



Order Paper for the first meeting
following the election of the

QUEENSTOWN LAKES DISTRICT COUNCIL

to be held on

Thursday, 30 October 2025

commencing at 1.00pm

in the

Lake Hayes Pavilion, State Highway 6,
Queenstown

9.12 Items of business not on the agenda which cannot be delayed | Ngā take kāore i runga i te rārangi take e kore e taea te whakaroa

A meeting may deal with an item of business that is not on the agenda where the meeting resolves to deal with the item and the Chairperson provides the following information during the public part of the meeting:

(a) the reason the item is not on the agenda; and

(b) the reason why the discussion of the item cannot be delayed until a subsequent meeting.

s. 46A (7), LGOIMA

Items not on the agenda may be brought before the meeting through a report from either the chief executive or the Chairperson.

***Please note** that nothing in this standing order removes the requirement to meet the provisions of Part 6, LGA 2002 with regard to consultation and decision-making.*

9.13 Discussion of minor matters not on the agenda | Te kōreorero i ngā take iti kāore i runga i te rārangi take

A meeting may discuss an item that is not on the agenda only if it is a minor matter relating to the general business of the meeting and the Chairperson explains at the beginning of the public part of the meeting that the item will be discussed. However, the meeting may not make a resolution, decision or recommendation about the item, except to refer it to a subsequent meeting for further discussion.

REFERENCE:

Queenstown Lakes District Council Standing Orders adopted on 31 July 2025.

Agenda for the first meeting following the triennial general election of the Queenstown Lakes District Council to be held in the Lake Hayes Pavilion, State Highway 6, Queenstown on Thursday, 30 October 2025 commencing at 1.00pm.

No.	Title	Page
1.	Welcome by the Chief Executive	-
2.	Address by Kāi Tahu Representatives	-
3.	Apologies	-
4.	The Making and Attesting of Declarations	4

Pursuant to Schedule 7 Clause 14 of the Local Government Act 2001

Declaration by:

Witnessed by:

His Worship the Mayor John Glover
Councillors (in alphabetical order)

Chief Executive
His Worship the Mayor

5.	Legal Responsibilities	21
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Pursuant to Clause 21(5)(c) Schedule 7 of the Local Government Act 2002 Mr Brendan Peet (QLDC General Counsel) will provide a general explanation of the Local Government Official Information and Meetings Act 1987 and other laws affecting members.

Recommendation:

That the briefing on Legal Responsibilities be noted.

6.	Appointment of Deputy Mayor	-
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The Mayor will confirm the appointment of the Deputy Mayor in accordance with Section 41A(3)(a) of the Local Government Act 2002.

Recommendation:

That the Council note the appointment of Councillor... **[Name]** as Deputy Mayor of the Queenstown Lakes District 2025-2028.

7.	Appointed Members of the Wānaka-Upper Clutha Community Board	-
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The membership of the Wānaka-Upper Clutha Community Board is four elected members and the three members of Council who are elected in the Wānaka-Upper Clutha Ward. These Councillors will make separate declarations as members of the Wānaka-Upper Clutha Community Board.

No.	Title	Page
	<p>Recommendation: That the Council agree that Councillors... [Names] will be appointed members of the Wānaka-Upper Clutha Community Board for the 2025-2028 triennium.</p>	
8.	<p>Appointment of Elected Members to Community Associations</p> <p>To allocate elected members to Community Associations throughout the district.</p> <p>Recommendation: That the Council approve the appointments of elected members to Community Associations as follows: Albert Town – Kathy Dedo Arrowtown Village Association – Samuel Belk Arthurs Point – Samuel Belk Cardrona – Niki Gladding Fernhill – Matt Wong Frankton – Stephen Brent Gibbston – Melissa White Glenorchy – Stephen Brent Hāwea – Cody Tucker Kelvin Peninsula – Gavin Bartlett Kingston – Jon Mitchell Luggate – Nicola King Makarora – Cody Tucker Mt Barker – John Wellington</p>	
9.	<p>Appointment of a member to the Otago Central Lakes Regional Deal Negotiation Committee</p> <p>To appoint a Councillor to this Committee pursuant to clause 1.3 of the Memorandum of Agreement where it has been agreed to continue past elections (noting that the Mayor is already a member by virtue of the office).</p> <p>Recommendation: That the Council appoint Councillor Smith to the Otago Central Lakes Regional Deal Negotiation Committee, noting that it will be subject to confirmation as part of the appointment process for all Council committees and joint committees,</p>	-

No.	Title	Page
10.	Setting the date of the First Ordinary Council meeting	-

To set the date of the first ordinary meeting of the Queenstown Lakes District Council in accordance with Clause 21(5)(d) Schedule 7 of the Local Government Act 2002.

