

# SOUTH WAIRARAPA DISTRICT COUNCIL

31 OCTOBER 2012

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## AGENDA ITEM C3

### SCHEDULE OF ORDINARY MEETINGS 2013

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#### **Purpose of Report**

To provide Council with the proposed schedule of ordinary meetings for Council, community board and committees for 2013.

#### **Recommendations**

Officers recommend that the Council:

1. *Receive the information.*
2. *Adopt the 2013 schedule of ordinary meetings for Council, community boards and committees.*

## **1. Background**

Each year Council adopts a schedule of Council, committee and community board meeting dates for the coming twelve month period.

## **2. 2013 Calendar**

### **2.1 6-weekly Cycle**

Council, community boards and committees are meeting on a 6-weekly cycle. The proposed calendar in Appendix 1 retains this cycle.

The gap between community board, committee and Council meetings has been retained in order for minutes and recommendations from committees and community boards to be included in the Council agendas.

### **2.2 2013 Election Year**

#### **2.2.1. Office of the Auditor General Advice**

The following advice has been provided by the Office of the Auditor General.

The general practice in the local government sector is to treat the three months before the election as the pre-election period, during which additional protocols may be needed. There are some simple principles that need to be balanced in any pre-election period:

- Council staff need to maintain their neutrality.

- The public funds that councils administer should not be used for electioneering or to benefit one candidate over another.
- Councillors are still in office during the election campaign and remain responsible for the activities of the organisation.
- Ordinary business has to continue despite the election, which includes ongoing communication with the (voting) public.

Based on the above advice, a Council meeting has been scheduled for the 18 September in which ordinary business may be addressed. As the community board meetings would normally be scheduled less than 1-week prior to the elections (12 October 2013), these meetings have not been scheduled.

### **2.2.2. Declaration of Election Results**

Election results will be declared between the 14 - 23 October 2013.

It is a requirement of the Model Standing Orders for Meetings of Local Authorities and Community Boards to give not less than 7 days notice of a meeting. Setting the 30 October 2013 as the first meeting of the triennium is tight, but should be achievable. An early swearing-in date allows for one additional Council meeting to be held before the end of the year.

### **2.2.3. First Meeting of the Triennium Following Swearing-in**

The Model Standing Orders for Meetings of Local Authorities and Community Boards makes provision for the first meeting or a schedule of meetings to be adopted by the Local Authority at the first meeting of the Triennium. Thus no regular meetings of Council apart from the swearing-in meeting have been identified in the schedule attached in Appendix 1 at this time.

## **2.3 Time of Meetings**

It is proposed that the meeting times previously adopted remain the same unless specific request for change is received.

## **2.4 Focus Group Meetings**

Focus Group meetings are held on a as needs basis, no meeting times have been set.

## **2.5 Legal Implications**

There are no legal implications associated with adopting the attached schedule of meetings.

## **2.6 Financial Considerations**

There are no financial implications.

# **3. Supporting Information**

## **3.1 Long Term Plan - Community Outcomes**

Adoption of the proposed schedule contributes to successfully running the Governance/Leadership/Advocacy significant activity. This in turn contributes to all of the South Wairarapa District Council Community Outcomes.

- Healthy & Economically Secure People
- Educated and Knowledgeable People
- Vibrant and Strong Communities
- Sustainable South Wairarapa
- A place that's accessible and easy to get around

## **4. Appendices**

Appendix 1 – Proposed Schedule of Ordinary Meetings 2013

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Group Manager Corporate Support

**Appendix 1 – Proposed  
Schedule of Ordinary  
Meetings 2013**

***SOUTH WAIRARAPA DISTRICT COUNCIL  
PROGRAMME OF COUNCIL, COMMUNITY BOARD AND COMMITTEE MEETINGS 2013***

<b>MEETING</b>	<b>TIME</b>	<b>DAY</b>	<b>JAN 2013</b>	<b>FEB 2013</b>	<b>MAR 2013</b>	<b>APR 2013</b>	<b>MAY 2013</b>	<b>JUN 2013</b>	<b>JULY 2013</b>	<b>AUG 2013</b>	<b>SEP 2013</b>	<b>OCT 2013</b>	<b>NOV 2013</b>	<b>DEC 2013</b>
Martinborough Community Board	7.00PM	Mon	28		11	29		10	15	26			4	
Featherston Community Board	6.00PM	Tues	29		12	30		4	16	27			5	
Greytown Community Board	7.00PM	Wed	30		13		1	5	17	28			6	
Maori Standing Committee	6.00PM	Mon		4	18		6	17	22		2		11	
<b>COUNCIL</b>	9.30AM	Wed		20		3	15	26		7	18	30		
Policy and Finance Committee	Follows Council	Wed		20		3	15	26		7	18	30		

- NOTES:**
1. The dates of all other meetings will be separately notified.
  2. Wellington Anniversary Day: Monday 21 January 2013
  3. Waitangi Day: Wednesday 6 February 2013
  4. Easter: Good Friday 29 March 2013 and Easter Monday 1 April 2013
  5. Queens Birthday: 3 June 2013
  6. Anzac Day: Thursday 25 April 2013
  7. Labour Day: Monday 28 October 2013