



Local Governance Statement | Tauākī Kāwanataka ā-rohe 2022-2025

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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. Under the Local Government Act 2002 the core purpose of local government is to enable democratic local decision-making and action by, and on behalf of, communities; and to promote the social, economic, environmental and cultural wellbeing of communities in the present and for the future.

The responsibilities of Council also include 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)

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 and adopt a Statement of Intent 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. Aligned with best-practice guidance from the Office of the Auditor-General Tumuaki o te Mana Arotake as part of its performance monitoring regimen Council considers whether to ‘agree’ the Statement of Intent prior to its final adoption by the Board of Directors (although this is not a legislative requirement).

3. Legislation

In conducting its activities, QLDC exercises powers and fulfils responsibilities conferred on it by Aotearoa New Zealand and Local legislation. The Aotearoa 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
- > Lakes District Waterways Authority (Shotover River) Empowering Act 1985 No. 2
- > Lake Wānaka Preservation Act 1973 No. 107
- > Maritime Transport (Infringement Fees for Offences—Queenstown Lakes District Council Navigation Safety Bylaw 2018) Regulations 2019
- > Maritime Transport (Infringement Fees for Offences—Queenstown Lakes District Council Shotover River Bylaw 2021) Regulations 2021
- > 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 or revocation of 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-Whakatipu, Arrowtown-Kawarau and Wānaka-Upper Clutha. The Mayor is elected at large throughout the district. Four Councillors are elected from the Queenstown-Whakatipu ward, three from the Arrowtown-Kawarau ward and four from the Wānaka-Upper Clutha ward.

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 11 October 2025.

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;

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- > 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 2021 the Council resolved that:

- > All Councillors are to be elected within wards;
- > There are to be three wards, Queenstown-Whakatipu, Arrowtown-Kawarau and Wānaka-Upper Clutha;
- > The Queenstown-Whakatipu ward elects four members;
- > The Arrowtown-Kawarau ward elects three members;
- > The Wānaka-Upper Clutha ward elects four members;
- > There is to be a Wānaka-Upper Clutha Community Board which consists of four elected members and three members appointed by Council being three of the four Wānaka-Upper Clutha ward Councillors.

Current Representation Arrangements

QLDC is made up of the Mayor and 11 Councillors with the district divided into three wards:

Mayor

Glyn Lewers

Arrowtown-Kawarau ward

Craig (Ferg) Ferguson
Lisa Guy
Neeta Shetty

Queenstown-Whakatipu ward

Gavin Bartlett
Niki Gladding
Esther Whitehead
Matt Wong

Wānaka-Upper Clutha ward

Barry Bruce
Lyal Cocks
Quentin Smith
Cody Tucker

Wānaka-Upper Clutha Community Board

The Wānaka-Upper Clutha 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-Upper Clutha Community Board is to represent and act as an advocate for the Wānaka-Upper Clutha community. The Council has given extensive delegation to the Wānaka-Upper Clutha Community Board to make decisions on many of the facilities and services located within the Wānaka-Upper Clutha ward. The membership of this Community Board is:

Wānaka-Upper Clutha Community Board

Chris Hadfield

Linda Joll

Simon Telfer

John Wellington

Three of the four Wānaka-Upper Clutha ward Councillors are appointed members of the Wānaka-Upper Clutha Community Board and are appointed by the Mayor. The appointed members are Barry Bruce, Lyal Cocks and Cody Tucker.

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 17 November 2022 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.

Governance Structures and Processes

Committees

The Council reviews its committee structure after each triennial election. At the Council meeting held on 15 December 2022 the Council established for the 2022-2025 term of Council a similar system of standing committees and subcommittees as were in place during the 2019-2022 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:

- > Chief Executive Performance Review Committee
- > District Licensing Committee
- > Dog Control Committee
- > Governance Subcommittee

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 & Strategy Committee	Infrastructure Committee	Community & Services Committee	Audit, Finance & Risk Committee
Councillor Shetty (Chair) Councillor Smith (Deputy) Councillor Bartlett Councillor Bruce Councillor Cocks Councillor Wong	Councillor Bartlett (Chair) Councillor Gladding (Deputy) Councillor Cocks Councillor Ferguson Councillor Smith Councillor Tucker	Councillor Ferguson (Chair) Councillor Whitehead (Deputy) Councillor Bruce Councillor Guy Councillor Tucker Councillor Wong	Stuart McLauchlan (Chair) (external appointment) Heath Copland (Deputy) (external appointment) Bill Moran (external appointment) Councillor Cocks Councillor Gladding Councillor Guy

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	Governance Subcommittee
Mayor Lewers Councillor Cocks Councillor Guy	Lyal Cocks John Mann Christopher Cooney Nicola Vryenhoek Philip Jones Neil Gillespie (CODC) Brett Pay (CODC) Ian Cooney (CODC)	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.	Mayor Lewers Councillor Smith Chief Executive

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**.

