

# **Proposed 2015 Meeting Schedule**

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<b>TO</b>	Tairua-Pauanui Community Board
<b>FROM</b>	Angela Jane - Governance and Strategy Manager
<b>DATE</b>	7 November 2014
<b>SUBJECT</b>	<b>Proposed 2015 Meeting Schedule</b>

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## **1 Purpose of Report**

The proposed 2015 meeting schedule is attached for the Tairua-Pauanui Community Board's information. The schedule is being considered for adoption by the Council at its meeting scheduled for 19 November 2014. Any changes made by the Council will be tabled at the community board meeting. All elected members will be notified of the adopted meeting schedule as notice of next year's meetings. The background, issue and discussion text below was included in the Council agenda report and is provided here for context.

## **2 Background**

Adopting a schedule of meetings meets the Local Government Act meeting requirements. The schedule may cover any future period that the Council considers appropriate and may be amended with notification.

The proposed schedule is based for the most part on a six weekly cycle and includes meetings for the Council, the five Community Boards and the five standing committees (Judicial, Infrastructure, Economic Development, Policy and Audit). All of these meetings have been scheduled every six weeks with the exception of the Audit Committee which has been scheduled quarterly.

It is recommended that all the scheduled six weekly meetings remain within the meeting schedule and meetings be cancelled when they are not required. The rationale for this recommendation is explained below.

## **3 Issue**

Staff have recommended for Council's approval a meeting schedule for 2015.

## **4 Discussion**

In preparing the proposed 2015 meeting schedule the Governance Support Team has taken note of the following matters:

1. The mix of different frequencies for all the meetings within the 2014 meeting schedule has resulted in resourcing peaks that have been difficult to manage (for councillors, report writers, managers and Governance Support).
2. The 2014 order and timing of CB meetings and standing committees did not allow council agenda items to reflect the recommendations from these meetings. This has created an unusually high number of tabled items to the council meetings. The Mayor and Chief Executive have requested that the number of tabled items be reduced.
3. Community Board and standing committee meetings have been ordered and timed to allow for recommendations from these meetings to flow through to the next Council meeting agenda. A six week cycle does not allow for all the agendas to

include the feedback from all the meetings (the committees will not have the written recommendations from Community Boards); the Council agenda was considered the priority to contain the fullest reports.

4. The scheduled reserve days in the 2014 meeting schedule for council meetings has created some confusion for staff and elected members. The Mayor has requested we address the scheduling to avoid this kind of confusion. Reserve days have not been scheduled in the proposed 2015 meeting schedule. Council workshops have been scheduled periodically to accommodate informal discussions.
5. There were few weeks in the 2014 year with no meetings which has made taking leave for elected members and some staff more difficult. Several councillors have requested that we make more allowance for time off.
6. In the 2014 calendar there is a full week of meetings scheduled for the week prior to Christmas week. The lateness of meetings in December increases the pressure to have all follow up actions completed prior to the Christmas/January leave period. The proposed schedule has the last meeting scheduled for 10 December 2015 which allows adequate time for minutes to be finalised and actions progressed.
7. Cancelling meetings when they are not required results in fewer issues than scheduling additional meetings or changing meeting dates because elected members' and managers' calendars are usually very busy. Many staff and elected members have requested this approach.
8. Public holidays often have a bearing on how a meeting schedule is put together. 2015 is the first year that certain public holidays are moved to a Monday should they fall on a weekend. Anzac Day is the only public holiday in 2015 to fall into this category; hence it falls on 27 April.
9. School holidays throughout the year have not been factored into the calendar. Most of January is free of meetings with the exception of the last week which requires a meeting for the Long Term Plan and has a Judicial Committee scheduled (if it is required for urgent business).
10. The Long Term Plan requires extra meetings for Council approval to consult, for hearings and deliberations. The proposed meeting schedule includes extraordinary council meetings for these where the six weekly scheduled meetings cannot be utilised. While there is more choice about how to utilise hearings for the Long Term Plan under the amended Local Government Act the initial analysis has suggested we retain the ability for the status quo until we have fully determined the Long Term Plan consultation/hearings approach. Consultation is due to start on 9 March and end on 10 April. During consultation the only scheduled meetings are District Plan Hearings over two weeks and one Council meeting. We will be discussing elected members' involvement with the public consultation at the November and December Long Term Plan workshops. The consultation period is likely to involve more local meetings for elected members.
11. The Audit Committee has a meeting scheduled in October for the Annual Report. The other three meetings have been timed to cater for the needs of the internal audit programme and quarterly reporting.
12. Reserve days for the Judicial Committee have been retained for conducting consent hearings where they are required. These reserve days have mostly been scheduled on a Thursday but move to a Friday to accommodate any other pre-scheduled meetings.
13. Two council workshops have been scheduled in the latter half of the year to accommodate informal discussions. Long Term Plan workshops dominated the 2014 meeting schedule but allowed for other topics when they were required. The additional Long Term Plan meetings in the first half of the 2015 meeting schedule will allow the opportunity for workshops for other topics if the need arises.

