

### Full Council

5 February 2026

#### Report for Agenda Item | Rīpoata moto e Rāraki take [1]

**Department:** Corporate Services

**Title | Taitara:** Adoption of Committee Terms of Reference and Meeting Schedule

**Purpose of the Report | Te Take mō te Pūroko**

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The purpose of this report is to consider the adoption of Terms of Reference for Council's standing committees and a schedule of meetings for Council, the Wānaka-Upper Clutha Community Board, and committees for 2026.

**Recommendation | Kā Tūtohuka**

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That the Council:

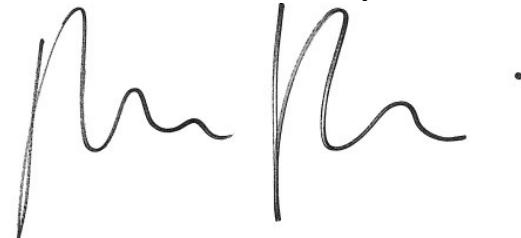
1. **Note** the contents of this report;
2. **Adopt** the Terms of Reference for the following standing committees: Community & Environment Committee, Smart Growth Committee, Assets & Infrastructure Committee, Organisational Excellence Committee, Smart Finance Committee, and Risk & Assurance Committee; and
3. **Adopt** the schedule of meetings for Council, the Wānaka-Upper Clutha Community Board, and committees for 2026.

**Prepared by:**



**Name:** Jon Winterbottom  
**Title:** Democracy Services Manager  
16 January 2026

**Reviewed and Authorised by:**



**Name:** Meaghan Miller  
**Title:** General Manager Corporate Services  
16 January 2026

### Context | Horopaki

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1. A council may put in place a decision-making structure with appropriate delegated authority to assist the organisation to achieve its objectives and meet its obligations in a timely and transparent manner.
2. The Queenstown Lakes District Council (QLDC) standing committee structure was established by the Mayor at the meeting of Full Council on Thursday, 27 November 2025. This structure include seven standing committees: Community & Environment Committee, Smart Growth Committee, Assets & Infrastructure Committee, Organisational Excellence Committee, Smart Finance Committee, Risk & Assurance Committee, and Chief Executive Relationship & Recruitment Committee. The committee structure and membership has been published on the QLDC website.
3. At that meeting, the Council adopted the Terms of Reference for the Chief Executive Relationship & Recruitment Committee, and noted that Terms of Reference would be developed between General Managers and Committee Chairs and Deputy Chairs to be presented to this meeting for consideration by Council. Once adopted these Terms of Reference will be published as part of the Register of Delegations on the QLDC website.
4. The Terms of Reference also include the frequency for each committee to meet as scheduled ordinary meetings. This frequency enables officers to prepare a draft meeting schedule for the year to be considered by Council and this is also appended to this report.

### Analysis and Advice | Tatāritaka me kā Tohutohu

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5. The proposed Terms of Reference were first drafted based on direction provided by the Mayor through the process of confirming the committee structure and the powers to act and recommend that existed under the previous committee structure.
6. General Managers have worked with each committee Chair and Deputy Chair to further develop the Terms of Reference and submitted them to the Democracy Services team to collate and cross reference for duplication or omissions. The resulting draft is proposed for the Council's consideration (see Attachment A).
7. Officers have used the frequency of each committee to develop a proposed meeting schedule for the remainder of 2026 and also included both full Council and Wānaka-Upper Clutha Community Board meetings on an approximate six-weekly cycle. These meetings have been adjusted from the core cycle where necessary to accommodate public holidays and to meet specific statutory deadlines such as adopting the annual report, receiving the Queenstown Airport Corporation Statement of Intent and adopting the annual plan. The proposed meeting schedule is attached for the Council's consideration (see Attachment B).

8. In accordance with the QLDC Policy on Council Meetings Across the District<sup>1</sup>, a number of meetings for Council and its committees have been proposed to be held in both Wānaka-Upper Clutha and Arrowtown-Kawarau wards. Although not detailed in the proposed schedule, there will also be a number of workshops held in the Wānaka-Upper Clutha Ward. Any consideration of meetings and workshops outside of the legislative administrative centre of Queenstown is proposed to balance accessibility and participation with cost to host / conduct the meeting.
9. This report identifies and assesses the following reasonably practicable options for assessing the matter as required by section 77 of the Local Government Act 2002.
10. Option 1 Do not adopt the Terms of Reference for Council's standing committees and a schedule of meetings for Council, the Wānaka-Upper Clutha Community Board, and committees for 2026.

