

**Mayor and Councillors**  
COUNCIL

10 DECEMBER 2015

Meeting Status: **Public**

Purpose of Report: For Decision

## **DRAFT CALENDAR OF MEETINGS 2016**

### **PURPOSE OF REPORT**

- 1 Council is asked to approve a draft meeting schedule from January to September 2016.

### **DELEGATION**

- 2 Council has the authority to consider this matter.

### **BACKGROUND**

- 3 Council needs to consider and adopt its proposed Council, Standing Committee, Community Board and Subcommittee meeting schedule from January through to September 2016 (see Appendix 1).

### **ISSUES AND OPTIONS**

#### **Issues**

- 4 The meetings detailed in Appendix 1 are generally based on a six-weekly cycle. A six-weekly cycle allows for substantial progression of issues. Statutory requirements indicate that meeting agendas must be received by meeting participants at least two clear working days ahead of the meeting date – a standard which is exceeded in order to give Elected Members as much time as possible to consider the reports and associated information.
- 5 The six-weekly cycle results in a number of ‘quiet’ spots in the calendar during which there may be briefings or training activities, and breaks.
- 6 Meetings of the Corporate Business Committee are scheduled to allow for more timely presentation of quarterly activity reports.
- 7 Reports going forward to any Council, Standing Committee, Community Board or Subcommittee meeting undergo an internal peer review process to ensure that the information, advice and options provided are of high quality. These processes, both statutory and operational, add to the lead time required for the comprehensive consideration of issues.
- 8 Elected Members are invited to consider the following points in respect of the draft calendar of meetings:

#### *Meeting start times*

- Council and Standing Committee meetings take place on a Thursday and will begin at 10.00 am.

- All Community Board meetings are scheduled to take place on Tuesday evenings with Ōtaki, Paekākāriki, and Paraparaumu/Raumati Community Board meetings to commence at 7.00 pm and Waikanae Community Board meetings to commence at 7.30 pm.

#### *Briefings*

- Briefings have been scheduled on a Thursday, but if there is an overflow, briefings will be scheduled on a Tuesday. Briefings on Thursday will occur from 8.15 am – 9.45 am. These briefings are primarily intended to keep Elected Members up to date with key projects and issues.

#### *Other Commitments*

- Up until now Tuesdays have been kept free for briefings. However in 2016 the Proposed District Plan (PDP) hearings will take place, starting in April, and meeting on Monday, Tuesday, Wednesday and Friday. These will put considerable pressure on Councillors involved in the hearings and on resources. It is likely that two out of every three Tuesdays will now be taken up with hearings through till the end of September. A calendar of likely hearing dates will be provided as soon as possible.

#### *Other meetings*

- The Audit and Risk Subcommittee will meet quarterly.
- The Appeals Hearing Committee, Property Subcommittee and District Licensing Committee meet as required. The Property Subcommittee will meet at least once per year.
- The draft calendar also features meeting dates for Te Whakaminenga o Kāpiti.
- As at the time of writing it is intended to have a meeting of the Kāpiti Island Monitoring Committee in early 2016 and a possibility of no more meetings after that.
- The calendar of meetings features meeting dates for bodies which administer grants. These are the Grants Allocation Committee and the Campe Estate Subcommittee.

#### *Changes to the Calendar*

- From time to time meetings have to be re-scheduled or cancelled for unavoidable reasons and if this has to be done, the matter is discussed initially with the Mayor and/or the Chair of each Committee before Elected Members are informed and consulted as to proposed alternative dates if any. Any changes to the meeting schedule are publicly advertised, and notified in the Calendar of Meetings found in the Elected Members Bulletin circulated each Friday to Elected Members. Cancellation notices include the reasons for cancelling.

## **CONSIDERATIONS**

### **Policy considerations**

- 9 There are no policy considerations.

## Legal considerations

- 10 There is no statutory requirement to set a calendar of meetings but it is practical to do so to fulfil the requirement under the Local Government Official Information and Meetings Act 1987 (Section 46) to publicly notify meetings.

## Financial considerations

- 11 There are no financial considerations.

## Tāngata whenua considerations

- 12 There are no tāngata whenua considerations.

## **SIGNIFICANCE AND ENGAGEMENT**

### Degree of significance

- 13 This matter has a low level of significance under Council policy.

### Consultation

- 14 The draft 2016 calendar will be formally circulated through all four Community Boards.

## **RECOMMENDATIONS**

- 15 That the Council approves the draft meeting schedule for January 2016 – September 2016 as detailed in Appendix 1 of report Corp-15-1742 noting the following:
- the calendar of meetings is based on a six-weekly cycle;
  - Council, Committee and Subcommittee meetings are generally scheduled on a Thursday and start at 10.00 am; and
  - as a general rule, Community Board meetings will take place on Tuesday evenings, commencing at 7.00 pm for Ōtaki, Paekākāriki and Paraparaumu/Raumati Community Boards, and at 7.30 pm for Waikanae Community Board.

<b>Report prepared by</b>	<b>Approved for submission</b>	<b>Approved for submission</b>
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## **ATTACHMENT**

Appendix 1 – Draft Calendar for 2016