under the 2026/27 Annual Plan;
- Is consistent with the Council's plans and policies; and
- Would not significantly alter the intended level of service provision for any significant activity undertaken by or on behalf of the Council or transfer the ownership or control of a strategic asset to or from the Council.

Attachments | Kā Tāpirihaka

A	Wānaka Asset Sales Reserve 2025 Guidelines
---	--------------------------------------------

Attachment A: Wānaka Asset Sales Reserve 2025 Guidelines

WĀNAKA ASSET SALES RESERVE GUIDELINES

Version: 2.0

Date: 17/02/2025

Contents

1. INTRODUCTION	2
2. PURPOSE AND BENEFITS.....	2
3. GUIDING PRINCIPLES	3
3.1 ELIGIBLE USE OF FUNDS.....	3
3.2 EXCLUDED USES	3
4. GOVERNANCE FRAMEWORK	3
4.1 DECISION-MAKING STRUCTURE	3
4.2 TRANSPARENCY AND REPORTING	4
5. PRIORITISATION AND EVALUATION.....	4
5.1 PROJECT PRIORITISATION	4
5.2 EVALUATION CRITERIA	4
6. FLEXIBILITY AND RESPONSIVENESS.....	5
7. RISK MANAGEMENT	5
8. COMMUNITY BOARD ROLE AND DISCRETION.....	5
9. CONTROLLER AND AUDITOR-GENERAL PRINCIPLES.....	6
10. AMENDMENTS TO GUIDELINES	6
11. ADDITIONS TO THE RESERVE	6
12. COMMUNITY SUBMISSION PROCESS	7
13. APPENDIX A: DEFINITIONS.....	9

1. INTRODUCTION

The Wānaka Asset Sales Reserve (WASR) is a financial reserve established by the Queenstown Lakes District Council (QLDC) primarily derived from the sale of Scurr Heights land in 2016 in the Wānaka/Upper Clutha ward. These funds are intended to deliver enduring community benefits and contribute to legacy projects for the Wānaka-Upper Clutha Ward.

The WASR is a key financial mechanism for supporting strategic community projects in the Wānaka-Upper Clutha Ward. This document is intended for the community, QLDC staff, and the Wānaka Upper Clutha Community Board (WUCCB), outlining the principles, governance, and processes for fund management.

QLDC and the WUCCB work in partnership to ensure that local expertise and knowledge inform funding decisions while maintaining alignment with Council's strategic objectives. Together, we aim to empower the Wānaka and wider Upper Clutha communities and support projects that reflect the unique character and needs of the Ward.

It is important to note that a financial reserve, such as the WASR, is not "cash in the bank." Rather, it represents an allocated amount that integrates into Council's overall financial portfolio. Allocated funds will incur interest and contribute to QLDC's total debt portfolio, underscoring the importance of careful and strategic financial planning. This reinforces the need for careful and strategic allocation of the Reserve to maximise community impact while ensuring financial sustainability.

This document also aligns with broader funding principles to support transparency, equity, and accountability in the allocation of resources.

2. PURPOSE AND BENEFITS

The WASR is managed with a clear purpose to maximise its impact for the Wānaka-Upper Clutha Ward. By adhering to robust principles and a strategic approach, the Reserve aims to:

- Ensure transparency and accountability in the allocation and utilisation of funds. This includes providing clear reporting and public communication about the use and impact of the Reserve. These efforts align with the principles outlined by the Controller and Auditor-General for managing public funds.
- Support strategic investments in the community that are included in the Long-Term Plan (LTP) and Annual Plan (AP).
- Facilitate projects that deliver lasting benefits for the Wānaka-Upper Clutha Ward, prioritising initiatives that contribute to broader community wellbeing and provide long-term value for the ward or wider District as a whole.

3. GUIDING PRINCIPLES

3.1 ELIGIBLE USE OF FUNDS

Funds may be used for:

- **Capital Projects:** Approved in the LTP or AP that benefit Wānaka-Upper Clutha Ward residents and enhance service levels.
- **Community Infrastructure:** Investments in significant community assets, including social and cultural infrastructure, provided they demonstrate enduring value.

3.2 EXCLUDED USES

Funds may *not* be used for:

- **Operating expenditure** (e.g., salaries, utilities, or maintenance costs for existing facilities).
- **Purchase of speculative assets** (e.g., property purchases without a defined public use case).
- **Projects primarily required due to growth** (e.g., new subdivisions funded by development contributions).
- **Feasibility studies** unless directly tied to an eligible capital project.
- **Non-Council projects** that do not involve QLDC involvement, or management, or ownership.
- **Grants** for activities or services that do not involve capital development or infrastructure (e.g., operating grants for community events or programmes).
- **Debt Repayment:** Funds may not be used to repay debt incurred for non-Council-owned capital expenditure projects unless in exceptional circumstances in association with Full Council.
- **Minor or routine capital projects** that do not demonstrate long-term strategic or transformational community impact. The Reserve is intended for large-scale, legacy projects that provide enduring benefits to the Wānaka-Upper Clutha Ward. However, the Reserve may be used to supplement other funding sources for projects that align with its purpose.