Recommendation:

That the first ordinary meeting of the Queenstown Lakes District Council take place on Thursday 27 November 2025 in the Council Chambers, 10 Gorge Road, Queenstown beginning at 1.00pm.

Full Council

30 October 2025

Report for Agenda Item | Rīpoata moto e Rāraki take [4]

Department: Chief Executive

Title | Taitara: Attestation of Declarations in accordance with Local Government Act 2002

Purpose of the Report | Te Take mō te Pūroko

The purpose of this report is to present the declarations for Mayor and Councillors in accordance with Clause 14, Schedule 7 of the Local Government Act 2002.

Prepared by:



Name: Mike Theelen

Title: Chief Executive

14 October 2025

Context | Horopaki

The Making and Attesting of Declarations

Declaration by member

- (1) A person may not act as a member of a local authority until—
- (a) that person has, at a meeting of the local authority following the election of that person, made an oral declaration in the form set out in subclause (3); and
 - (b) a written version of the declaration has been attested as provided under subclause (2).
- (2) The written declaration must be signed by the member and witnessed by—
- (a) the chairperson; or
 - (b) the mayor; or
 - (c) a member of the local authority; or
 - (d) the chief executive of the local authority; or
 - (e) in the absence of the chief executive, some other officer appointed by the chief executive.
- (3) The form of the declaration must consist of the following elements:

Declaration by mayor or chairperson or member

“I, [NAME], declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of [*region or district*], the powers, authorities, and duties vested in, or imposed upon, me as [*mayor or chairperson or member*] of the [*local authority*] by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at [*place*] this [*number*] day of [*month*] [*year*]

Signature:

Signed in the presence of:

[*mayor or chairperson or member or chief executive of local authority*]”.

The following pages contain the declarations in the order in which they will be taken. The Chief Executive will take the Mayor’s declaration first, thereby empowering the Mayor to act. The Mayor will take all the subsequent declarations. Members will be asked to stand and read aloud the text on the attached.

Individual copies with the Council’s seal will be provided for reading aloud and signing at the meeting.

Attachments | Kā Tāpirihaka

A	Declarations of Mayor and Councillors (alphabetical order)
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DECLARATION BY MAYOR OF QUEENSTOWN LAKES DISTRICT COUNCIL

I, **John Shepherd Glover**, declare that I will faithfully and impartially, and according to the best of my skill and judgement, execute and perform, in the best interests of the Queenstown Lakes District, the powers, authorities, and duties vested in or imposed upon me as Mayor of the Queenstown Lakes District Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at Queenstown this 30th day of October 2025.

Signature

Signed in the Presence of



DECLARATION BY MEMBER OF QUEENSTOWN LAKES DISTRICT COUNCIL

I, **Gavin Stewart Bartlett**, declare that I will faithfully and impartially, and according to the best of my skill and judgement, execute and perform, in the best interests of the Queenstown Lakes District, the powers, authorities, and duties vested in or imposed upon me as Councillor of the Queenstown Lakes District Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at Queenstown this 30th day of October 2025.

Signature

Signed in the Presence of



DECLARATION BY MEMBER OF QUEENSTOWN LAKES DISTRICT COUNCIL

I, **Samuel Ellison Belk IV** declare that I will faithfully and impartially, and according to the best of my skill and judgement, execute and perform, in the best interests of the Queenstown Lakes District, the powers, authorities, and duties vested in or imposed upon me as Councillor of the Queenstown Lakes District Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at Queenstown this 30th day of October 2025.

Signature

Signed in the Presence of



DECLARATION BY MEMBER OF QUEENSTOWN LAKES DISTRICT COUNCIL

I, **Stephen Ross Brent** declare that I will faithfully and impartially, and according to the best of my skill and judgement, execute and perform, in the best interests of the Queenstown Lakes District, the powers, authorities, and duties vested in or imposed upon me as Councillor of the Queenstown Lakes District Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at Queenstown this 30th day of October 2025.

