

## Rebecca Watson

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**From:** official information  
**Sent:** Thursday, 15 August 2019 14:46  
**To:** [REDACTED]  
**Cc:** official information  
**Subject:** RE: LGOIMA 19237: standing orders

Kia ora,

The Standing Orders adopted prior to 27 February 2014, were the version adopted on 28 November 2013 and required an agenda to be provided to Elected Members 3 clear working days prior to a meeting.

Prior to the October 2010 the Standing Orders were reviewed and adopted in 2007. In terms of distribution of agendas it was the same requirement as 2010 in that an agenda was required to be provided to Elected Members 2 clear working days prior to a meeting.

Kind regards,

**Amy Viggers**

*On behalf of the Privacy Officer*

DDI: 07 8386727 | Email: [amy.viggers@hcc.govt.nz](mailto:amy.viggers@hcc.govt.nz)



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**From:** [REDACTED]  
**Sent:** Thursday, 15 August 2019 9:00 AM  
**To:** official information <[officialinformation@hcc.govt.nz](mailto:officialinformation@hcc.govt.nz)>  
**Subject:** RE: LGOIMA 19237: standing orders

Good morning, Many thanks for that information. Can you please therefore advise what the standing orders for staff / consultant reports ( time wise ) to be given to councillors **prior to** the changes in Feb 2014 and again **prior to** Oct 2010. Many thanks.

Kind Regards



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**From:** official information [<mailto:officialinformation@hcc.govt.nz>]  
**Sent:** Tuesday, 13 August 2019 3:37 PM  
**To:** [REDACTED]  
**Cc:** official information  
**Subject:** LGOIMA 19237: standing orders

Kia ora,

Further to your email of 12 August 2019 in respect of Hamilton City Council Standing Order, I am now able to provide Hamilton City Council's response.

**You requested:**

*I was aware of the resent change but what I was requesting was the previous change. Please provide either date and the minute of meeting or the actual information requested and answer the question which was you refer to point 9.10 Distribution of agenda in you standing orders. Could you please advise who sends this policy? Is it councillor or the CEO? . Can you also please advise when was the last time this policy was changed and what it changed from??*

**Our response:**

Standing Orders are adopted by the Council, ie Elected Members, not staff or the CE.

As previously advised, Hamilton City Council completed a review of standing orders and the current Standing Orders were adopted at the Council meeting of 14 March 2019.

**9.10 (Distribution of the agenda)**

*The Chief Executive will make the agenda to every member of a meeting at least 4 clear working days before the day of the meeting, except in the case of an extraordinary meeting.*

Hamilton City Council reviewed and adopted the previous version of its Standing Orders at a meeting held on 27 February 2014, and they applied to all meetings of the Council, its committees and subcommittees from 27 March 2014 (until the current Standing Orders came into effect). In terms of distribution of agendas, the previous Standing Orders provided as follows:

**2.12.4 Agenda sent to members**

*In the case of each Meeting to which, Standing Order 2.12.1 applies, an agenda detailing the business to be brought before that meeting, together with all relevant attachments, must be sent to every member at least 3 clear working days before the day appointed for the meeting. (In the case of Extraordinary Meetings Standing Orders cl 2.12.2 applies.)"*

Hamilton City Council reviewed and adopted the previous version of its Standing Orders in October 2010. In terms of distribution of agendas, they provided as follows:

**2.12.4 Agenda to be sent to members**

In the case of each meeting to which Standing Order 2.12.1 applies, an agenda detailing the business to be brought before that meeting together with relevant attachments must be sent to every member not less than **two** clear working days before the day appointed for the meeting (in the case of extraordinary meetings cl. 2.14.2 applies).

