

From: Grace Ockwell
To: [Lee Vandervis](#)
Cc: [Pam Jordan](#)
Subject: Request for Conduct Committee communications 7 March 2015
Date: Wednesday, 11 March 2015 12:31:48 p.m.
Attachments: [Email Correspondence Conduct Committee -Complaint Councillor Vandervis February 2015.pdf](#)
[FYI Invitation to Preliminary Conduct Committee Meeting 3 March 2015.JPG](#)
[Initial Invitation to Preliminary Conduct Committee Meeting.JPG](#)

Good afternoon Lee,

Thank you for your email of 7 March 2015 requesting further information about the preliminary Conduct Committee meeting held on 3 March 2015.

To answer your questions:

The handwritten notes are Pam Jordan's.

On Monday 2 March 2015 an Outlook meeting invitation was sent by Pam Jordan to the three members of the Conduct Committee; Professor Stuart Anderson, Councillors Bezett and Benson-Pope, and to Lynne Robins and me. Lynne and I received invitations to provide administrative cover in the event that Pam was detained at a prior engagement, and was unable to attend the meeting. On Tuesday 3 March the invitation was forwarded to Sandy Graham so that she might be informed that the complaint process was being progressed. There was never an intention that Sandy would attend the meeting and neither Lynne, Sandy nor I attended the preliminary meeting.

Professor Stuart Anderson, Councillors Bezett and Benson-Pope and Pam attended the meeting.

The purpose of the meeting was to consider administrative matters about how the process would be undertaken and the content of the formal notice. I have not included earlier versions of the formal notice and you have already received the final version of the formal notice.

I am attaching a copy of the invitations (screenshots) and copies of email correspondence between Pam and the Conduct Committee members.

There has been no meeting of the Conduct Committee other than the preliminary meeting which took place on 3 March 2015.

Yours sincerely,

Grace Ockwell
Governance Support Officer
Dunedin City Council

50 The Octagon, Dunedin; PO Box 5045, Moray Place, Dunedin 9058, New Zealand
Telephone: 03 474 3487, Fax: 03 474 3594
Email: grace.ockwell@dcc.govt.nz; www.dunedin.govt.nz



Please consider the environment before printing this e-mail

Pam Jordan

From: Stuart Anderson <stuart.anderson@otago.ac.nz>
Sent: Tuesday, 17 February 2015 03:18 p.m.
To: Pam Jordan
Subject: Re: Conduct Committee

Thank you, Pam.

SA

On 17/02/2015, at 3:16 pm, Pam Jordan <Pam.Jordan@dcc.govt.nz> wrote:

Good afternoon Professor Anderson

Further to our conversation, our Group Manager Corporate Services has confirmed that in the proposed role you would be covered under the Council's liability policies relating to elected members and staff.

Thank you for being prepared to undertake this task for the Council. I will be in touch following Monday's Council meeting.

Regards
Pam Jordan
DDI 474 3428

Pam Jordan
Governance Support Officer
Dunedin City Council
50 The Octagon, Dunedin; PO Box 5045, Moray Place, Dunedin 9058, New Zealand
Telephone: 03 477 4000; Fax: 03 474 3594
Email: pam.jordan@dcc.govt.nz; www.dunedin.govt.nz



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Stuart Anderson
stuart.anderson@otago.ac.nz

Pam Jordan

From: Pam Jordan
Sent: Monday, 23 February 2015 05:13 p.m.
To: Stuart Anderson (stuart.anderson@otago.ac.nz)
Subject: Code of Conduct Hearing

Good afternoon Professor Anderson

Further to our telephone conversation I'd like to confirm your appointment to the Council's Conduct Committee for the purpose of hearing two complaints against Councillor Vandervis. Below are the resolutions passed at today's Council meeting:

"That the Council:

- 1 Notes the receipt of two Code of Conduct complaints (Thomson/Staynes - Vandervis and Wilson - Vandervis) that require consideration by a Conduct Committee.**
- 2 Approves the appointment of Professor Stuart Anderson (in the Chair) to the Conduct Committee.**
- 3 Approves the appointment of Councillors Bezett and Benson-Pope to the Conduct Committee.**
- 4 Refers the two complaints (Thomson/Staynes - Vandervis and Wilson - Vandervis) to the Conduct Committee as constituted for investigation.**
- 5 That the constitution of the Conduct Committee be made public by the Mayor.**
- 6 That the report remains confidential."**

Below are links to the Code of Conduct and Conduct Committee Delegations:

http://www.dunedin.govt.nz/_data/assets/pdf_file/0017/81341/Council-Standing-Orders.pdf

Code of Conduct is Appendix J, P74

http://www.dunedin.govt.nz/_data/assets/pdf_file/0017/217043/Committee-Structure-and-Delegation-Manual-October-2014.pdf


Conduct Committee is P39

I'll be in touch about potential dates, probably tomorrow.

