

Mayor and Councillors
COUNCIL

25 OCTOBER 2016

Meeting Status: **Public**

Purpose of Report: For Decision

DRAFT CALENDAR OF MEETINGS 2016-17

PURPOSE OF REPORT

- 1 Council is asked to approve a meeting schedule for 2016-17.

DELEGATION

- 2 Council has the authority to consider this matter.

BACKGROUND

- 3 Following the exercise of mayoral powers to establish committees, and Council's ensuing approval of delegations Council (elsewhere on this agenda), Council can now consider an associated meeting cycle and calendar of meetings for 2016-17.

ISSUES AND OPTIONS

Issues

- 4 A six-weekly cycle of meetings for Council, the major Committees, and Community Boards is proposed (see Appendix 1). 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 Council is free to decide on a different meeting cycle.
- 7 Reports going forward to any Council, Committee, Subcommittee or Community Board 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 proposed calendar of meetings.

Meeting start times

- Council, Committee and Subcommittee meetings to take place on a Thursday beginning at 10.00 am.

- All Community Board meetings are currently 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.
- Council is free to decide on a different day and time for its meetings. Community Boards are free to set their own meeting dates.

Briefings

- Briefings have been scheduled on a Thursday. Briefings on Thursday will occur from 8.15 am – 9.45 am, but may also be scheduled immediately following a meeting. The workload associated with the Long Term Plan may also see briefings and workshops needing to be organised on Tuesdays. Briefings are primarily intended to keep Elected Members up to date with key projects and issues.

Other meetings

- 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 or the Chair of each Committee before Elected Members are informed as to proposed alternative dates. 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

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 If Council decided to hold meetings at a different time such as in the evenings there would be additional costs associated with catering and staff attendance.

Tāngata whenua considerations

- 11 There are no tāngata whenua considerations.

SIGNIFICANCE AND ENGAGEMENT

Degree of significance

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

Consultation

13 The draft calendar 2016-17 will be formally circulated to all four Community Boards.

Publicity

14 Meetings are publicly advertised in advance each month in the local newspapers as required by the LGOIMA.

RECOMMENDATIONS

15 That the Council approves the calendar of meetings 2016-17 as detailed in Appendix 1 of report Corp-16-1978, noting the following:

- (a) the calendar of meetings is based on a six-weekly cycle; and
- (b) Council, Committee and Subcommittee meetings are generally scheduled on a Thursday and start at 10.00 am.

Report prepared by	Approved for submission	Approved for submission
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ATTACHMENT

Appendix 1 Calendar of meetings 2016-17

CALENDAR OF MEETINGS : OCTOBER 2016 - DECEMBER 2017

OCTOBER 2016		NOVEMBER 2016		DECEMBER 2016	
Mon	3				
Tue	4	Tue	1		
Wed	5	Wed	2		
Thu	6	Thu	3	Thu	1
Fri	7	Fri	4	Fri	2
Sat/Sun		Sat/Sun		Sat/Sun	
Mon	10	Mon	7	Mon	5
Tue	11	Tue	8	Tue	6
Wed	12	Wed	9	Wed	7
Thu	13	Thu	10	Thu	8
Fri	14	Fri	11	Fri	9
Sat/Sun		Sat/Sun		Sat/Sun	
Mon	17	Mon	14	Mon	12
Tue	18	Tue	15	Tue	13
Wed	19	Wed	16	Wed	14
Thu	20	Thu	17	Thu	15
Fri	21	Fri	18	Fri	16
Sat/Sun		Sat/Sun		Sat/Sun	
Mon	24	Mon	21	Mon	19
Tue	25	Tue	22	Tue	20
Wed	26	Wed	23	Wed	21
Thu	27	Thu	24	Thu	22
Fri	28	Fri	25	Fri	23
Sat/Sun		Sat/Sun		Sat/Sun	
Mon	31	Mon	28	Mon	26
		Tue	29	Tue	27
		Wed	30	Wed	28
				Thu	29
				Fri	30

