

**Chairperson and Community Board Members**  
ŌTAKI COMMUNITY BOARD

26 NOVEMBER 2013

Meeting Status: **Public**

Purpose of Report: For Decision

**CALENDAR OF MEETINGS FOR THE OTAKI COMMUNITY BOARD 2014**

**PURPOSE OF REPORT**

- 1 This report seeks the Board's consideration and approval of Board meeting dates for 2014 as set out in Appendix 2 of report Corp-13-1048.

**SIGNIFICANCE OF DECISION**

- 2 The Council's Significance Policy is not triggered by this report.

**BACKGROUND**

- 3 At the beginning of each Triennium it is recommended that elected members consider and adopt a meeting schedule for the remaining weeks of that calendar year and for the following year. There is no statutory requirement to do so and community boards are free to consider their own meeting scheule. A draft calendar of meetings up to the end of June 2014 was considered by Council at its 7 November meeting and Council will adopt a final calendar at the meeting on 12 December. Appendix 2 lists draft meeting dates for the Board for the whole of 2014.

**CONSIDERATIONS**

**Issues**

- 4 The meetings detailed in the Draft Calendar at 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 wherever possible 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 Board members are invited to consider the following points in respect of the draft calendar of meetings:

*Meeting start times*

- As has been the practice for the past two triennia all Community Board meetings have been scheduled to take place on Tuesday evenings with Ōtaki, Paekākāriki, and Paraparaumu/Raumati Community Board meetings commencing at 7pm and Waikanae Community Board meetings commencing at 7.30pm.

*Annual Plan Process*

- Workshops have been scheduled for February/early March to progress the development of the draft Annual Plan 2014/2015. These workshops are informal in nature and open to the public.

*Other meetings*

- 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.

*District Plan process*

- As at the time of writing an independent review of the Proposed District Plan is underway and the scheduling of hearings will be subject to review outcomes.

*Changes to the Calendar*

- 7 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 Mayor and/or the Chair of each Committee/Community Board 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.

## 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 comment before adopting the final version in December.

## 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.

## RECOMMENDATIONS

15 That the Ōtaki Community Board adopts the meeting dates for 2014 as set out in Appendix 2 of Report Corp-13-1048.

### Report prepared by:

### Approved for submission by:

Vyvien Starbuck-Maffey

Stephen McArthur

**Democratic Services Team Leader**

**Group Manager Strategy and Partnerships**

## ATTACHMENTS:

Appendix 1 Draft Calendar of meetings considered by Council on 7 November 2013

Appendix 2 Draft list of dates for Board meetings in 2014

**Proposed Ōtaki Community Board meeting dates 2014**

**Tuesdays, 7pm**

4 February

18 March

29 April

10 June

22 July

2 September

14 October

25 November