



**Agenda
Inaugural Council Meeting**

**Thursday 24 October 2013
9.00am**

**Council Chambers
Queen Street
TE KUITI**



NOTICE OF MEETING

THE INAUGURAL MEETING OF THE 9th TRIENNIUM OF THE WAITOMO DISTRICT COUNCIL IS TO BE HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON THURSDAY 24 OCTOBER 2013 COMMENCING AT **9.00AM**

COUNCIL MEMBERS

Mayor Brian Hanna Cr Phil Brodie Cr Allan Goddard Cr Guy Whitaker
Cr Lorrene Te Kanawa Cr Terry Davey Cr Sue Smith

CHRIS RYAN
CHIEF EXECUTIVE

ORDER PAPER

NOTE: The Chief Executive will Chair this meeting until the Mayor has made and attested his declaration.

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PLEASE NOTE: AN INFORMAL WORKSHOP OF ELECTED MEMBERS WILL BE HELD AT THE CONCLUSION OF THE INAUGURAL MEETING.

Document No: 318381

File No: 037/003

Report To: Council

Meeting Date: 24 October 2013

Subject: Making and Attesting of Declarations

Purpose of Report

- 1.1 The purpose of this business paper is to inform Members of the necessity to make and attest a declaration as an elected member of the Waitomo District Council.

Commentary

- 2.1 Clause 14 of Schedule 7 of the Local Government Act 2002 requires that a person may not act as a member of a local authority until that person has made an oral declaration and a written version of the declaration has been attested.

- 2.2 Clause 14 of Schedule 7 of the Local Government Act 2002 reads as follows:

"14. Declaration by member—

- (1) *A person may not act as a member of a local authority until—*
- (a) *that person has, at a meeting of the local authority following the election of that person, made an oral declaration in the form set out in subclause (3); and*
 - (b) *a written version of the declaration has been attested as provided under subclause (2).*
- (2) *The written declaration must be signed by the member and witnessed by—*
- (a) *the chairperson; or*
 - (b) *the mayor; or*
 - (c) *a member of the local authority; or*
 - (d) *the chief executive of the local authority; or*
 - (e) *in the absence of the chief executive, some other officer appointed by the chief executive.*

- (3) *The form of the declaration must consist of the following elements:*

Declaration by mayor or chairperson or member

"I, AB, declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of [region or district], the powers, authorities, and duties vested in, or imposed upon, me as [mayor or chairperson or member] of the [local authority] by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at [place] this [number] day of [month] [year]

Signature:

Signed in the presence of:

CD, [mayor or chairperson or member or chief executive of local authority]"

- 2.3 The Mayor will complete his Declaration first, witnessed by the Chief Executive. Council Members will then complete their Declarations, witnessed by the Mayor.
- 2.4 Following the making and attesting of the Declarations, the Mayor will adjourn the meeting to enable family and supporter congratulations and a photo opportunity for the local media.



MICHELLE HIGGIE
EXECUTIVE ASSISTANT

21 October 2013



DECLARATION BY MAYOR

BRIAN HANNA

I, **BRIAN HANNA**, declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of the Waitomo District, the powers, authorities, and duties vested in, or imposed upon me as Mayor of the Waitomo District Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at Te Kuiti this 24th day of October 2013

BRIAN HANNA

Signed in the presence of:

CHRIS RYAN
CHIEF EXECUTIVE



DECLARATION BY MEMBER

PHILIP DONALD BRODIE

I, **PHILIP DONALD BRODIE**, declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of the Waitomo District, the powers, authorities, and duties vested in, or imposed upon me as a Member of the Waitomo District Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at Te Kuiti this 24th day of October 2013

PHILIP DONALD BRODIE

Signed in the presence of:

BRIAN HANNA
MAYOR



DECLARATION BY MEMBER

TERRENCE PATRICK DAVEY

I, TERRENCE PATRICK DAVEY, declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of the Waitomo District, the powers, authorities, and duties vested in, or imposed upon me as a Member of the Waitomo District Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at Te Kuiti this 24th day of October 2013

TERRENCE PATRICK DAVEY

Signed in the presence of:

BRIAN HANNA
MAYOR



DECLARATION BY MEMBER

ALLAN ROBERT GODDARD

I, **ALLAN ROBERT GODDARD**, declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of the Waitomo District, the powers, authorities, and duties vested in, or imposed upon me as a Member of the Waitomo District Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at Te Kuiti this 24th day of October 2013

ALLAN ROBERT GODDARD

Signed in the presence of:

BRIAN HANNA
MAYOR



DECLARATION BY MEMBER

SUZANNE ELIZABETH SMITH

I, **SUZANNE ELIZABETH SMITH**, declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of the Waitomo District, the powers, authorities, and duties vested in, or imposed upon me as a Member of the Waitomo District Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at Te Kuiti this 24th day of October 2013

SUZANNE ELIZABETH SMITH

Signed in the presence of:

BRIAN HANNA
MAYOR



DECLARATION BY MEMBER

LORRENE HURIANA TE KANAWA

I, **LORRENE HURIANA TE KANAWA**, declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of the Waitomo District, the powers, authorities, and duties vested in, or imposed upon me as a Member of the Waitomo District Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at Te Kuiti this 24th day of October 2013

LORRENE HURIANA TE KANAWA

Signed in the presence of:

BRIAN HANNA
MAYOR



DECLARATION BY MEMBER

GUY RODNEY WHITAKER

I, **GUY RODNEY WHITAKER**, declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of the Waitomo District, the powers, authorities, and duties vested in, or imposed upon me as a Member of the Waitomo District Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at Te Kuiti this 24th day of October 2013

GUY RODNEY WHITAKER

Signed in the presence of:

BRIAN HANNA
MAYOR

Document No: 318393

File No: 037/001B

Report To: Council

Meeting Date: 24 October 2013

Subject: Appointment of Deputy Mayor

Purpose of Report

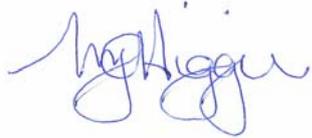
- 1.1 The purpose of this business paper is to consider the appointment of one elected member as Deputy Mayor.

Commentary

- 2.1 The Mayor has elected to exercise the authority of Section 41 A(3)(a) of the Local Government Amendment Act 2012 to appoint the Deputy Mayor.
- 2.2 The Mayor recommends that Cr Guy Whitaker be appointed Deputy Mayor.
- 2.2 The relevant portions of Schedule 7 Clause 17 LGA 2002:
- “(a) to appoint the deputy mayor”*
- 2.4 The Deputy Mayor must perform all the responsibilities and duties, and may exercise all the powers, of the Mayor —
- (a) with the consent of the Mayor, at any time during the temporary absence of the Mayor:
- (b) without that consent, at any time while the Mayor is prevented by illness or other cause from performing the responsibilities and duties, or exercising the powers, of his or her office:
- (c) while there is a vacancy in the office of the Mayor.
- 2.5 In the absence of proof to the contrary, a Deputy Mayor acting as Mayor is presumed to have the authority to do so.
- 2.6 A Deputy Mayor continues to hold his or her office as Deputy Mayor, so long as he or she continues to be a member of the Territorial Authority, until the election of his or her successor.”

Suggested Resolution

1. The Business Paper – Appointment of Deputy Mayor be received
2. That member Guy Whitaker be appointed as Deputy Mayor.



MICHELLE HIGGIE
EXECUTIVE ASSISTANT

21 October 2013

Document No: 318461		File No: 037/2/001	
Report To:		Council	
	Meeting Date:	24 October 2013	
	Subject:	Register of Interests and Conflicts of Interest	

Purpose of Report

- 1.1 The purpose of this business paper is to inform Members of the requirement to declare any "interests" and "conflicts of interest" as per the Local Authorities (Members Interests) Act 1968 and the best practice guidelines produced by the Office of the Controller and Auditor-General.

Background

2.1 Contractual and Pecuniary Interests

- 2.2 As part of the Induction Package for this triennium, all elected members were provided with copies of the Controller and Auditor-General's publications –

- Guidance for members of local authorities about the law on conflicts of interest
- Managing conflicts of interest: Guidance for public entities

Both of these are guides to Local Authorities (Members Interests) Act 1968 (the Act) and are produced by the Office of the Controller and Auditor-General (OAG). Both can be viewed on the Intranet.