Kind regards,

**Amy Viggers**

On behalf of the Privacy Officer

DDI: 07 8386727 | Email: [amy.viggers@hcc.govt.nz](mailto:amy.viggers@hcc.govt.nz)



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**From:** [REDACTED]

**Sent:** Monday, 12 August 2019 1:57 PM

**To:** official information <[officialinformation@hcc.govt.nz](mailto:officialinformation@hcc.govt.nz)>

**Subject:** RE: Rules for HCC to run meetings/ code of conduct / standing orders

Good afternoon, I was aware of the resent change but what I was requesting was the previous change. Please provide either date and the minute of meeting or the actual information requested and answer the question which was you refer to point 9.10 Distribution of agenda in you standing orders. Could you please advise who sends this policy? Is it councillor or the CEO? . Can you also please advise when was the last time this policy was changed and what it changed from?? Many thanks

Kind Regards

[REDACTED]

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**From:** official information [<mailto:officialinformation@hcc.govt.nz>]  
**Sent:** Wednesday, 26 June 2019 9:51 AM  
**To:** [REDACTED]  
**Cc:** official information  
**Subject:** RE: Rules for HCC to run meetings/ code of conduct / standing orders

Morena [REDACTED]

Standing Orders are adopted by the Council, ie Elected Members. Hamilton City Council recently completed a review of our standing orders and they were adopted at the Council meeting of 14 March 2019.

You can locate the agenda and minutes of 14 March 2019 Council meeting on our website, the agenda includes the report and attachments that show what was in the standing in the previous standing orders and the minutes show changes that were adopted at the meeting. You can also review the footage of this meeting on of YouTube channel.

Kind regards,  
**Amy Viggers**  
*On behalf of the Privacy Officer*  
DDI: 07 8386727 | Email: [amy.viggers@hcc.govt.nz](mailto:amy.viggers@hcc.govt.nz)



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**From:** [REDACTED]  
**Sent:** Wednesday, 26 June 2019 4:13 AM  
**To:** official information <[officialinformation@hcc.govt.nz](mailto:officialinformation@hcc.govt.nz)>  
**Subject:** Re: Rules for HCC to run meetings/ code of conduct / standing orders

Good afternoon, you refer to point 9.10 Distribution of agenda in you standing orders. Could you please advise who sends this policy? Is it councillor or the CEO? . Can you also please advise when was the last time this policy was changed and what it changed from. Many thanks. [REDACTED]

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**From:** official information <[officialinformation@hcc.govt.nz](mailto:officialinformation@hcc.govt.nz)>  
**Sent:** Monday, 24 June 2019 8:27:03 AM  
**To:** [REDACTED]  
**Cc:** official information  
**Subject:** RE: Rules for HCC to run meetings/ code of conduct / standing orders

Kia ora,

I refer you to point 9.10 (Distribution of the agenda) of the current Standing orders which you can locate on our website.

Kind regards,

Amy Viggers  
On behalf of the Privacy Officer  
DDI: 07 8386727 | Email: [amy.viggers@hcc.govt.nz](mailto:amy.viggers@hcc.govt.nz)

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-----Original Message-----

From: [REDACTED]  
Sent: Saturday, 22 June 2019 7:32 AM  
To: official information <[officialinformation@hcc.govt.nz](mailto:officialinformation@hcc.govt.nz)>  
Subject: Re: Rules for HCC to run meetings/ code of conduct / standing orders

Good afternoon, thank for responding to my recent request however i would like you to clarify the following information. I have been unable to find in the standing orders anything that refers to the presentation of staff reports specifically related to when ( a timeline ) they are to be made available to councillors. Are these in the standing orders and i have missed them , or are they outside the standing orders. If in standing orders can you please identify. If outside standing orders where are they to be found? Can you please assist. [REDACTED]

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From: [REDACTED]  
Sent: Tuesday, 21 May 2019 7:57:33 AM  
To: official information  
Subject: Rules for HCC to run meetings/ code of conduct / standing orders

Good afternoon. Can you please provide the following . (1) the rules/ standing orders currently applicable ie 2019. (2) the rules as they were in 2010 and 2000. If these are available in digital form please advise. Otherwise in email format. Many thanks. [REDACTED]

Sent from my Samsung Galaxy smartphone.