

**Chairperson and Community Board Members**  
PAEKĀKĀRIKI COMMUNITY BOARD

13 NOVEMBER 2018

Meeting Status: **Public**

Purpose of Report: For Decision

## **DRAFT CALENDAR OF PAEKĀKĀRIKI COMMUNITY BOARD MEETINGS 2019**

### **PURPOSE OF REPORT**

- 1 This report seeks the Board's consideration and approval of a draft meeting schedule of Board meeting dates from January 2019 through to September 2019 (the end of the triennium).

### **DELEGATION**

- 2 The Paekākāriki Community Board has the authority to consider this matter.

### **BACKGROUND**

- 3 The Paekākāriki Community Board needs to consider and adopt the board meetings scheduled from January 2019 through to September 2019 (see Appendix 1).

### **ISSUES AND OPTIONS**

#### **Issues**

- 4 The meetings detailed in Appendix 1 are generally based on a six-weekly cycle. A six-weekly cycle allows for substantial progression of issues. Statutory requirements indicate that meeting agendas must be received by meeting participants at least two clear working days ahead of the meeting date – a standard which is exceeded in order to give Elected Members as much time as possible to consider the reports and associated information.
- 5 Reports going forward to any Council, Standing Committee, Community Board or Subcommittee meeting undergo an internal peer review process to ensure that the information, advice and options provided are of high quality. These processes, both statutory and operational, add to the lead time required for the comprehensive consideration of issues.
- 6 Community Board members are invited to consider the following points in respect of the draft calendar of meetings:

#### *Meeting start times*

- All Community Board meetings are scheduled to take place on Tuesday evenings with Ōtaki, Waikanae, Paekākāriki and Paraparaumu-Raumati Community board meetings to commence at 7.00 pm.

### *Briefings*

- Briefings are scheduled to take place on a Thursday from 8.15 am – 9.30 am and sometimes after Committee meetings. These briefings are primarily intended to keep Elected Members up to date with key projects and issues.

### *Other meetings*

- The Audit and Risk Committee will meet quarterly.
- The Appeals Hearing Committee and District Licensing Committee meet as required.
- The draft calendar also features meeting dates for Te Whakaminenga o Kāpiti.
- The calendar of meetings features meeting dates for bodies which administer grants. These are the Grants Allocation Committee and the Campe Estate Subcommittee.

### *Changes to the Calendar*

- From time to time meetings have to be re-scheduled or cancelled for unavoidable reasons and if this has to be done, the matter is discussed initially with the Mayor and/or the Chair of the respective Committee before Elected Members are informed and consulted as to proposed alternative dates if any. Any changes to the meeting schedule are publicly advertised, and notified in the Calendar of Meetings found in the Elected Members Bulletin circulated each Friday to Elected Members. Cancellation notices include the reasons for cancelling.

## **CONSIDERATIONS**

### Policy considerations

- 7 There are no policy considerations.

### Legal considerations

- 8 There is no statutory requirement to set a calendar of meetings but it is practical to do so to fulfil the requirement under the Local Government Official Information and Meetings Act 1987 (Section 46) to publicly notify meetings.

### Financial considerations

- 9 There are no financial considerations.

### Tāngata whenua considerations

- 10 There are no tāngata whenua considerations arising from this report.

## **SIGNIFICANCE AND ENGAGEMENT**

### Significance Policy

- 11 This matter has a low level of significance under Council policy.

## Consultation

- 12 It is common practice for Council to refer the draft calendar to Community Boards for their consideration. Community Boards are free to amend the proposed dates for Community Board meetings 2019.

## RECOMMENDATIONS

- 13 That the Paekākāriki Community Board adopts the meeting dates for 2019 as set out in Appendix 1 of report Corp-18-667.

