

**Mayor and Councillors**  
COUNCIL

9 NOVEMBER 2017

Meeting Status: **Public**

Purpose of Report: For Decision

## **DRAFT CALENDAR OF MEETINGS 2018**

### **PURPOSE OF REPORT**

- 1 Council is asked to approve a draft meeting schedule from January 2018 to December 2018.

### **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 2018 to December 2018 (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 and Paraparaumu/Raumati Community Board meetings to commence at 7.00 pm and the Paekākāriki Community Board meeting 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 – 9.25 am and sometimes after Committee meetings. These briefings are primarily intended to keep Elected Members up to date with key projects and issues.

#### *Other Commitments*

- Up until now Tuesdays have been kept free. As work is underway on the development of the 2018-2038 Long Term Plan, it will be necessary to use some Tuesdays for briefings, workshops or meetings.

#### *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 and 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.

## **SIGNIFICANCE AND ENGAGEMENT**

### Significance Policy

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

### Consultation

13 The draft 2018 calendar will be formally circulated through all four Community Boards.

## **RECOMMENDATIONS**

14 That Council approves the draft meeting schedule for January 2018 – December 2018 as detailed in Appendix 1 of report Corp-17-260 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, commence at 7.00 pm for Ōtaki, Waikanae and Paraparaumu-Raumati Community Boards, and 7.30 pm for the Paekākāriki Community Board.

**Report prepared by**

**Approved for submission**

**Approved for submission**

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## **ATTACHMENT**

Appendix 1 Draft Calendar for 2018

# DRAFT CALENDAR OF MEETINGS : JANUARY - JUNE 2018

JANUARY 2018			FEBRUARY 2018			MARCH 2018			APRIL 2018			MAY 2018			JUNE 2018		
Mon	1	NEW YEAR							Mon	2	EASTER						
Tue	2	NEW YEAR							Tue	3		Tue	1				
Wed	3								Wed	4	KEEP FREE	Wed	2				
Thu	4	KEEP FREE	Thu	1	GAC - Heritage Fund LTP WORKSHOP 8	Thu	1	COUNCIL	Thu	5		Thu	3	STRATEGY / POLICY			
Fri	5		Fri	2		Fri	2		Fri	6		Fri	4		Fri	1	
Sat/Sun			Sat/Sun			Sat/Sun			Sat/Sun			Sat/Sun			Sat/Sun		
Mon	8		Mon	5		Mon	5		Mon	9		Mon	7		Mon	4	QUEEN'S BIRTHDAY
Tue	9	KEEP FREE	Tue	6	WAITANGI DAY	Tue	6	TWOK	Tue	10	OCB	Tue	8	PRCB	Tue	5	WCB
Wed	10		Wed	7		Wed	7	ZONE 4	Wed	11		Wed	9		Wed	6	
Thu	11		Thu	8	AUDIT / RISK	Thu	8		Thu	12	OPS / FINANCE	Thu	10		Thu	7	RURAL PROVINCIAL
Fri	12		Fri	9		Fri	9		Fri	13		Fri	11		Fri	8	RURAL PROVINCIAL
Sat/Sun			Sat/Sun			Sat/Sun			Sat/Sun			Sat/Sun			Sat/Sun		
Mon	15		Mon	12		Mon	12		Mon	16		Mon	14	LTP HEARINGS	Mon	11	
Tue	16	KEEP FREE	Tue	13	LTP WORKSHOP 9 PRCB	Tue	13	RTC WCB	Tue	17	TWOK PCB	Tue	15	LTP HEARINGS	Tue	12	
Wed	17		Wed	14		Wed	14		Wed	18		Wed	16	LTP HEARINGS	Wed	13	ZONE 4
Thu	18		Thu	15	STRATEGY / POLICY	Thu	15	COUNCIL - ADDITIONAL GAC - Waste Levy RURAL PROVINCIAL RURAL PROVINCIAL	Thu	19	CEPEC	Thu	17	OPS / FINANCE	Thu	14	STRATEGY / POLICY COUNCIL - ADDITIONAL
Fri	19		Fri	16		Fri	16		Fri	20		Fri	18		Fri	15	
Sat/Sun			Sat/Sun			Sat/Sun			Sat/Sun			Sat/Sun			Sat/Sun		
Mon	22	WELLINGTON ANNIVERSARY TWOK	Mon	19		Mon	19		Mon	23	LTP CONSULT ENDS	Mon	21		Mon	18	
Tue	23		Tue	20	OCB	Tue	20		Tue	24	RTC / WRS WCB	Tue	22	OCB	Tue	19	RTC / WRS PRCB
Wed	24		Wed	21		Wed	21		Wed	25	ANZAC DAY	Wed	23		Wed	20	
Thu	25	COUNCIL	Thu	22	OPS / FINANCE COUNCIL - ADDITIONAL	Thu	22	STRATEGY / POLICY	Thu	26	COUNCIL AUDIT / RISK	Thu	24		Thu	21	
Fri	26		Fri	23		Fri	23	LTP CONSULT BEGINS	Fri	27		Fri	25		Fri	22	
Sat/Sun			Sat/Sun			Sat/Sun			Sat/Sun			Sat/Sun			Sat/Sun		
Mon	29		Mon	26		Mon	26		Mon	30		Mon	28		Mon	25	
Tue	30	LTP WORKSHOP 7 WCB	Tue	27	PCB	Tue	27	PRCB				Tue	29	TWOK PCB	Tue	26	
Wed	31		Wed	28		Wed	28					Wed	30		Wed	27	
			Thu	29	GAC - DWFHR GAC - CCNZ	Thu	29					Thu	31		Thu	28	CAMPE ESTATE COUNCIL
			Fri	30	EASTER	Fri	30								Fri	29	

