

**Wānaka-Upper Clutha Community Board**

**2 April 2026**

**Report for Agenda Item | Rīpoata moto e Rāraki take [2]**

**Department: Corporate Services**

**Title | Taitara: WUCCB Governance Agreement and Terms of Reference**

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

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The purpose of this report is, first, to present proposed amendments to the terms of reference and delegations for the Wānaka-Upper Clutha Community Board for consideration as a recommendation to Full Council, and, second, to recommend approval of the draft Governance Agreement between the Wānaka-Upper Clutha Community Board and Full Council, as well as delegation to the Chair to sign on behalf of the Board, before it is presented to Full Council for their consideration.

**Recommendation | Kā Tūtohuka**

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That the Wānaka-Upper Clutha Community Board:

1. **Note** the contents of this report;
2. **Recommend** that Council adopt the amendments to the terms of reference and delegations for the Wānaka-Upper Clutha Community Board;
3. **Agree** the draft 2026 Queenstown Lakes District Council / Wānaka-Upper Clutha Community Board Agreement (Governance Agreement) for Council approval;
4. **Delegate** the Chair to sign the approved Governance Agreement; and
5. **Recommend that Council** approve the proposed Governance Agreement and delegate the Mayor to sign it.

**Prepared by:**



**Name:** Jon Winterbottom  
**Title:** Democracy Services Manager  
11 March 2026

**Reviewed and Authorised by:**



**Name:** Meaghan Miller  
**Title:** Corporate Services General Manager  
12 March 2026

## Context | Horopaki

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1. The Wānaka-Upper Clutha Community Board (WUCCB or the Board) is not a committee of the Queenstown Lakes District Council (QLDC or the Council) but an unincorporated body as defined by subpart 2 section 51 of the Local Government Act 2002 (LGA 2002), established under section 49 and in accordance with schedule 6 of the LGA 2002.
2. Unlike a committee of Council that is discharged under schedule 7 clause 30(7) of the LGA 2002 at the triennial election, a community board and any powers delegated to it under schedule 7 clause 32 of the LGA 2002 persist until amended by resolution of Council.
3. The WUCCB currently has an extensive terms of reference (TOR) and a high level of delegation across many matters within the Wānaka-Upper Clutha Ward, including (but not limited to) powers to act relating to parking, cemeteries, local roads, temporary local road closures, street naming, recreation and reserve areas, sports fields, trees, and elderly persons housing. The Board also has numerous powers to recommend including (but not limited to) rates and charges to be levied in the Wānaka-Upper Clutha Ward, any bylaws required for the safety or good governance of the Wānaka-Upper Clutha Ward, and setting policy on the leasing or licensing of use of Council property.
4. Responsibilities of the WUCCB as defined by the existing TOR are detailed as to:
  - 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 WUCCB.
  - 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 an 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.
5. The Governance Agreement (formerly known as the Governance Protocol Statement) is a non-statutory document that aims to document best practice protocols between the QLDC and the WUCCB.
6. The Governance Agreement outlines principles for communication, coordination and cooperation between the two parties, as well as confirming the ability for the Mayor and Chief

Executive to attend Board meetings, members of the Council's Executive Leadership Team to attend and support Board meetings, and for the Chair of the Board to attend Council meetings and report on Board issues or progress.

7. At the 9 September 2025 WUCCB workshop, members of the outgoing Board reviewed the WUCCB TOR, delegations and Governance Agreement in place at the time, and proposed a number of amendments. Officers prepared updated drafts of these documents to incorporate the proposed amendments as well as to ensure consistency with relevant legislation and bylaws, Council delegations and operational efficiency.
8. At the 4 March 2026 WUCCB workshop, the new WUCCB discussed the updated TOR and Governance Agreement, and requested that Council Officers incorporate several further amendments into these documents.
9. Details of the final set of proposed amendments to the TOR and Governance Agreement are provided in the next section of this report for consideration by the WUCCB.

