

Full Council

8 October 2026

Report for Agenda Item | Rīpoata moto e Rāraki take [9]

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;

Adoption of 2027 Meeting Schedule

2. **Adopt** the schedule of meetings for Council, the Wānaka-Upper Clutha Community Board, and committees for 2027;

New Infringement Offences and Fines under Navigation Safety Bylaw 2025 / Te Ture ā Rohe mō te Haumarū Whakatere 2025

3. **Note** that the Maritime Transport (Infringement Fees for Offences—Queenstown Lakes District Council Navigation Safety Bylaw 2025/Te Ture ā-Rohe mō te Haumarū Whakatere 2025) Regulations 2026 were approved by Cabinet on Monday 3 August 2026 and came into force on 3 September 2026;
4. **Agree** to correct the minor errors in the Navigation Safety Bylaw 2025 Te Ture ā-Rohe mō te Haumarū Whakatere 2025 shown in Table 1, pursuant to s.156(2)(a) of the Local Government Act 2002;
5. **Note** that public notice will be given in accordance with section 156(2) of the Local Government Act 2002 advising of these corrections;

Queenstown Airport Corporation (QAC) Proxy Vote

6. **Direct** the Chief Executive to complete the instrument appointing the Mayor as a proxy to exercise the Council's voting rights at the 2026 QAC Annual General Meeting to be held on 29 October 2026;

Public Notice: To Reset Sports, Halls & Libraries Annual Charge 26/27

7. **Approve** the issue of a public notice of Council's intention to reset the Sports, Halls & Libraries Annual Charge with the intended Primary Industry differential category charge;
8. **Note** that, following the public notice process, at its meeting on 12 November 2026, Council will consider resetting the Sports, Halls & Libraries Annual Charge with the Primary Industry differential category at \$664.90 per SUIP for the 2026/27 financial year under section 119 of the Local Government (Rating) Act 2002;

Recommendation from Community & Environment Committee

Access Easement over Lot 3 DP 345184 in favour of Canterbury Westland Kindergartens Charitable Trust

9. **Agree** to grant an easement in favour of Canterbury Westland Kindergartens Charitable Trust across recreation reserve described as Lot 3 DP 345184, acting in its role as Minister of Conservation under delegated authority;
10. **Delegate** final terms and conditions of the easement to the General Manager Community Services.

Recommendation from Wanaka-Upper Clutha Community Board

Change in Permitted Use – Clutha Outlet Recreation Reserve – Oranga Puawai Family Trust

11. **Approve** a variation to the lease amending the permitted use to allow two mobile saunas and temporary changing domes, subject to collection of back rent from time of installation;
12. **Approve**, acting under delegated authority from the Minister of Conservation, two mobile sauna buildings and two temporary changing room structures within the lease area; and
13. **Approve** the delegation of lease variation signing authority and remaining lease terms and conditions to the General Manager, Community Services.

Recommendations from Smart Finance Committee

Treasury Management Policy Review for Long Term Plan

14. **Adopt** the draft Treasury Management Policy in advance of the Long Term Plan process due to the minor nature of the changes, noting that this Policy can be amended by Council at any time without consultation.
15. **Agree** that interest revenue be added at year end to the following reserves starting 1 July 2026:

- Wānaka Asset Sales reserve;
- Arrowtown Endowment land reserve;
- Queenstown Asset Sale reserve;

Adoption of New Procurement Policy

16. **Agree** that the Procurement Policy be adopted with an effective date of 1 February 2027.

Recommendation from Smart Growth Committee

Private Plan Change 2 – Arrowtown South Special Zone Rezoning

17. **Note** the decision of the Smart Growth Committee to accept the Private Plan Change 2 – Arrowtown South Special Zone Rezoning in whole under clause 25(2)(b) of the First Schedule of the Resource Management Act 1991; and

Recommendation from Risk & Assurance Committee

Internal Assurance Plan 2027-29

18. **Adopt** the Internal Assurance Plan FY2027-29 for the remaining period covering Q4-FY2027, FY2028 and FY2029, including the proposed amendments and audit deferrals.