OPERATIONS & FINANCE

WCB

BRF

COUNCIL

BRF

ZONE 4

BRF

GAC (WASTE LEVY)

TWOK

PCB

BRF

COUNCIL

LABOUR DAY

COUNCIL (INAUGURAL)

COUNCIL (RECONVENED)

PRCB

STRATEGY & POLICY

OCB

CHRISTMAS HOLIDAY

CALENDAR OF MEETINGS : JANUARY - JUNE 2017

JANUARY 2017			FEBRUARY 2017			MARCH 2017			APRIL 2017			MAY 2017			JUNE 2017			
Mon	2	NEW YEAR							Mon	3		Mon	1					
Tue	3		NEW YEAR							Tue	4	AP CONSULTATION BEGINS OCB	Tue	2	TWOK			
Wed	4	KEEP FREE	Wed	1		Wed	1		Wed	5		Wed	3	WCB				
Thu	5			Thu	2	STRATEGY & POLICY GAC (Heritage Fund)	Thu	2	COUNCIL	Thu	6	OPS & FINANCE GAC (CCNZ)	Thu	4	BRF	Thu	1	
Fri	6			Fri	3		Fri	3		Fri	7		Fri	5		Fri	2	
Sat/Sun			Sat/Sun			Sat/Sun			Sat/Sun			Sat/Sun			Sat/Sun			
Mon	9	KEEP FREE	Mon	6	WAITANGI DAY	Mon	6		Mon	10		Mon	8		Mon	5	QUEEN'S BIRTHDAY	
Tue	10			Tue	7	PRCB	Tue	7	WCB	Tue	11		Tue	9	PRCB	Tue	6	
Wed	11			Wed	8		Wed	8		Wed	12		Wed	10		Wed	7	
Thu	12			Thu	9	AUDIT & RISK	Thu	9	STRATEGY & POLICY	Thu	13	COUNCIL BRF	Thu	11	BRF OPS & FINANCE CAMPE	Thu	8	BRF STRATEGY & POLICY
Fri	13		Fri	10		Fri	10		Fri	14	EASTER	Fri	12		Fri	9		
Sat/Sun			Sat/Sun			Sat/Sun			Sat/Sun			Sat/Sun			Sat/Sun			
Mon	16	KEEP FREE	Mon	13		Mon	13		Mon	17	EASTER	Mon	15	AP HEARINGS	Mon	12		
Tue	17			Tue	14	PCB	Tue	14	TWOK	Tue	18		Tue	16	AP HEARINGS PCB	Tue	13	TWOK WCB
Wed	18			Wed	15		Wed	15		Wed	19		Wed	17	AP HEARINGS	Wed	14	
Thu	19			Thu	16	AP WORKSHOP 1	Thu	16	BRF COUNCIL (ADDITIONAL) GAC (Waste Levy)	Thu	20	KEEP FREE	Thu	18		Thu	15	COUNCIL (ADDITIONAL)
Fri	20		Fri	17		Fri	17		Fri	21		Fri	19		Fri	16		
Sat/Sun			Sat/Sun			Sat/Sun			Sat/Sun			Sat/Sun			Sat/Sun			
Mon	23	WELLINGTON ANNIVERSARY	Mon	20		Mon	20		Mon	24		Mon	22		Mon	19		
Tue	24	TWOK	Tue	21	AP WORKSHOP 2 OCB	Tue	21	PRCB	Tue	25	ANZAC DAY	Tue	23	OCB	Tue	20	PRCB	
Wed	25		Wed	22		Wed	22		Wed	26		Wed	24		Wed	21		
Thu	26	COUNCIL CEPEC	Thu	23	OPS & FINANCE	Thu	23	COUNCIL (ADDITIONAL) BRF	Thu	27	AUDIT & RISK BRF	Thu	25	STRATEGY & POLICY	Thu	22	COUNCIL	
Fri	27		Fri	24		Fri	24		Fri	28	AP CONSULTATION ENDS	Fri	26		Fri	23		
Sat/Sun			Sat/Sun			Sat/Sun			Sat/Sun			Sat/Sun			Sat/Sun			
Mon	30		Mon	27		Mon	27					Mon	29		Mon	26		
Tue	31	WCB	Tue	28	AP WORKSHOP 3	Tue	28	PCB				Tue	30		Tue	27	PCB	
						Wed	29					Wed	31		Wed	28		
						Thu	30	CEPEC							Thu	29		
						Fri	31								Fri	30		