## DRAFT CALENDAR OF MEETINGS : JULY - DECEMBER 2018

JULY 2018		AUGUST 2018		SEPTEMBER 2018		OCTOBER 2018		NOVEMBER 2018		DECEMBER 2018	
Mon	2			Mon	3	Mon	1			Mon	3
Tue	3			Tue	4	Tue	2			Tue	4
Wed	4			Wed	5	Wed	3			Wed	5
Thu	5			Thu	6	Thu	4			Thu	6
Fri	6			Fri	7	Fri	5			Fri	7
Sat/Sun		Sat/Sun		Sat/Sun		Sat/Sun		Sat/Sun		Sat/Sun	
Mon	9	Mon	6	Mon	10	Mon	8	Mon	5	Mon	10
Tue	10	Tue	7	Tue	11	Tue	9	Tue	6	Tue	11
Wed	11	Wed	8	Wed	12	Wed	10	Wed	7	Wed	12
Thu	12	Thu	9	Thu	13	Thu	11	Thu	8	Thu	13
Fri	13	Fri	10	Fri	14	Fri	12	Fri	9	Fri	14
Sat/Sun		Sat/Sun		Sat/Sun		Sat/Sun		Sat/Sun		Sat/Sun	
Mon	16	Mon	13	Mon	17	Mon	15	Mon	12	Mon	17
Tue	17	Tue	14	Tue	18	Tue	16	Tue	13	Tue	18
Wed	18	Wed	15	Wed	19	Wed	17	Wed	14	Wed	19
Thu	19	Thu	16	Thu	20	Thu	18	Thu	15	Thu	20
Fri	20	Fri	17	Fri	21	Fri	19	Fri	16	Fri	21
Sat/Sun		Sat/Sun		Sat/Sun		Sat/Sun		Sat/Sun		Sat/Sun	
Mon	23	Mon	20	Mon	24	Mon	22	Mon	19	Mon	24
Tue	24	Tue	21	Tue	25	Tue	23	Tue	20	Tue	25
Wed	25	Wed	22	Wed	26	Wed	24	Wed	21	Wed	26
Thu	26	Thu	23	Thu	27	Thu	25	Thu	22	Thu	27
Fri	27	Fri	24	Fri	28	Fri	26	Fri	23	Fri	28
Sat/Sun		Sat/Sun		Sat/Sun		Sat/Sun		Sat/Sun		Sat/Sun	
Mon	30	Mon	27			Mon	29	Mon	26	Mon	30
Tue	31	Tue	28			Tue	30	Tue	27	Tue	31
		Wed	29			Wed	31	Wed	28		
		Thu	30					Thu	29		
		Fri	31					Fri	30		