Prepared by:



Name: Michelle Morss
Title: Interim Chief Executive
18 September 2026

Adoption of 2027 Meeting Schedule

1. A council may put in place a decision-making structure with appropriate delegated authority to assist the organisation to achieve its objectives and meet its obligations in a timely and transparent manner.
2. The Queenstown Lakes District Council (QLDC) standing committee structure was established by the Mayor at the meeting of Full Council held on Thursday, 27 November 2025. This structure includes seven standing committees: Community & Environment Committee, Smart Growth Committee, Assets & Infrastructure Committee, Organisational Excellence Committee, Smart Finance Committee, Risk & Assurance Committee, and Chief Executive Relationship & Recruitment Committee. The committee structure and membership is published on the QLDC website and has been in operation since early 2026.
3. The Local Government Act 2002 (Schedule 7) states that *“a local authority must hold the meetings that are necessary for the good government of its region or district.”* Further it also suggests that a local authority may adopt a schedule of meetings, and that schedule *“may cover any future period that the local authority considers appropriate; and (ii) may be amended.”*
4. Officers have used the frequency of each committee to develop a proposed meeting schedule for 2027 and also included both full Council and Wānaka-Upper Clutha Community Board meetings on an approximate six-weekly cycle. These meetings have been adjusted from the core cycle where necessary to accommodate public holidays and to meet specific statutory deadlines such as adopting the annual report, receiving the Queenstown Airport Corporation Statement of Intent and adopting the annual plan.
5. The proposed 2027 meeting schedule is attached for the Council’s consideration and adoption.

New Infringement Offences and Fines under Navigation Safety Bylaw 2025/Te Ture ā Rohe mō te Haumarū Whakatere 2025

6. At its 20 March 2025 meeting, Council adopted the Navigation Safety Bylaw 2025/Te Ture ā Rohe mō te Haumarū Whakatere 2025 (2025 Bylaw). The regulations associated with the previous bylaw ceased to have effect on adoption of the 2025 Bylaw, therefore new regulations are required.
7. Section 330 of the Maritime Transport Act 1994 (the Act) allows for regulations (comprising infringement offences and fines) to be made relating to navigation safety bylaws. They support the effective enforcement of specific provisions contained in the 2025 Bylaw by dissuading breaches and acting as a deterrent to future offending. Without regulations, the only way QLDC can enforce the 2025 Bylaw is by prosecuting alleged offenders through the District Court. Prosecution is generally a disproportionate response to the level of offending envisaged under navigation safety bylaws and can be a costly and lengthy process.

8. At its 26 June 2025 meeting, Council directed officers to engage with central government to develop new regulations for the 2025 Bylaw. Officers have worked with the Ministry of Transport¹ and Parliamentary Counsel Office to progress new regulations, which has required several procedural steps. Furthermore, it is noted that regulations made under section 330 of the Act are secondary legislation that can only be made by Parliament.
9. Following review by Ministry of Transport and Parliamentary Counsel Office officials, some amendments were required to the regulations. Of note, officials did not support a regulation for the 2025 Bylaw's vessel identification requirements (clause 18) despite similar regulations recently being created for other navigation safety bylaws in New Zealand, including for Otago Regional Council's bylaw. The proposed regulation would have created a consistent approach across the Otago region. While this means QLDC cannot issue an infringement fine against those who fail to comply with the vessel identification provision, it remains part of the 2025 Bylaw, and other mechanisms (i.e. education, signage and advisory material, engagement with vessel users, monitoring by the Harbourmaster and other proactive measures), are available and will be used to implement the vessel identification requirements.
10. The Maritime Transport (Infringement Fees for Offences—Queenstown Lakes District Council Navigation Safety Bylaw 2025/Te Ture ā-Rohe mō te Haumarū Whakatere 2025) Regulations 2026 (the new Regulations) were approved by Cabinet on Monday 3 August 2026. The Parliamentary Counsel Office publicised the new Regulations in the Gazette on 6 August 2026. It is a requirement of Cabinet that secondary legislation must not come into force until at least 28 days after it has been notified in the Gazette. As such, the new Regulations came into force on 3 September 2026.
11. The new Regulations 2026 can be found on the New Zealand legislation website².

