

### Full Council

27 November 2025

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

**Department:** Corporate Services

**Title | Taitara:** Appointment of Committees and Chairs and Approval of Community Appointments

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

The purpose of this report is to consider the appointment of committees and their membership, including the appointment of chairs and deputy chairs. This report also seeks the approval of appointments to a selection of community groups (noting further appointments are to follow at a future meeting), and a panel to oversee the process for appointing independent committee members.

#### Recommendation | Kā Tūtohuka

That the Council:

1. **Note** the contents of this report;
2. **Note** the establishment by the Mayor of the committee structure of the following 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 (noting the Chief Executive Relationship & Recruitment Committee will be formally established with terms of reference as part of a subsequent report);
3. **Note** the appointment by the Mayor of Chairs and Deputy Chairs, and Members of the standing committees and other committees for the triennium 2025-2028 [detailed in Attachment A] and that they are subject to review within 18 months;
4. **Note** the appointment of Councillor Smith to the Otago Central Lakes Regional Deal Negotiation committee made at the 30 October 2025 first meeting of Council;
5. **Note** the recommendation by the Mayor of Councillor Smith to be appointed to the Otago Regional Transport Committee;
6. **Note** the appointment by the Mayor of Councillor Mitchell to the Otago Civil Defense Emergency Management Group Committee;

7. **Approve** that Councillor Mitchell be given delegated authority to act for the Mayor as a member of the Otago Civil Defense Emergency Management Group Committee;
8. **Note** the the Mayor is a member of all committees;
9. **Note** the Terms of Reference and full meeting schedule for the Community & Environment Committee, Smart Growth Committee, Assets & Infrastructure Committee, Organisational Excellence Committee, Smart Finance Committee and Risk & Assurance Committee will be presented to Council in February 2026 for consideration;
10. **Appoint** the Mayor and Chairs of the Risk & Assurance and Smart Finance committees to a panel to undertake the initial recruitment process and recommendation to Council for approval of committee independent appointments;
11. **Approve** the community appointments [detailed in Attachment B] and
12. **Note** that further community appointments will be presented to Council for consideration in February 2026 and all community appointments will be reviewed within 18 months.

**Prepared by:**



**Name:** Naell Crosby-Roe  
**Title:** Director Democracy Services  
6 November 2025

**Reviewed and Authorised by:**



**Name:** Meaghan Miller  
**Title:** General Manager Corporate Services  
6 November 2025

### Context | Horopaki

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1. The role and purpose of local government is increasingly complex and councils are required to make decisions in a manner that is transparent, accountable and enables public participation. To support this requirement effectively and efficiently, councils have discretion to design and appoint decision-making structures, such as committees with delegated decision-making authority.
2. The decision-making structure a council puts in place can assist the organisation to achieve its objectives and meet its obligations in a timely and transparent manner. Adopting an appropriate structure enhances the ability of a council to meet the needs of its community and has a direct effect on the workload of elected members and officers, provides opportunities for members of the public to engage and participate and delivers appropriate governance oversight.
3. Since 2016, the elected Council has operated with a structure of the governing body with committees that hold specific delegations, powers to act and powers to recommend.
4. There are two pathways by which councils may appoint committees and their membership. These can be an appointment made by the Mayor under Local Government Act 2002 (LGA) section 41A(3)(b) or an appointment by resolution of full council under LGA Schedule 7 clause 30. This Council has opted to appoint via Mayoral appointment.
5. At the inaugural meeting of Council on Thursday, 30 October, Council appointed Councillor Quentin Smith to the Otago Central Lakes Regional Deal Negotiation Committee, which is a joint committee with Central Otago District Council and Otago Regional Council to ensure full representation at the next meeting of that joint committee due to take place before this first ordinary meeting where committee membership is confirmed. The Mayor, by virtue of office, is also a member of the joint committee under the memorandum of agreement between the three parties.
6. QLDC is also part of two further joint committee structures within the Otago region that require appointments to be made; the Otago Regional Transport Committee and the Otago Civil Defense Emergency Management Group Committee
7. For the Otago Regional Transport Committee the Mayor has recommended that Councillor Smith be nominated for appointment, noting that the final appointment is confirmed by resolution of that joint committee.
8. For the Otago Civil Defense Emergency Management Group Committee the membership of the committee is defined by the Civil Defence Emergency Management Act 2002 section 13(4) which states “each local authority that is a member of a Group with other local authorities must be represented on the Group by 1, and only 1, person, being the mayor or chairperson of that local authority or an elected person from that local authority who has delegated authority to act for the mayor or chairperson.” The Mayor has appointed Councillor Mitchell and recommends that Councillor Mitchell be given delegated authority to act for the Mayor in this role.