8. Meeting Processes

Meetings

The Local Government Act 2002 (clause 27 (Sch 7)) 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 17 November 2022 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 Resource Management Act 1991 are currently made by independent commissioners who have been certified under the Ministry for the Environment Manatū Mō Te Taiao 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.

9. 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 which will remain until any opportunity for review or appeal in relation to the matter notified has lapsed. 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, in whole or in part, if there is a good reason under LGOIMA or the Privacy Act 2020. Submitters who have concerns about making their names public should advise us on their submission.

Receive Submissions

The Council must allow at least one calendar 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 2021 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 and radio), the Council website, social media (Facebook, Linked In, Instagram 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

10. 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 involvement 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.

11. Management Structure

The Local Government Act 2002 (s42) 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.

12. 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 three months service in their current position will have their salary reviewed. This will involve consideration of both their individual performance and the remuneration market.

13. 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 2004).
- > 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.

14. Key Approved Planning and Policy Documents

Vision Beyond 2050

Council committed to the community developed vision in March 2019, which reflects the collective aspiration to be a community that holds true to the values defining what is unique about the Queenstown Lakes District. The eight vision statements that make up Vision Beyond 2050 underpin everything the Council does and informs decision-making on key planning and policy documents. Information about Vision Beyond 2050 is available on the QLDC website (www.qldc.govt.nz/your-council/our-vision-mission).

Spatial Plan

The Queenstown Lakes Spatial Plan is a vision and framework for how and where the communities of the wider Whakatipu and Upper Clutha can Grow Well and develop to ensure the district's social, cultural, environmental prosperity. The first iteration of the plan was adopted by Council on 29 July 2021 and is the result of the Whaiora Grow Well Partnership; an urban growth partnership between Central Government, Kāi Tahu, and the Queenstown Lakes District Council. Work is progressing on the implementation of the plan alongside development of the next iteration of the plan.

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 2024.

Annual Plan

The Council produces an Annual Plan in the interim years when 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.

Climate & Biodiversity Plan

Council adopted its first Climate Action Plan in 2019 and since then has developed a further Climate and Biodiversity Plan in 2022, reflecting the significance of biodiversity in maintaining healthy ecosystems. The plan sets out how the district is responding to climate change and includes collective actions. These range from reducing carbon emissions through to more effective land-use planning and infrastructure design, to regenerating native forest. A dedicated Resilience and Climate Action team was created in 2022 and focus is on implementing priority actions.

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 in 2015 of the District Plan via a resolution at the meeting held on 17 April 2014. As of the end of 2022, Stages 1, 2 and 3 have worked through the Council hearing process, with a number of appeals yet to be resolved in the Environment Court. A number of discrete changes are being processed as part of Stage 4; these will be the subject of Council hearings during 2023.

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 to deliver practical and achievable actions relating to economic development priorities of Council. As of late 2022, development is underway on a Destination Management Plan and an Economic Diversification Plan for adoption during the triennium to replace the existing strategy.

15. 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.

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-Upper Clutha Community Board members are available through customer services and on the Council's website (www.qldc.govt.nz/your-council/elected-members). They can also be contacted through the Council internal mail system. Councillors and Wānaka-Upper Clutha 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

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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 Centres

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

16. 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.

17. Requests for Personal Information

Under the Privacy Act 2020 any person may request personal information held about themselves from the Council. The Privacy Act and the principles underpinning it give any person the right to access information about themselves and to ask for it to be corrected if it is believed to be incorrect.

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

Information about Council's Privacy Policy are available via the QLDC website (www.qldc.govt.nz)

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	review commenced, to be completed by September 2023
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		review commenced, to be completed by September 2023
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		review to commence May 2023, review due by May 2024
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		review to commence March 2023, review due March 2024
Dog Control Bylaw 2020	Facilitating responsible dog ownership and the control of dogs in the Queenstown Lakes District; protecting the wellbeing and safety of people and dogs	24 June 2020		2025
Freedom Camping Bylaw December 2021; 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.	16 December 2020		2026
Integrated Three Waters Bylaw 2021; and Integrated Three Waters Bylaw Administration Manual	Ensures the Council is able to meet its legislative requirements and obligations relating to the provision of water supply, stormwater, wastewater and trade waste; includes an administration manual providing guidance on the technical aspects of the bylaw	10 December 2020		2025

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		2024
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 2021	Restricts public access to the Shotover River Concession Area for the purposes of maritime safety for river users.	3 June 2021		2026
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 2021
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		review to commence December 2024, review due December 2025