#### Analysis and Advice | Tatāritaka me kā Tohutohu

10. The following amendments are proposed to the TOR and delegations for the WUCCB (see Attachment A: Draft Terms of Reference with Tracked Changes):

Ref	Section/Delegation	Proposed Amendment	Comment
#1	Parent Body	Amend to “The Wānaka-Upper Clutha Community Board <b>has delegated authority in accordance with the Local Government Act 2002 Schedule 7 clause 32 confirmed by resolution of reports to</b> the Queenstown Lakes District Council.”	Clarifying the basis of the delegated authority of the Board in terms of the relevant legislation.
#2	Parent Body	Add “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.”	Clarifying the status of the Board in relation to Full Council in terms of the relevant legislation.

Ref	Section/Delegation	Proposed Amendment	Comment
#3	Objectives (header)	Amend to “Objectives of the Wānaka- <b>Upper Clutha</b> Community Board”	Updating to reflect the current title of the Board.
#4	Responsibility and Key Projects	Amend to “Represent and act as an advocate for the interests of <b>the Wānaka-Upper Clutha</b> <del>its</del> community.”	Clarifying the geographical boundaries of the community that the Board represents.
#5	Responsibility and Key Projects	Amend to “ <del>Maintain an overview</del> <b>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 Level of Service (LOS) would need to be raised through the AP or LTP cycle) of services provided by the Council within the community.</b> ”	Highlighting the active role of the Board in advocating for service improvements to promote the interests of the community it represents.
#6	Responsibility and Key Projects	Amend to “Prepare an annual submission to the Council for expenditure within the community <b>and actively participate in planning and prioritisation, with Council and the Executive Leadership Team, of investment in the ward and community.</b> ”	Clarifying the existing collaborate role that the Board plays, with Council and Executive Leadership Team, in planning and prioritisation of local investment
#7	Responsibility and Key Projects	Amend to “Communicate <b>and engage with</b> community organisations and special interest groups within the community.	Clarifying the active role that the Board plays in engaging with local community organisations and special interest groups.

Ref	Section/Delegation	Proposed Amendment	Comment
#8	Responsibility and Key Projects	Add "Provide knowledge and insight into community interests and priorities when planning for local projects."	Emphasising the role the Board plays in ensuring that Council's planning for local projects takes into account local knowledge and insight.
#9	Responsibility and Key Projects	Add "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."	Following adoption of the Wānaka Asset Sales Reserve fund's guidelines in the last triennium, this clause specifies the Board's role in ensuring that the fund is utilised to benefit the local community.
#10	Power to Act	Amend to "The Wānaka-Upper Clutha Community Board <del>will</del> <b>may</b> :"	Clarifying that the Board has discretion over whether to exercise specific powers to act.
#11	Power to Act	Amend to "Prepare submissions to the draft <del>Ten Year</del> <b>Long Term</b> Plan or Annual Plan relating to the Wānaka-Upper Clutha Ward (including the prioritisation of proposals from community groups)"	Updating to reflect that the current name for the Long Term Plan.
#12	Power to Recommend	Add "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"	Emphasising a means by which the Board can ensure Council utilises the fund to promote priority projects for its community.
#13	Delegation Limitation	Add "Any decision that may not be delegated by Council under the Local Government Act 2002 or any other Act;"	Highlighting a delegation limitation that was previously implicit.

Ref	Section/Delegation	Proposed Amendment	Comment
#14	Delegation Limitation	Amend to “The power to employ, <b>direct, or dismiss</b> staff;”	Clarifying the delegation limitation in relation to staff consistent with Section 53(3)(b) of the Local Government Act 2002
#15	Delegation Limitation	Amend to “Any decisions involving the development of the Proposed District Plan which shall be in the hands of the <del>Planning &amp; Strategy</del> <b>Smart Growth</b> Committee;”	Updating to reflect the committee that holds the relevant delegation after Council adopted a new committee structure at the start of the 2025-2028 triennium.
#16	Delegation Schedule (note above the table)	Amend to “ <b>Note:</b> Ticks appear in each column where <del>approval is required</del> <b>consideration is recommended by at least one of those bodies</b> 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) <b>and indicated by an <u>underlined tick (v)</u>, and steps prior to that final decision will be a recommendation (or similar, e.g. endorsement).</b> ”	Clarifying the role of each body in the process that leads to a final decision.
#17	Delegation Schedule: “Elderly Persons Housing”	Remove this category and all related delegations.	Updating to reflect fact that Council transferred its Upper Clutha senior housing assets to the Queenstake Lakes Community Housing Trust in 2025.