4. GOVERNANCE FRAMEWORK

4.1 DECISION-MAKING STRUCTURE

- The WUCCB will recommend priority projects for funding, ensuring alignment with the principles and eligibility criteria.

- All projects approved for funding must adhere to QLDC requirements, including permits, consents, project management methodology, and health and safety standards.
- While the WUCCB prioritises projects, QLDC officers will assess capacity and ability to carry them out, recognising the multiple touchpoints within Council processes.

4.2 TRANSPARENCY AND REPORTING

- **Annual Reporting:** A summary of the Reserve utilisation, including project outcomes, will be included in the Council's Annual Report.
- **Project Reviews:** Regular updates on funded projects' progress and their alignment with agreed objectives.
- **Public Communication:** Decisions on the Reserve utilisation will be published through appropriate channels, such as the QLDC website, to promote openness and accountability.

5. PRIORITISATION AND EVALUATION

5.1 PROJECT PRIORITISATION

- Projects may be prioritised if they:
 - Address identified community needs.
 - Are a legacy project that provides enduring benefits for the Wānaka-Upper Clutha Ward, ensuring value for future generations.
 - Demonstrate alignment with QLDC's Strategic Framework, including Community and Wellbeing Outcomes and the QLDC 30-Year Infrastructure Strategy, to ensure long-term benefits for the wider Wānaka-Upper Clutha Ward.
 - Leverage co-funding or partnerships to maximise impact.
- The process will occur via the Annual Plan reforecast process, with options prioritised and selected for allocation by November of the prior year.

5.2 EVALUATION CRITERIA

All projects recommended for funding must:

- Clearly articulate community benefits.
- Include a cost-benefit analysis demonstrating value for money.
- Provide evidence of stakeholder engagement.
- Demonstrate alignment with QLDC's strategic goals and principles.
- Confirm that QLDC can absorb operational costs associated with the project.

6. FLEXIBILITY AND RESPONSIVENESS

- The Reserve may support “unexpected opportunities” that align with the principles, provided a robust business case is presented.
- The Council will consider projects not currently in the LTP or AP if they demonstrate exceptional community value, where there is sufficient capacity and resources available to deliver them effectively.
- All projects approved for funding must adhere to QLDC requirements, including permits, consents, project management methodology and health and safety standards.

7. RISK MANAGEMENT

- Decision-makers must be free of conflicts of interest and are required to abide by the QLDC Conflict of Interest Policy for staff and the guidance provided by the Controller and Auditor-General for elected members. This includes compliance with the Local Authorities (Members’ Interests) Act 1968 (LAMIA), which requires all elected members to declare any pecuniary (or other specified) interests. In accordance with section 54A of the Local Government Act 2002, a public register of these declarations is maintained.
- Reserve allocations will be subject to periodic audits to ensure compliance with principles and transparency requirements.

8. COMMUNITY BOARD ROLE AND DISCRETION

The WUCCB plays a key role as a strategic partner in ensuring that the WASR is used effectively for community benefit. Their role includes:

- **Identify and Recommend Priority Projects:**
The WUCCB may identify and recommend priority projects to be brought forward from the LTP or AP. This process includes early engagement with QLDC officers before formal LTP or AP planning begins, providing the Board with an opportunity to influence and shape potential projects at a formative stage.
- **Pathway for Raising Priorities:**
The WUCCB will have a dedicated pathway for submitting priority projects directly to QLDC officers, distinct from the community submission process. The Board will be invited to provide early input into the LTP or AP cycles through dedicated planning workshops, typically scheduled ahead of key milestones in the Council’s planning calendar. QLDC will work collaboratively with the Board to discuss feasibility, strategic alignment, and logistical considerations for proposed projects.

- **Collaborate with Community Stakeholders:**

The Board will collaborate with local groups and organisations to propose initiatives that align with WASR principles. This includes acting as a bridge between community needs and Council processes while leveraging the Board's local expertise.

9. CONTROLLER AND AUDITOR-GENERAL PRINCIPLES

The WASR adheres to the six principles for managing public funds outlined by the Controller and Auditor-General:

1. **Accountability:** Ensuring all funds are managed with clear responsibilities and reporting mechanisms to uphold public trust.
2. **Openness:** Maintaining transparency in decision-making processes and making information available to the public.
3. **Value for Money:** Allocating resources efficiently and effectively to maximise benefits for the community.
4. **Lawfulness:** Complying with all legal and regulatory requirements in fund management and allocation.
5. **Fairness:** Ensuring equitable access to funding opportunities and impartiality in decisions.
6. **Integrity:** Upholding ethical standards and avoiding conflicts of interest in all activities related to the Reserve.

10. AMENDMENTS TO GUIDELINES

Changes to these guidelines require approval by the Full Council. Amendments will be developed in consultation with the WUCCB and stakeholders to ensure alignment with the Reserve's purpose and principles.

