

Chairperson and Community Board Members
ŌTAKI COMMUNITY BOARD

24 NOVEMBER 2015

Meeting Status: **Public**

Purpose of Report: For Decision

DRAFT CALENDAR OF MEETINGS 2016 - ŌTAKI COMMUNITY BOARD

PURPOSE OF REPORT

- 1 This report seeks the Board's consideration and approval of Board meeting dates for 2016 (see Appendix 2).

DELEGATION

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

BACKGROUND

- 3 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.
- 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 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.

ISSUES AND OPTIONS

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, 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

- 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. Community Board Chairs generally attend briefings.

Other Commitments

- Up until now Tuesdays have been kept free for briefings. However in 2016 the Proposed District Plan (PDP) hearings will take place, starting in April, and meeting on Monday, Tuesday, Wednesday and Friday. These will put considerable pressure on Councillors involved in the hearings and on resources. It is likely that two out of every three Tuesdays will now be taken up with hearings through till the end of September. A calendar of likely hearing dates will be provided as soon as possible.

Other meetings

- The Audit and Risk Subcommittee will meet quarterly.
- The Appeals Hearing Committee, Property Subcommittee and District Licensing Committee meet as required. The Property Subcommittee will meet at least once per year.
- The draft calendar also features meeting dates for Te Whakaminenga o Kāpiti. As at the time of writing it is intended to have a meeting of the Kāpiti Island Monitoring Committee in early 2016 and a possibility of no more meetings after that.
- The calendar of meetings usually features meeting dates for a number of 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 each 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 why.

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.

SIGNIFICANCE AND ENGAGEMENT

Degree of significance

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

Consultation

12 Community Boards are free to amend the proposed dates for 2016.

RECOMMENDATIONS

13 That the Ōtaki Community Board adopts the meeting dates for 2016 as set out in Appendix 2 of Report Corp-15-1745.

Report prepared by	Approved for submission	Approved for submission
Annette McLaughlin	Tamsin Evans	Wayne Maxwell
Democracy Services Advisor	Group Manager Community Services	Group Manager Corporate Services

ATTACHMENTS

Appendix 1 Calendar of Meetings 2016

Appendix 2 Draft dates for meetings of the Ōtaki Community Board in 2016

**Draft meeting dates in 2016 for meetings of the
Ōtaki Community Board**

Tuesdays, 7.00 pm

2 February 2016

15 March 2016

26 April 2016

14 June 2016

26 July 2016

6 September 2016