Ref	Section/Delegation	Proposed Amendment	Comment
#18	Delegation Schedule: “Footpaths and Walkways”	Remove delegation related to the Upper Clutha Tracks Trust.	Updating to reflect that the requirement of the Board to appoint a trustee to the Upper Clutha Tracks Trust (UCTT) under the UCTT constitution is a legal requirement not a delegated decision.
#19	Delegation Schedule: “Lagorisphan Control”	Remove this category and all related delegations.	Updating to ensure consistency with current practice, which is not to bring decisions relating to Lagorisphan Control to the Board.
#20	Delegation Schedule: Ten Year Plan (title)	Amend category title to “ <del>Ten Year</del> <b>Long Term Plan</b> ”	Updating to reflect that the current name for the Long Term Plan.
#21	Delegation Schedule: Parking	Amend subcategory title to “ <b>Options for implementing Payment</b> ”	Clarifying the nature of the delegation. The delegation relates to determining which payment implementation method is appropriate, taking into account technology changes.
#22	Delegation Schedule: Parking	Amend subcategory title to “ <b>Funding of Implementing Payment Options</b> ”	Clarifying the nature of the delegation, which relates to implementation of methods to fund parking services or systems.
#23	Delegation Schedule: Roads/Operational	Amend subcategory to “ <b>Levels of Service</b> prioritisation <del>trade-offs</del> ”	Clarifying the Board’s role in relation to Levels of Service.

Ref	Section/Delegation	Proposed Amendment	Comment
#24	Delegation Schedule: Staff Issues	Remove category and all related subcategories.	Updating to reflect that the category is superfluous since the Board plays no role in making decisions on staff issues.
#25	Delegation Schedule: “Trees on Council Land”	Move delegation related to subcategories “location” and “species” from the Board to officers.	Clarifying that these are officer decisions while noting that consultation takes place with the Board Chair or relevant portfolio owner given that subject matter expertise is required.

11. The proposed delegation schedule does not include decisions relating to Licenses to Occupy (LTOs). The Board will provide feedback on LTO applications via a different process.
12. Attachment B is the draft Governance Agreement with tracked changes, reflecting the proposed document for approval, signing and recommending to Council. These proposed changes include:
  - a. Highlighting that Council will engage as well as consult with the Board on policy and planning documents relevant to the Wānaka-Upper Clutha Ward, while also clarifying that these documents include but are not limited to the Long Term Plan, Annual Plan, and long term vision statements; and
  - b. In reference to support provided by the Council’s Chief Executive to the Board, adding reference to the WUCCB’s discretionary budget of \$15,000 to support Board community professional development and engagement activities, which includes a footnote to clarify that all expenditure must be consistent with relevant Council policies.
13. 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.
14. Option 1: Recommend that Council adopt the proposed amendments to the TOR as outlined in this report

*Advantages:*

- TOR and delegations for the Board will incorporate amendments requested by the current Board, and will be clearer and reflect considered views of efficiency and best practice.

- The current ways in which the Board and Council collaborate and engage to promote the interests of the Wānaka-Upper Clutha Community is formally reflected in the TOR delegations.
- The Board can consider further amendments at any time and follow the same adoption process.

*Disadvantages:*

- There are no foreseen disadvantages.

15. Option 2: Do not recommend the proposed TOR and seek further amendments

*Advantages:*

- There are no foreseen disadvantages.

*Disadvantages:*

- The existing TOR and delegations will remain in place until further changes have been considered, despite the Board's request that the proposed updates to the TOR be made.
- Additional WUCCB workshop time and associated staff resources will be required for the Board to discuss and request that officers make further amendments to the Governance Agreement.