**Report prepared by**

**Approved for submission**

**Approved for submission**

**Annette McLaughlin  
Democracy Services  
Advisor**

**Natasha Tod  
Group Manager  
Regulatory Services**

**Janice McDougall  
Acting Group Manager  
Corporate Services**

## ATTACHMENTS

- Appendix 1 Draft dates for meetings of the Paekākāriki Community Board in 2019  
Appendix 2 Draft Calendar for 2019

**Draft meeting dates in 2019 for meetings of the  
Paekākāriki Community Board**

**Tuesday - 7.00 pm**

**12 February**

**26 March**

**7 May**

**25 June**

**6 August**

**17 September**

# 2019 CALENDAR

	January	February	March	April	May	June	July	August	September	October	November	December													
SAT																									
SUN																									
MON			1		3	QUEEN'S BIRTHDAY	1		2			2													
TUE	1	NEW YEAR		2	PRCB		4	PRCB	3	TWOK	1	3													
WED	2	NEW YEAR		3		1	5		4	OCB	KEEP	4													
THU	3			4	OPS / FINANCE	2	STRATEGY / POLICY	6	RURAL PROVINCIAL	4	GAC (DWFHR) OPS / FINANCE	1	STRATEGY / POLICY	3		5									
FRI	4		1		1		5		3	7	RURAL PROVINCIAL	5		2		6	6								
SAT																									
SUN																									
MON	7		4		4		8		6	10		7	LGNZ CONF	5		9	9								
TUE	8		5	OCB	5		9		7	PCB	11	TWOK	9	LGNZ CONF	6	PCB	10	WCB	8		KEEP	5	10		
WED	9	KEEP																							
THU	10	FREE	6	WAITANGI DAY	6		10	ZONE 4	8		12		10	ZONE 4	11		7	ZONE 4	11		9	FREE	6	ZONE 4	11
FRI	11		7	GAC (Heritage Fund)	7	STRATEGY / POLICY	11	COUNCIL	9		13	COUNCIL (ADDITIONAL)	11	KEEP FREE	8	COUNCIL	12	AUDIT RISK	10				7		12
SAT				CEPEC		RURAL PROVINCIAL		CEPEC																	
SUN								LGNZ CB CONF																	
MON	14		8		8	RURAL PROVINCIAL	12	LGNZ CB CONF	10		14		12		9		13		11			8		13	
TUE	15						13	LGNZ CB CONF																	
WED	16																								
THU	17		11		11		15	AP HEARINGS	17		17	AP HEARINGS	18	WCB	16		13	PRCB	17	PCB	15		12		17
FRI	18		12	PCB	12	TWOK	16	KEEP	14	FREE	15	FREE	14	KEEP	13	FREE	14		18		16		14		18
SAT																									
SUN																									
MON	21		13		13		17	PRCB	19		19	STRATEGY / POLICY	20		17	FREE	14		18		18		16		18
TUE	22		14	AP WORKSHOP	14	COUNCIL	18		16	OPS / FINANCE	20		18		15	OPS / FINANCE	19	CEPEC	17		17		14		19
WED	23		15		15		19	EASTER	17		21		19		16		20		18		20		15		20
THU	24																								
FRI	25		18		18		22	EASTER	20		24		22		19		23		21		21		18		23
SAT																									
SUN																									
MON	28		19	PRCB	19	OCB	23		21		25	PCB	23	TWOK	20		24		22		24		19		24
TUE	29		20		20		24		22		26		24		21		25		23		25		20		25
WED	30		21	OPS / FINANCE	21	GAC (Waste Levy)	25	ANZAC DAY	23	COUNCIL	27	COUNCIL	25		22	GAC (Comm Grants)	26	COUNCIL	24		26		21	RURAL PROVINCIAL	26
THU	31		22	AP WORKSHOP																					
FRI			23		23		26		24		28		26		23		27		25		27		22	RURAL PROVINCIAL	27
SAT																									
SUN																									
MON	28		25		25		29		27				29		26		30		28	LABOUR DAY	25		28		30
TUE	29		26		26	PCB	30		28				30	WCB	27				29		29		26		31
WED	30		27		27																				
THU			28	AUDIT RISK	28	GAC (CCNZ)			30	AUDIT RISK					29		GAC (CCNZ)		31				28		
FRI			29		29				31						30								29		
SAT																									
SUN																									
January	February	March	April	May	June	July	August	September	October	November	December														