- 2.3 The Chief Executive also provided a verbal briefing regarding the Act at the Inaugural Triennium Council Meeting.

- 2.4 The Act is designed to help protect the integrity of local authority decision-making by ensuring that Members are not affected by personal motives when they participate in local authority decision-making, and cannot use their position to obtain preferential access to contracts.

- 2.5 The two specific rules in the Act are that members cannot:

- enter into **contracts** with their local authority worth more than \$25,000 in a financial year; or
- participate in matters before their authority in which they have a **pecuniary** interest, other than an interest in common with the public.

- 2.6 In determining whether a Member whose actions are under consideration, comes within the situations contemplated by the Act, it is appropriate to take into account the considerations in relation to the general rules of natural justice i.e. "Would an informed objective bystander form an opinion that there was a likelihood that bias existed?"

2.7 **Other Types of Interests: Non-pecuniary and Bias**

- 2.8 Having an “interest” or “conflict of interest” in a matter before the local authority, as provided for in the Act and set out above, is not the only type of interest a Member can have. However, quite apart from the Act, there are legal rules about conflicts of interest more generally, which apply to both pecuniary and non-pecuniary conflicts of interest.
- 2.9 A conflict of interest exists where two different interests intersect – in other words, where your responsibilities as a member of the Council could be affected by some other separate interest or duty that you may have in relation to a particular matter. That other interest or duty might exist because of:
- your own financial affairs;
 - a relationship or role that you have; or
 - something you have said or done.
- 2.10 Common law requires that public decision-making be procedurally fair. Conflicts of interest falling outside the Act are usually dealt with under the common law rule about bias. The law about bias exists to ensure that people with the power to make decisions affecting the rights and obligations of others carry out their duties fairly and free from bias. It is summed up in the saying “no one may be judge in their own cause”.
- 2.11 A conflict of interest can arise in a wide range of circumstances and may involve an interest that overlaps with the official role. A “conflict” might be –
- Financial or non-financial
 - Professional or personal
 - Commercial or charitable
 - Relate to a potential advantage or disadvantage
 - Relate to the member or official themselves, or another person or organisation with whom they are associated
 - Something the member or official is actively involved in, or something they have no control over
 - Arise from a longstanding state of affairs, or something that has only just happened.
- 2.12 An “interest” could be:
- holding another public office
 - being an employee, advisor, director, or partner of another business or organisation
 - pursuing a business opportunity
 - being a member of a club, society, or association
 - having a professional or legal obligation to someone else (such as being a trustee)
 - owning a beneficial interest in a trust
 - owning or occupying a piece of land
 - owning shares or some other investment or asset
 - having received a gift, hospitality, or other benefit from someone

- owing a debt to someone
- holding or expressing strong political or personal views that may indicate prejudice or predetermination for or against a person or issue; or
- being a relative or close friend of someone who has one of these interests, or who could otherwise be personally affected by a decision of the public entity.

Commentary

3.1 Register of Interests and Register of Conflict of Interest

- 3.2 As set out in Council's Code of Conduct, Council has adopted the best practice suggestion of the OAG and requests all elected members to make a written declaration of any personal and financial interests that may at times conflict with their roles. Members are responsible for keeping those declarations up to date.
- 3.3 Historically, the provision/updating of Member Declarations has not been satisfactory.
- 3.4 When the Register of Interests is updated regularly it aids in the identification of situations where contracts should not be entered into without OAG prior approval.
- 3.5 If Council were to make periodic purchases from businesses in which members have an interest, a monitoring system to provide regular checks of the accumulating value of contracts is required.
- 3.6 Investigations have been carried out into "best practice" application by other local authorities with respect to the maintaining of an "Interest Register" and/or "Conflict of Interest Register".
- 3.7 Of the local authorities investigated, the majority consider it best practice to maintain both a "Members' Interest Register" which is considered to be a "confidential" record, and a "Conflict of Interest Register" which is a public record i.e. declared "interests" are private to individual Members'; declared "conflicts" are recorded in a public register.
- 3.8 The recording of any conflict in the Register does not expose the private interest of a Member. The wording in the public record Minutes would be along the lines of "Member ... declared an interest in the item and refrained from participating in the consideration of the matter." or "Member ... declared an interest in the item and removed himself from the meeting for the duration of consideration of this matter." The Register record itself would contain only the subject matter under consideration and that Member ... declared an interest.
- 3.9 In order to satisfactorily administrate the requirements of Council's adopted Code of Conduct, in future all Monthly Council Meeting Order Papers will make provision for the declaration of "Conflicts of Interest" for any matter contained on the Order Paper. Members' will also be required to review their Declaration of Interests on an annual basis.
- 3.10 A copy of the "Register of Interests for Elected Members" Form (Doc 315081) is attached to and forms part of this business paper for Members information. Copies of this Form can also be downloaded from the Intranet.

