

Mayor and Councillors
COUNCIL

4 OCTOBER 2012

Meeting Status: **Public**

Purpose of Report: For Decision

DRAFT CALENDAR OF MEETINGS FOR 2013

PURPOSE OF REPORT

- 1 Council is invited to consider and approve a draft meeting schedule for the period January 2013 to 3 October 2013.

SIGNIFICANCE OF DECISION

- 2 This report does not trigger the Council's Significance Policy.

CONSIDERATIONS

Issues

- 3 The draft calendar at Appendix 1 features:
 - Meetings of Council, Standing Committees, Community Boards, Subcommittees, Te Whakaminenga o Kāpiti, and the Kāpiti Island Nature Lodge Monitoring Committee;
 - A series of Annual Plan workshops for February/March;
 - Annual Plan hearings in May;
 - Briefing timeslots occurring every three weeks;
 - Timeslots for *tentative* District Plan Hearings in July through September
- 4 The last meeting of Council for the 2010-2013 Triennium is scheduled for Thursday 3 October 2013 with the local body elections taking place on Saturday 12 October 2013.
- 5 The meetings for Council, Committees and Community Boards are based on a six-weekly cycle which has been operating throughout this Triennium, with meetings scheduled to occur during business hours (with the exception of the Community Boards). A six-weekly cycle allows for a substantial progression of issues.
- 6 Legislation requires that meeting agendas be received by meeting participants at least two clear working days ahead of the meeting date. This standard is exceeded in most cases in order to give Elected Members as much time as possible to consider reports and associated information.

- 7 Reports going forward to any decision-making body undergo an internal peer review process to ensure that the information, advice and options provided are of the highest 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 regarding the draft Calendar:

Meeting start times

- As has been the practice throughout this Triennium, all Standing Committee meetings take place on a Thursday and begin at 9am. Council meetings are scheduled to commence at 10am. Briefings may fall before either a Committee or Council meeting.
- All Community Board meetings are scheduled for Tuesday evenings with Ōtaki, Paekākāriki, and Paraparaumu/Raumati meetings starting at 7pm and the Waikanae meetings starting at 7.30pm.

District Plan review hearings

- As indicated, a number of timeslots in July – September have been set aside for these hearings but it will not be known until closer to the time how many of these will in fact be required. It will be largely dependent on how many submissions are received and the availability of Hearing Commissioners.

Meeting venues 2013

- Assuming the completion of the Civic Building upgrade goes to schedule, the venue for Council and Committee meetings will move from Meadows Church back to Rimu Road in late March 2013.
- Any workshops/meetings being held on Tuesdays will take place at the Emergency Operations Centre, Fytfield Place, Paraparaumu until early March 2013.

Other meetings

- The Grants Allocation Subcommittee will meet in accordance with the meeting cycles for the following grant programmes:
 - Waste Levy grants
 - Creative Communities
 - Community Grants

Corporate Business Committee and Environment & Community Development Committee Meetings

- Corporate Business Committee meetings have been timed to meet to receive the quarterly activity report within six weeks of the end of the quarter. Some changes have been made to the six weekly cycle to accommodate this. The Corporate Business Committee and Environment and Community Development Committee meetings have been swapped in some months to meet this requirement.

Changes to the Calendar

- 9 From time to time meetings have to be cancelled or rescheduled for unavoidable reasons. In either event the matter is discussed initially with the Mayor and/or the Chair of the relevant Committee before Elected Members are informed and/or consulted. Any changes to the meeting schedule are publicly advertised, and notified in the Elected Members' Bulletin circulated each Friday. Councillors are also sent electronic invitations to meetings.

Financial Considerations

- 10 There are no financial considerations.

Legal Considerations

- 11 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 and Official Information and Meetings Act 1987 (Section 46) to publicly notify meetings.

Delegation

- 12 Council has the authority to consider this matter.

Consultation

- 13 It is recommended that Council refer the draft 2013 Calendar to the Community Boards for comment. A final draft will then be brought back to Council for adoption in December 2012.

Policy Implications

- 14 There are no policy considerations.

Tāngata Whenua Considerations

- 15 There are no tāngata whenua considerations.

Publicity Considerations

- 16 Meetings are advertised in local newspapers each month and on the Council website as required by the Local Government Act 2002 and the Local Government and Official Information and Meetings Act 1987.

RECOMMENDATIONS

- 17 That Council approves the Calendar of meetings for 2013 as at Appendix 1 of report Corp-12-682 and refers it to the four Community Boards for comment.

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ATTACHMENTS:

Appendix 1 Draft Calendar of Council meetings in 2013