

Item 3: WUCCB Terms of Reference and Governance Agreement

SESSION TYPE: Workshop

PURPOSE/DESIRED OUTCOME:

The purpose of this workshop is for the Wānaka-Upper Clutha Community Board (WUCCB) to discuss and provide feedback on the attached draft WUCCB Terms of Reference and draft WUCCB Governance Agreement. These drafts include proposed amendments that were worked up based on WUCCB feedback to Council Officers at the 4 September 2025 WUCCB workshop.

The plan is for finalised drafts of the WUCCB Terms of Reference and Governance Agreement to be presented to the WUCCB at its 2 April 2026 meeting for recommendation to Council, after which it would be presented to Council for adoption at the 7 May 2026 Council meeting.

DATE/START TIME:

Wednesday, 4 March 2026 at 11.50am

TIME BREAKDOWN:

Presentation and discussion: 30 mins

PRESENTERS:

Meaghan Miller - GM, Corporate Services
Jon Winterbottom - Democracy Services Manager

Prepared by:



Name: Jon Winterbottom
Title: Democracy Services Manager
20 February 2026

Reviewed and Authorised by:



Name: Meaghan Miller
Title: General Manager Corporate Services
20 February 2026

ATTACHMENTS:

A	Draft WUCCB Terms of Reference
B	Draft WUCCB Governance Agreement

QUEENSTOWN LAKES DISTRICT COUNCIL REGISTER OF DELEGATIONS



LAST UPDATED JULY 2025

Wānaka-Upper Clutha Community Board

Terms of Reference

Membership

The Wānaka-Upper Clutha Community Board shall have 4 elected members, Kathy Dedo, Chris Hadfield, Simon Telfer and John Wellington, and three appointed members, Councillors Gladding, King, and Tucker.

Quorum

The quorum for every meeting shall be four members.

Chair

The Chair of the Wānaka-Upper Clutha Community Board is Simon Telfer, and the Deputy Chair is Kathy Dedo.

Frequency of Meetings

The Wānaka-Upper Clutha Community Board will meet every six weeks.

Parent Body

The Wānaka-Upper Clutha Community Board has delegated authority in accordance with the Local Government Act 2002 Schedule 7 clause 32 confirmed by resolution of reports to the Queenstown Lakes District Council. The Wānaka-Upper Clutha Community Board is not a committee of Council but is an unincorporated body accountable to the Queenstown Lakes District Council and established under the Local Government Act 2002 section 49.

Objectives of the Wānaka-Upper Clutha Community Board

To carry out its role as set out in Section 52 of the Local Government Act 2002 to give effect to the purpose of local government in Section 10 of the Local Government Act 2002.

Terms of Reference:

Responsibilities and Key Projects

- > Represent and act as an advocate for, the interests of ~~its~~ the Wānaka-Upper Clutha community.
- > Consider and report on all matters referred to it by the Council, or any matters of interest or concern to the Wānaka-Upper Clutha Community Board.
- > ~~Maintain an overview~~ Actively monitor and consider any service recommendations by the community and where appropriate recommend any change of service to Full Council (noting any associated cost implications or matters of a heightened LOS would need to be raised through the AP or LTP cycle) of services provided by the Council within the community.
- > ~~Prepare an annual submission to the Council for expenditure within the community~~ and actively participate in planning and prioritisation, with Council and the

Executive Leadership team, of investment in the ward and community.

- > Communicate and engage with community organisations and special interest groups within the community.
- > Encourage and integrated strategic approach to long term issues and opportunities to inform board decision-making and key Council processes and documents.
- > Provide knowledge and insight into community interests and priorities when planning for local projects.
- > Identify and recommend priority projects to ensure that the Wānaka Asset Sales Reserve fund is used effectively for community benefit, in accordance with the community board role as defined in the fund's guidelines adopted by Council on 29 May 2025.
- > Undertake any other responsibilities that are delegated to it by the Council.

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Delegated Authority

The Wānaka-Upper Clutha Community Board will have authority to carry out activities within its Terms of Reference (excluding all powers reserved to the Council by law, or by resolution of the Council).