Suggested Resolution

The business paper on Register of Interests and Conflicts of Interest be received.



MICHELLE HIGGIE
EXECUTIVE ASSISTANT

Document No: 318394

File No: 037/2/001

Report To: Council

Meeting Date: 24 October 2013

Subject: General Legal Issues Facing Members of the Council

Purpose of Report

- 1.1 The purpose of this business paper is to advise Members that the Chief Executive will provide a general explanation, as required under Section 21 of the Local Government Act 2002, of:
- (a) The Local Government Official Information and Meetings Act 1987
 - (b) Other laws affecting members including:
 - the appropriate provisions of the Local Authorities (Members Interests) Act 1968
 - sections 99, 105, and 105A of the Crimes Act 1961; and
 - the Secret Commissions Act 1910; and
 - the Securities Act 1978.

Commentary

- 2.1 Local Government New Zealand produces an Elected Members Handbook, the 2013 Edition has been provided to Members as part of their Induction Package and should be studied carefully by Members.
- 2.2 Standing Orders adopted by Council are written in accordance with the provisions of the Local Government Official Information and Meetings Act 1987.
- 2.2 Attached to and forming part of this business paper is a copy of a brief on the above laws. Any Member requiring guidance on these pieces of legislation should not hesitate to discuss the matter further with the Chief Executive.

Suggested Resolution

The business paper on General Legal Issues Facing Members of the Council be received.

A handwritten signature in blue ink, appearing to read "Michelle Higgie".

MICHELLE HIGGIE
EXECUTIVE ASSISTANT

21 October 2013

BRIEF ON LAWS AFFECTING MEMBERS
(Pursuant to Clause 21(5)(C) of the Local Government Act 2002)

1.0 LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987

1.1 The formal procedures by which members of the public may obtain access to information from local authorities are set out primarily in the Local Government Act and the Local Government Official Information and Meetings Act. The principle of the Local Government Official Information and Meetings Act is that official information must be made available unless there is good reason for withholding it. The valid reasons for the Chief Executive under Section 13 to withhold information are set out in Sections 6, 7, 8 and 17 of the Act and are summarised below:

- Providing the information would contravene legal requirements, including breaching legal privilege, or prejudice the maintenance of the law, or endanger the health or safety of any person
- The need to protect the privacy of natural persons
- To prevent material loss to members of the public or improper commercial exploitation of information held whether related to the authority's activities or those of another party
- To protect the public interest
- To enable a local authority to conduct its affairs effectively without improper pressure or harassment
- The information required is not available or is trivial
- Substantial collation or research would be required to provide the information.

1.2 When a local authority refuses a request to provide official information or proposed to charge a fee for providing it, then the reasons for doing so must be stated. In addition the applicants' right to complain to the Ombudsman and request an investigation and review of the refusal must be stated. On completion of any investigation the Ombudsman may make recommendations to the local authority which has a public duty to observe them unless it resolves within 20 days from their receipt not to do so. Any such resolution must be recorded in writing.

2.0 LOCAL AUTHORITIES (MEMBERS INTERESTS) ACT 1968

2.1 The Local Authorities (Members Interests) Act 1968 has two underlying purposes:

- Ensuring that members are not affected by personal notices when they participate in authority matters; and
- In contracting situations, preventing members from using their position to obtain preferential treatment from the authority.

2.2 All elected members have been provided with copies of the Controller and Auditor-General's publications – "Guidance for members of local authorities about the law on conflicts of interest" and "Managing conflicts of interest: Guidance for public entities" which are guides to the Act.