Signature

Signed in the Presence of



DECLARATION BY MEMBER OF QUEENSTOWN LAKES DISTRICT COUNCIL

I, **Heath Colin Copland**, declare that I will faithfully and impartially, and according to the best of my skill and judgement, execute and perform, in the best interests of the Queenstown Lakes District, the powers, authorities, and duties vested in or imposed upon me as Councillor of the Queenstown Lakes District Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at Queenstown this 30th day of October 2025.

Signature

Signed in the Presence of



DECLARATION BY MEMBER OF QUEENSTOWN LAKES DISTRICT COUNCIL

I, **Nicolette Winona Gladding**, declare that I will faithfully and impartially, and according to the best of my skill and judgement, execute and perform, in the best interests of the Queenstown Lakes District, the powers, authorities, and duties vested in or imposed upon me as Councillor of the Queenstown Lakes District Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at Queenstown this 30th day of October 2025.

Signature

Signed in the Presence of



DECLARATION BY MEMBER OF QUEENSTOWN LAKES DISTRICT COUNCIL

I, **Nicola Jillian King**, declare that I will faithfully and impartially, and according to the best of my skill and judgement, execute and perform, in the best interests of the Queenstown Lakes District, the powers, authorities, and duties vested in or imposed upon me as Councillor of the Queenstown Lakes District Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at Queenstown this 30th day of October 2025.

Signature

Signed in the Presence of



DECLARATION BY MEMBER OF QUEENSTOWN LAKES DISTRICT COUNCIL

I, **Jon Frederick Mitchell**, declare that I will faithfully and impartially, and according to the best of my skill and judgement, execute and perform, in the best interests of the Queenstown Lakes District, the powers, authorities, and duties vested in or imposed upon me as Councillor of the Queenstown Lakes District Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at Queenstown this 30th day of October 2025.

Signature

Signed in the Presence of



DECLARATION BY MEMBER OF QUEENSTOWN LAKES DISTRICT COUNCIL

I, **Quentin Clifford Smith**, declare that I will faithfully and impartially, and according to the best of my skill and judgement, execute and perform, in the best interests of the Queenstown Lakes District, the powers, authorities, and duties vested in or imposed upon me as Councillor of the Queenstown Lakes District Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at Queenstown this 30th day of October 2025.

Signature

Signed in the Presence of



DECLARATION BY MEMBER OF QUEENSTOWN LAKES DISTRICT COUNCIL

I, **Cody Ross Tucker**, declare that I will faithfully and impartially, and according to the best of my skill and judgement, execute and perform, in the best interests of the Queenstown Lakes District, the powers, authorities, and duties vested in or imposed upon me as Councillor of the Queenstown Lakes District Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at Queenstown this 30th day of October 2025.

Signature

Signed in the Presence of



DECLARATION BY MEMBER OF QUEENSTOWN LAKES DISTRICT COUNCIL

I, **Melissa White**, declare that I will faithfully and impartially, and according to the best of my skill and judgement, execute and perform, in the best interests of the Queenstown Lakes District, the powers, authorities, and duties vested in or imposed upon me as Councillor of the Queenstown Lakes District Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at Queenstown this 30th day of October 2025.

Signature

Signed in the Presence of



DECLARATION BY MEMBER OF QUEENSTOWN LAKES DISTRICT COUNCIL

I, **Matthew Donald Wong**, declare that I will faithfully and impartially, and according to the best of my skill and judgement, execute and perform, in the best interests of the Queenstown Lakes District, the powers, authorities, and duties vested in or imposed upon me as Councillor of the Queenstown Lakes District Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at Queenstown this 30th day of October 2025.

Signature

Signed in the Presence of

QLDC FIRST COUNCIL MEETING

General explanation of laws
affecting members

PURPOSE OF PRESENTATION

21 First meeting of local authority following triennial general election of members

- (1) The first meeting of a local authority following a triennial general election of members must be called by the chief executive as soon as practicable after the results of the election are known.
- (2) The chief executive must give the persons elected to the local authority not less than 7 days' notice of the meeting.
- (3) Despite subclause (2), if an emergency exists, the chief executive may give notice of the meeting as soon as practicable.
- (4) The chief executive (or, in the absence of the chief executive, a nominee of that officer) must chair the meeting until the mayor or chairperson has made and attested the declaration required under [clause 14](#).
- (5) The business that must be conducted at the meeting must include—
 - (a) the making and attesting of the declarations required of the mayor (if any) and members under [clause 14](#); and
 - (b) the election of the chairperson (if any) and the making and attesting of the declaration required of the chairperson under [clause 14](#); and
 - (c) a general explanation, given or arranged by the chief executive, of—
 - (i) the [Local Government Official Information and Meetings Act 1987](#); and
 - (ii) other laws affecting members, including—
 - (A) the appropriate provisions of the [Local Authorities \(Members' Interests\) Act 1968](#); and
 - (B) [sections 99, 105, and 105A](#) of the [Crimes Act 1961](#); and
 - (C) the [Secret Commissions Act 1910](#); and
 - (D) the [Financial Markets Conduct Act 2013](#); and

