

Chairperson and Community Board Members
ŌTAKI COMMUNITY BOARD

18 OCTOBER 2011

Meeting Status: **Public**

Purpose of Report: For Decision

DRAFT CALENDAR OF MEETINGS FOR 2012

PURPOSE OF REPORT

- 1 That the Ōtaki Community Board considers and adopts the meeting dates for 2012 meetings of the Community Board as set out in Appendix 2 of CORP-11-385.

SIGNIFICANCE OF DECISION

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

BACKGROUND

- 3 A draft calendar of meetings for 2012 was considered by Council at its meeting on 6 October 2011 and is now referred to community boards. A copy of the draft Calendar submitted to Council is attached as Appendix 1. Council will adopt a final calendar of meetings at its meeting on 17 November 2011.

CONSIDERATIONS

Issues

- 4 The meetings detailed in the Draft Calendar at Appendix 1 are based on a six-weekly cycle, which allows for a more 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 and wherever possible this minimum standard is exceeded. Additionally reports undergo an internal peer review process to ensure that the information, and options provided are of a high quality.
- 5 The Board has indicated a preference for meetings to be held on a Tuesday night to commence at 7pm and the draft reflects that preference. Note that an extra meeting has been scheduled on 24 April to allow the Board to consider its submission to the Long Term Plan within the consultation period. In February and March 2012 there are a number of Long Term Plan workshops scheduled; these are informal in nature and open to the public.
- 6 Briefings have been scheduled every three weeks wherever possible. These briefings will occur from 8am to 10am. Where a Council or Committee meeting is scheduled to follow these will start at 10am. These briefings are primarily intended to keep Elected Members up to date with the Expressway project developments but will be used for briefings on other key projects from time to time.

- 7 In addition, some timeslots have been booked on a number of Tuesdays through April/May/June 2012 to allow for briefings on the District Plan Review process.
- 8 The dates for the Local Government New Zealand Conference and the New Zealand Community Boards' Conference are noted on the calendar; elected members usually attend these events as part of their professional development programme and a report on this will be coming to Council early in 2012.
- 9 The draft calendar also features meeting dates for the Kāpiti Island Nature Lodge Monitoring Committee, and for Te Whakaminenga o Kāpiti.
- 10 From time to time meetings have to be rescheduled or cancelled for unavoidable reasons and if this has to be done the matter is discussed initially with the Chair before Board members are consulted as to alternative dates. Any changes to the meeting schedule are flagged in the weekly Elected Members' Bulletin and email confirmation is also provided.

Financial Considerations

- 11 There are no financial considerations.

Legal Considerations

- 12 There are no other legal considerations.

Delegation

- 13 The Community Board may make a decision on this matter.

Consultation

- 14 It is common practice for Council to refer the draft calendar to Community Boards for their comment before adopting the final version in December.

Policy Implications

- 15 There are no policy considerations.

Publicity Considerations

- 16 Meetings are publicly advertised in advance each month in the local newspapers as required by the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987.

RECOMMENDATIONS

17 That the Ōtaki Community Board adopts the meeting dates for 2012 as set out in Appendix 2 of CORP-11-385.

Report prepared by:

Approved for submission by:

Diana Geerling

Bernie Goedhart

Democratic Services Advisor

Group Manager, Corporate Services

ATTACHMENTS:

Appendix 1: Copy of Draft Calendar of Meetings for 2012 as considered by Council on 6 October 2011

Appendix 2: Proposed Meeting Schedule for the Ōtaki Community Board for 2012