

Report	14.378
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Committee	Wellington Water Committee
Author	Chief Executives

## Meeting schedule for the remainder of 2014

### 1. Purpose

For the Wellington Water Committee (the Committee) to adopt its meeting schedule for the remainder of 2014

### 2. Comment

#### 2.1 Next Committee meeting

It is proposed that one further meeting of the Committee be held in 2014, on Wednesday 19 November at 1.00pm. Officers have ascertained that all members are available at this time.

At this meeting it is envisaged that the Committee will:

- Consider the company's report for the first quarter of 2014/15
- Receive Capacity's Annual Report for 2013/14
- Agree the content of the shareholders' letter of expectations for 2014/15 to Capacity, and
- Appoint directors to the company.

#### 2.2 Proposed meeting arrangements for 2015

Officers will be in contact with members to arrange appropriate dates for the Committee to meet in 2015. It is envisaged that the Committee will usually meet on four occasions in each year, with additional meetings and workshops arranged as required. An outline of the indicative annual meeting cycle is attached as **Attachment 1**.

It is intended that meetings will be held at Council locations across the four cities.

### 3. Communication

In accordance with legislation, public notice of the each formal meeting will be given at the appropriate time. A copy of the Order Paper for each meeting will be made available for public inspection at the principal office of each shareholding local authority.

#### **4. The decision-making process and significance**

The matter requiring decision in this report has been considered by officers against the requirements of Part 6 of the Local Government Act 2002.

##### **4.1 Significance of the decision**

Officers have considered the significance of the matter, taking into account the Council's significance policy and decision-making guidelines. Due to the procedural nature of this decision officers recommend that the matter be considered to have low significance.

Officers do not consider that a formal record outlining consideration of the decision-making process is required in this instance.

#### **5. Recommendations**

*That the Committee:*

- 1. Receives the report.*
- 2. Notes the content of the report.*
- 3. Agrees to the meeting schedule for the remainder of 2014 as set out in section 2.1 of this report.*
- 4. Notes the indicative annual meeting cycle, as set out in Attachment 1.*

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#### **Attachment 1: Wellington Water Committee – indicative annual meeting cycle**