

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

23 OCTOBER 2012

Meeting Status: **Public**

Purpose of Report: For Decision

**DRAFT CALENDAR OF MEETINGS FOR 2013**

**PURPOSE OF REPORT**

- 1 This report seeks Ōtaki Community Board's consideration and decision on proposed meeting dates for the Board during 2013 as set out in Appendix 1 of report Corp-12-706.

**SIGNIFICANCE OF DECISION**

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

**BACKGROUND**

- 3 A draft calendar of meetings for 2013 was considered by Council at its meeting on 4 October 2012 and is now referred to Community Boards. A copy of the draft calendar submitted to Council is attached at Appendix 1. Council will adopt a final calendar of meetings on 29 November 2012.

**CONSIDERATIONS**

Issues

- 4 The draft calendar at Appendix 1 features:
  - Meetings of Council, Standing Committees, Community Boards, Subcommittees, Te Whakaminenga o Kāpiti, and the Kāpiti Island Nature Lodge Monitoring Committee;
  - A series of Annual Plan workshops for February/March;
  - Annual Plan hearings in May;
  - Briefing timeslots occurring every three weeks;
  - Timeslots for *tentative* District Plan Hearings in July through September.
- 5 The last meeting of Council for the 2010-2013 Triennium is scheduled for Thursday 3 October 2013 with the local body elections taking place on Saturday 12 October 2013.
- 6 The meetings for Council, Standing Committees and Community Boards are based on a six-weekly cycle which has been operating successfully throughout this Triennium, with Community Board meetings scheduled to occur on Tuesday evenings. A six-weekly cycle allows for a substantial progression of issues.

- 7 Legislation requires that meeting agendas be received by meeting participants at least two clear working days ahead of the meeting date. This standard is exceeded in most cases in order to give Elected Members as much time as possible to consider reports and associated information.
- 8 Reports going forward to any decision-making body undergo an internal peer review process to ensure that the information, advice and options provided are of the highest quality. These processes, both statutory and operational add to the lead time required for the comprehensive consideration of issues.
- 9 From time to time meetings have to be cancelled or rescheduled for unavoidable reasons. In either event the matter is discussed initially between the senior manager appointed to the Board, and the Board Chair before Elected Members are informed and/or consulted. Meetings (including any changes) are publicly advertised and also flagged in the Elected Members' Bulletin.
- 10 Proposed dates for Board meetings in 2013 are:
  - 5 February
  - 19 March
  - 30 April
  - 11 June
  - 23 July
  - 3 September
- 11 The Community Boards' Conference, which is held every two years, is scheduled for 9-11 May 2013, and the annual Local Government New Zealand Conference is scheduled for 21-23 July 2013.

#### Financial Considerations

- 12 There are no financial considerations.

#### Legal Considerations

- 13 There are no legal considerations.

#### Delegation

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

#### Consultation

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

#### Policy Implications

- 16 There are no policy considerations.

#### Tāngata Whenua Considerations

17 There are no Tāngata Whenua considerations.

### **Publicity Considerations**

18 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**

19 That the Ōtaki Community Board adopts the dates proposed for its meetings in 2013 as set out in Appendix 1 of Corp-12-706.

**Report prepared by:**

**Approved for submission by:**

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**Bernie Goedhart**

**Democratic Services Advisor**

**Group Manager Corporate Services**

**Appendix 1: Draft Calendar of Meeting Dates 2013**