9. In alignment with advice and guidance<sup>1</sup> from the Office of the Controller and Auditor-General | Tumuaki o te Mana Arotake, Council has included appointments of independent members of its Risk & Assurance Committee and Smart Finance Committee to bring a range of expert skills and experience relevant to that committee, its functions and Terms of Reference. That practice is reflected in the membership appointments made through this report.
10. In previous Council terms, appointments were typically undertaken via an expressions of interest process overseen by the Governance Subcommittee (consisting of the Mayor, Deputy Mayor and Chief Executive). That process included a public call for applications, and shortlisting and interviewing by the subcommittee members. The Governance Subcommittee would make a formal recommendation to Council where the decision for final appointment is made.
11. The process outlined in [7] is recommended although the Governance Subcommittee is not included in the proposed structure for this triennium. In the interests of efficiency a panel should be convened to oversee the expressions of interest and interviewing processing, and to make a formal recommendation to Council to appoint the independent members of committees.
12. It should be noted that the former Governance Subcommittee was also responsible for the process for expressions of interest, shortlisting and interviewing to appoint directors to a Council-controlled organisation / Council-controlled trading organisation under the Policy on the Appointment and Remuneration of Directors. In the absence of this subcommittee it is recommended a panel should be convened to oversee that process at such a time as it is required at the end of a directors' term and maximum allowable terms, or in the instance of an extraordinary vacancy (resignation).
13. There are two pathways by which councils may appoint the chairperson of each committee established. These can be an appointment by the Mayor under LGA section 41A(3)(c) or an appointment by resolution of full council under LGA Schedule 7 clause 26(3) via the voting processes defined by LGA Schedule 7 clause 25. This Council has opted to appoint via Mayoral appointment.
14. Notwithstanding the pathway to appoint via Mayoral powers, the Council may debate these appointments and seek alternative appointments.
15. A council may, at any time, seek to remove a chair and / or deputy chair of a committee and seek the election of a replacement in accordance with LGA Schedule 7 clause 18.
16. Under LGA section 41A(5) the "Mayor is a member of each committee of a territorial authority."
17. When establishing a committee structure, Council must also adopt their Terms of Reference which details the role and purpose, delegated powers and decision-making authority, size and

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<sup>1</sup> <https://www.oag.parliament.nz/2022/councils-arc/docs/arc-guidance.pdf>

memberships, and whether to include appointed (non-elected members) and their role (e.g. voting or non-voting).

18. Terms of Reference for the proposed committees are not presented for consideration at this time and will be drafted, based on guidelines provided by the Mayor, by officers and developed through a process of consultation with committee chairs and deputy chairs and the appointed general manager<sup>2</sup>. These Terms of Reference will be presented for consideration by Council in February 2026 along with the full schedule of meetings for 2026 to include the Council and Wānaka-Upper Clutha Community Board.
19. The Wānaka-Upper Clutha Community Board is not a committee of Council and its Terms of Reference persist through the electoral cycle until amended by Council resolution. The review of the Community Board's Terms of Reference will be managed outside of this process and any changes recommended by the Community Board will be presented separately to Council for consideration.
20. Elected members also hold customary representation to various local societies, community groups and associations, and in some cases are appointed as trustees to a trust. These appointments are not governed by legislation but have typically been appointed by the same process. Appointments were made for community association representation by Council resolution at the inaugural meeting of Council on the 30 October 2025. This report presents a number of community appointments for consideration noting that further appointments will be presented for consideration in February 2026.
21. In making these standing committee and community appointments, the Mayor has indicated that they will be reviewed within 18 months.