11. ADDITIONS TO THE RESERVE

Any proceeds from the sale of remaining Scurr Heights land will be allocated to the Reserve. For all other asset sales within the Wānaka-Upper Clutha Ward, additions to the Reserve will be determined at the discretion of the full Council on a case-by-case basis. There is no automatic requirement for proceeds from future Wānaka asset sales to be allocated to the reserve. Instead, Council will assess each opportunity based on strategic priorities, financial sustainability, and community needs before deciding whether to direct funds into the Reserve.

12. COMMUNITY SUBMISSION PROCESS

Community groups in the Wānaka-Upper Clutha Ward can submit projects for consideration under the WASR through the Queenstown Lakes District Council's (QLDC) Annual Plan (AP) or Long-Term Plan (LTP) processes, with an **additional role for the WUCCB to review and support community-led proposals**. The following outlines the steps to participate:

1. Understand the Process Timeline:

- Annual Plan (AP): Submissions typically open in early March and close in early April, with hearings held in May and the final plan adopted by June.
- Long-Term Plan (LTP): Prepared every three years, the LTP involves extensive community consultation, public hearings, and deliberations before adoption.
- WASR Fund-Specific Process: To be considered for funding through the WASR Fund, projects must be raised before 1st October each year.

2. Prepare a Submission:

- Submissions must clearly outline the project's purpose, benefits, and alignment with community wellbeing outcomes.
- Include relevant evidence, examples, and co-funding opportunities where applicable.
- Community groups are encouraged to present their project ideas via the Wānaka Upper Clutha Community Board before formal submission to QLDC. The Board can provide feedback, evaluate options, and help ensure proposals align with local and district priorities.

3. Submission Channels:

- Submissions can be made online through the QLDC website, by email, or via post. Specific submission details will be provided in the public consultation notice.
- Community groups may also present project proposals at a WUCCB public forum/deputation, providing an additional opportunity for discussion before the final submission.

4. Public Notification:

- All submissions will be summarised and publicly notified, allowing community members to view and provide additional input.

5. Hearing Process:

- Submissions will be presented to a panel, with representatives encouraged to designate a spokesperson for their group.

6. Decision and Communication:

- The Council will review and deliberate on all submissions. Decisions will be communicated to submitters, with opportunities for further engagement as needed.

Early Engagement with QLDC:

Community stakeholders are encouraged to engage early with QLDC officers and the WUCCB to discuss project feasibility, potential funding sources, challenges, and alignment with broader Council strategies. Early engagement can streamline the submission process and address requirements such as permits, consents, and compliance.

Alternative Funding Considerations:

For smaller-scale projects or initiatives, community groups may also explore opportunities through the QLDC Community Fund, which supports community-led activities outside the scope of the WASR Fund.

13. APPENDIX A: DEFINITIONS

For purposes of this document, the following definitions apply:

- **Reserve:** A financial allocation set aside for specific purposes within the Council’s budgetary framework. A reserve is not a cash holding but rather a designated accounting line item that contributes to Council’s financial planning, potentially incurring interest and impacting overall debt levels.
- **Capital Projects:** Long-term projects aimed at creating, improving, or acquiring significant community assets, including but not limited to public facilities, recreational or strategic spaces, and transportation infrastructure.
- **Capital Investment:** Funding allocated to the creation, expansion, or significant improvement of capital projects such as infrastructure, facilities, or community assets that contribute to the long-term wellbeing of residents.
- **Operating Expenditure:** Recurring costs for running and maintaining existing infrastructure or services, such as salaries, utilities, and routine maintenance, which do not result in the creation of new assets.
- **Speculative Assets:** Properties or investments acquired with the primary aim of financial gain rather than public use, including land acquisitions without a defined or strategic purpose for community benefit.
- **Debt Repayment:** Allocation of funds to repay loans incurred for community projects that enhance service levels, ensuring financial sustainability and equitable cost distribution across current and future beneficiaries.
- **Community Infrastructure:** Facilities or assets that provide social, cultural, or recreational benefits to the community and demonstrate enduring value.
- **Legacy Project:** A capital investment that delivers enduring social, cultural, environmental, or economic benefits to the Wānaka-Upper Clutha Ward. Legacy projects provide long-term value, enhance community infrastructure, and serve multiple generations. These projects should align with QLDC’s strategic priorities and demonstrate a transformational impact, rather than addressing short-term or operational needs.
- **Enduring Benefit:** A measurable, long-lasting positive impact on the community, environment, or local economy that extends beyond the immediate funding period, ensuring sustainability over time.
- **Transformational Impact:** A project outcome that significantly enhances the quality of life, accessibility, or resilience of the community in a way that could not have been achieved without strategic investment.
- **Social and Cultural Infrastructure:** Refers to the physical spaces, services, and structures that foster community cohesion and enrich cultural life. Examples

include museums and cultural facilities, libraries, community centres, parks, theatres, and sports facilities.