3.0 SECTIONS 99, 105 AND 105A CRIMES ACT 1961

99. Interpretation –

In this part of this Act, unless the context otherwise requires, -

“**Bribe**” means any money, valuable consideration, office, or employment, or any benefit, whether direct or indirect:

“**Judicial officer**” means a Judge of any court, or a [District Court Judge], person holding any judicial office, or any person who is a member of any tribunal authorised by law to take evidence on oath:

“**Law enforcement officer**” means any constable, or any person employed in the detection of prosecution or punishment of offenders:

“**Official**” means any person in the service of Her Majesty in right of New Zealand (whether that service is honorary or not, and whether it is within or outside New Zealand), or any member or employee of any local authority or public body, or any person employed in the Education service within the meaning of the [State Sector Act 1988].

105. Corruption and bribery of official –

- (1) Every official is liable to imprisonment for a term not exceeding 7 years who, whether within New Zealand or elsewhere, corruptly accepts or obtains, or agrees or offers to accept or attempts to obtain, any bribe for himself or any other person in respect of any act done or omitted, or to be done or omitted, by him in his official capacity.
- (2) Every official is liable to imprisonment for a term not exceeding [7 years] who corruptly gives or offers or agrees to give any bribe to any person with intent to influence any official in respect of any act or omission by him in his official capacity.

[105A. Corrupt use of official information –

Every official is liable to imprisonment for a term not exceeding 7 years who, whether within New Zealand or elsewhere, corruptly uses [or discloses] any information, acquired by him in his official capacity, to obtain, directly or indirectly, an advantage or a pecuniary gain for himself or any other person.

4.0 SECRET COMMISSIONS ACT 1910

- 4.1 This Act makes it an offence for any agent of a principal to accept or attempt to obtain for themselves or any other person, any gift, or inducement or reward for doing or not doing any act in relation to the principal's business.
- 4.2 A number of actions by agents are made offences including having a pecuniary interest in a contract made on behalf of a principal. Presenting false receipts to a principal, and other acts such as advising any person to enter a contract with a third person and receiving a gift or inducement without the person advised knowing.
- 4.3 For the purposes of this Act, every officer or member of a local authority board, council or committee or any other body of persons having public functions under a statute, shall be deemed to be an agent of that local authority.

- 4.4 Persons convicted of an offence against this Act are liable to imprisonment for a maximum of 2 years or a fine not exceeding \$1,000 and any corporation to a fine not exceeding \$2,000.

5.0 SECURITIES ACT 1978

- 5.1 The purpose of the Securities Act 1978 requires disclosure to be made when local authorities offer their stock to the public, that is, to any people who are not institutional or other 'habitual' investors. The Act requires these offers to be made in an investment statement. A prospectus must also be requested. The Securities Act and Securities Regulation 1983 set out the requirements for these documents and how offers of stock to the public must be made.
- 5.2 Elected members are deemed 'directors' of the local authority for the purposes of the Act and Regulations. As such they are potentially personally liable to investors if a registered prospectus or investment statement contains an untrue statement. Members may also be criminally liable if the requirements of the Act or Regulations are not met.

Should any member find themselves in a situation where they have concerns in respect to any of the above legislation, they should contact the Chief Executive to discuss those concerns at their earliest convenience.

Document No: 318395

File No: 037/2/001

Report To: Council

Meeting Date: 24 October 2013

Subject: Adoption of Standing Orders

Purpose of Report

- 1.1 The purpose of this business paper is for Council to consider adopting Standing Orders for the conduct of its meetings and those of its committees.
- 1.2 It is important to note that there is no statutory requirement for the Standing Orders adopted by the previous Council to be reviewed following an election, however it is deemed appropriate for Council to reconfirm or review the Standing Orders at this time.

Background

- 2.1 Section 27, Schedule 7 of the Local Government Act 2004 requires Council to adopt a set of Standing Orders for the conduct of its meetings.
- 2.2 Section 27, Schedule 7 reads as follows:

27 Standing orders

- (1) A local authority must adopt a set of standing orders for the conduct of its meetings and those of its committees.
- (2) The standing orders of a local authority must not contravene this Act, the Local Government Official Information and Meetings Act, or any other Act.
- (3) After the adoption of the first standing orders of the local authority, an amendment of standing orders or the adoption of a new set of standing orders requires, in every case, a vote of not less than 75% of the members present.
- (4) A local authority or committee may temporarily suspend standing orders during a meeting by a vote of not less than 75% of the members present and voting, and the reason for the suspension must be stated in the resolution of suspension.