Power to Act

The Wānaka-Upper Clutha Community Board may will:

- > Prepare submissions to the draft Ten Year Long Term Plan or Annual Plan relating to the Wānaka-Upper Clutha Ward (including the prioritisation of proposals from community groups);
- > Lodge and present submissions to external bodies on policies and legislation relevant to the Board's Terms of Reference; and
- > Make decisions, subject to such general policies as are determined by the Council and having regard to the duties and powers set out in these Terms of Reference, on the following Council activities within the Wānaka-Upper Clutha Ward:
 - > parking;
 - > cemetery;
 - > Council owned buildings and property;
 - > footpaths, walkways, shared pathways, and tracks;
 - > roads;
 - > temporary road closures for non-arterial roads, over 4 hours duration in the Wānaka-Upper Clutha Ward;
 - > legislation relating to:
 - > street names, parades, collections, and special issues; and
 - > waterways and waterfront special cases and concessions except for formal regulatory functions.
 - > public toilets;
 - > recreation and reserve areas;
 - > sports fields;
 - > swimming pool;
 - > public information signage;
 - > street lighting;
 - > trees on Council owned land;
 - > elderly persons housing; and
 - > other items not specified above that fall within the same general local interest category of Council activities within the Wānaka-Upper Clutha Ward.

Power to Recommend

The Wānaka-Upper Clutha Community Board will recommend:

- > rates and charges to be levied in the Wānaka-Upper Clutha Ward (in particular, those related to water, sewerage, roading, tourism promotion and parking);
- > other revenues to be collected in the Wānaka-Upper Clutha Ward which relate to the areas listed above;
- > any bylaws required for the safety or good governance of the Wānaka-Upper Clutha Ward;
- > the use of borrowing to fund works or facilities in the Wānaka-Upper Clutha Ward;

- > any decision involving the use of the Public Works Act 1991 within the Wānaka-Upper Clutha Ward;
- > setting policy on the leasing or licensing of use of Council property;
- > priority projects to be brought forward from the adopted Long Term Plan or Annual Plan to be funded by the Wānaka Asset Sales Reserve fund; and
- > the development of the district plan, long term financial strategy, funding policy, treasury policy and borrowing policies.

Delegation Limitations

These delegations MUST BE read subject to the following qualifications. The Wānaka-Upper Clutha Community Board’s jurisdiction and authority will be limited in regard to the following decisions:

- > Any decision that may not be delegated by Council under the Local Government Act 2002 or any other Act;
- > Any decision delegated to an officer or contractor under Council delegations including sub-delegations to an officer or contractor from the Chief Executive;
- > Any services or facilities funded by any rate, charge or other revenue collected on a district wide basis;
- > Any contract entered in by the Council for the good of the district as a whole;
- > Any work, service, facility or payment that is not funded fully from revenue raised in the Ward;
- > The power to employ, direct, or dismiss staff;
- > Any decision where the Council records concerns about the authority of the Wānaka-Upper Clutha Community Board to make that decision;
- > Any decisions involving the development of the Proposed District Plan which shall be in the hands of the Planning & Strategy Smart Growth Committee;
- > Financial contributions set in the District Plan or Long-Term Plan or imposed in any resource consent application; and
- > Any decision that is contrary to policy set by the Council. Where the Wānaka-Upper Clutha Community Board considers that a policy is wrong or requires amendment to provide for circumstances which are not catered for, the Board will submit a proposal for amendment to the policy to the Council.

Wānaka-Upper Clutha Community Board Delegation Schedule

This schedule is designed to clarify decision making power by subject matter. If there is any inconsistency between this schedule and the Terms of Reference and Delegations, the Terms of Reference and Delegations will prevail.

Note: Ticks appear in each column where approval consideration is required recommended by at least one of those bodies before the final decision is reached. The final decision is made by the body with the last tick (reading left to right along each row) and indicated by an underlined tick (✓), and steps prior to that final decision will be a recommendation (or similar, e.g. endorsement).

