



Local Governance Statement | Tauākī Kāwanataka ā-rohe 2019-2022

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1. Summary - Local Governance Statement

This Local Governance Statement is a collection of information about the processes through which Queenstown Lakes District Council (QLDC) conducts its affairs in carrying out its role in the community. A Local Governance Statement helps support the purpose of Local Government by promoting local democracy by providing information on the ways to influence local democratic processes.

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

For the most recent copy, please contact QLDC or see our website www.qldc.govt.nz

2. Functions, Responsibilities and Activities

Council has overall responsibility and accountability for the proper direction and control of the district's activities. This responsibility includes areas of stewardship such as:

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

3. Legislation

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

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

- > Airport Authorities (Queenstown Airport Corporation Limited) Order 1989
- > Housing Accords and Special Housing Areas (Queenstown)
- > Lakes District Waterways Authority (Shotover River) Empowering Act 1985 No. 2

- > Lake Wānaka Preservation Act 1973 No. 107
- > Local Government (Infringement Fees for Offences: Queenstown Lakes District Navigation Safety Bylaw 2009) Regulations 2009
- > Maritime Transport (Infringement Fees for Offences—Queenstown Lakes District Council Shotover River Bylaw 2015) Regulations 2016
- > Queenstown Airport Bylaws Approval Order 2009
- > Queenstown Commonage Reserve Management Act 1876 No. 76
- > Queenstown Reserves Vesting and Empowering Act 1971 No. 14
- > Queenstown Reserves Act 1905 No. 48

4. Bylaws

Creating and Changing Bylaws

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

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

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

5. Electoral System

Council used the First Past the Post (FPP) electoral system for the 2019 triennial election. Electors vote by indicating their preferred candidate(s), and the candidate(s) that receives the most votes is declared the winner regardless of the proportion of votes that candidate(s) obtained.

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

The Queenstown Lakes District consists of three wards: Queenstown-Wakatipu, Arrowtown and Wānaka. The Mayor is elected at large throughout the district. Six Councillors are elected from the Queenstown-Wakatipu ward, one from the Arrowtown ward and three from the Wānaka ward.

The use of STV is mandatory for District Health Board (DHB) elections. Councils conduct the DHB elections on behalf of DHBs. The QLDC conducts an election for the Southern District Health Board. The district is divided into the Southland Constituency (comprising the Queenstown-Wakatipu and Arrowtown wards) and the Otago Constituency (Wānaka ward). The Council conducted an election on behalf of the Southern District Health Board in 2019, having not undertaken one in 2016 because the Board had decided to retain its government-appointed Commissioners. Previously, the last STV election conducted by QLDC was for the Southland District Health Board in 2013.

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

The next election will be held on 8 October 2022.

6. Representation Arrangements

Review of Representation Arrangements

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

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

In September 2018 the Council resolved that:

- > All Councillors would continue to be elected within wards;
- > There are to be three wards, Queenstown-Wakatipu, Arrowtown and Wānaka;
- > The ward boundaries will remain as in the 2013 and 2016 elections except for some minor adjustments enlarging the Arrowtown ward to take in six mesh

blocks from the Queenstown-Wakatipu ward, thereby increasing the ward population and bringing the Arrowtown ward representation arrangements more in proportion with the other two wards;

- > The Queenstown-Wakatipu ward elects six members;
- > The Arrowtown ward elects one member;
- > The Wānaka ward elects three members;
- > There continues to be a Wānaka Community Board;
- > The Wānaka Community Board consists of four elected members and three members appointed by Council being the Wānaka ward Councillors; and
- > The Council chose not to comply with its proposal for the Arrowtown ward and it was referred automatically to the Local Government Commission.

The Commission accepted the Council's position on the understanding that another representation review would be undertaken before the 2022 triennial election. The aim of this review is to take a fresh look at the district's representation arrangements which have varied little since local government amalgamation in 1989.

The outcome will affect the 2022 triennial election.

Current Representation Arrangements

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

Mayor

Jim Boulton

Arrowtown ward

Heath Copland

Queenstown-Wakatipu ward

Penny Clark
Craig (Ferg) Ferguson
Niki Gladding
Glyn Lewers
John MacDonald
Valerie Miller

Wānaka ward

Calum MacLeod
Niamh Shaw
Quentin Smith

Wānaka Community Board

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

Wānaka Community Board

Barry Bruce (Chair)

Ed Taylor (Deputy Chair)

Jude Battson

Chris Hadfield

The three Wānaka ward Councillors are all appointed members of the Wānaka Community Board.

