

SOUTH WAIRARAPA DISTRICT COUNCIL

20 NOVEMBER 2019

AGENDA ITEM B5

ADOPTION OF THE 2020 SCHEDULE OF ORDINARY MEETINGS

Purpose of Report

To adopt a schedule of ordinary Council, community board and committee meetings for 2020.

Recommendations

Officers recommend that the Council:

1. *Receive the Adoption of the 2020 Schedule of Ordinary Meetings Report.*
2. *Adopt Option One, Two or Three of the 2020 schedule of ordinary meetings for Council, community boards and committees.*
3. *To delegate to the Chief Executive the authority to alter the schedule of ordinary meetings following consultation with the Chair.*

1. Background

Each year Council must consider the proposed schedule for its Council, committee and community board meetings for the following calendar year.

Council is asked to adopt a schedule of meetings for the 2020 calendar year.

2. Discussion

The Local Government Act 2002, schedule 7, cl 19, Council must hold meetings:

19 General provisions for meetings

(1) A local authority must hold the meetings that are necessary for the good government of its region or district.

The Local Government Official Information and Meetings Act 1987, Part 7 also specifies the process for calling meetings of the Local Authority.

The Local Government Act 2002 requires the Council to hold meetings necessary for the good government of its city. The meetings must be called, and conducted in accordance with the requirements set out in the Local Government Act 2002, and the

Local Government Official Information and Meetings Act 1987, as well as the Standing Orders of South Wairarapa District Council.

Council must adopt a schedule of meetings that can cover any future period the Council considers appropriate. This schedule may be amended at any time.

Additional ordinary, extraordinary, or emergency meetings may be scheduled from time to time in consultation with the Mayor and Chief Executive.

There were a number of considerations that went into the creation of the 2020 meeting schedule:

- a. Where possible, Council meetings are scheduled to take place every six weeks, at 10:00am on Wednesdays.
- b. Community Board meetings and Māori Standing Committee (MSC) meetings are split across two weeks and held in the evening at a time that suits members.
- c. Assets and Services Committee and Planning and Regulatory Committee are scheduled on Wednesdays every six weeks, or according to the requirements of their terms of reference, and spaced midway between Council meetings.
- d. Finance Audit and Risk Committee is scheduled quarterly and not on a Council meeting day.
- e. A request has been received to consider a calendar schedule where Council meetings do not fall during school holidays (options 2 and 3).

Note: The CEO Review Committee and Water Race Subcommittee meetings are still to be added to the schedule. Venues for all options are still to be secured.

3. Options

Officers have prepared three options presented in Appendix 1 for your consideration. To assist with your decision, the advantages and disadvantages of each option are summarised below.

The three options ensure that each meeting follows its 6-weekly or quarterly cycle, as well as allowing for Council staff to adequately prepare for and effectively service each meeting. To meet these requirements, it means that all of the options result in either a Council, community board or committee meeting falling within school holidays.

3.1 Option 1

This is the option that was tabled on 30 October 2019. Under this option, the schedule of ordinary meetings in 2020 starts with a Council meeting. This results in four Council meetings falling within school holidays (January, April, July and October).

Adopting this option would also require two out-of-cycle Council meetings to adopt the Annual Plan in June and Annual Report in October.

3.2 Option 2

This option shifts the entire meeting schedule of option 1 forward by one week. This shift moves all Council meetings out of school holidays. However, this forward shift means the last meeting of 2020 for the Assets and Services Committee, Planning and Regulatory Committee, and Martinborough Community Board would occur within the December school holidays. These meetings, as well as the last Featherston Community Board meeting would also occur late in the year (15th – 17th December).

Under this option, the October 2020 Māori Standing Committee Meeting would need to be shifted to a Tuesday to avoid clashing with Labour Day. Two out-of-cycle Council meetings would be needed to adopt the Annual Plan in June and Annual Report in October.

3.3 Option 3

This option rearranges the meeting schedule by bringing community board meetings ahead of Council meetings such that no Council meeting falls within school holidays. However, as 2019 ends with community board meetings, there would be no reports to provide at the first community board meetings of 2020. This option also results in four meetings for each of the Māori Standing Committee, Assets and Services Committee, Planning and Regulatory Committee and Martinborough Community Board falling within school holidays (January, April, July and October).