	Decision by:			
	Officer	WUCCB	Committee	Council
Artwork				
> locations		<u>✓</u>		
Buildings and Property				
> sale and purchase		✓	✓	<u>✓</u>
> service and operation		✓		<u>✓</u>

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> maintenance	✓			
Bylaws		✓	✓	✓
Council Policy		✓	✓	✓
		<u>Decision by:2</u>		
		<u>Officer</u>	<u>WUCCB</u>	<u>Committee</u>
				<u>Council</u>
Cemetery Plan				
> development and approval		✓		
> implementation	✓			
District Plan				
> development and approval		✓	✓	✓
> implementation	✓			
Elderly Persons Housing				
> policy		✓	✓	✓
> design		✓		
> location		✓	✓	✓
> purchase and sale				✓
> maintenance	✓	✓		
Footpaths and Walkways				
> locations/priorities		✓		
> specification / LoS		✓		✓
> maintenance	✓			
> tracks trust		✓		
Infrastructure				
<i>Capital</i>				
> scoping		✓		
> funding		✓	✓	✓
> planning		✓	✓	✓
<i>Operational</i>				
> location		✓		✓
> specifications/LoS		✓		✓
> maintenance	✓			
> design and build	✓			

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Land Vesting as Reserve		✓		✓
<u>Licence to Occupy</u>				
> <u>Temporary occupations (e.g. for construction purposes such as hoardings, cranes etc)</u>		✓		
> <u>Infrastructure occupations (e.g. for enabling approved private infrastructure to be located on public land under conditions)</u>		✓		
Lagaresiphon Control				
> <u>management plan</u>		✓		
> <u>implementation</u>	✓			
Ten Year Long Term Plan				
> <u>preparation</u>		✓	✓	✓

	Decision by: 3			
	Officer	WUCCB	Committee	Council
> adoption				✓
> implementation	✓			
Memorials				
> design			✓	
> location			✓	
	Decision by: 2			
	Officer	WUCCB	Committee	Council
Operational Matters				
> emergency works	✓			
Parking				
> strategic planning			✓	✓
> time restrictions			✓	
> no stopping areas			✓	
> location of areas			✓	
> enforcement	✓			
> implement payment			✓	
> fund payment option			✓	✓
Public Information Signage				

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Commented [NC2]: These are added to clarify existing delegations not recorded

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> location		✓		
> specification				✓
> installation	✓			
Public Toilets				
> locations		✓		
> specification/LoS		✓		✓
> maintenance and cleaning	✓			
Reserve and Recreation Areas				
> management plans		✓		✓
> locations		✓		✓
> specification / LoS		✓		✓
> LoS trade-offs		✓		
> maintenance	✓			
> conditions of hire	✓			
> concessions	✓•			

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	Decision by:2			
	Officer	WUCCB	Committee	Council
> decision to notify long term land leases (lease period greater than 5 years)		✓		
> lease renewal where Council has discretion	✓•			
> granting of subleases		✓		
> table and chair licenses	✓•			
	Decision by:2			
	Officer	WUCCB	Committee	Council
> decision to notify the intention to grant any approvals for events in excess of 6 days	✓•			
> decision to notify right of way (ROW) easement		✓		
> Affected Party Approval for permanent private development	✓•			
Rivers and Lakes				
> speed limits		✓		✓
> enforcement	✓			
> concessions		✓		

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> charges		✓		
> navigation aids	✓			
> structure design and location		✓		
> commercial activity permit for activity from a jetty		✓		
Roads				
<i>Capital</i>				
> strategic planning		✓		✓
> funding		✓	✓	✓
> new seals		✓		
> re-seals	✓			
<i>Operational</i>				
> policy		✓		✓
> <u>Levels of Service prioritisation-trade offs</u>		✓		
> maintenance	✓			
> naming	✓			
> naming that does not comply with Road Naming Policy		✓		
> stopping		✓		✓
> temporary closure pursuant to policy		✓		

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	Decision by:2			
	Officer	WUCCB	Committee	Council
<i>Minor safety works</i>				
> implement projects	✓			
> change priority of projects		✓		
> approve new projects		✓		
	Decision by:2			
	Officer	WUCCB	Committee	Council
Service Delivery				
> specification / LoS		✓		✓
> delivery	✓			
> monitoring		✓		
Staff issues				
> employment	✗			

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>performance	✗			
>dismissal	✗			
Street furniture and paving				
> policy and palette		✓		✓
> location		✓		
> purchase	✓			
> installation/removal	✓			
Street lighting				
> policy		✓	✓	✓
> location		✓		
> style		✓		
> purchase	✓			
> installation/removal	✓			
> under-grounding priorities		✓		
Swimming Pool				
> location		✓		
> design		✓		
> operation	✓			
> funding		✓	✓	✓
Trees on Council Land				
> appeals to applications under the Tree Policy in the ward		✓		

