

Item 2: Review of Wānaka-Upper Clutha Community Board Delegations & Governance Agreement

SESSION TYPE: Workshop

PURPOSE/DESIRED OUTCOME:

The purpose of the outcome is to enable the Wānaka-Upper Clutha Community Board to review and make recommendations on the existing delegated authority and powers that exist for consideration by the incoming Community Board following the 11 October local elections (noting that delegations persist through the election cycle). A review and recommendations on the Governance Agreement between the Community Board is also sought. These actions are in accordance with the commitments made in the Local Government Commission Action Plan for the Wānaka-Upper Clutha.

Please note that any final changes to either document are subject to a resolution of Council.

DATE/START TIME:

Tuesday, 9 September 2025 at 10.30am

TIME BREAKDOWN:

Presentation: 5 minutes

Questions or Debate/Discussion: 25 minutes

Prepared by:



Name: Naell Crosby-Roe
Title: Director Democracy Services
26 August 2025

Reviewed and Authorised by:

[add GM or CE signature here]



Name: Meaghan Miller
Title: General Manager Corporate Services
27 August 2025

ATTACHMENTS:

A	Current Delegations for the Wānaka-Upper Clutha Community Board
B	Current Governance Agreement between the Wānaka-Upper Clutha Community Board and Queenstown Lakes District Council

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, Chris Hadfield, Linda Joll, Simon Telfer and John Wellington, and three appointed members, Councillors Barry, Cocks 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 Chris Hadfield

Frequency of Meetings

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

Parent Body

The Wānaka-Upper Clutha Community Board reports to the Queenstown Lakes District Council.

Objectives of the Wānaka Community Board

To carry out its role as set out in 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 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 of services provided by the Council within the community.
- > Prepare an annual submission to the Council for expenditure within the community.
- > Communicate 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.
- > Undertake any other responsibilities that are delegated to it by the Council.

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 will:

- > Prepare submissions to the draft Ten Year 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; 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 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 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 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.

Ticks appear in each column where approval is required 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)

	Officer	Decision by:2		
		WUCCB	Committee	Council
Artwork				
> locations		✓		
Buildings and Property				
> sale and purchase		✓	✓	✓
> service and operation		✓		✓
> maintenance	✓			
Bylaws		✓	✓	✓
Council Policy		✓	✓	✓
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	✓			
Land Vesting as Reserve		✓		✓
Lagarosiphon Control				
> management plan		✓		
> implementation	✓			
Ten Year Plan				
> preparation		✓	✓	✓

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

	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 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		✓		✓
> LoS trade-offs		✓		
> maintenance	✓			
> naming	✓			
> naming that does not comply with Road Naming Policy		✓		
> stopping		✓		✓
> temporary closure pursuant to policy		✓•		

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

	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

Attachment B: Current Governance Agreement between the Wānaka-Upper Clutha Community Board and Queenstown Lakes District Council

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 consulted on policy and planning documents 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.
- The Council and the Board will ensure that appropriate training and development is provided for Councillors and Board Members to ensure they 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 Protocol Statement 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