The June 2020 Māori Standing Committee meeting would also need to be shifted to a Tuesday to avoid clashing with Queens Birthday.

An advantage of this option is that Council do not require additional meetings to adopt the Annual Plan in June or Annual Report in October as the timing falls within the 6-weekly cycle.

4. Financial Considerations

Costs to hold meetings have been factored in to existing Council budgets, with the exception of any claim for the childcare allowance.

To assist elected members to attend to local authority business, the Remuneration Authority introduced a childcare allowance for elected members who have responsibility for caring for children under the age of 14 years. The allowance is a contribution towards expenses incurred by elected members for the provision of childcare while the member is engaged on local authority business.

On the 7 August 2019 Council adopted the Remuneration Authority's proposed Childcare Allowance noting that no budget had been provided in the 2019/2020 Annual Plan (DC2019/124). A Council report to consider the impact of this allowance will be presented separately.

5. Engagement and Communications

The Chief Executive and general managers were consulted in the process of creating the 2020 meeting schedule.

All options allow the Chief Executive to properly notify the public of the times and dates of meetings in accordance with Part 7 of the Local Government Official Information and Meetings Act 1987.

Once a 2020 schedule is adopted, it will be notified on Council's website.

6. Appendices

Appendix 1 – Draft 2020 Schedule of Ordinary Meetings

Contact Officer: Suzanne Clark, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive

Appendix 1 – Draft 2020 Schedule of Ordinary Meetings

Option 1

2020	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	2020
MON						1 Queens Bday							MON
TUE						2			1			1	TUE
WED	1 New Years Day			1 A&S/P&R		3 Council	1		2			2 GCB	WED
THU	2 Public Holiday			2 MCB		4	2		3	1		3	THU
FRI	3			3	1	5	3		4	2		4	FRI
SAT	4	1		4	2	6	4	1	5	3		5	SAT
SUN	5	2	1	5	3	7	5	2	6	4	1	6	SUN
MON	6	3	2	6	4 MSC	8	6	3	7 MSC	5	2	7	MON
TUE	7	4	3	7	5	9	7	4 FCB	8	6	3	8 FCB	TUE
WED	8	5	4	8	6 GCB	10	8	5 A&S/P&R	9 GCB	7 Council	4	9 A&S/P&R/FAR	WED
THU	9	6 Waitangi Day	5	9	7	11	9	6 MCB	10	8	5	10 MCB	THU
FRI	10	7	6	10 Good Friday	8	12	10	7	11	9	6	11	FRI
SAT	11	8	7	11	9	13	11	8	12	10	7	12	SAT
SUN	12	9	8	12	10	14	12	9	13	11	8	13	SUN
MON	13	10 MSC	9	13 Easter Monday	11	15 MSC	13	10	14	12	9	14	MON
TUE	14	11	10	14	12 FCB	16	14	11	15 FCB	13	10	15	TUE
WED	15	12 GCB	11 Council	15	13 A&S/P&R	17 GCB	15 Council	12	16 A&S/P&R/MCB	14	11	16	WED
THU	16	13	12	16	14 MCB	18	16 LG conference	13	17	15	12	17	THU
FRI	17	14	13	17	15	19	17 LG conference	14	18	16	13	18	FRI
SAT	18	15	14	18	16	20	18 LG conference	15	19	17	14	19	SAT
SUN	19	16	15	19	17	21	19	16	20	18	15	20	SUN
MON	20 Wgtn Anniversary	17	16	20	18	22	20	17	21	19 MSC	16	21	MON
TUE	21	18 FCB	17	21	19	23 FCB	21	18	22	20	17	22	TUE
WED	22	19 A&S/P&R	18 FAR	22 Council	20	24 A&S/P&R/FAR	22	19	23 FAR	21 GCB	18 Council	23	WED
THU	23	20 MCB	19	23	21	25 MCB	23	20	24	22	19	24	THU
FRI	24	21	20	24	22	26	24	21	25	23	20	25 Xmas Day	FRI
SAT	25	22	21	25	23	27	25	22	26	24	21	26 Boxing Day	SAT
SUN	26	23	22	26	24	28	26	23	27	25	22	27	SUN
MON	27	24	23 MSC	27 Anzac Day	25	29	27 MSC	24	28	26 Labour Day	23	28	MON
TUE	28	25	24	28	26	30 Council (adopt AP)	28	25	29	27 FCB	24	29	TUE
WED	29 Council	26	25 GCB	29	27		29 GCB	26 Council	30	28 Council (adopt AR) A&S/P&R	25	30	WED
THU	30	27	26	30	28		30	27		29 MCB	26	31	THU
FRI	31	28	27		29		31	28		30	27		FRI
SAT		29	28		30			29		31	28		SAT
SUN			29		31			30			29		SUN
MON			30					31			30 MSC		MON
TUE			31 FCB										TUE

