

Our Reference 21/1558



TO: Chair and Members
Wellington Water Committee | Komiti Ngā Wai Hangarua

FROM: Annie Doornebosch

DATE: 01 November 2021

SUBJECT: MEETING SCHEDULE FOR 2022

Recommendation

That the Committee:

- (1) agrees to the meeting schedule for 2022 as follows:
 - (a) Friday, 18 March 2022;
 - (b) Friday, 27 May 2022;
 - (c) Friday, 29 July 2022;
 - (d) Friday, 30 September 2022;
- (2) confirms the venue for its meeting will be the Council Chambers, Hutt City Council, 30 Laings Road, Lower Hutt; and
- (3) agrees to live cast the public part of its meetings.

Purpose of Memorandum

1. For the Wellington Water Committee (the Committee) to adopt its meeting schedule 2022.

Proposed meeting arrangements for 2022

2. Officers have contacted members to arrange appropriate dates for the Committee to meet in 2022.
3. It is envisaged that the Committee will usually meet on five occasions in each year, with additional meetings arranged as required.
4. In accordance with clause 30(7) of Schedule 7 to the Local Government Act 2002, the Committee is not deemed to be discharged following each triennial election.
5. The last meeting cycle (November 2022) will be scheduled following the 2022 local body elections. A tentative date of Friday, 25 November 2022 has been identified.

Discussion

6. After receiving confirmation from members that they had no prior commitments on the proposed dates for 2022, officers received Local Government New Zealand's Zone 4 meetings schedule for 2022.

There is a clash in the proposed dates scheduled for Friday, 18 March and Friday, 27 May 2022.

Wellington Water Committee Terms of Reference

7. Under the Committee's Terms of Reference the Council, for which the Chair is an elected member, will provide secretariat services to the Committee. The Chair is responsible for managing the agendas at Committee meetings.
8. The Standing Orders of the Council providing secretariat services to the Committee will apply to Committee meetings subject to the provisions for meeting quorum and decision making as set out in the Terms of Reference taking precedence.
9. It is proposed that the venue for Committee meetings be held in the Council Chambers at Hutt City Council, 30 Laings Road, Lower Hutt. This will improve administrative efficiency given that the Democratic Services team at Hutt City Council provides the secretariat support.
10. It is proposed to live cast the public part of meetings to allow members to attend by means of an electronic link provided that Standing Orders 13.11 and 13.12 are met. This also allows the public part of meetings to be more accessible to the public without them having to be physically present. Members of the public who wish to present under public comment will be able to do so either in person or via an audio/visual link.

Communication

11. In accordance with legislation, public notice of 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.

Appendices

There are no appendices for this Memorandum.

Author: Annie Doornebosch
Democracy Advisor

Reviewed By: Kate Glanville
Senior Democracy Advisor

Approved By: Kathryn Stannard
Head of Democratic Services