Regards
Pam

Pam Jordan
Governance Support Officer
Dunedin City Council

50 The Octagon, Dunedin; PO Box 5045, Moray Place, Dunedin 9058, New Zealand
Telephone: 03 477 4000; Fax: 03 474 3594
Email: pam.jordan@dcc.govt.nz; www.dunedin.govt.nz

 Please consider the environment before printing this e-mail

Pam Jordan

From: Sandy Graham
Sent: Wednesday, 25 February 2015 11:52 a.m.
To: Pam Jordan
Subject: FW: Standing Orders Conduct Committee

Pam

Please get in touch with Cr Bezett and ensure he has all he requires.

Sandy

From: John Bezett
Sent: Wednesday, 25 February 2015 10:15 a.m.
To: Sandy Graham
Subject: Standing Orders Conduct Committee

Hi Sandy -

would you please supply me with any information that may be of assistance to me in my role as a committee member re breach of Standing Orders - thank you - regards John B

Pam Jordan

From: Stuart Anderson <stuart.anderson@otago.ac.nz>
Sent: Friday, 27 February 2015 07:51 a.m.
To: Pam Jordan
Subject: Re: Possible Conduct Committee Date

Hello Pam,

Yes, morning of Monday 16 March is fine by me.

Best wishes,

Stuart Anderson

On 26/02/2015, at 5:12 pm, Pam Jordan <Pam.Jordan@dcc.govt.nz> wrote:

Good afternoon Prof Anderson

Sorry for the delay in getting back – I have had difficulty pinning down a date that suits all the participants but have managed to get something moved and am now suggesting the morning of Monday 16 March starting at 9.00 am. I was just wanting to make sure that time was OK for you before I contact Cr Vandervis (unlike the other Councillors I can't access his diary on our system) but everyone else seems to be available at some stage during the morning.

Perhaps you could give me a call tomorrow on 474 3428 DDI.

Regards
Pam Jordan

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Stuart Anderson
stuart.anderson@otago.ac.nz

Pam Jordan

From: Pam Jordan
Sent: Friday, 27 February 2015 05:06 p.m.
To: Stuart Anderson (stuart.anderson@otago.ac.nz); John Bezett; David Benson-Pope
Subject: Conduct Committee Preliminary Meeting

Hello all

How would 11.30 am/11.45 am suit on Tuesday to get together to discuss process for the meeting? I see that Councillors have a 12.30 pm lunchtime meeting already scheduled that day. Is that too late in the morning for you Prof Anderson?

Regards
Pam

Pam Jordan

From: Stuart Anderson <stuart.anderson@otago.ac.nz>
Sent: Monday, 2 March 2015 12:01 p.m.
To: Pam Jordan
Subject: Re: Conduct Committee Preliminary Meeting

Hello Pam,

I'm sorry for the delay - I thought I'd replied on Saturday, but it seems not to have got sent. Yes, 11.30 is fine by me. Where should I come?

Best wishes,

Stuart

On 27/02/2015, at 5:06 pm, Pam Jordan <Pam.Jordan@dcc.govt.nz> wrote:

Hello all

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Pam

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Stuart Anderson
stuart.anderson@otago.ac.nz

Pam Jordan

From: Pam Jordan
Sent: Monday, 2 March 2015 02:19 p.m.
To: 'Stuart Anderson'
Subject: RE: Conduct Committee Preliminary Meeting

Hello Stuart

I have just sent through an appointment for tomorrow at 11.30 am. If you come to Reception in the Civic Centre and ask for me (or as I have an appointment that may run very close to the meeting start time, one of my colleagues, Grace Ockwell or Lynne Robins) one of us will take you to the Edinburgh Room.

We may well shift to the Brian Arnold Lounge next door which is a bit less formal for a small group (the Edinburgh Room is our main Committee Room, but nearly everything else was booked for that time).

Regards
Pam

From: Stuart Anderson [<mailto:stuart.anderson@otago.ac.nz>]
Sent: Monday, 2 March 2015 12:01 p.m.
To: Pam Jordan
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Stuart Anderson
stuart.anderson@otago.ac.nz

Pam Jordan

From: Stuart Anderson <stuart.anderson@otago.ac.nz>
Sent: Monday, 2 March 2015 02:55 p.m.
To: Pam Jordan
Subject: RE: Conduct Committee Preliminary Meeting

Thanks, Pam. I'll be there.