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

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

Council has resolved not to establish a Māori ward at this time, although it remains an option for the future.

District Map



7. Members' Role and Conduct

Council adopted an updated Code of Conduct on 12 December 2019 and this is available on the Council's website. The Code of Conduct has been prepared to provide guidance on the standards of behaviour expected of elected members of the Queenstown Lakes District Council. It applies to all elected members (including Councillors and Community Board Members at their request) in their dealings with:

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

8. Governance Structures and Processes

Committees

The Council reviews its committee structure after each triennial election. At the Council meeting held on 7 November 2019 the Council established for the 2019-2022 term of Council a similar system of standing committees and subcommittees as were in place during the 2016-19 triennium. These are largely aligned with the Council's departmental activity areas and are as follows:

- > Planning and Strategy Committee
- > Community and Services Committee
- > Infrastructure Committee (meets quarterly)
- > Audit, Finance and Risk Committee (meets quarterly)

Council also established the following committees to oversee specific activities:

- > Traffic and Parking Subcommittee (subcommittee of Infrastructure Committee)
- > Appeals Subcommittee (subcommittee of Planning and Strategy Committee)
- > Chief Executive Performance Review Committee;
- > District Licensing Committee;
- > Dog Control Committee
- > Elected Member Conduct Committee
- > Governance Subcommittee

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

A schedule of meeting dates for the year may be found on the Council website or from customer services at any time. A schedule of meetings is prepared for each month and updated as changes occur. These are advertised in local newspapers, and are available on the Council's website or from Customer Services staff.

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

Planning and Strategy Committee	Infrastructure Committee	Community and Services Committee	Audit, Finance and Risk Committee
Councillor Clark (Chair)	Councillor Smith(Chair)	Councillor Ferguson (Chair)	Councillor MacDonald (Chair)
Councillor MacDonald (Deputy) Councillor MacLeod Councillor Miller Councillor Shaw Councillor Smith	Councillor Copland (Deputy) Councillor Clark Councillor Ferguson Councillor Gladding Councillor Lewers	Councillor Miller (Deputy) Councillor Copland Councillor Gladding Councillor Lewers Councillor Shaw	Councillor Copland Three external members: (appointed 12 December 2019): Stuart McLauchlan Bill Moran Roger Wilson

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

CE Performance Review Committee	District Licensing Committee	Dog Control Committee	Elected Member Conduct Committee	Appeals Subcommittee	Governance Subcommittee	Traffic and Parking Subcommittee
Mayor Boulton Councillor MacLeod Councillor MacDonald	Bill Unwin (Chair)* Lyal Cocks* John Mann Michael MacAvoy (CODC)* Bob McNeil (CODC)* Neil Gillespie (CODC)* Murray Clearwater (appointed 9 March 2017) *Appointed 6 October 2016	All elected members of the Council of which any three may form a hearings panel.	All elected members of the Council The quorum is three, one of whom must be the Mayor (or the Deputy Mayor where a complaint relates to the Mayor) who will be the Chair.	Councillor Clark(Chair) Any two members of the Planning and Strategy Committee.	Mayor Boulton Councillor MacLeod Chief Executive	Infrastructure Committee (Councillor Smith) (Chair) Chair of Community and Services Committee (Councillor Ferguson) General Manager Planning and Development General Manager Finance, Legal and Regulatory

Delegations

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

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

The Council's full set of delegations is presented in the **Delegations Register**. Terms of Reference for the newly established standing committees were adopted by the Council on 12 December 2019 and have been added to the Delegations Register.

9. Meeting Processes

Meetings

The Local Government Act requires the Council to adopt a set of standing orders for the conduct of its meetings and those of its committees. The Council adopted updated standing orders on 12 December 2019 which are based upon guidance from Local Government New Zealand with some minor amendments to fulfil specific local needs. A copy of standing orders is available on the Council website. Council is also bound by the provisions of the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 (LGOIMA) relating to meetings.

Public forums are a defined period of time, usually at the beginning of a meeting, which, at the discretion of the meeting, is put aside for the purpose of public input. Public Forums are designed to enable members of the public to bring matters to the attention of the Council. In the case of a committee, subcommittee or community board, any issue, idea or matter raised in the public forum must also fall within the terms of reference for that body. People who wish to speak may be required to register in advance by contacting the Council a before the meeting, outlining what they wish to speak about and any organisation they are representing. This is not a mandatory requirement and may be waived at the discretion of the Chair, but it helps in the efficient management of the meeting, especially when a lot of people wish to speak in the Public Forum. Speakers may read from notes, but the time limit of three minutes per speaker is observed.