## **5 Suggested Resolution(s)**

That the Tairua-Pauanui Community Board:

1. Receives the Proposed 2015 meeting schedule report, dated 6 November 2014 ;

### 2015 Council, Committee and Community Boards Meeting Calendar

2014	January	February	March	April	May	June	July	August	September	October	November	December														
MON						1	Queen's Birthday																			
TUE						2			1			1														
WED			1			3		1		2		2	CTZN													
THU	1	New Year Holiday		2	JC*	4	JC*	2	WCB	3	JC*	1	JC	3	JC*											
FRI	2	New Year Holiday		3	Good Friday	1	JC*	5		3	JC*		4		2			4								
SAT	3		31	28	4		2	6		4		1	5		3			5								
SUN	4	1	1	5		3		7		5		2	6		4		1	6								
MON	5		2	AC	6	Easter Monday	4		8		6		3		7		5	2	TCB	TPCB	7					
TUE	6		3		7		5		9		7	ED	4		8		6		3	CCCB	MBCB	8				
WED	7		4	Extra Ord - LTP	8		6		10		8	INFRA	P	5	CL		9	7	CLW		4		9	CL		
THU	8		5	JC*	5	JC*	9	JC*	7	JC*	11	JC*	9	JC	6	JC*	10	JC*	8	JC*	5	WCB	10	JC		
FRI	9		6	Waitangi Day	6		10		8		12		10		7		11		9		6	JC*	11			
SAT	10		7		11		9		13		11		8		12		10		10		7		12			
SUN	11		8		12		10		14		12		9		13		11		8		8		13			
MON	12		9		9		13	TCB	TPCB	11			15		13		10	TCB	TPCB	14		12		9		14
TUE	13		10	DPH	10	DPH	14	CCCB	MBCB	12			16		14		11	CCCB	MBCB	15		13		10	ED	15
WED	14		11	DPH	11	DPH	15	DPH	13	CL			17	CTZN	15		12		16	CL	14		11	INFRA	P	16
THU	15		12	DPH	12	DPH	16	WCB	14	LTP-Deliberation	18	JC*	16	JC*	13	WCB	17	JC*	15	JC*	12	JC	17			17
FRI	16		13	JC*	13	JC*	17		15	LTP-Deliberation	19	INFRA & CBs	17		14	JC*	18		16		13		18			18
SAT	17		14		14		18		20		18		15		19		17		14		14		19			19
SUN	18		15		15		19		21		19		16		20		18		15		15		20			20
MON	19		16	TCB	TPCB	16		20		18	TCB	TPCB	22		20		17		21	TCB	TPCB	19	AC	16		21
TUE	20		17	CCCB	MBCB	17		21	ED	19	CCCB	MBCB	23		21		18	ED	22	CCCB	MBCB	20		17		22
WED	21		18		18	CTZN	22	INFRA	P	20			24	CL	22		19	INFRA	P	23	CTZN	21		18	CLW	23
THU	22		19	WCB	19	JC*	23	JC	21	WCB	25	JC*	23	JC*	20	JC	24	WCB	22	JC*	19	JC*	24			24
FRI	23		20	JC*	20		24		22	JC*	26		24		21		25	JC*	23		20	INFRA & CBs	25	Christmas Day		25
SAT	24		21		21		25		23		27		25		22		26		24		21		26	Boxing Day		26
SUN	25		22		22		26		24		28		26		23		27		25		22		27		27	27
MON	26	Auckland Anniversary	23		23		27	ANZAC Day (observed)	25	AC	29	TCB	TPCB	27		24	AC	28		26	Labour Day	23		28	Boxing Day (observed)	28
TUE	27		24	DPH	ED	24	DPH	28	LTP-Hearing	26	ED	30	CCCB	MBCB	28		25		29	ED	27		24		29	29
WED	28	CL - LTP	25	INFRA	P	25	CL	DPH	29	LTP-Hearing	27	INFRA	P		29		26		30	INFRA	P	28	CL	25		30
THU	29	JC	26	DPH	JC	26	DPH	30	LTP-Hearing	28	JC				30	JC*	27	JC*			29	JC*	26	JC*	31	
FRI	30		27		27	JC*							31		28						30		27			
SAT	31		28		28								29								31		28			
SUN																										
MON																										
TUE																										

<b>KEY</b>		<b>JC</b>	Judicial Committee	<b>INFRA</b>	Infrastructure Committee	<b>CCCB</b>	Coromandel-Colville Community Board	<b>TCB</b>	Thames Community Board	<b>LTP</b>	Council meetings for Long Term Plan
<b>CL</b>	Council	<b>JC*</b>	Judicial Committee Reserve	<b>INFRA CB</b>	Infrastructure & All CB Six-Monthly Workshop	<b>MBCB</b>	Mercury Bay Community Board	<b>WCB</b>	Whangamata Community Board	<b>ED</b>	Economic Development Committee
<b>CTZN</b>	Citizenship Ceremony	<b>AC</b>	Audit Committee	<b>DPH</b>	District Plan Hearing	<b>TPCB</b>	Tairua-Pauanui Community Board	<b>CLW</b>	Council workshops	<b>P</b>	Policy Committee