SA

Stuart Anderson
stuart.anderson@otago.ac.nz

From: Pam Jordan [Pam.Jordan@dcc.govt.nz]
Sent: Monday, 2 March 2015 2:19 p.m.
To: Stuart Anderson
Subject: RE: Conduct Committee Preliminary Meeting

Hello Stuart

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Regards
Pam

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Stuart Anderson
stuart.anderson@otago.ac.nz

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Pam Jordan

From: Pam Jordan
Sent: Tuesday, 3 March 2015 02:55 p.m.
To: Stuart Anderson (stuart.anderson@otago.ac.nz)
Subject: Could you call me please when you are free - 4743428

Many thanks
Pam

Pam Jordan

From: Pam Jordan
Sent: Thursday, 5 March 2015 03:03 p.m.
To: Stuart Anderson (stuart.anderson@otago.ac.nz)
Subject: Letter to Cr Vandervis
Attachments: vandervis 2015_03_04.docx

Hello Stuart

Letter attached for your final perusal – I am intending to send it this afternoon.

Regards
Pam
474 3428

Pam Jordan

From: Pam Jordan
Sent: Thursday, 5 March 2015 05:10 p.m.
To: Lee Vandervis
Cc: Stuart Anderson (stuart.anderson@otago.ac.nz)
Subject: Notification of Conduct Committee meeting - 16 March 2015, 9.00 am
Attachments: Councillor Vandervis 2015_03_05.pdf; Code of Conduct Complaint Council Report and Minute Extract 2015_02_23.pdf; Staynes and Thomson Code of Conduct Complaint 2015.pdf; Wilson Code of Conduct Complaint 2015.pdf; Audit and Risk Subcommittee 2014_12_03 Public Release Version of Non-public Minutes.pdf


Good afternoon Councillor Vandervis

In accordance with Conduct Committee Procedures as set out in the Committee Structure and Delegations Manual, I attach notification of the Conduct Committee meeting to be held on Monday 16 March 2015 at 9.00 am in the Mayor's Lounge, together with supporting documentation.

Regards
Pam Jordan

Pam Jordan
Governance Support Officer
Dunedin City Council

50 The Octagon, Dunedin; PO Box 5045, Moray Place, Dunedin 9058, New Zealand
Telephone: 03 477 4000; Fax: 03 474 3594
Email: pam.jordan@dcc.govt.nz; www.dunedin.govt.nz

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Pam Jordan

From: Stuart Anderson <stuart.anderson@otago.ac.nz>
Sent: Friday, 6 March 2015 08:12 a.m.
To: Pam Jordan
Subject: Re: Notification of Conduct Committee meeting - 16 March 2015, 9.00 am

Thanks, Pam. Should the other Conduct Committee members have a copy too?

Stuart


On 5/03/2015, at 5:09 pm, Pam Jordan <Pam.Jordan@dcc.govt.nz> wrote:

Good afternoon Councillor Vandervis

In accordance with Conduct Committee Procedures as set out in the Committee Structure and Delegations Manual, I attach notification of the Conduct Committee meeting to be held on Monday 16 March 2015 at 9.00 am in the Mayor's Lounge, together with supporting documentation.

Regards
Pam Jordan

Pam Jordan
Governance Support Officer
Dunedin City Council
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<Councillor Vandervis 2015_03_05.pdf><Code of Conduct Complaint Council Report and Minute Extract 2015_02_23.pdf><Staynes and Thomson Code of Conduct Complaint 2015.pdf><Wilson Code of Conduct Complaint 2015.pdf><Audit and Risk Subcommittee 2014_12_03 Public Release Version of Non-public Minutes.pdf>

Stuart Anderson
stuart.anderson@otago.ac.nz

File

Meeting

Insert

Format Text

Review

Save & Close

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Calendar

Forward

OneNote

Appointment

Scheduling Assistant

Accept

Tentative

Decline

Propose New Time

Respond

Show As: Tentative

Reminder: None

Recurrence

Time Zones

Categorize

Tags

Zoom

Zoom

Start Inking Ink

Attach ECM Document

Attach ECM Document Link

Actions

Show

Respond

Options

Tags

Zoom

Ink

ECM

Organizer:

☐ (Res) Council Diary

Sent: Mon 02/03/2015 02:09

Subject:

Conduct Committee Preliminary Discussion

Location:

Edinburgh Room

Start time:

Tue 03/03/2015

11:30 a.m.

☐ All day event

End time:

Tue 03/03/2015

12:30 p.m.

Hi all

I have booked the Edinburgh Room as everything else seems to be busy but the Brian Arnold Lounge might be more comfortable for such a small group.

Regards
Pam

In Shared Folder: Calendar

Click on a photo to see social network updates and email messages from this person.

(Res) Council Diary

David Benson-Pope
Councillor

John Bezett
Councillor

Stuart Anderson (stuart.a...

Pam Jordan
Governance Support Offi...

Lynne Robins
Governance Support Offi...

Grace Ockwell
Governance Support Offi...