

From: Grace Ockwell
To: [Lee Vandervis](#)
Subject: Request for Conduct Committee Meeting Notes
Date: Thursday, 5 March 2015 02:43:11 p.m.
Attachments: [P Jordan Notes Conduct Committee Meeting 3_1_15.pdf](#)

Dear Councillor Vandervis,

I refer to your email of 3 March 2015 addressed to Pam Jordan in which you requested the following information:

"all notes/minutes/ decisions of this Code of Conduct Committee meeting [and any other that might have secretly taken place]"

I am attaching Pam's notes from that meeting. If you are unable to read them, I could ask Pam to transcribe them for you. Professor Anderson, Councillors Benson-Pope and Bezett and Pam attended the meeting.

Pam has advised me the purpose of the meeting was to consider administrative matters about how the process would be undertaken and the content of the formal notice. The Committee Structure and Delegations Manual requires that notice must be sent to the member charged with the breach at least five working days in advance of the hearing. Pam has advised me there has been no other meeting of the Conduct Committee.

Yours sincerely,

Grace Ockwell

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CONDUCT COMMITTEE PROCESS MEETING

Meeting public or non-public?

Order of items?

Do they want complainants/respondent to bring witnesses?

What happens if Cr Vandervis doesn't attend? His availability is subject to a "valid complaint".

Letters to Cr Vandervis and complainants.

Other witnesses for Kate's complaint?
Give advice of names to respondents.

In public until deliberation
Redact part of second complaint for media?

SA ^{role} - find out whether charge is justified
see a cause of action

Many minutes to be sent

Example of previous report to C

S/T - may or may not be heard to decide whether
there was a case to answer
- they may wish to provide other
evidence of witnesses.

Open to public until deliberation
Standard of proof
Make case complementary
Answer g.g.
Respondent
Record it
Mayor's charge ✓

- NO check BIS