Minor correction to clause cross references in the 2025 Bylaw

12. The minor corrections set out in Table 1 below are recommended to address cross referencing errors between clauses within the 2025 Bylaw.
13. Section 156(2) of the Local Government Act 2002 (LGA) provides for councils to make minor changes to, or correct errors in, a bylaw by resolution publicly notified, but only if the changes or corrections do not affect:
 - a. *an existing right, interest, title, immunity, or duty of any person to whom the bylaw applies;*
or
 - b. *an existing status or capacity of any person to whom the bylaw applies.*
14. It is recommended that these cross references be corrected to improve interpretation of the 2025 Bylaw. These corrections are consistent with the intent of section 156(2) of the LGA.

¹ Now known as the Ministry of Cities, Environment, Regions and Transport

² <https://www.legislation.govt.nz/secondary-legislation/pco-drafted/2026/220/en/latest/>

Table 1 - Minor corrections to address cross referencing errors	
Clause	Corrected cross reference (deletions ~~struck through~~ and additions underlined)
33.3	The Harbourmaster may grant approval under clause ~~323.2~~ <u>33.2</u> (a) upon such terms and conditions as the Harbourmaster thinks fit, including conditions that provide for the temporary suspension of use of defined waters by all other users, if reasonably required for maritime safety purposes as determined by the Harbourmaster.
47.3	The Council may prescribe fees associated with moorings and mooring permits in accordance with clause ~~523~~ <u>52</u> .
51.2	An application under clause ~~501~~ <u>51</u> .1 must not be granted unless the Council is satisfied that:
51.3	The Council may grant an application in accordance with clause ~~501~~ <u>51</u> .2 for a specified period or periods and subject to such conditions as Council may specify in the interests of navigation safety, and provided the Director is notified.

Proxy Vote, Queenstown Airport Corporation ('QAC')

15. For reasons of practicality and efficiency, QLDC appoints a proxy to attend Shareholder meetings/ Annual General Meetings (AGM) and exercise its voting rights in accordance with the section 14.3 of the QAC Constitution.
16. The 2026 QAC AGM is being held on 29 October 2026, and an instrument appointing the Mayor as a proxy has been prepared to be signed by the Chief Executive and to be delivered to QAC in advance of the minimum 48 hours as required by the QAC Constitution.
17. The matters that require a resolution at the 2026 QAC Annual General Meeting are the appointment of auditors and receiving the annual accounts. Final details will be circulated to Councillors in advance of the meeting so that they may direct the Mayor in voting.

Public Notice: Reset Sports, Halls & Libraries Annual Charge 2026/27

18. A typographical error was identified in the 2026/27 Funding Impact Statement (FIS) and rate setting for the Annual Plan adopted on 25 June 2026 relating to the Sports, Halls & Libraries Annual Charge. The Primary Industry differential was incorrectly stated as \$332.45 per separately used or inhabited part (SUIP) rather than the intended amount of \$664.90 per SUIP.
19. Rates have been assessed and invoiced using the intended amount of \$664.90 per SUIP, consistent with previous years' funding settings and the revenue calculations that informed the Annual Plan consultation and adoption process. The discrepancy has resulted in an irregularity between the rate as adopted and the rate as assessed.
20. Section 119 of the Local Government (Rating) Act 2002 provides a mechanism for Council to set the rate again where an irregularity has occurred in the rate-setting process. This option is available in the year in which the rate was set and where setting the rate again will not increase the amount of rates assessed to any rating unit.

21. Accordingly, it is recommended that Council initiate the section 119 process by publicly notifying its intention to reset the rate and subsequently amend the Sports, Halls & Libraries Annual Charge with the Primary Industry differential category corrected from \$332.45 per SUIP to \$664.90 per SUIP.

Recommendations from Standing Committees

Recommendation from Community & Environment Committee meeting held on 21 July 2026

Access Easement over Lot 3 DP 345184 in favour of Canterbury Westland Kindergartens Charitable Trust

22. Canterbury Westland Kindergarten Association Incorporated (trading as Kids First Wakatipu) lease a property at 45 Brecon Street from Queenstown Lakes District Council (QLDC). The lease expires on 31 March 2055. The premises at 45 Brecon Street is a rear lot with no direct street access and vehicle access to the lease area is only possible across the adjoining recreation reserve, Lot 3 DP 345184.
23. The current lease contains a right of access across areas A & B of Lot 3. There is no right of access over area F of Lot 3 (see figure 1).