CALENDAR OF MEETINGS : JULY - DECEMBER 2017

JULY 2017		AUGUST 2017		SEPTEMBER 2017		OCTOBER 2017		NOVEMBER 2017		DECEMBER 2017			
Mon 3		Tue 1	PRCB			Mon 2	KEEP FREE						
Tue 4	OCB	Wed 2				Tue 3			Wed 1				
Wed 5		Thu 3				Wed 4			Thu 2				
Thu 6	OPS & FINANCE	Fri 4		Fri 1		Thu 5			Fri 3			Fri 1	
Fri 7		Sat/Sun		Sat/Sun		Fri 6			Sat/Sun			Sat/Sun	
Mon 10	KEEP FREE	Mon 7		Mon 4		Mon 9	KEEP FREE	Mon 6		Mon 4			
Tue 11			Tue 8	PCB	Tue 5	Tue 10			Tue 7	OCB	Tue 5	TWOK BRF PRCB	
Wed 12			Wed 9		Wed 6	WCB		Wed 11		Wed 8		Wed 6	
Thu 13			Thu 10	COUNCIL AUDIT & RISK	Thu 7	GAC (DWHHR) GAC (COMM GRANTS)		Thu 12	STRATEGY & POLICY	Thu 9	COUNCIL	Thu 7	COUNCIL
Fri 14			Fri 11		Fri 8			Fri 13		Fri 10		Fri 8	
Sat/Sun		Sat/Sun		Sat/Sun		Sat/Sun		Sat/Sun		Sat/Sun			
Mon 17	KEEP FREE	Mon 14		Mon 11		Mon 16		Mon 13		Mon 11			
Tue 18			Tue 15	OCB	Tue 12	TWOK PRCB	Tue 17	WCB	Tue 14		Tue 12	PCB / OCB	
Wed 19			Wed 16		Wed 13		Wed 18		Wed 15		Wed 13		
Thu 20		BRF STRATEGY & POLICY	Thu 17	OPS & FINANCE	Thu 14	CEPEC	Thu 19	COUNCIL	Thu 16	OPS & FINANCE	Thu 14	AUDIT & RISK BRF	
Fri 21			Fri 18		Fri 15		Fri 20		Fri 17		Fri 15		
Sat/Sun		Sat/Sun		Sat/Sun		Sat/Sun		Sat/Sun		Sat/Sun			
Mon 24	KEEP FREE	Mon 21		Mon 18		Mon 23	LABOUR DAY	Mon 20		Mon 18	KEEP FREE		
Tue 25		TWOK WCB	Tue 22		Tue 19	PCB	Tue 24	TWOK PRCB	Tue 21			Tue 19	
Wed 26			Wed 23		Wed 20		Wed 25		Wed 22			Wed 20	
Thu 27			Thu 24	GAC (CCNZ)	Thu 21	OPS & FINANCE AUDIT & RISK	Thu 26		Thu 23	STRATEGY & POLICY BRF		Thu 21	
Fri 28			Fri 25		Fri 22		Fri 27		Fri 24			Fri 22	
Sat/Sun		Sat/Sun		Sat/Sun		Sat/Sun		Sat/Sun		Sat/Sun			
Mon 31		Mon 28		Mon 25		Mon 30		Mon 27		Mon 25	CHRISTMAS DAY BOXING DAY		
		Tue 29		Tue 26	OCB	Tue 31	PCB	Tue 28	BRF WCB	Tue 26			
		Wed 30		Wed 27				Wed 29		Wed 27			
		Thu 31	STRATEGY & POLICY	Thu 28	COUNCIL			Thu 30	GAC (WASTE LEVY)	Thu 28			
				Fri 29						Fri 29			