

28 January 2021

Sent via email to [REDACTED]

Dear [REDACTED]

REQUEST FOR OFFICIAL INFORMATION – RELEASE OF INFORMATION

We refer to your official information request dated 10 December 2020. You requested the following information from the Queenstown Lakes District Council (QLDC):

- 1) The total number of full and extraordinary council meetings for the past three calendar years, broken down by each year. For example 2018, 2019 and 2020.
- 2) The number of full and extraordinary council meetings where a public excluded session applied. Please list break down by full and extraordinary meetings.
- 3) The total number of committee meetings held by the council for each of the three years, broken down by each year.
- 4) The number of committee meetings where a public excluded session applied.
- 5) The total number of council workshops held for each of the three years, broken down by year.
- 6) Please state if any of the workshops did NOT entirely exclude the public and if so how many?
- 7) Please state whether your mayor/chairman is involved in a district/region-wide mayoral or chairman forum and if so, the regularity of the forum and whether that forum is open to the public.
- 8) Please state whether the council is part of a region-wide meeting of councils and if so the regularity of that meeting and whether it is open to the public.
- 9) Please provide the attendance rate of each current council member including the mayor/chairman from October 1, 2019 to date. For example, how many council and committee meetings was the member expected to attend during that time, and how many did they attend? Please break down by month from October 2019 to December 2020.

QLDC response

1. *The total number of full and extraordinary council meetings for the past three calendar years, broken down by each year. For example 2018, 2019 and 2020.*

| Year | Number of ordinary meetings | Number of extraordinary meetings | Total |
|------|-----------------------------|----------------------------------|-------|
| 2020 | 10 | 4 | 14 |
| 2019 | 11 | 2* | 13 |
| 2018 | 10 | 1 | 11 |

*Includes the first meeting after the 2019 election, which for the purposes of this request, we have counted as an extraordinary meeting.

2. *The number of full and extraordinary council meetings where a public excluded (PX) session applied. Please list break down by full and extraordinary meetings.*

| Year | Number of ordinary meetings | Number of ordinary meetings with a PX section | Number of extraordinary meetings | Number of extraordinary meetings with a PX section |
|------|-----------------------------|---|----------------------------------|--|
| 2020 | 10 | 10 | 4 | 2 |
| 2019 | 11 | 11 | 2 | 0 |
| 2018 | 10 | 10 | 1 | 0 |

3. *The total number of committee meetings held by the council for each of the three years, broken down by each year.*

4. *The number of committee meetings where a public excluded (PX) session applied.*

- Please see our response below for questions 3 & 4:

| Committee | 2020 | 2019 | 2018 | PX |
|----------------------------------|------|------|------|----|
| Planning and Strategy | 8 | 2 | 4 | 11 |
| Infrastructure | 3 | 0 | 2 | 0 |
| Community and Services | 3 | 5 | 7 | 0 |
| Audit, Finance and Risk | 3 | 3 | 4 | 10 |
| Appeals Subcommittee | 6 | 10 | 9 | 25 |
| Traffic and Parking Subcommittee | 2 | 6 | 0* | 0 |

*Traffic and Parking Subcommittee did not exist in 2018. It was formed by Council resolution in December 2018 to exercise the Council's delegations under the Traffic and Parking Bylaw 2018.

5. *The total number of council workshops held for each of the three years, broken down by year.*

- Please see the below table for the total number of council workshops:

| Council Workshops 2020 | Council Workshops 2019 | Council Workshops 2018 |
|------------------------|------------------------|------------------------|
| 30 | 17 | 13 |

6. *Please state if any of the workshops did NOT entirely exclude the public and if so how many?*

- All workshops were held with the public excluded.

7. *Please state whether your mayor/chairman is involved in a district/region-wide mayoral or chairman forum and if so, the regularity of the forum and whether that forum is open to the public.*

- The Mayor and CEO attend a quarterly meeting of the Otago Mayoral Forum and an annual meeting of the Joint Otago and Southland Mayoral Forum. These meetings are not open to the public.

8. *Please state whether the council is part of a region-wide meeting of councils and if so the regularity of that meeting and whether it is open to the public.*

- QLDC participates in the Zone 5 & 6 meetings annually or biannually. These are LGNZ meetings with a delegate from each Southland Council. These meetings are not open to the public.