Commentary

- 3.1 The previous Council adopted New Zealand Model Standing Orders NZS 9202:2003 with the following two amendments:
 - Amendment of Clause 2.1.2 to provide that five out of seven Councillors must vote affirmation for a change in Standing Orders to be effective.

- Amendment of Clause 3.14.2 to provide for the Mayor to have a deliberative vote and, in the case of equality of votes, a casting vote.
- 3.2 A copy of Council's current Standing Orders, as adopted on 19 October 2010, has been circulated to Members as part of the Induction Package.

Recommendation

- 4.1 The Standing Orders as adopted by the previous Council are appropriate and it is recommended that the new Council reconfirm these Standing Orders for the current triennium.

Suggested Resolutions

- 1 The business paper on Adoption of Standing Orders be received.
- 2 Council reconfirm Model Standing Orders for Meetings of the Waitomo District Council (including all Committees and Subcommittees) (Doc Number 238238) as circulated in the Induction Package.



MICHELLE HIGGIE
EXECUTIVE ASSISTANT

21 October 2013

Document No: 318396

File No: 037/2/001

Report To: Council

Meeting Date: 24 October 2013

Subject: Elected Member Roles and Responsibilities

Purpose of Report

- 1.1 The purpose of this business paper is for Council to consider the allocation of roles and responsibilities to the Elected Members.
- 1.2 A business paper is currently being prepared and will be distributed under a separate cover.

A handwritten signature in blue ink, appearing to read "Michelle Higgie".

MICHELLE HIGGIE
EXECUTIVE ASSISTANT

21 October 2013

Document No: 318377

File No: 037/001B

Report To: Council

Meeting Date: 24 October 2013

Subject: Meeting Schedule

Purpose of Report

- 1.1 The purpose of this business paper is for Council to adopt a meeting schedule for the remainder of the 2013 calendar year to best suit the Council's needs in respect to compliance with the Local Government Act 2002 (LGA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

Background

2.1 Compliance with LGA

- 2.2 Clause 19 of Schedule 7 of the LGA details general provisions for meetings and states:

- "(5) Unless clause 22 applies, the chief executive must give notice in writing to each member of the time and place of an ordinary meeting –*
- (a) not less than 14 days before the meeting; or*
 - (b) if the local authority had adopted a schedule of meetings, not less than 14 days before the first meeting on the schedule.*
- (6) If a local authority adopts a schedule of ordinary meetings, -*
- (a) the schedule –*
 - (i) may cover any future period that the local authority considers appropriate; and*
 - (ii) may be amended; and*
 - (b) notification of the schedule or of any amendment to that schedule constitutes a notification of every meeting on the schedule or amendment."*

Commentary

- 3.1 The Meeting Schedule which the previous Council had in place consisted of ordinary meetings convened monthly on the last Tuesday of each month commencing at 9.00am, together with extra meetings and workshops identified from time to time.
- 3.2 It is practical for ordinary monthly meetings of the Council to be convened as late in the month as possible. This enables monthly financial reports to be completed for inclusion in the agenda and ensures the financial information provided to Council is as up to date as possible.

Recommendation

- 4.1 It is recommended that Council continue with ordinary meetings scheduled for the last Tuesday of each month, together with further meetings and workshops as identified from time to time.

Suggested Resolutions

- 1 The business paper on Meeting Schedule be received.
- 2 Council adopt the following Meeting Schedule for the remainder of the 2013 calendar:

October 2013

24 October 2013	9.00am	Inaugural Triennium Meeting
24 October 2013	9.00am	Ordinary Monthly Meeting

November 2013

26 November 2013	9.00am	Ordinary Monthly Meeting
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December 2013

10 December 2013	9.00am	Ordinary Monthly Meeting
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MICHELLE HIGGIE
EXECUTIVE ASSISTANT

21 October 2013