

Council

Meeting of 28 October 2025

Business Unit: People and Corporate

Date Created: 24 September 2025

Setting of Meeting Dates for Remainder of 2025

Purpose Te Aronga o te Pūrongo

To confirm the date and time of the first meeting of Council in accordance with Clause 21(5)(d), Schedule 7 of the Local Government Act 2002, and;

To confirm the dates for the remaining Council meetings for 2025.

Recommendations Ngā Tūtohunga

1. That the Council confirms that the first regular meeting of Council will be held on Wednesday 12 November 2025 at 8.30 am.
2. That the Council notes that the remaining Council meetings for the year are scheduled as follows (all at 8.30 am):
 - 19 November 2025
 - 03 December 2025
 - 17 December 2025
3. That the Council notes that a report to adopt the meeting schedule for 2026 will be presented to the 19th of November Council meeting.

Report prepared by:
Steph Skinner
Governance and Strategy Officer

Approved for submission by:
Frances Smorti
General Manager - People and Corporate

1 Background Ngā Kōrero o Muri

- 1.1 The Local Government Act 2002 requires all Councils to fix a date and time for the first meeting of the Council or adopt a schedule of meetings.

2 Strategic Fit Te Tautika ki te Rautaki

- 2.1 Not applicable as this is a legislative / operational item.

3 Discussion and Options Considered Ngā Matapakinga me ngā Kōwhiringa i Wānangahia

- 3.1 The Local Government Act 2002 requires the Council to hold the meetings necessary for the good government of its district.
- 3.2 The meetings must be called and conducted in accordance with the requirements set out in the Local Government Act 2002, Part 7 of the Local Government Official Information and Meetings Act 1987, and the Standing Orders of the Council.
- 3.3 The meetings must be held at the time and place specified in the notification of the meeting.
- 3.4 A proposed schedule of meetings for the 2026 calendar year will be brought to the Council meeting on 19 November 2025, for adoption. The schedule of meetings will be based on the committee structure adopted by the Council.

4 Risk Assessment Te Arotake Tūraru

- 4.1 There are no risks associated with this report.

5 Engagement Te Whakapānga

Significance of Decision

- 5.1 The decision discussed in this report is considered to be of low significance, in accordance with schedule 1 of the Council's Significance and Engagement Policy. The Special Consultative Procedure (s83, LGA 2002) is not required.

Māori and Cultural Engagement

- 5.2 There are no known cultural considerations associated with the matters addressed in this report. No specific engagement with Māori or other ethnicity groups is necessary.

Community Engagement

- 5.3 The Council is required to give public notice of all Council and Committee meetings, and there are requirements around the amount of prior notice required. The Council is also required to make available to the public, at least three days prior to each meeting, the agenda and associated reports that would be considered at the meeting. This is to enable members of the public to be informed about decisions that the Council proposes to make, to give them an opportunity to make their views known to Council members prior to the debate, and to speak during public forum on matters of concern. Copies of the agendas and their associated reports

are displayed at Council's reception, at Te Āhuru Mōwai (Community Hub) and on the Council's website at least two clear working days prior to each meeting.

6 Operational Implications Ngā Pānga Whakahaere

6.1 There are no operational implications with this report.

7 Financial Implications Ngā Pānga Ahumoni

7.1 There are no financial implications with this report.

8 Statutory Requirements Ngā Here ā-Ture

8.1 The Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 set the framework for the scheduling and holding of meetings. Clause 21(5)(d), Schedule 7 of the Local Government Act 2002 sets out the requirement for fixing the date and time of the first meeting of Council.

9 Next Steps Te Kokenga

9.1 Once adopted, the meeting dates will be published on the Council's website as required.

10 Attachments Ngā Āpitihanga

- 2025 Meeting Calendar