Issues which are subject to a separate judicial process and on which the speaker has made a formal submission (e.g. the District Plan, a Bylaw or a Plan Change) may not be raised at the Public Forum. Following the Public Forum no debate or decisions will be made at the meeting on issues raised during the forum unless they were related to items already on the agenda.

Availability of Order Papers, Agendas and Minutes

Order papers and agendas for meetings are available for public inspection two working days before the meeting via the Council's website (www.qldc.govt.nz). Minutes will be found in the order paper for the following meeting or are available on request from Customer Services. Most meetings are open to the public; however, some agenda items may seek to exclude the public on one or more of the grounds provided in the Local Government Official Information and Meetings Act 1987.

Resource Consent Decisions

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

10. Consultation Policies

Significance and Engagement Policy

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

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

The special consultative procedure consists of the following steps:

Statement of Proposal and Summary

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

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

Public Notice

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

Receive Submissions

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

Public Deliberation

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

Follow Up

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

Other Consultation Policy

For all other decisions, the Council will choose whether or not it will undertake community engagement on differing scales, depending on the issue. The 2017 Significance and Engagement Policy acknowledges the Council's responsibility to provide opportunities for people to engage with it and states that it will 'communicate across multiple channels to reach ratepayers and residents'. These will include mainstream media (particularly local newspapers), the Council

website, social media (Facebook and Twitter), drop-in sessions, information sent with rates notices, direct emails and in the Council's bi-monthly newsletter 'Scuttlebutt'. The Council is also committed to being genuine and open-minded in its consultation and recognises the importance of providing people with full and clear information on what it is consulting on, so will always be clear about:

- > What is proposed
- > Why
- > What options are available
- > What is the preferred option and why
- > What are the impacts (if any)
- > How the community can have a say
- > The timeframe and the process
- > How the outcome will be communicated

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

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

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

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

12. Management Structure

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

13. Remuneration and Employment Policy

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

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

14. Equal Employment Opportunities Policy

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

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

15. Key Approved Planning and Policy Documents

Ten Year Plan

The Ten Year Plan (known within the Local Government Act 2002 as the Long Term Plan or LTP) sets out the Council's priorities over the medium to long-term. It outlines how the Council intends to contribute to community outcomes over the life of the plan. A Ten Year Plan must be reviewed every three years. The next Ten Year Plan review will be undertaken in 2021-22.

Annual Plan

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

Annual Report

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

District Plan

This is a planning document to promote the sustainable management of the natural and physical resources of the district, pursuant to the provisions of the Resource Management Act 1991. The Council commenced a review of the District Plan via a resolution at the meeting held on 17 April 2014. As of early 2020, Stage 3 of the review is being worked through.

Asset Management Plans

Asset Management Plans are blueprint documents for the broad based funding requirements for the district's infrastructure, and have strong linkages to the production of the funding and financial policy, Ten Year Plan and Annual Plan. These plans focus on asset management, asset service levels, depreciation and replacement of the district's major infrastructural assets.

Reserve Management Plans

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

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

Economic Development Strategy

The Economic Development Strategy was adopted in February 2015. The focus of the strategy is to deliver practical and achievable actions that address the key economic development priorities that have been identified.

16. Public Access to Council and Elected Members

The first point of contact for all Council services, staff, elected members and for any queries regarding Council's contractors is with Council customer services staff. All customer requests for service are logged in a centralised system to ensure timely resolution of each specific issue raised and to identify trends or patterns of repeated requests.

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

Council-Controlled Organisations

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

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

Under the LGA, QAC must prepare a Statement of Intent for QLDC before the start of each financial year. This is an annual process with a three-year time horizon. The Statement of Intent sets out QAC’s strategic priorities, its activities and budget for the next financial year. The Statement of Intent takes into consideration shareholder comments and to this end in December 2019, the Council established a QAC-QLDC Steering Group to oversee the development of the Statement of Intent.

Elected Members

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

Contact details for Councillors and Wānaka Community Board members are available through Customer Services and on the Council’s website. They can also be contacted through the Council internal mail system. Councillors and Wānaka Community Board members will make themselves available to meet members of the public as required and enquiries should be made directly to the Councillor or board member.

