

Meeting Calendar for 2022-2025 Triennium

Meeting: Kaipara District Council
Date of meeting: 14 December 2022
Reporting officer: Jason Marris, Interim Chief Executive

Purpose | Ngā whāinga

To seek approval for the meeting principles, and for the dates set for the first year of the 2022-2025 triennium noting that dates can be changed and meetings added if required as per Standing Orders.

Executive summary | Whakarāpopototanga

This report outlines the meeting principles applied to the Terms of Reference of council committees confirmed at the November 2022 Council Meeting.

A draft meeting calendar is provided for 2023, aligning with the principles. There are some minor changes and additions arising from clashes in the principles, mostly related to December as Christmas reduces the number of meeting dates available.

While the calendar is for standing committees, briefings for key topics such as District Plan Review and Long Term Plan, have also been noted for the convenience of Elected Members.

Recommendation | Ngā tūtohunga

That the Kaipara District Council:

- a) Approves the Meeting Date Principles as outlined in this report
- b) Approves the meeting calendar (**Attachment A**) noting that dates can be changed and meetings added if required
- c) Agrees 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.

Context | Horopaki

Under Clause 19(6), Section 7 of the Local Government Act 2002, Council can adopt a schedule of meetings that 'may cover any future period that the local authority considers appropriate' and that it 'may be amended'.

Elected Members (and the public) have traditionally found it easier to see a full schedule annually for clarity and transparency. It is understood that being scheduled so far in advance, that changes may be made, and that additional extraordinary or emergency meetings can still be scheduled as per Standing Orders.

Discussion | Ngā kōrerorero

Number of committee meetings

At the 30 November 2022 meeting, Council adopted the committee structure and terms of references for each committee. The terms of reference outline the number of ordinary meetings to be held. Awaiting further decision from Council in February 2023, the Pou Tu o Te Rangi and Harding Committees are not included in this meeting schedule

Principled approach

The meeting calendar is drafted using principles to set dates rather than selecting dates 'ad hoc'. This approach is recommended as it provides consistency for the public and allows better forward planning by staff and elected members. Some exceptions have been made when statutory holidays occur around regular dates.

Meeting date principles

Please note changes underlined below to those brought to the Council Briefing on 7 December.

- **Council briefings and workshops:** Monthly. 1st Wednesdays, February—December
- **Council meetings:** Monthly. Last Wednesdays February—November, 2nd or 3rd Wednesday in December
- **Elected member development days:** Last Wednesdays in January, 2nd to last Wednesdays every second month, March—November
- **Audit, Risk and Finance Committee:** Quarterly. 2nd Thursday – March, June, September, first Thursday in December
- **Awards and Grants Committee:** As required by council policy. This committee processes grants and has a staggered approach according to the funding rounds.
 - **Community Grants:** application period in April, committee meeting in June
 - **Citizens Awards:** application period in May, committee meeting in July
 - **Mangawhai Endowment Lands Account (MELA):** application period in July, committee meeting in September
 - **Reserve Contributions Contestable Fund:** application period in June/July, committee meeting in September
- **District Licensing Committee:** As required.
- **Economic Development Committee:** Every two months. 2nd Tuesdays – February, April, June, August, October, December
- **Mangawhai Community Park Governance Committee:** Three times per year. 3rd Mondays, February, July, November
- **Taharoa Domain Governance Committee:** Three times per year. 2nd Tuesdays, March, July, November
- **Remuneration and Development Committee:** Quarterly. 2nd Wednesdays - March, June, September, first Thursday in December
- **Raupo Drainage Committee:** Three times per year. 3rd Thursdays - ~~February, May, August, October~~. Changed schedule to align with Terms of Reference – three times per year, 3rd Thursdays: March, July, November
- **Council Briefings (other topics):** (eg: District Plan Review, Long Term Plan). Monthly. 2nd or 3rd Wednesdays, 3rd Thursday in September and the 2nd Monday in December.

It is important to note that the Governance staff will work with colleagues around Northland to avoid clashes with other commitments such as Joint Committees, Northland Forward Together and LGNZ meetings.

Options

Option 1: Approve the existing principles and calendar noting that they can be changed, and 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.

The delegation has been used in the past to enable the flexibility and speed often required in these instances. An example of a date change that has occurred in the past, was a lack of quorum realised in advance of the calendar schedule enabling quick rescheduling to ensure the meeting could still go ahead. This removes the bureaucracy of having to bring meeting dates back to council for approval and would significantly impact progress in the committees affected.

This is the recommended option.

Option 2: Amend the principles or dates, in accordance with the terms of reference of the committee.

Noting that any changes to the terms of reference would require a new decision.

Financial implications

Nil - 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 are considered to have a low degree of significance in accordance with Council's Significance and Engagement Policy. No feedback is required, and the public will be informed of Council's decision via the agenda and minutes publication of this meeting, on the website and through other channels if appropriate.

Next steps | E whaiake nei

On confirmation of the principles and dates, Governance will publish the Meeting dates through the KDC website and extend calendar invitations to all committee members, including all elected members who are not members of the committee as optional.

Attachments | Ngā tapiritanga

	Title
A	Draft KDC Governance Meeting Calendar 2023