COUNCIL	District Council meeting	FAR	Finance Audit and Risk Committee
MCB	Martinborough Community Board	P&R	Planning & Regulatory Committee
FCB	Featherston Community Board	A&S	Assets & Services Committee
GCB	Greytown Community Board		School holidays
MSC	Māori Standing Committee		

Option 2

2020	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	2020
MON						1 Queens Bday							MON
TUE						2			1			1	TUE
WED	1 New Years Day			1 GCB		3	A&S/P&R		2 Council			2	WED
THU	2 Public Holiday			2		4	2 MCB		3	1		3	THU
FRI	3			3	1	5	3		4	2		4	FRI
SAT	4	1		4	2	6	4	1	5	3		5	SAT
SUN	5	2	1	5	3	7	5	2	6	4	1	6	SUN
MON	6	3	2	6	4	8	6	3 MSC	7	5	2	7 MSC	MON
TUE	7	4	3	7 FCB	5	9	7	4	8	6	3 FCB	8	TUE
WED	8	5 Council	4	8 A&S/P&R	6	10 Council	8	5 GCB	9	7	4 A&S/P&R	9 FAR/GCB	WED
THU	9	6 Waitangi Day	5	9 MCB	7	11	9	6	10	8	5 MCB	10	THU
FRI	10	7	6	10 Good Friday	8	12	10	7	11	9	6	11	FRI
SAT	11	8	7	11	9	13	11	8	12	10	7	12	SAT
SUN	12	9	8	12	10	14	12	9	13	11	8	13	SUN
MON	13	10	9	13 Easter Monday	11 MSC	15	13	10	14 MSC	12	9	14	MON
TUE	14	11	10	14	12	16	14	11 FCB	15	13	10	15 FCB	TUE
WED	15	12	11	15	13 GCB	17	15	12 A&S/P&R	16 GCB	14 Council	11	16 A&S/P&R	WED
THU	16	13	12	16	14	18	16 LG conference	13 MCB	17	15	12	17 MCB	THU
FRI	17	14	13	17	15	19	17 LG conference	14	18	16	13	18	FRI
SAT	18	15	14	18	16	20	18 LG conference	15	19	17	14	19	SAT
SUN	19	16	15	19	17	21	19	16	20	18	15	20	SUN
MON	20 Wgtn Anniversary	17 MSC	16	20	18	22 MSC	20	17	21	19	16	21	MON
TUE	21	18	17	21	19 FCB	23	21	18	22 FCB	20	17	22	TUE
WED	22	19 GCB	18 Council	22	20 A&S/P&R	24 FAR/GCB	22 Council	19	23 A&S/P&R/FAR	21	18	23	WED
THU	23	20	19	23	21 MCB	25	23	20	24 MCB	22	19	24	THU
FRI	24	21	20	24	22	26	24	21	25	23	20	25 Xmas Day	FRI
SAT	25	22	21	25	23	27	25	22	26	24	21	26 Boxing Day	SAT
SUN	26	23	22	26	24	28	26	23	27	25	22	27	SUN
MON	27	24	23	27 Anzac Day	25	29	27	24	28	26 Labour Day	23	28	MON
TUE	28	25 FCB	24	28	26	30 Council AP/FCB	28	25	29	27 MSC	24	29	TUE
WED	29	26 A&S/P&R	25 FAR	29 Council	27		29	26	30	28 Council (adopt AR)	25 Council	30	WED
THU	30	27 MCB	26	30	28		30	27		29 GCB	26	31	THU
FRI	31	28	27		29		31	28		30	27		FRI
SAT		29	28		30			29		31	28		SAT
SUN			29		31			30			29		SUN
MON			30 MSC					31			30		MON
TUE			31										TUE