### Analysis and Advice | Tatāritaka me kā Tohutohu

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22. 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.
23. The Mayor has sought input from elected members, consulted sector advice and guidance from sources such as LGNZ regarding decision-making structures and best practice, and sought advice from officers. The Mayor has taken into consideration multiple factors including experience, specific skill sets and interests, an equitable balance of workload and ward representation between members. The appointments by the Mayor and the committee structure are a result of these deliberations (detailed in Attachment A).
24. The same consideration has been applied to making appointments for community groups, societies and trusts, and has also taken into consideration the direction of the Wānaka-Upper Clutha Community Board with Community Board members appointed in alignment with specified

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<sup>2</sup> Note, the appointment of a general manager to a committee as lead supporting officer is an operational decision made by the Chief Executive

areas of interest or focus, such as youth engagement, education or business. Note that this report presents a selection of community appointments with further appointments to be presented for consideration at a future meeting.

25. In convening an appropriate panel to oversee the process for the independent committee appointments, consideration should be given to the committees that are proposed to include independent members, which are the Risk & Assurance Committee and Smart Finance Committee. It is therefore recommended that the panel consist of the Mayor and the chairs for these two committees. The process will be supported by the Democracy Services team.
26. Option 1 Note the Mayoral appointments and approve the recommended appointments to community groups and a panel for independent appointments

#### *Advantages:*

- The appointed chairs and deputy chairs can be engaged by appointed general managers to consider their committees' terms of reference for adoption in February 2026.
- Both elected members and community groups have certainty about appointments and can begin developing relationships and scheduling meetings.
- The appointed panel can, with officer support, begin the process for recruiting and appointing independent members for the Risk & Assurance and Smart Finance committees.
- Elected members, officers and the community have certainty about the decision-making structure of Council.
- Council will fulfil its obligation to appoint trustees where there is a requirement of a trust's constitution or other guiding document.

#### *Disadvantages:*

- Elected members may need to accept some appointments that do not align with their personal choice or preferences (noting the code of conduct requirement to "take all reasonable steps to equitably undertake the duties, responsibilities, and workload expected of a member".)
- Full Council is not directly engaged in the full recruitment process for independent committee appointments by delegating that to a panel but is the final decision maker.

- Option 2 Note the Mayoral appointments and **amend** the recommended appointments to community groups and a panel for independent appointments

#### *Advantages:*

- Provided opportunity for further debate on appointments.

#### *Disadvantages:*

- Consensus may still not be achieved.
- Delays certainty and progress on developing relationships with community groups.
- Delays appointment process for the independent committee members and possible subsequent delays in corresponding committees to conduct business.

27. This report recommends **Option 1** for addressing the matter because it allows all parties to proceed with building key community relationships and commence the process of recruiting independent committee members.

#### Consultation Process | Hātepe Matapaki

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

28. 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.

29. 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.

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

#### Māori Consultation | Iwi Rūnaka

31. The Council has not undertaken any consultation with Iwi Māori at this stage. If independent appointments include Iwi representation, consultation will be undertaken to seek appropriate advice and nominations.

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

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32. 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.

33. Approval of the recommended option will allow Council to retain the risk at its current level. This will be achieved by implementing a clearly defined decision-making structure with appropriate terms of reference, delegated decision-making authority and powers.

### Financial Implications | Kā Riteka ā-Pūtea

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34. The remuneration pool for elected members is defined by the Remuneration Authority's declaration. The declaration relevant to this decision is the Local Government Elected Members (2025/26) Determination 2025<sup>3</sup>. Schedule 3 of the Determination provides for a Queenstown Lakes District Council of \$734,716 for which there is a minimum allowance per councillor of \$52,480 and the remainder may be allocated to councillors with additional responsibilities, such as the role of Deputy Mayor and Committee Chair. It should be noted that a higher number of committees require more Chairpersons which requires the remainder to be allocated further.

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

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

- Significance and Engagement Policy 2024
- Policy on the Appointment and Remuneration of Directors
- Code of Conduct
- Standing Orders

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

37. This matter is not included in the Long Term Plan/Annual Plan.

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

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38. The appointments made through this report are in accordance with the Local Government Act 2002.

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

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39. 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. As such, the recommendation in this report is appropriate and within the ambit of Section 10 of the Act.

40. The recommended option:

- Can be implemented through current funding under the Long Term Plan and Annual Plan;

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<sup>3</sup> <https://www.legislation.govt.nz/regulation/public/2025/0140/latest/LMS1450171.html>

- 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 | Committee Structure and Membership 2025 |
| B | Community Appointments 2025             |