

SOUTH WAIRARAPA DISTRICT COUNCIL

19 OCTOBER 2016

AGENDA ITEM D2

SCHEDULE OF ORDINARY MEETINGS

Purpose of Report

To provide the Mayor and councillors with the proposed schedule of ordinary meetings for Council, community boards and committees for the remainder of 2016 and all of 2017.

Recommendations

Officers recommend that the Council:

1. *Receive the information.*
2. *Adopt the revised 2016 schedule of ordinary meetings for Council, community boards and committees.*
3. *Adopt the 2017 schedule of ordinary meetings for Council, community boards and committees.*

1. Background

As per the Local Government Act 2002 schedule 7 clause 21(5)(d); at the first meeting of the triennium the local authority is required to fix the date and time of the first meeting of the local authority, or adopt a schedule of meetings.

2. Discussion

2.1 Meeting Day and Times

It is proposed that Council meeting day and start time remain the same as the previous triennium. The community boards and the Maori Standing Committee will be asked to decide on a day and time that suits members, with a strong preference for the day remaining the same as the last triennium.

2.2 Proposed Schedule of Ordinary Meetings for the remainder of 2016

It is proposed that additional meetings are scheduled for December 2016 so Council, community board and committee business can be conducted before the holiday period. These additional meetings are shown in blue and the schedule is included in Appendix 1.

2.3 Proposed 2017 Schedule of Ordinary Meetings

The proposed 2017 calendar, as included in Appendix 2, has been aligned to adoption requirements of the annual plan and annual report.

Meetings have been scheduled every six weeks as per Council policy with the exception of the 25 October 2017 meeting which is scheduled 5 weeks from the previous meeting to allow for the adoption of the annual report. The 13 December 17 meeting is seven weeks following the October meeting.

It will be necessary to schedule extraordinary meetings to hear and deliberate on the 17/18 annual plan submissions and to attend to any extraordinary Council business that may arise.

Where a community board or a Maori Standing Committee meeting falls on a public holiday, the meeting has been moved forward or back by one week. The schedule then moves back in sync for the following series of meetings.

3. Appendices

Appendix 1 – Proposed Schedule of Ordinary Meetings for the Remainder of 2016

Appendix 2 – Proposed 2017 Schedule of Ordinary Meetings

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

**Appendix 1 – Proposed
Schedule of Ordinary
Meetings for the Remainder
of 2016**

SOUTH WAIRARAPA DISTRICT COUNCIL

PROGRAMME OF COUNCIL, COMMUNITY BOARD AND COMMITTEE MEETINGS FOR THE REMAINDER OF 2016

<i>MEETING</i>	<i>TIME</i>	<i>DAY</i>	<i>JAN 2016</i>	<i>FEB 2016</i>	<i>MAR 2016</i>	<i>APR 2016</i>	<i>MAY 2016</i>	<i>JUN 2016</i>	<i>JULY 2016</i>	<i>AUG 2016</i>	<i>SEP 2016</i>	<i>OCT 2016</i>	<i>NOV 2016</i>	<i>DEC 2016</i>
Martinborough Community Board	TBC	Mon											21	
Featherston Community Board	TBC	Tues											22	
Greytown Community Board	TBC	Wed											23	
Maori Standing Committee	TBC	Mon											28	
COUNCIL	9.30AM	Wed										26		14

NOTES:

1. The dates of all other meetings will be separately notified
2. Wgtn Anniversary Day: Monday 25 January 2016
3. Waitangi Day: Monday 8 February 2016
4. Easter: Good Friday 25 March 2016 and Easter Monday 28 March 2016
5. Anzac Day: Monday 25 April 2016
6. Queen's Birthday: Monday 6 June 2016
7. Labour Day: Monday 24 October 2016

Appendix 2 – Proposed 2017 Schedule of Ordinary Meetings

SOUTH WAIRARAPA DISTRICT COUNCIL
PROGRAMME OF COUNCIL, COMMUNITY BOARD AND COMMITTEE MEETINGS 2017

<i>MEETING</i>	<i>TIME</i>	<i>DAY</i>	<i>JAN 2017</i>	<i>FEB 2017</i>	<i>MAR 2017</i>	<i>APR 2017</i>	<i>MAY 2017</i>	<i>JUN 2017</i>	<i>JULY 2017</i>	<i>AUG 2017</i>	<i>SEP 2017</i>	<i>OCT 2017</i>	<i>NOV 2017</i>	<i>DEC 2017</i>
Martinborough Community Board	TBC	Mon	30		13	24	29		17	28		9	20	
Featherston Community Board	TBC	Tues	31		14		2	6	18	29		10	21	
Greytown Community Board	TBC	Wed		1	15	26		7	19	30		11	22	
Maori Standing Committee	TBC	Mon		13	27		8	19	31		11	16		4
COUNCIL	9.30AM	Wed		22		5	17	28		9	20	25*		13

***5 week cycle to accommodate adoption of Annual Report**

NOTES:

1. The dates of all other meetings will be separately notified
2. Wgtn Anniversary Day: Monday 23 January 2017
3. Waitangi Day: Monday 6 February 2017
4. Easter: Good Friday 14 April 2017 and Easter Monday 17 April 2017
5. Anzac Day: Tuesday 25 April 2017
6. Queen's Birthday: Monday 5 June 2017
7. Labour Day: Monday 23 October 2017