QUICK INTRO

- > This is an outline of key legislation
- > Not exhaustive
- > Not intended to go into detail
- > The up-coming induction program has the detail
- > This is just a “heads up”

TYPES OF LAWS

- > Laws about:
 - > Establishment of QLDC
 - > What QLDC's job is
 - > Powers QLDC has
 - > Decision making
 - > Decision processes
 - > Decision makers
 - > Conflicts of interest

-
- > Laws about cont...
 - > Planning and development
 - > Information
 - > LGOIMA
 - > Privacy
 - > Land
 - > Reserves
 - > Finances

-
- > Laws about cont...
 - > Regulating activities
 - > Alcohol
 - > Dogs
 - > Traffic and parking
 - > Lakes and waterways
 - > Freedom camping

> Laws about cont...

> Law reforms

- > Water services legislation
- > Local government “system improvements” legislation
- > Fast track projects legislation
- > Resource Management Act reform

KEY LAWS



ESTABLISHMENT OF QLDC

Topic

- > Establishment of QLDC
 - > What QLDC's job is
 - > Powers QLDC has
- > Decision making
 - > Decision processes
 - > Decision makers
 - > Mayor, Councillors, Chief Executive
 - > Duties
 - > Conflicts of interest
 - > Liability

Legislation

- > Local Government Act 2002
 - > The main legislation
- > Local Government Act 1974
 - > mostly repealed but still some operative provisions, especially around roading

RESPONSIBILITIES

Topic

- > Responsibilities and duties
 - > Annual plan
 - > Long term plan

Legislation

- > Local Government Act 2002

INTERESTS

Pecuniary interests

- > Register of interests
 - > Annual returns
 - > First one due in 120 days
 - > Then end Feb each year
 - > Offence not to comply

Legislation

- > Local Government (Pecuniary Interests Register) Amendment Act 2022

CONFLICTS

Topic

- > Financial interests
 - > Disqualifying contracts >\$25k
 - > Cannot participate in discussions or vote
- > Bribery and corruption
- > Secret commissions
- > Insider trading and market manipulation
- > Non-pecuniary interests

Legislation

- > Local Authorities (Members' Interests) Act 1968
- > Sections 99, 105, and 105A of the Crimes Act 1961
- > Secret Commissions Act 1910
- > Financial Markets Conduct Act 2013
- > QLDC Standing Orders

PLANNING & DEVELOPMENT

Topic

- > Planning and development
- > Building and construction

Legislation

- > Resource Management Act 1991
- > Building Act 2004

INFORMATION

Topic

- > Freedom of information
 - > Meetings
 - > LIMs
- > Privacy

Legislation

- > Local Government Information and Meetings Act 1987 (LGOIMA)
- > Privacy Act 2020

LAND

Topic

- > Reserves – stewardship
- > Land interests
- > Land dealings

Legislation

- > Reserves Act 1977
- > Property Law Act 2007
- > Land Transfer Act 2017
- > Etc...

FINANCES

Topic

- > Rates
- > Development contributions
- > Accountability and audit

Legislation

- > Local Government (Rating) Act 2002
- > Local Government Act 2002
- > Various

REGULATION OF ACTIVITIES

Activity

- > Alcohol
- > Dogs
- > Traffic and parking
- > Lakes and waterways
- > Freedom camping

Legislation

- > Sale and Supply of Alcohol Act 2012
- > Dog Control Act 1996
- > Land Transport Act 1998
- > Maritime Transport Act 1994
- > Freedom Camping Act 2011

LAW REFORMS

Topic

- > Water services – CCO
- > Local government system improvements
- > RMA reforms
- > Development levies

Legislation

- Local Government (Water Services) Act 2025
- Local Government (Systems Improvements) Bill
- Stay tuned...
- Local Government (Infrastructure Funding) Bill?

END

> The end