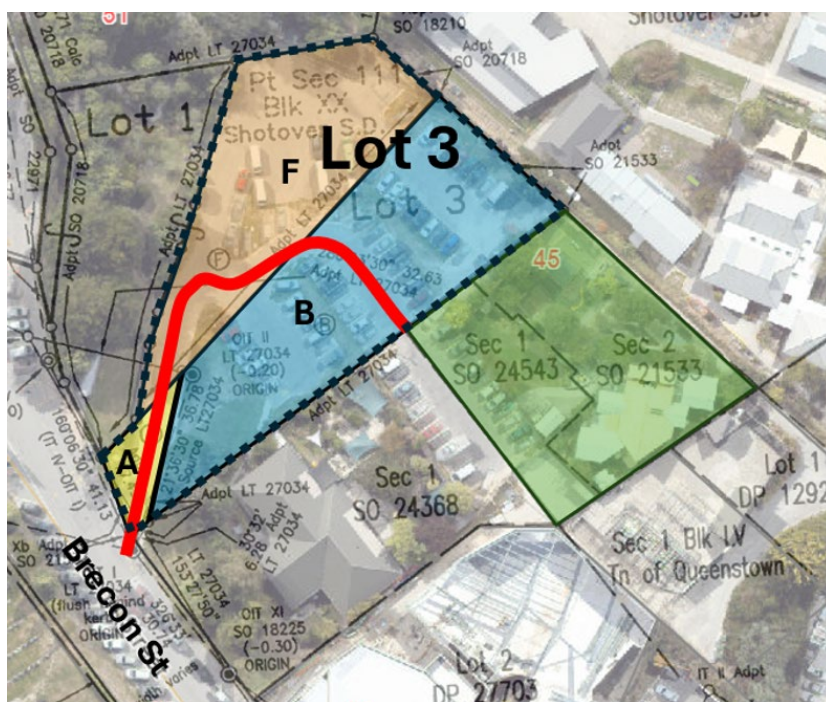


Figure 1: Lease and easement plan. Green: Kids First Kindergarten Lease Area; Yellow (area A) & Blue (area B): Current access right area; Red line: Vehicle access route to lease area

24. The lessee is in the process of transferring the ownership of its assets to a new entity: Canterbury Westland Kindergartens Charitable Trust. Through this transfer process, it has been identified that the access right contained within the lease fails to adequately provide for vehicle access to the lease area.
25. Figure 1 shows that a vehicle cannot access the lease area without driving through part of area F. The lessee, staff and users currently access via the red line in Figure 1.

26. The property adjoining the northwest of Lot 3 is leased to Kiwi Birdlife Park which has a non-exclusive access and parking right over area A & F of Lot 3.
27. Lot 3 is included within Te-Taumata-o-Hakitekura Ben Lomond and Te Tapunui Queenstown Hill Reserves Management Plan 2025. This plan did not specifically contemplate access easements across this portion of the reserve and therefore requires Council approval.
28. The Community & Environment Committee has recommended that the Council agree to grant an easement across this recreation reserve.

Recommendation from Wānaka-Upper Clutha Community Board meeting held on 10 August 2026

Change in Permitted Use – Clutha Outlet Recreation Reserve – Oranga Puawai Family Trust

29. Oranga Puawai Family Trust lease part of Clutha Outlet Recreation Reserve for the purpose of operating a public campground.
30. In 2025, the lessees applied to operate two mobile saunas within the lease area. They also requested installation of two temporary dome structures adjacent to the mobile saunas to act as changing rooms.
31. The Clutha Outlet Reserve is included in the Wānaka Lakefront Reserve Management Plan 2014. This plan contains the below two relevant objectives under section 5.2.2 *Manage and maintain areas of the lakefront reserves as formal recreational areas for the enjoyment of the community and visitors*:
- *Support and enhance the local economy by appropriate, sustainable commercial use of the reserves;*
 - *Support commercial recreational activity where appropriate and where the impact and effect does not unreasonable[y] limit the ability of the public to use and enjoy the reserves*
32. The anticipated change in use and proposed structures are consistent with the Reserve Management Plan. The change in use will have minimal impact on the ability of the public to use the reserve for camping as only 3-4 campsites will be used for this activity. The proposed activity is considered to be ancillary to the campground activity and will support its function. The saunas will be available to the patrons of the campground as well as the general public.
33. QLDC publicly notified the change in use on 8 May 2026 in accordance with section 119 of the Reserves Act 1977. No submissions were received.
34. A lease variation is required to amend the permitted use, and to permit the four proposed structures within the lease area.

