

Report 16.498
Date 7 November 2016
File CCAB-8-854

Committee Council
Author Francis Ryan, Manager, Democratic Services

Proposed meeting schedule for the remainder of 2016 and for 2017

1. Purpose

To present to the Council the proposed meeting schedule for the balance of the 2016 calendar year and for the 2017 calendar year.

2. Background

The meeting schedule contained in **Attachment 1** is proposed for the remainder of the 2016 calendar year for the Council and its committees.

The meeting schedule contained in **Attachment 2** is proposed for the 2017 calendar year for the Council and its committees.

3. Communication

Once the meeting schedules are confirmed, public notices of meetings will be placed in *The Dominion Post* and the *Wairarapa Times-Age* in accordance with the requirements of the Local Government Official Information and Meetings Act 1987 and the Council's Standing Orders. Meeting dates are also published on the GWRC website.

4. The decision-making process and significance

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

4.1 Significance of the decision

The significance of the matter has been considered, taking into account the Council's significance policy and decision-making guidelines. Due to the procedural nature of this decision it is recommended that the matter be considered to have low significance.

A formal record outlining consideration of the decision-making process is not required in this instance.

4.2 Engagement

Engagement has been undertaken with the territorial authorities that have members appointed to the Council's committees in order to avoid meeting schedule conflicts.

5. Recommendations

That the Council:

1. *Receives the report.*
2. *Notes the content of the report.*
3. *Adopts the meeting schedule for the balance of 2016 as outlined in Attachment 1.*
4. *Adopts the meeting schedule for 2017 as outlined in Attachment 2.*
5. *Authorises the Manager, Democratic Services, to circulate the schedules to key stakeholders, and to modify the schedules as and when required, in accordance with Standing Orders.*

Report prepared by:

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Report approved by:

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Attachment 1: Proposed meeting schedule for the remainder of 2016

Attachment 2: Proposed meeting schedule for 2017