

**Mayor and Councillors**  
COUNCIL

1 NOVEMBER 2018

Meeting Status: **Public**

Purpose of Report: For Decision

## **DRAFT CALENDAR OF MEETINGS 2019**

### **PURPOSE OF REPORT**

- 1 Council is asked to approve a draft meeting schedule from January 2019 through to September 2019 (the end of the triennium).

### **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 meetings schedule from January 2019 to September 2019 (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 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.
- 7 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, Waikanae, Paekākāriki and Paraparaumu-Raumati Community Board meetings to commence at 7.00 pm.

#### *Briefings*

- Briefings are scheduled to take place on a Thursday from 8.15 am – 9.25 am and sometimes after Committee meetings. These briefings are primarily intended to keep Elected Members up to date with key projects and issues.

#### *Other meetings*

- The Audit and Risk Committee will meet quarterly.
- The Appeals Hearing Committee and District Licensing Committee meet as required.
- The draft calendar also features meeting dates for Te Whakaminenga o Kāpiti.
- 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. If this has to be done, the matter is discussed initially with the Mayor and/or the Chair of the respective 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**

- 8 There are no policy considerations.

### **Legal considerations**

- 9 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**

- 10 There are no financial considerations.

### **Tāngata whenua considerations**

- 11 There are no tāngata whenua considerations arising from this report.

## SIGNIFICANCE AND ENGAGEMENT

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

### Consultation

13 The draft 2019 calendar will be formally circulated through all four Community Boards.

## RECOMMENDATIONS

14 That Council approves the draft meeting schedule for January 2019 – end of the triennium as detailed in Appendix 1 of report Corp-18-625 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, Waikanae, Paekākāriki and Paraparaumu-Raumati Community Boards.

<b>Report prepared by</b>	<b>Approved for submission</b>	<b>Approved for submission</b>
Annette McLaughlin	Natasha Tod	Janice McDougall
<b>Democracy Services Advisor</b>	<b>Group Manager Regulatory Services</b>	<b>Acting Group Manager Corporate Services</b>

## ATTACHMENT

Appendix 1 Draft calendar for 2019

# 2019 CALENDAR

	January	February	March	April	May	June	July	August	September	October	November	December														
SAT																										
SUN																										
MON			1		3	QUEEN'S BIRTHDAY	1		2			2														
TUE	1	NEW YEAR		2	PRCB		4	PRCB	3	TWOK	1	3														
WED	2	NEW YEAR		3		1	5		4	KEEP		4														
THU	3			4	OPS / FINANCE	2	STRATEGY / POLICY	6	RURAL PROVINCIAL	4	GAC (DWFHR) OPS / FINANCE	1	STRATEGY / POLICY	3		5										
FRI	4		1		1	5		3	7	RURAL PROVINCIAL	5		2	6		4	1	6								
SAT																										
SUN																										
MON	7		4		4	8		6	10		7	LGNZ CONF	5	9		7		4	9							
TUE	8		5	OCB	5	9		7	PCB	11	TWOK	9	LGNZ CONF	6	PCB	10	WCB	8	5	10						
WED	9	KEEP																								
THU	10	FREE	6	WAITANGI DAY	6	10	ZONE 4	8		12		10	ZONE 4	11		7	ZONE 4	11	9	FREE	6	ZONE 4	11			
FRI	11		7	GAC (Heritage Fund)	7	STRATEGY / POLICY	11	COUNCIL	9		13	COUNCIL (ADDITIONAL)	11	KEEP FREE	8	COUNCIL	12	AUDIT RISK	10			7		12		
SAT				CEPEC																						
SUN																										
MON	14		8		8	RURAL PROVINCIAL	12	LGNZ CB CONF	10		14		12	9		13		11				8		13		
TUE	15																									
WED	16	KEEP																								
THU	17	FREE	13																							
FRI	18		14	AP WORKSHOP	14	COUNCIL	18		16	OPS / FINANCE	20	STRATEGY / POLICY	18		15	OPS / FINANCE	19	CEPEC	17			14		19		
SAT																										
SUN																										
MON	21		15		15	EASTER	17		21		19		16		20		18		15			15		20		
TUE	22																									
WED	23																									
THU	24		18	WELLINGTON ANNIVERSARY	18		22	EASTER	20		24		22	19		23		21				18		23		
FRI	25		19		19	OCB	23		21		25	PCB	23	TWOK	20		24		22			19		24		
SAT																										
SUN																										
MON	28		20		20		24		22		26		24		21		25		23			20		25		
TUE	29		21	OPS / FINANCE	21	GAC (Waste Levy)	25	ANZAC DAY	23	COUNCIL	27	COUNCIL	25		22	GAC (Comm Grants)	26	COUNCIL	24			21	RURAL PROVINCIAL	26		
WED	30			AP WORKSHOP																						
THU	31		22		22		26		24		28		26		23		27		25			22	RURAL PROVINCIAL	27		
FRI																										
SAT																										
SUN																										
MON	28		25		25		29		27				29		26		30		28			28	LABOUR DAY	25		30
TUE	29		26		26	PCB	30		28				30		27				29			26			31	
WED	30																									
THU	31		27		27				29				31		28				30			30			27	
FRI			28	AUDIT RISK	28	GAC (CCNZ)			30	AUDIT RISK				29		GAC (CCNZ)			31					28		
SAT																										
SUN																										
	January	February	March	April	May	June	July	August	September	October	November	December														