Contact Us

Council Offices

Civic Centre 10 Gorge Road
Private Bag 50072 Queenstown
Telephone: (03) 441 0499
Fax: (03) 450 2223
Email: services@qldc.govt.nz
Website: www.qldc.govt.nz

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

Service Centre

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

Queenstown Events Centre

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

Queenstown Airport Corporation Limited

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

17. Requests for Official Information

Under the Local Government Official Information and Meetings Act 1987 ('LGOIMA') any person may request information from the Council. Any request for information is deemed a request for 'official information' under LGOIMA. The request does not have to mention the LGOIMA, but it should be specific about what information is requested. Once a request is made the Council must generally supply the information unless one of the reasons specified in LGOIMA for withholding exists. Information may be withheld if:

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

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

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

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

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

Appendix 1 – Bylaws

Bylaw Name	General Description	Date Adopted	Amendments	Review Date
Activities in Public Places Bylaw 2016	a) Protect the public from nuisance; b) Protect, promote, and maintain public health and safety; and c) Minimise the potential for nuisance behaviour in public places.	29 September 2016	6 October 2016	2021
Alcohol Restrictions in Public Place Bylaw 2018	The purpose of the bylaw is to: a) Reduce the potential for alcohol related offensive behaviour and hard, damage, disorder and crime and to promote and improvement community health and safety b) Achieve its objective by putting in place controls and restrictions on the possession, consumption and carriage of alcohol, in some public places within the Queenstown Lakes District.	25 October 2018		October 2022
Brothel Control Bylaw 2017	Contains control measures to manage potential impacts of brothels, restrict establishment to specific areas and regulate signage that advertises legally established brothels	25 May 2017		2022
Cemeteries Bylaw 2017	Contains control measures and standards for the operation of cemeteries and crematoria within boundaries covered by Council’s responsibility or ownership	9 March 2017		2022
Dog Control Bylaw 2014	Facilitating responsible dog ownership and the control of dogs in the Queenstown Lakes District; protecting the wellbeing and safety of people and dogs	25 November 2014		Under review in early 2020
Food Grading Bylaw 2016	Provides the means of administering a grading system for food businesses based upon their food hygiene practices to protect, promote and maintain public health and safety.	24 February 2016		2021
Freedom Camping Bylaw December 2019; and Freedom Camping Bylaw Maps	Defines the areas in the district where freedom camping is permitted or restricted, and the restrictions that apply. It also defines where freedom camping is prohibited to protect the areas, access to those areas and the health and safety of people visiting the areas.	12 December 2019		Resolution adopting 2019 Bylaw included a direction to staff to review bylaw again within next two years.

Bylaw Name	General Description	Date Adopted	Amendments	Review Date
Navigation Safety Bylaw 2018	Regulates and controls the safe use of the district's waterways by people and vessels.	23 March 2018		2023
Maritime Transport (Infringement Fees for Offences – Queenstown Lakes District Council Navigation Safety Bylaw 2018) Regulations 2019	Lists offences and infringement fees under the Navigation Safety Bylaw	18 February 2019		
Shotover River Bylaw	Restricts public access to the Shotover River Concession Area for the purposes of maritime safety for river users.	17 December 2015		2020
Maritime Transport (Infringement Fees for Offences— Queenstown Lakes District Council Shotover River Bylaw 2015) Regulations 2016	Lists offences and infringement fees under the Shotover River Bylaw	Regulations came into force on 28 April 2016		To be undertaken as part of review of Shotover River Bylaw 2015
Speed Limit Bylaw 2019	The purpose of this bylaw is to enable the Council to set speed limits on roads under its jurisdiction.	8 August 2019 (with commencement date of 1 October 2019)		2024
Trade Waste Bylaw 2014	Protects the wastewater network (including the treatment plant) from substances that have a detrimental effect on its operation and asset life.	30 July 2015		2018/19 - Provisions to be covered in Integrated Three Waters Bylaw, which will be considered in the 2019/20 financial year.
Traffic and Parking Bylaw 2018	Regulates parking and the use of roads and public areas vested in or under the control of the Council.	13 December 2018		2023

Bylaw Name	General Description	Date Adopted	Amendments	Review Date
Water Supply Bylaw 2015	Controls the supply of water to customers in the district.	26 November 2015		2019/20 – Provisions to be covered in Integrated Three Waters Bylaw, which will be considered in the 2019/20 financial year.
Waterways and Ramp Fees Bylaw 2014	Regulates and controls the use of moorings and maritime structures in the district.	26 June 2014		Due to lapse; fees are set by resolution of Council