16. Option 3: Approve the changes to the Governance Agreement (as Attachment B), delegate the Chair to sign the Agreement, and recommend to Council that they approve the proposed Governance and delegate the Mayor to sign it

*Advantages:*

- The Board and Council will have an agreement between themselves that confirms greater collaboration and engagement and that formalises the Board's discretionary budget to support professional development and community engagement.

*Disadvantages:*

- The Board does not see all the changes it requested in the Governance Agreement.

17. Option 4: Do not approve the proposed Governance Agreement and seek further amendments

*Advantages:*

- The Board has an opportunity to consider alternative changes to the Governance Agreement.  
*Disadvantages:*

- The existing Governance Agreement will remain in place until further changes have been considered despite the Board's request that the proposed updates to the agreement be made.
- Additional WUCCB workshop time and associated staff resources will be required for the Board to discuss and request that officers make further amendments to the Governance Agreement.

18. This report recommends **Options 1 and 3** for addressing the matter because this will allow for the WUCCB TOR and Governance Agreement to be updated so as to formally recognise and foster practices to ensure that the Board and Council collaborate effectively to promote the interests of the Wānaka-Upper Clutha Community.

#### Consultation Process | Hātepe Matapaki

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

19. This matter is of moderate significance as determined by reference to the Council's Significance and Engagement Policy 2024 because it codifies and fosters existing practices that encourage engagement and collaboration between the WUCCB and Council to ensure the promotion of the interests of Wānaka-Upper Clutha Community.
20. The persons who are affected by or interested in this matter are the WUCCB, Council staff, and members of the public that may engage with Council on matters relating to the proposed amended TOR and Governance Agreement.
21. The Council is not required to consult on this matter.

#### Māori Consultation | Iwi Rūnaka

22. Council consultation with iwi is not required on this matter.

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

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23. This matter relates to the Community & Wellbeing risk category. It is associated with RISK10056 Ineffective provision for the future planning and development needs of the district within the QLDC Risk Register. This risk has been assessed as having a moderate residual risk rating.
24. The approval of the recommended option will allow Council to implement additional controls for this risk. This will be achieved by codifying and fostering engagement and collaboration between the Board and Council to promote effective provision for the future planning and development needs of the Wānaka-Upper Clutha Community.

### Financial Implications | Kā Riteka ā-Pūtea

25. There are no financial implications, since the proposed TOR and Governance Agreement are consistent with existing funding levels.

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

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

- Significance and Engagement Policy 2024;
- QLDC Delegations Register;
- Governance Agreement (WUCCB and QLDC); and
- Wānaka Asset Sales Reserve Guidelines 2025.

27. The recommended option is consistent with the principles set out in the above documents.

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

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

29. There are no legal considerations or statutory responsibilities.

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

30. 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. The recommended option will codify and promote the collaboration and engagement between the Board and Council to promote the current and future well-being of the Wānaka-Upper Clutha community. As such, the recommendation in this report is appropriate and within the ambit of Section 10 of the Act.

31. 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	Draft Terms of Reference (with tracked changes)
B	Draft Governance Agreement (with tracked changes)

# 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, 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 reports to 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.

### 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.

### Terms of Reference:

#### Responsibilities and Key Projects

- > Represent and act as an advocate for, the interests of ~~its~~ 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.
- > ~~Maintain an overview~~ 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) of services provided by the Council within the community.
- > 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.
- > 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).

### Power to Act

The Wānaka-Upper Clutha Community Board ~~may~~will:

- > Prepare submissions to the draft ~~Ten Year~~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.

### 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 Planning & Strategy 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 approval consideration is required-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).

