

From: Jenny Lapham
To: [REDACTED]
Subject: Local Government Official Information and Meetings Act 1987 (LGOIMA) Request
Date: Thursday, 1 August 2019 02:48:00 p.m.

Dear [REDACTED]

I refer to your e-mail of 17 July 2019 requesting information regarding the reporting standards. I advise as follows:

In answer to Questions 1 and 2, LGOIMA states that all agendas and reports must be available 2 working days prior to a meeting. The Council meets this requirement in relation to all of its agendas. In some instances the agendas i.e. Community Boards, some subcommittees etc, maybe available prior to this. All agendas are published on the council Website no later than 2 working days before the meeting and can be found at

<https://www.dunedin.govt.nz/council/council-meetings/agendas-and-minutes>

In response to question 3, there is no difference to the time frame for providing agendas and reports to Council/committees or subcommittees, as they all must meet the requirements of LGOIMA, regardless of how complex they maybe. You are welcome to view the various agendas to see what each committee or Council considers on the above link.

In question 4 you have asked if elected members are required to have staff report prepared prior to meetings or if elected members can raise issues without staff reports.

All Council and committee agendas must have staff reports which are considered at those meeting. Items not on an advertised agenda can only be added under the terms of LGOIMA. The Dunedin City Council does not have items of General Business on its agendas.

If an elected member wishes to raise an item for the discussion they can do this via a Notice of Motion. This must be in writing and received at least 5 days prior to the meeting.

Regards

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Civic

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