

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

**16 NOVEMBER 2010**

Meeting Status: Public

Purpose of Report: For Decision

## DRAFT CALENDAR OF MEETINGS 2010/2011

### **PURPOSE OF REPORT**

- 1 That the Ōtaki Community Board considers and adopts the meeting dates for 2011 meetings of the Community Board as set out in Appendix 2 of CCI-10-027.

### **SIGNIFICANCE OF DECISION**

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

### **BACKGROUND**

- 3 At the beginning of every triennium elected members need to 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 schedule. A draft calendar was considered by Council at its meeting on 11 November and adopted for referral to community boards. A copy of the draft Calendar submitted to Council is at Appendix 1. Council will adopt a final calendar of meetings at its meeting on 16 December 2010.

### **CONSIDERATIONS**

#### Issues

- 4 The meetings detailed in the Draft Calendar at Appendix 1 are based on a six-weekly cycle, which allows for a more 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 and wherever possible this minimum standard is exceeded. Additionally reports undergo an internal peer review process to ensure that the information, and options provided are of a high quality.
- 5 The Board has indicated a preference for meetings to be held on a Tuesday night to commence at 7pm and the draft reflects that preference. Note that an extra meeting has been scheduled on 5 April to allow the Board to consider its submission to the Annual Plan within the Annual Plan consultation period. A list of the dates of the Board meetings is at Appendix 2.
- 6 In February and March 2011 there are a number of Annual Plan workshops scheduled; these are informal in nature and open to the public.

- 7 Briefings have been scheduled every Thursday wherever possible. These briefings will occur from 8am to 10am. Where a Council or Committee meeting is scheduled to follow these will start at 10am instead of the usual 9am. These briefings are primarily intended to keep elected members up to date with the Expressway project developments but will be used for briefings on other key projects from time to time.
- 8 In addition, some timeslots have been booked on a number of Tuesdays through April/May/June 2011 to allow for briefings on the District Plan Review process.
- 9 The dates for the Local Government New Zealand Conference and the New Zealand Community Boards' Conference are noted on the calendar; elected members usually attend these events as part of their professional development programme and a report on this will be coming to Council early in 2011.
- 10 The draft calendar also features meeting dates for the Kapiti Island Nature Lodge Monitoring Committee, and for Te Whakaminenga o Kāpiti.
- 11 The calendar of meetings usually features meeting dates for a number of subcommittees which administer granting schemes. It is understood that Council wishes to review the structure of these granting programs administrations early in 2011, and any changes would be brought back to Council at that point as an amendment to the 2010-2013 Governance structure. For this reason dates for these subcommittee meetings have been omitted from the draft calendar.
- 12 Council has indicated its intention to review its governance structure and meeting cycle before June 2011 and the second half of the year reflects this on the draft. However Community Board meeting dates have been posted to the end of 2011.
- 13 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 Chair before Board members are consulted as to alternative dates. Any changes to the meeting schedule are flagged in the weekly Elected Members' Bulletin and email confirmation is also provided.

### Financial Considerations

- 14 Provision has been made in the Long Term Council Community Plan for Elected Members' meeting expenses, subject to the Remuneration Authority's determination on elected members' remuneration. A report will be brought back to Council and Community Boards on the Draft Remuneration Proposal for Elected members before the end of 2010.

### Legal Considerations

- 15 There are no other legal considerations.

### Delegation

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

### Consultation

- 17 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

- 18 There are no policy considerations.

### Publicity Considerations

- 19 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**

- 20 That the Ōtaki Community Board adopts the meeting dates for remainder of 2010 and for 2011 as set out in Appendix 2 of CCI-10-027.

**Report prepared by:**

**Approved for submission by:**

**Vyvien Maffey**

**Bernie Goedhart**

**Democratic Services Team Leader**

**Group Manager Corporate and  
Community Information**

### **ATTACHMENTS:**

**Appendix 1 – Copy of Draft Calendar of meetings for 2010/2011 as considered by Council on 11 November 2010.**

**Appendix 2 - Proposed meeting schedule for the Paraparaumu/Raumati Community Board for the remainder of 2010 and for 2011.**

**Appendix B**

**List of proposed meeting dates for the Paraparaumu/Raumati Community Board**

All meetings to occur at 7pm on Tuesdays in the Dr Gertrude Atmore Supper Room, Ōtaki Memorial Hall, Main Street, Ōtaki (unless otherwise advised)

**2010**

7 December

**2011**

8 February

22 March

5 April (Annual Plan Submission)

3 May

14 June

26 July

6 September

18 October

29 November