

Chairperson and Community Board Members
ŌTAKI COMMUNITY BOARD

25 NOVEMBER 2014

Meeting Status: **Public**

Purpose of Report: For Decision

CALENDAR OF ŌTAKI COMMUNITY BOARD MEETINGS 2015

PURPOSE OF REPORT

- 1 This report seeks the Board's consideration and approval of Board meeting dates for 2015 (see Appendix 2).

SIGNIFICANCE OF DECISION

- 2 This report does not trigger the Council's Significance Policy.

BACKGROUND

- 3 Appendix 1 details all Council related meetings, briefings and workshops for 2015. The meetings 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 where possible in order to give Elected Members as much time as possible to consider the reports and associated information.
- 4 The six-weekly cycle results in a number of 'quiet' spots in the calendar during which there may be briefings or training activities, and breaks.
- 5 Meetings of the Corporate Business Committee are scheduled to allow for more timely presentation of quarterly activity reports.
- 6 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.

CONSIDERATIONS

Issues

- 7 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, Paekākāriki, and Paraparaumu/Raumati Community Board meetings to commence at 7.00 pm and Waikanae Community Board meetings to commence at 7.30 pm.

Briefings

- Councillors and Board Chairs are asked to keep Tuesdays free for Council business.
- Briefings have been scheduled on a Thursday, but if there is an overflow, briefings will be scheduled on a Tuesday. Briefings on Thursday will occur from 8.15 am – 9.45 am. These briefings are primarily intended to keep Elected Members up to date with key projects and issues.

Other meetings

- The Audit and Risk, and Property Subcommittees will meet quarterly.
- The Appeals Hearing Committee and District Licensing Committee meet as and when required.
- The draft calendar also features meeting dates for the Kāpiti Island Nature Lodge Monitoring Committee, and for Te Whakaminenga o Kāpiti.
- The calendar of meetings usually features meeting dates for a number of subcommittees which administer grants. These subcommittees are the Grants Allocation Subcommittee and the Campe Estate Subcommittee.

Long Term Plan

- Work is currently underway to finalise detailed planning for the development of the 2015-2035 Long Term Plan in the period between January-June next calendar year. However, some indicative dates have been locked into the calendar for hearing submissions and adoption of the Long Term Plan.

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 each Committee before Elected Members are informed and consulted as to proposed alternative dates. 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 why.

Financial Considerations

8 There are no financial considerations.

Legal Considerations

9 There are no legal considerations.

Delegation

10 The Community Board may make a decision on this matter.

Consultation

- 11 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 2015.

Policy Implications

- 12 There are no policy implications.

Tāngata Whenua Considerations

- 13 There are no tāngata whenua considerations.

Publicity Considerations

- 14 Meetings of Council, its Committees, Subcommittees, Community Boards and workshops are advertised each month in the local newspapers as required by the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987. Any changes to the meeting schedule are publicly advertised and cancellation notices include the reasons why.

RECOMMENDATIONS

- 15 That the Ōtaki Community Board adopts the meeting dates for 2015 as set out in Appendix 2 of Report Corp-14-1396.

Report prepared by:

Approved for submission by:

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ATTACHMENTS:

Appendix 1 Calendar of Meetings 2015

Appendix 2 Draft dates for meetings of the Ōtaki Community Boards in 2015

Appendix 2

Draft meeting dates in 2015 for meetings of the Ōtaki Community Board

Tuesdays, 7.00 pm

3 February

17 March

21 April

9 June

21 July

1 September

24 November