*Advantages:*

- Enables further development of the Terms of Reference, noting Terms of Reference can be amended by Council resolution at any time once adopted.

*Disadvantages:*

- All matters will need to be considered by full Council until the committees have confirmed Terms of Reference potentially creating significant and unmanageable meeting agendas and meetings.
- The potential procedural efficiencies of a fully delegated committee structure cannot be realised.
- The meeting schedule for the year remains unconfirmed and increases the risk of potential future calendar clashes for elected members and officers.
- Fewer opportunities for community participation in meetings if no committees are meeting.
- Councillors are remunerated for additional responsibilities for committee appointments when no committees are able to meet.

11. Option 2 Adopt the Terms of Reference for Council's standing committees and a schedule of meetings for Council, the Wānaka-Upper Clutha Community Board and committees for 2026.

*Advantages:*

- Allows the appointed committees to begin undertaking business and for appointed Councillors to take up their roles as Chair and Deputy Chair for each committee.

<sup>1</sup> <https://www qldc govt nz/media/quqbik0u/policy-on-council-meetings-across-the-district-2025 pdf>

- Enables officers to begin planning pathways for matters being presented for a decision or public reporting.
- Provides certainty for the community about the responsibilities of each committee, and how and when they are able to engage with those committees.
- Provides a more efficient structure for matters to be considered rather than all matters going only via full Council.

*Disadvantages:*

- None identified.

12. This report recommends **Option 2** for addressing the matter because it is the final step necessary in establishing the committee structure adopted on 27 November 2025.

### Consultation Process | Hātepe Matapaki

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#### Significance and Engagement | Te Whakamahi I kā Whakaaro Hiraka

13. This matter is of medium significance, as determined by reference to the Council's Significance and Engagement Policy 2024 because it relates to Council's decision-making structure and opportunities for public participation through public meetings and public forum.

14. The persons who are affected by or interested in this matter are elected members of the Queenstown Lakes District Council, Council officers and the community.

15. The Council will not undertake community consultation on this matter.

#### Māori Consultation | Iwi Rūnaka

16. The Council has not undertaken any consultation with Iwi Māori on this matter.

### Risk and Mitigations | Kā Raru Tūpono me kā Whakamaurutaka

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17. This matter relates to the Strategic/Political/Reputation risk category. It is associated with RISK10015 Ineffective Governance within the QLDC Risk Register. This risk has been assessed as having a moderate residual risk rating.

18. The approval of the recommended option will allow Council to retain the risk at its current level. This will be achieved by ensuring Council's appointed committee structure has appropriate approved decision-making powers and delegations and certainty about meeting times and locations. Officers can begin planning appropriate pathways for matters that require a decision or to be publicly reported.

### Financial Implications | Kā Riteka ā-Pūtea

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19. Budgets are prepared on the assumption that some meetings of Council and its committees will take place in venues other than Chambers.

### Council Effects and Views | Kā Whakaaweawe me kā Tirohaka a te Kaunihera

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20. The following Council policies, strategies and bylaws were considered:

- Significance & Engagement Policy 2024
- Policy on Council Meetings Across the District 2025

21. The recommended option is consistent with the principles set out in the named policies.

22. This matter is included in the Long Term Plan/Annual Plan through operational Democracy Services budgets.

### Legal Considerations and Statutory Responsibilities | Ka Ture Whaiwhakaaro me kā Takohaka Waeture

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23. Not applicable.

### Local Government Act 2002 Purpose Provisions | Te Whakatureture 2002 o te Kāwanataka ā-Kiaka

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24. Section 10 of the Local Government Act 2002 states the purpose of local government is (a) to enable democratic local decision-making and action by, and on behalf of, communities; and (b) to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future. Establishment of a committee structure and meeting schedule that supports democratic local decision-making is within the ambit of Section 10 of the Act.

25. The recommended option:

- Can be implemented through current funding under the Long Term Plan and Annual Plan;
- Is consistent with the Council's plans and policies; and
- Would not significantly alter the intended level of service provision for any significant activity undertaken by or on behalf of the Council or transfer the ownership or control of a strategic asset to or from the Council.

### Attachments | Kā Tāpirihaka

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A	Proposed Terms of Reference for Committees
B	Proposed Schedule of Meetings for 2026