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	Decision by:2			
	Officer	WUCCB	Committee	Council
> location	✓•	✗		
> species	✓•	✗		
> planting	✓			

- Delegation to be exercised by officers following prior consultation with the Community Board Chairperson, or other nominated representative(s) of the Community Board where practicable
- ◆ For temporary road closures over 4 hours. Under 4 hours – CEO

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WĀNAKA-UPPER CLUTHA COMMUNITY BOARD and QUEENSTOWN LAKES DISTRICT COUNCIL GOVERNANCE AGREEMENT

Purpose

This Governance Agreement aims to document best practice protocols to:

- Encourage communication, coordination and cooperation between the Queenstown Lakes District Council ("Council") and the Wānaka-Upper Clutha Community Board ("Board").
- Provide a mechanism for the Council and the Board to:
 - a) enable democratic local decision-making and action by, and on behalf of, the communities in the Wānaka-Upper Clutha Ward; and
 - b) promote the social, economic, environmental and cultural well-being of the Wānaka-Upper Clutha communities in the present and for the future.

Protocols for Governance, Communication and Coordination

- The Council has responsibility for the good governance of the district, while the Board is responsible for the good governance for the Wānaka-Upper Clutha Ward. The best interests of the communities of the Wānaka-Upper Clutha Ward are served when the Council and Board work cooperatively.
- The Board will be engaged and consulted on policy and planning documents (including but not limited to the Long Term Plan, Annual Plan, and long term vision statements) that impact on the Wānaka-Upper Clutha Ward and Council will take into account all input from the Board before the policies or plans are adopted as draft documents and notified for public comment.
- The Board and the Council will agree on levels of service to be provided in the Wānaka-Upper Clutha Ward. Where the agreed service levels differ from the district-wide service level adopted by Council then a rate differential may be applied to the Wānaka-Upper Clutha Ward to equalise the different level of service. Feedback from the Board will be considered through the decision-making process.
- Board concerns regarding Council's operational performance will be communicated to the relevant General Manager in the first instance and subsequently to the Council's Chief Executive if not resolved.
- The Council's Chief Executive will ensure that the Board is provided with complete, timely and robust information, support and advice to enable the Board to carry out its role as prescribed in the Local Government Act 2002 and exercise its delegations. This includes the provision of adequate staff support for Board activities and a discretionary budget of \$15,000 to support Board community engagement activities¹.
- The Council and the Board will ensure that appropriate training and development is provided for Councillors and Board Members to ensure they

¹ All expenditure must be in accordance with relevant QLDC financial, procurement, and sensitive expenditure policies.

have the necessary skills to undertake their governance and policy making responsibilities within local government.

- The Council and the Board acknowledge that good governance requires them to consider community views and provide a balance of the different views and the trade-offs necessary.
- The Council will delegate powers to the Board over matters concerning the Wānaka-Upper Clutha Ward that are necessary to enable the Board to fulfil its role as prescribed in the Local Government Act 2002. The Council will consider recommendations of the Board when making a decision on any changes to delegations to the Board.
- Delegations to the Board underlie the spirit of partnership between the Council and the Board and any changes to delegations and this Governance Agreement are to be considered in tandem with each other.
- Where the Board is exercising its powers (either mandated or delegated) to make binding decisions where there is a high degree of significance (as defined in Council's Significance and Engagement Policy) to the Wānaka-Upper Clutha community it must follow the special consultative procedure under the Local Government Act 2002 in reaching its decision.
- The Council and the Board will act consistently with the Code of Conduct.

Process

The Mayor and Chief Executive may attend meetings of the Board to report on Council issues impacting on the Board. Members of the senior management team will regularly attend Board meetings for this purpose. The Chair of the Board may attend Council meetings and report on Board issues impacting on the Council.

Review of Governance Agreement

The Council and the Board may consider and review this Governance Agreement at any time. Any proposal for change must be presented for consideration at the next available meetings of the Council and the Board upon the request of either of them. The request must be made in writing to the Chief Executive at least two weeks before the next meeting date.

The Council and the Board must ratify any proposed changes to this Governance Agreement prior to them coming into effect.

This Governance Agreement will be placed on the agenda of the first meetings of the Council and the Board subsequent to the triennial election for the purpose of reviewing the document and recommending changes (if any) to the incoming Council and Board.

MAYOR

WUCCB C H A I R

DATE

DATE