

Chairperson and Community Board Members
WAIKANAE COMMUNITY BOARD

20 NOVEMBER 2018

Meeting Status: **Public**

Purpose of Report: For Decision

DRAFT CALENDAR OF WAIKANAE 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 Waikanae Community Board has the authority to consider this matter.

BACKGROUND

- 3 The Waikanae 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 Waikanae Community Board adopts the meeting dates for 2019 as set out in Appendix 1 of report Corp-18-674.

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
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ATTACHMENTS

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

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

Tuesday - 7.00 pm

29 January

12 March

30 April

18 June

30 July

10 September

CALENDAR OF MEETINGS : 2019

AS AT: 13 Nov 18

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