Recommendations from Smart Finance Committee meeting held on 20 September 2026

Treasury Management Policy Review for Long Term Plan

35. Officers have reviewed the Treasury Management Policy as part of the Long Term Plan (LTP) process. The main changes from the existing Treasury Management Policy are:

- a. Brought in the wording around the Local Government Funding Agency (LGFA) cash advance facility;
- b. Added in NZUs (New Zealand Units);
- c. Updated wording around risk management;
- d. Added Counterparty borrowing limits; and
- e. Added authorised financial market investment parameters.

36. Also discussed with the Smart Finance Committee was a proposal to introduce an internal annual interest adjustment for specific reserves. This would mean the reserves do not need to be in their own bank account and the reserves would benefit from the savings that the Council cashflow enjoys from receiving the reserve proceeds. It also means that the pressure to spend the reserves is lessened as the reserve balance continues to grow.

37. The balance at 30 June 2026 of the specific reserves is as follows:

- a. Wānaka Asset Sales reserve balance \$4.82M

This reserve is sourced primarily from Scurr Heights sales and it benefits Wānaka/Upper Clutha ward residents via capex or debt repayment (on recommendation from Wanaka-Upper Clutha Community Board).

- b. Arrowtown (AT) Endowment land reserve balance \$1.76M

This reserve is sourced from land sales. It must benefit 'the old Arrowtown Borough' residents via community service developments or debt repayment (LOS portion)

- c. Queenstown Asset Sale Reserve balance \$207K

This reserve is sourced from surplus land sales. It is restricted to Queenstown community services (LOS portion) via new capex or debt repayment.

Procurement Policy

38. The Procurement Policy was reviewed as part of the normal review cycle. It was discussed with the Smart Finance Committee at a Smart Finance workshop on 13 August 2026 and an updated version of the policy was presented to the Committee at its meeting held on 10 September 2026.

39. The main changes from the existing Procurement Policy are:

- a. Changes to the thresholds for market engagement;
- b. Removal of the term 'Procurement Departure Request' due to every procurement methodology requiring justification;
- c. Required review and endorsement of Procurement Plans by the Procurement Team; and
- d. Inclusion of contract management principles.

40. The Committee recommended to Council that the updated Procurement Policy be adopted, with an effective date of 1 February 2027.

Recommendation from Smart Growth Committee meeting held on 22 September 2026

Private Plan Change 2 Arrowtown South Special Zone Rezoning

41. The Smart Growth Committee has agreed to accept this private plan change (PPC). The PC request seeks to amend the district plan provisions that apply to 7.55 hectares of land that is currently within the Arrowtown South Special Zone (Chapter 12) of the Operative District Plan (ODP). The Requestor seeks to apply the Proposed District Plan (PDP) to the land, including the PDP Suburban Residential Zone and District Wide Chapters, with accompanying location-specific provisions.

42. Councillor Tucker will comment further on the committee's decision.

Recommendations from Risk & Assurance Committee meeting held on 1 October 2026

Audit of the Annual Report 2025-2026

43. The Risk & Assurance Committee considered the final audited draft of the 2025-26 Annual Report at its meeting held on 1 October 2026. The Committee recommended that Council adopt the 2025-26 Annual Report but this is covered in a separate report on this agenda, so the recommendation to adopt the 2025-25 Annual Report is not included in this report.

Internal Assurance Report, October 2026

44. The Internal Assurance Plan FY2027–29 provides a three-year, risk-based framework for Internal Assurance activities, providing independent and targeted assurance over Council's governance, risk management and internal controls. The Plan covers three key areas: Internal Audit, Fraud Control and Continuous Monitoring.

45. The Plan was developed considering Council's strategic priorities, the Risk Register, previous assurance activities, outstanding recommendations and stakeholder input. It is intended to operate as a rolling plan, reviewed and updated annually to reflect changes in Council's risk profile and priorities.

46. The Council adopted the FY2027 Q1–Q3 component of the Plan on 23 July 2026, following the Committee’s recommendation. Following further consideration on 1 October 2026, the Committee recommends that Council adopt the remaining components of the FY2027–29 Plan attached to this report.