	Officer	Decision by:		
		WUCCB	Committee	Council
<b>Artwork</b>				
> locations		✓		
<b>Buildings and Property</b>				
> sale and purchase		✓	✓	✓
> service and operation		✓		✓

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> maintenance	✓			
<b>Bylaws</b>		✓	✓	<del>✓</del>
<b>Council Policy</b>		✓	✓	<del>✓</del>
		<i>Decision by:2</i>		
		<i>Officer</i>	<i>WUCCB</i>	<i>Committee</i>
				<i>Council</i>
<b>Cemetery Plan</b>				
> development and approval		<del>✓</del>		
> implementation	<del>✓</del>			
<b>District Plan</b>				
> development and approval		✓	✓	<del>✓</del>
> implementation	<del>✓</del>			
<b>Elderly Persons Housing</b>				
> policy		✓	✓	✓
> design		✓		
> location		✓	✓	✓
> purchase and sale				✓
> maintenance	✓	✓		
<b>Footpaths and Walkways</b>				
> locations/priorities		<del>✓</del>		
> specification / LoS		✓		<del>✓</del>
> maintenance	✓			
> tracks trust		<del>✓</del>		
<b>Infrastructure</b>				
<i>Capital</i>				
> scoping		<del>✓</del>		
> funding		✓	✓	<del>✓</del>
> planning		✓	✓	<del>✓</del>
<i>Operational</i>				
> location		✓		<del>✓</del>
> specifications/LoS		✓		<del>✓</del>
> maintenance	<del>✓</del>			
> design and build	<del>✓</del>			

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<b>Land Vesting as Reserve</b>		✓		✓
<b>Lagaresiphon Control</b>				
> management plan		✓		
> implementation	✓			
<b>Ten Year Long Term Plan</b>				
> preparation		✓	✓	✓

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		Decision by:2 Officer _____ WUCCB _____ Committee _____ Council		
> adoption				✓
> implementation	✓			
<b>Memorials</b>				
> design		✓		
> location		✓		
		Decision by:2 Officer _____ WUCCB _____ Committee _____ Council		
<b>Operational Matters</b>				
> emergency works	✓			
<b>Parking</b>				
> strategic planning		✓		✓
> time restrictions		✓		
> no stopping areas		✓		
> location of areas		✓		
> enforcement	✓			
> <u>options for implementing</u> payment		✓		
> <u>funding of implementing</u> payment options		✓		✓
<b>Public Information Signage</b>				
> location		✓		
> specification				✓
> installation	✓			
<b>Public Toilets</b>				
> locations		✓		

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<i>Capital</i>				
> strategic planning		✓		✓
> funding		✓	✓	✓
> new seals		✓		
> re-seals	✓			
<i>Operational</i>				
> policy		✓		✓
> <u>Levels of Service prioritisation trade offs</u>		✓		
> 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		✓		
	Decision by:2			
	Officer	WUCCB	Committee	Council
<b>Service Delivery</b>				
> specification / LoS		✓		✓
> delivery	✓			
> monitoring		✓		
<b>Staff issues</b>				
> employment	✓			
> performance	✓			
> dismissal	✓			
<b>Street furniture and paving</b>				
> policy and palette		✓		✓
> location		✓		

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> purchase	<u>✓</u>			
> installation/removal	<u>✓</u>			
<b>Street lighting</b>				
> policy		✓	✓	<u>✓</u>
> location		<u>✓</u>		
> style		<u>✓</u>		
> purchase	<u>✓</u>			
> installation/removal	<u>✓</u>			
> under-grounding priorities		<u>✓</u>		
<b>Swimming Pool</b>				
> location		<u>✓</u>		
> design		<u>✓</u>		
> operation	<u>✓</u>			
> funding		✓	✓	<u>✓</u>
<b>Trees on Council Land</b>				
> appeals to applications under the Tree Policy in the ward		<u>✓</u>		

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	Decision by:2			
	Officer	WUCCB	Committee	Council
> location	<u>✓</u>	<u>✓</u>		
> species	<u>✓</u>	<u>✓</u>		
> planting	<u>✓</u>			

- 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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## 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 activities<sup>1</sup>](#).
- The Council and the Board will ensure that appropriate training and development is provided for Councillors and Board Members to ensure they

<sup>1</sup> 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.

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**MAYOR**

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**WUCCB CHAIR**

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**DATE**  
**DATE**