

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 professional development and 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 CHAIR

DATE
DATE