47. The Internal Assurance Report was considered in the public excluded part of the Risk & Assurance Committee meeting, but the Committee resolved to make the Internal Assurance Plan FY2027-29 public following the meeting:

3. *Agree that the report and attachments remain public excluded, except for any information that will need to be made public in relation to approval of an updated Internal Assurance Plan FY2027-29 when presented for Council approval.*

Summary of Meetings of the Previous Round

Community & Environment Committee Meeting held on 21 July 2026

Recommendation

1. Kawarau Riverside Reserve Management Plan*
2. Access easement over Lot 3 DP 345184 in favour of Canterbury Westland Kindergartens Charitable Trust

*This item has already been presented for Council approval.

Wanaka-Upper Clutha Community Board Meeting held on 20 August 2026

Information

1. Memorial Request for Dame Alison & Dr Jim Roxburgh in Roy’s Bay Recreation Reserve
3. Notification of Right of Way Easement Across Reserve at 17 Plantation Road, Wānaka
4. Chair’s Report

Recommendation

2. Change in Permitted Use – Oranga Puawai Family Trust, Clutha Outlet Recreation Reserve

Assets & Infrastructure Committee Meeting held on 3 September 2026

Information

1. Additional Parking Restrictions Under Traffic & Parking Bylaw
2. Ramshaw Lane Bus Stop
3. Facilities Management Annual Update & Contract C-25-011 Facilities Maintenance Management – Annual Progress Report
4. Community Access to Drinking Water
5. Parking Restrictions Under the Traffic & Parking Bylaw, Frankton

Smart Finance Committee Meeting held on 10 September 2026

Information

1. Local Government Funding Agency (LGFA) 2026-29 Statement of Intent
2. Treasury Update
4. Capitalisation Policy Review
5. Year to date financial overview of opex and capex changes
6. Rating Remission and Postponement Policy review
7. Debtors Update
8. 2025-2026 Budget Carry Forwards

10. Council Controlled Trading Organisation (CCTO) Monitoring – Queenstown Airport
11. Procurement Plan for Cleaning, Waste and Hygiene Services*

Recommendation

3. Treasury Management Policy Review for Long Term Plan
9. Procurement Policy

* Item 11 was considered with the public excluded.

Organisational Excellence Committee Meeting held on 17 September 2026

Information

1. Section 10A Report(Dog Control)
2. Business Process & P3M3 Uplift Programme
3. Health, Safety & Wellbeing Report
4. QLDC of the Future: Organisational & Operating Model Review
5. LGOIMA Report

Smart Growth Committee Meeting held on 22 September 2026

Information

1. Private Plan Change 2 Arrowtown South Special Zone Rezoning**
2. Progress Update on the Proposed District Plan and other key projects
3. Update of Proposed District Plan Appeals*

*Item 3 was considered with the public excluded.

** The officer report specified that the outcome of the Smart Growth Committee's (SGC) decision is to be reported to Council at the next Council meeting. Councillor Tucker (SGC Chair) is invited to comment.

Wanaka-Upper Clutha Community Board Meeting held on 24 September 2026

Information

1. Six-Monthly Update on License to Occupy Applications & Policy Interpretation Matters
2. Lease Public Notification for Wānaka Riding for the Disabled for Albert Town Reserve
3. Proposed Donation of Seat & Commemorative Plaque for Stephen & Geraldine Keen within Peninsula Bay Reserve,
4. Chair's Report

Risk & Assurance Committee Meeting held on 1 October 2026

Information

1. Risk Management Update, October 2026
2. Compliance Update, October 2026
3. Insurance Update, October 2026
5. Lakeview Development Programme — Delivery Status, Risk Position and Assurance Update
6. Committee Workplan Review, October 2026
7. Cybersecurity Update, October 2026*
9. Legal Update, October 2026*
10. Meeting with Internal and External Auditors, October 2026*

Recommendation

4. Audit of the Annual Report 2025-2026**
8. Internal Assurance Report, October 2026*

*Items 7, 8, 9 and 10 were considered with the public excluded.

**This is the subject of a separate report on this agenda.

Attachments | Kā Tāpirihaka

A	Draft 2027 Meeting Schedule
B	Instrument Appointing a Proxy
C	Treasury Management Policy
D	Procurement Policy 2026
E	Internal Assurance Plan 2027-29