9. *Please provide the attendance rate of each current council member including the mayor/chairman from October 1, 2019 to date. For example, how many council and committee meetings was the member*

expected to attend during that time, and how many did they attend? Please break down by month from October 2019 to December 2020.

- Please see appendix one – it provides a monthly breakdown from October 2019 to December 2020.

We trust this response satisfactorily answers your request.

Kind Regards,

A handwritten signature in black ink, appearing to read 'Poonam Sethi', with a stylized flourish at the end.

Poonam Sethi
Governance and Official Information Advisor

Appendix one

| | Oct 2019 | Nov 2019 | Dec 2019 | Jan 2020 | Feb 2020 | Mar 2020 | Apr 2020 | May 2020 | Jun 2020 | Jul 2020 | Aug 2020 | Sep 2020 | Oct 2020 | Nov 2020 | Dec 2020 |
|---------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Mayor Boulton | 1 of 1 | 1 of 1 | 1 of 1 | 1 of 1 | 1 of 1 | 1 of 1 | 1 of 1 | 0 of 0 | 2 of 2 | 1 of 1 | 1 of 2 | 1 of 1 | 2 of 2 | 0 of 0 | 1 of 1 |
| Cr Clark | 1 of 1 | 1 of 1 | 1 of 1 | 1 of 1 | 4 of 4 | 2 of 2 | 2 of 2 | 2 of 2 | 3 of 3 | 3 of 3 | 4 of 4 | 3 of 3 | 2 of 3 | 2 of 2 | 1 of 1 |
| Cr Copland | 1 of 1 | 1 of 1 | 1 of 1 | 1 of 1 | 2 of 3 | 2 of 2 | 1 of 1 | 1 of 1 | 2 of 2 | 2 of 3 | 3 of 3 | 2 of 2 | 2 of 3 | 0 of 0 | 1 of 1 |
| Cr Ferguson | 1 of 1 | 0 of 1 | 1 of 1 | 1 of 1 | 3 of 3 | 1 of 2 | 1 of 1 | 1 of 1 | 2 of 2 | 2 of 2 | 3 of 3 | 2 of 2 | 2 of 2 | 0 of 0 | 0 of 2 |
| Cr Gladding | 1 of 1 | 1 of 1 | 1 of 1 | 1 of 1 | 2 of 4 | 1 of 1 | 1 of 1 | 1 of 1 | 2 of 2 | 2 of 2 | 3 of 3 | 2 of 2 | 2 of 2 | 0 of 0 | 1 of 1 |
| Cr Lewers | 0 of 1 | 1 of 1 | 1 of 1 | 1 of 1 | 2 of 2 | 1 of 1 | 1 of 1 | 1 of 1 | 2 of 2 | 1 of 1 | 3 of 3 | 1 of 1 | 2 of 2 | 0 of 0 | 1 of 1 |
| Cr MacDonald | 1 of 1 | 1 of 1 | 1 of 1 | 1 of 1 | 3 of 3 | 2 of 2 | 2 of 2 | 1 of 1 | 3 of 3 | 3 of 4 | 3 of 3 | 2 of 3 | 4 of 4 | 2 of 2 | 1 of 1 |
| Cr MacLeod | 2 of 2 | 1 of 2 | 1 of 1 | 1 of 1 | 2 of 3 | 2 of 2 | 2 of 2 | 2 of 2 | 2 of 4 | 1 of 3 | 0 of 3 | 3 of 4 | 3 of 3 | 3 of 3 | 2 of 2 |
| Cr Miller | 1 of 1 | 1 of 1 | 1 of 1 | 1 of 1 | 1 of 4 | 0 of 2 | 2 of 2 | 1 of 1 | 3 of 3 | 3 of 4 | 2 of 3 | 4 of 4 | 3 of 3 | 2 of 2 | 1 of 1 |
| Cr Shaw | 2 of 2 | 2 of 2 | 1 of 1 | 1 of 1 | 2 of 3 | 2 of 2 | 2 of 2 | 2 of 2 | 4 of 4 | 4 of 4 | 3 of 3 | 3 of 5 | 3 of 3 | 3 of 3 | 2 of 2 |
| Cr Smith | 2 of 2 | 2 of 2 | 1 of 1 | 1 of 1 | 5 of 5 | 3 of 3 | 2 of 2 | 3 of 3 | 4 of 4 | 2 of 3 | 2 of 4 | 4 of 4 | 3 of 3 | 3 of 3 | 2 of 2 |