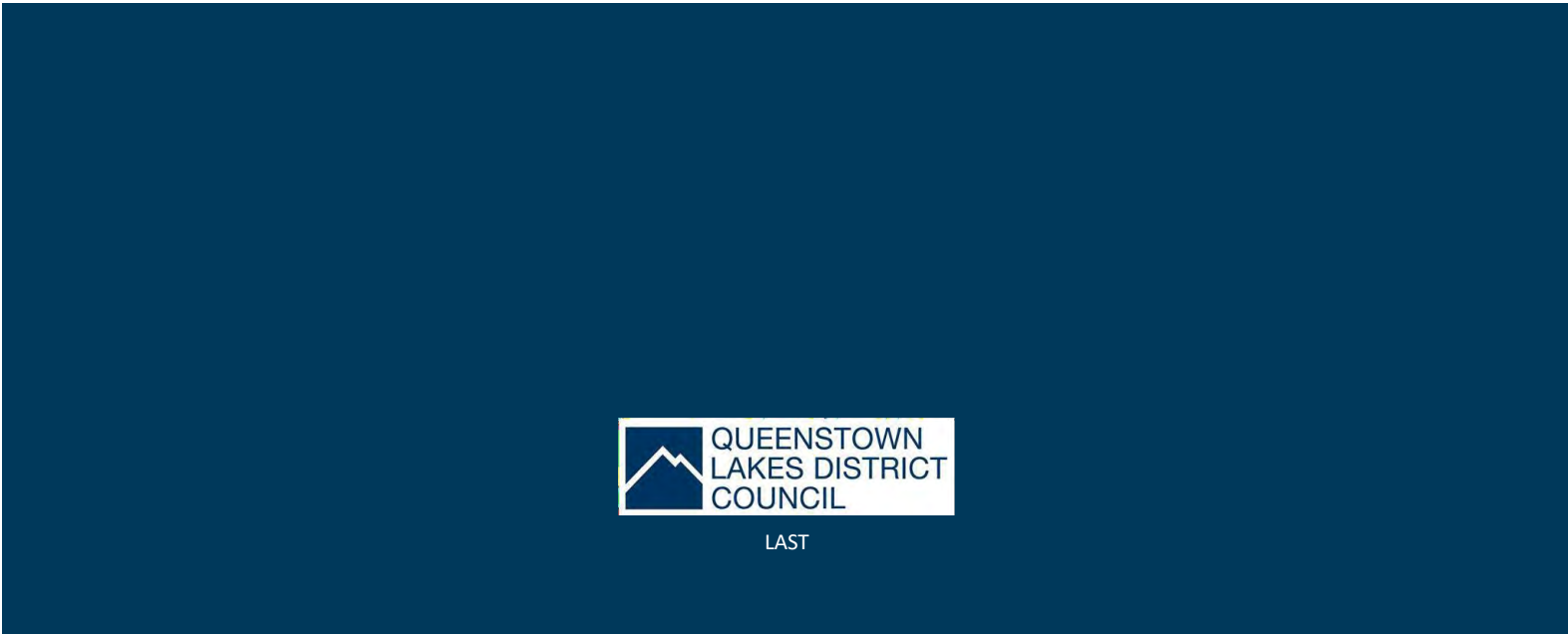




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QUEENSTOWN LAKES DISTRICT COUNCIL REGISTER OF DELEGATIONS



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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 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.

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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.

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Terms of Reference:

Responsibilities and Key Projects

- > Represent and act as an advocate for, the interests of 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.
- > 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).
- > 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.

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- > 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).

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Power to Act

The Wānaka-Upper Clutha Community Board may:

- > Prepare submissions to the draft 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.

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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 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 consideration is 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:2			
	Officer	WUCCB	Committee	Council
Artwork				
> locations		✓		

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Buildings and Property				
> sale and purchase		✓	✓	✓
> service and operation		✓		✓
> maintenance	✓			
Bylaws				
		✓	✓	✓
Council Policy				
		✓	✓	✓
Decision by:2				
	Officer	WUCCB	Committee	Council
Cemetery Plan				
> development and approval		✓		
> implementation	✓			
District Plan				
> development and approval		✓	✓	✓
> implementation	✓			
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	✓			
> Land Vesting as Reserve		✓		✓
Long Term Plan				
> preparation		✓	✓	✓

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	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		✓		
> 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</u>		✓		
> maintenance	✓			
> naming	✓			
> naming that does not comply with Road Naming Policy		✓		

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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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