COUNCIL	District Council meeting	A&S	Assets and Services Committee
MCB	Martinborough Community Board	P&R	Planning and Regulatory Committee
FCB	Featherston Community Board	FAR	Finance Audit and Risk Committee
GCB	Greytown Community Board		School holidays
MSC	Māori Standing Committee		

Option 3

2020	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	2020
MON						1 Queens Bday							MON
TUE						2 MSC			1 FCB			1	TUE
WED	1 New Years Day			1 Council		3 A&S/P&R	1 FAR		2 GCB			2	WED
THU	2 Public Holiday			2		4 MCB	2		3	1		3	THU
FRI	3			3	1	5	3		4	2		4	FRI
SAT	4	1		4	2	6	4	1	5	3		5	SAT
SUN	5	2	1	5	3	7	5	2	6	4	1	6	SUN
MON	6	3	2	6	4	8	6	3	7	5 MSC	2	7	MON
TUE	7	4 FCB	3	7	5	9 FCB	7	4	8	6	3	8	TUE
WED	8	5 GCB	4	8	6	10 GCB	8	5 Council	9	7	4	9 Council	WED
THU	9	6 Waitangi Day	5	9	7	11	9	6	10	8 MCB	5	10	THU
FRI	10	7	6	10 Good Friday	8	12	10	7	11	9	6	11	FRI
SAT	11	8	7	11	9	13	11	8	12	10	7	12	SAT
SUN	12	9	8	12	10	14	12	9	13	11	8	13	SUN
MON	13	10	9 MSC	13 Easter Monday	11	15	13 MSC	10	14	12	9	14	MON
TUE	14	11	10	14	12	16	14	11	15	13 FCB	10	15	TUE
WED	15	12	11 A&S/P&R	15	13 Council	17	15	12	16 Council	14 GCB	11	16 FAR	WED
THU	16	13	12 MCB	16	14	18	16 MCB LG Conf.	13	17	15	12	17	THU
FRI	17	14	13	17	15	19	17 LG Conference	14	18	16	13	18	FRI
SAT	18	15	14	18	16	20	18 LG Conference	15	19	17	14	19	SAT
SUN	19	16	15	19	17	21	19	16	20	18	15	20	SUN
MON	20 Wgtn Anniversary	17	16	20 MSC	18	22	20	17	21	19	16 MSC	21	MON
TUE	21	18	17 FCB	21	19	23	21 FCB	18	22	20	17	22	TUE
WED	22	19 Council	18 FAR/GCB	22	20	24 Council (AP)	22 GCB	19	23 FAR	21	18 A&S/P&R	23	WED
THU	23	20	19	23 MCB	21	25	23	20	24	22	19 MCB	24	THU
FRI	24	21	20	24	22	26	24	21	25	23	20	25 Xmas Day	FRI
SAT	25	22	21	25	23	27	25	22	26	24	21	26 Boxing Day	SAT
SUN	26	23	22	26	24	28	26	23	27	25	22	27	SUN
MON	27 MSC	24	23	27 Anzac Day	25	29	27	24 MSC	28	26 Labour Day	23	28	MON
TUE	28	25	24	28 FCB	26	30	28	25	29	27	24 FCB	29	TUE
WED	29	26	25	29 GCB	27		29	26 A&S/P&R	30	28 Council (AR)	25 GCB	30	WED
THU	30 MCB	27	26	30	28		30	27 MCB		29	26		THU
FRI	31	28	27		29		31	28		30	27		FRI
SAT		29	28		30			29		31	28		SAT
SUN			29		31			30			29		SUN
MON			30					31			30		MON
TUE			31										TUE

- COUNCIL** District Council meeting
- MCB** Martinborough Community Board
- FCB** Featherston Community Board
- GCB** Greytown Community Board
- MSC** Māori Standing Committee

- A&S** Assets and Services Committee
- P&R** Planning and Regulatory Committee
- FAR** Finance Audit and Risk Committee
- School holidays