

Meeting calendar for the 2019—2022 triennium

Meeting: Kaipara District Council
Date of meeting: 11 December 2019
Reporting officer: Lisa Hong, Governance Advisor

Purpose/Ngā whāinga

To adopt the meeting calendar for 2020, 2021 and 2022.

Executive summary/Whakarāpopototanga

Meeting calendar for the remainder of the triennium has been prepared for adoption.

Recommendation/Ngā tūtohunga

That Kaipara District Council:

- a) Adopts the meeting schedule for 2020, 2021 and 2022 (Attachment A).
- b) Delegates the General Manager Transformation and Engagement to re-schedule meetings and to determine venues and times, in consultation with the respective chairpersons.
- c) Delegates the Chief Executive to update Council's awards and grants policies to implement a staggered funding schedule (Attachment B).

Context/Horopaki

The Local Government Act 2002 enables Council to adopt a schedule of meetings (Clause 19(6), Schedule 7). Referencing the new committee structure and the Committee Terms of Reference, staff prepared a draft meeting calendar for the remainder of the triennium.

The elected members were briefed on the first draft at the Council Briefing on 04 December 2019 and were invited to provide feedback. Elected members requested that committee meetings not be held in January. At the meeting, staff also noted minor changes to accommodate regional and national commitments (e.g. meetings hosted by the Northland Regional Council and Local Government New Zealand). These changes are reflected in the attached meeting calendar (Attachment A).

Discussion/Ngā kōrerorero

Options

Council can:

Option 1: Adopt the recommended meeting calendar

Option 2: Make amendments, or

Option 3: Defer this decision.

Option 1 is the recommended option. The attached meeting calendar was made using principles to set dates rather than selecting dates ad hoc. This is recommended as it provides consistency for the public and allows better forward planning by staff and elected members.

Option 2 is not recommended. The meeting calendar provides structure to council and committee meetings. If meetings need to be re-scheduled, staff and respective chairpersons will determine if this is appropriate through the recommended delegation.

Option 3 is not recommended. This option will likely prevent committees from meeting in the first quarter of 2020, which may delay works or cause less efficient decision-making. When committees are unable to meet to consider matters under their responsibility or make decisions under their delegation, urgent matters may be referred to Council meetings.

Meeting date principles

The following amended meeting date principles were used to create the attached meeting calendar (Attachment A). Some exceptions have been made around statutory holidays.

- **Council briefings and workshops**
 - February—December: 1st Wednesday
- **Elected member development days**
 - January: last Wednesday
 - March—November: 2nd to last Wednesday, alternating months
 - Excluding the pre-election period
- **Council meetings**
 - February—November: last Wednesday
 - December: 3rd Wednesday
- **Kaipara Horizons Committee**
 - March, June, September, December: 2nd Tuesday
- **Audit, Risk and Finance Committee meetings**
 - March, June, September, December: 2nd Thursday
- **Remuneration and Development Committee**
 - February, May, August, November: 2nd Wednesday
- **Awards and Grants Committee**
 - Community Assistance Grant: 3rd Wednesday in June
 - Citizens Awards: 2nd Thursday in July
 - Mangawhai Endowment Lands Account: 3rd Wednesday in August
 - Reserve Contributions Fund: 3rd Thursday in September
- **Mangawhai Community Park Governance Committee**
 - March*, June, September, December: 1st Monday
- **Taharoa Domain Governance Committee**
 - February*, May, August, November: 2nd Tuesday
- **Combined Pou Tu Te Rangi Joint Management Committee and Harding Park Committee**
 - February*, May, August, November: 3rd Tuesday
- **Raupo Drainage Committee**
 - February*, May, August, November: 3rd Thursday

*First quarter meeting slots for these committees will be used for informal meetings.

Awards and grants policies

The Awards and Grants Committee has the authority to allocate all awards and grants. Council's current policies include concurrent application periods for the Community Assistance Grant, the Mangawhai Endowment Lands Account and the Reserve Contributions Contestable Fund. It is recommended that the awards and grants policies be amended to implement staggered application periods instead, as outlined in Attachment B for 2020.

Staff believe that a staggered approach will:

- Give more clarity to applicant community organisations, as they often apply for multiple grants
- Allow for a more thorough staff administrative process, which includes the initial review of applications for compliance; compilation and assessment of supporting documents and accountability reporting; and communication with the applicant organisations
- Better manage the Committee's workload, which includes reviewing all received applications.

The recommended funding schedule is further broken down in Attachment C. This new approach will be included in the recommendation as amendments to relevant policies.

Delegation to staff and chairpersons

It is recommended that the General Manager Engagement and Transformation be delegated to re-schedule meetings if required and to determine venues and times, in consultation with the respective chairpersons.

Financial implications

Meeting costs will be met using existing budgets as allocated in the Annual Plan and Long Term Plan.

Significance and engagement/Hirahira me ngā whakapāpā

The decisions or matters of this report do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via agenda on the website.

Next steps/E whaiake nei

Meeting invitations will be sent to all committee members. Meeting dates will be published on the website.

Attachments/Ngā tapiritanga

	Title
A	Recommended meeting calendar for 2020, 2021 and 2022
B	Recommended staggered funding schedule for 2020

Lisa Hong, 05 December 2019