

Chairperson and Community Board Members
ŌTAKI COMMUNITY BOARD

27 NOVEMBER 2018

Meeting Status: **Public**

DRAFT CALENDAR OF ŌTAKI 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 Ōtaki Community Board has the authority to consider this matter.

BACKGROUND

- 3 The Ōtaki 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 Ōtaki Community Board adopts the meeting dates for 2019 as set out in Appendix 1 of report Corp-18-677.

Report prepared by

Approved for submission

Approved for submission

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Advisor**

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ATTACHMENTS

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

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

Tuesday - 7.00 pm

5 February

19 March

30 April

11 June

23 July

3 September

