

27 January 2025

██████████
██████████
Sent via email to ██████████

RE: LG24-0299 - Committee Structure

Dear ████████,

REQUEST FOR OFFICIAL INFORMATION – RELEASE OF INFORMATION

Thank you for your request for information held by the Queenstown Lakes District Council (QLDC). On 13 December 2024 you requested the following information under the Local Government Official Information and Meetings Act 1987 (LGOIMA):

1. Committee structure

- A list of your Council's standing committees, including their names, scope, and delegations.
- The hierarchical structure of committees and their relationship to the Council/governing body. For example, whether decisions by the committee must be approved by the Council/governing body.

2. Committee memberships

- A breakdown of the number of elected and the number of unelected members (i.e., appointments under Cl 31(3) of Schedule 7 of LGA) on each individual committee.

3. Details of unelected members

For each unelected committee member please provide:

- Their names and contact information
- Their date of appointment
- Whether or not they have voting rights on the Committee(s) they sit on
- The specific "skills, attributes, or knowledge" that in the opinion of the local authority assist the work of the committee or subcommittee (refer to Cl 31(3) of Sch 7 of the LGA).
- Their CV (if the Council does not hold a CV, please provide biographical information such as what qualifications, professional memberships, and work history the Council is aware of).

4. Public accountability

- For unelected committee members, please tell us whether contact information is available on the Council's website to at least the same degree as the elected officials.

5. Remuneration and expenses

- a. Please provide the remuneration paid to each unelected member in the last 12 months (or, if easier, calendar year 2024 is fine).

- b. **Please provide the total amount of expense reimbursements and travel costs paid to or on behalf of each unelected member in the last 12 months (or, if easier, calendar year 2024 is fine).**

6. Interests register

- **Please provide the most recent interests register information for each of the unelected committee members.**

QLDC RESPONSE

Release of information

In response to your request, we consulted with the QLDC Stakeholder and Democracy Services Team.

1. Committee structure

- **A list of your Council's standing committees, including their names, scope, and delegations.**
- **The hierarchical structure of committees and their relationship to the Council/governing body. For example, whether decisions by the committee must be approved by the Council/governing body.**

The Council's Standing Committees are as follows:

- Audit, Finance and Risk Committee
- Planning and Strategy Committee
- Infrastructure Committee
- Community and Services Committee
- Chief Executive's Performance Review Committee
- Governance Subcommittee

An overview of the structure of these committees and the types of decisions they are authorised to make is available on QLDC's website [here](#). Additionally, the Council's Delegations Register, which includes the terms of reference for the Standing Committees, can be found on the [Council Meetings](#) page of our website.

2. Committee memberships

- **A breakdown of the number of elected and the number of unelected members (i.e., appointments under Cl 31(3) of Schedule 7 of LGA) on each individual committee.**

The following is a breakdown of the number of elected and unelected members (appointed under Clause 31(3) of Schedule 7 of the Local Government Act) on each individual committee:

- **Audit, Finance, and Risk Committee:** three elected councillors and three appointed (unelected) members.
- **Governance Subcommittee:** two elected members (the Mayor and one councillor) and one appointed member.

For the other Standing Committees:

- **Planning and Strategy Committee:** six elected members (and the Mayor).
- **Community Services Committee:** six elected members (and the Mayor).
- **Infrastructure Committee:** six elected members (and the Mayor).
- **Chief Executive Performance Committee:** three elected members (the Mayor and two councillors).

Further information is available on QLDC's website [here](#).

3. Details of unelected members

For each unelected committee member please provide:

- Their names and contact information
- Their date of appointment
- Whether or not they have voting rights on the Committee(s) they sit on
- The specific "skills, attributes, or knowledge" that in the opinion of the local authority assist the work of the committee or subcommittee (refer to Cl 31(3) of Sch 7 of the LGA).
- Their CV (if the Council does not hold a CV, please provide biographical information such as what qualifications, professional memberships, and work history the Council is aware of).

The appointed members of the **Audit, Finance and Risk Committee** are:

- Mr. Stuart McLauchlan (Chair) – Stuart@gsm.co.nz
- Mr. Heath Copland (Deputy Chair) – heath.copland@markhams.co.nz
- Mr. Bill Moran (Email withheld for privacy)

Appointment Dates:

- Mr. McLauchlan and Mr. Moran were appointed in October 2016.
- Mr. Copland was appointed in November 2022.

Voting Rights:

- All appointed members of the Audit, Finance and Risk Committee have voting rights.

Skills, Attributes, or Knowledge:

- Mr. Copland is a director at Moore Markhams. More information can be found [here](#).
- Mr. McLauchlan is a partner at GSM (GS McLauchlan and Co Chartered Accountants). More information can be found [here](#).
- Mr. Moran previously served as Chief Operating Officer and Deputy Secretary of Strategy at the New Zealand Treasury. He currently holds governance roles with government, private sector, and charitable organisations. This includes roles as Deputy Chair of WorkSafe NZ and NZ Qualifications Authority, Director of TAB NZ and Pioneer Energy, and Council Member of Te Pūkeng. More details can be found on [LinkedIn](#).

The appointed member of the **Governance Subcommittee** is:

- Mr. Mike Theelen (Chief Executive) – mike.theelen@qldc.govt.nz

Voting Rights:

- Mr. Theelen has voting rights as a member of the Governance Subcommittee.

Skills, Attributes, or Knowledge:

- Mr. Theelen serves on the Governance Subcommittee by virtue of his role as Chief Executive of QLDC.

For further details on qualifications, professional memberships, and work history, please refer to the provided links.

4. Public accountability

- **For unelected committee members, please tell us whether contact information is available on the Council's website to at least the same degree as the elected officials.**

The contact information of Mr. Copland, Mr. McLauchlan and Mr. Moran (who do not have QLDC email addresses) is not available on the Council's website. In contrast, the website includes QLDC email addresses for elected members and the Chief Executive.

5. Remuneration and expenses

- a. **Please provide the remuneration paid to each unelected member in the last 12 months (or, if easier, calendar year 2024 is fine).**

Consistent with their letters of appointment, the remuneration paid to each unelected member during the calendar year 2024 is as follows (excluding GST):

- Mr. McLauchlan (Chair of the Audit, Finance and Risk Committee): \$9,000
- Mr. Copland: \$4,500
- Mr. Moran: \$6,250

For details on the remuneration of CE Mike Theelen, please see here: [QLDC Chief Executive remuneration review](#)

Please provide the total amount of expense reimbursements and travel costs paid to or on behalf of each unelected member in the last 12 months (or, if easier, calendar year 2024 is fine).

None of the unelected members submitted claims for travel or other expense reimbursements. For context, they reside locally and therefore do not need to request reimbursement for travel to meetings.

Additionally, Mr. Theelen, a salaried employee, did not incur any expenses (travel or otherwise) related to attending Governance Subcommittee meetings, which are held at the Council offices in Queenstown.

6. Interests register

- **Please provide the most recent interests register information for each of the unelected committee members.**

QLDC does not maintain an interests register for appointed members. In accordance with Section 54A of the Local Government Act 2002, a register of pecuniary interests is only required for elected members of the local authority.

We trust the above information satisfactorily answers your request.

Kind regards,

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Democracy Services team

Queenstown Lakes District Council

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