Chairperson and Community Board Members PARAPARAUMU-RAUMATI COMMUNITY BOARD

20 NOVEMBER 2018

Meeting Status: Public

DRAFT CALENDAR OF PARAPARAUMU-RAUMATI 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 Paraparaumu-Raumati Community Board has the authority to consider this matter.

BACKGROUND

3 The Paraparaumu-Raumati 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 tangata 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 Paraparaumu-Raumati Community Board adopts the meeting dates for 2019 as set out in Appendix 1 of report Corp-18-676.

Report prepared by	Approved for submission	Approved for submission
Report prepared by	Approved for Submission	Approved for Subimission

Annette McLaughlin
Democracy Services
Advisor

Natasha Tod Group Manager Regulatory Services Janice McDougall Acting Group Manager Corporate Services

ATTACHMENTS

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

Appendix 1

Draft meeting dates in 2019 for meetings of the Paraparaumu-Raumati Community Board

<u> Tuesday - 7.00 pm</u>

19 February
2 April
14 May
2 July
13 August

CALENDAR OF MEETINGS : 2019 AS AT: 27 Nov 18																								
		January		February		March		April		May		June		July		August		September		October		November		December
SAT SUN													<u> </u>											
												QUEEN'S												
MON							1				3	BIRTHDAY	1				2						2	
TUE	1	NEW YEAR					2	PRCB			4		2	PRCB			3	тwoк	1				3	
14/55	-										-							OCB		KEEP				
WED	2	NEW YEAR					3	OPS /	1		5	RURAL	3	GAC (DWFHR)			4	STRATEGY /	2	FREE			4	
THU	3						4	FINANCE	2	STRATEGY / POLICY	6	PROVINCIAL	4	OPS / FINANCE	1	STRATEGY / POLICY	5	POLICY	3				5	
								CEPEC										. 01.01						
FRI	4		1		1		5		3		7	RURAL	5		2		6		4		1		6	
	-				-		5		Ľ		<i>,</i>	PROVINCIAL			-		Ŭ		-		-		Ŭ	
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		11	TWOK	9	LGNZ CONF	6		10	WCB	8		5		10	
		KEEP										ОСВ								KEEP				
WED	9	FREE	6	WAITANGI DAY	6		10	ZONE 4	8		12		10		7	ZONE 4	11		9	FREE	6	ZONE 4	11	
тни	10		7	GAC	7		11	COUNCIL	9		13	COUNCIL	11	KEEP	8	COUNCIL	12	AUDIT RISK	10		7		12	
				(Heritage Fund)		RURAL PROVINCIAL					_	(ADDITIONAL)		FREE							\square		\vdash	
			$\left \right $	CEPEC	<u> </u>			LGNZ CB CONF																
FRI	11		8		8	RURAL PROVINCIAL	12	LGNZ CB CONF	10		14		12		9		13		11		8		13	
SAT							13	LGNZ CB CONF											12	ELECTION DAY				
SUN																								
MON			11		11		15		13		17		15		12		16		14		11		16	
TUE	15	KEEP	12	РСВ	12	ТШОК WCB	16	KEEP FREE	14	AP HEARINGS PRCB	18	WCB	16	KEEP	13	PRCB	17	РСВ	15		12		17	
WED	16	FREE	13		13	VVCD	17	FREE	15		19		17	FREE	14		18		16		13		18	
						COLINICI				OPS /	20	STRATEGY /				OPS /		05050						
THU	17		14	AP WORKSHOP	14	COUNCIL	18		16	FINANCE	20	POLICY	18		15	FINANCE	19	CEPEC	17		14		19	
FRI	18		15		15		19	EASTER	17		21		19		16		20		18		15		20	
SAT													-											
SUN	-	WELLINGTON																						
MON	21	ANNIVERSARY	18		18		22	EASTER	20		24		22		19		23		21		18		23	
TUE	22		19	PRCB	19	OCB	23		21		25	PCB	23		20		24		22		19		24	
														OCB										
WED	23		20		20		24		22		26		24		21		25		23		20	RURAL	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	PROVINCIAL	26	
						GAC										(control or units)							\vdash	
						(Waste Levy)																		
				AP WORKSHOP								CAMPE				ļ					$ \square$	DUDA	\square	
FRI	25		22		22		26		24		28		26		23		27		25		22	RURAL PROVINCIAL	27	
SAT																						PROVINCIAL		
SUN																								
MON			25		25		29		27				29		26		30		28	LABOUR DAY	25		30	
TUE	29	TWOK	26		26	РСВ	30	TWOK	28				30	WCB	27				29		26		31	
WED	20	WCB	27		27			WCB OCB	29				31		28		\vdash		30		27		\vdash	
		STRATEGY /				COUNCIL		000					51		1	GAC	\vdash						\vdash	
THU	31	POLICY	28	AUDIT RISK	28	(ADDITIONAL)			30	AUDIT RISK					29	(CCNZ)			31		28			
						GAC																		
			\square			(CCNZ)																	\square	
FRI SAT					29				31						30						29			
SUN																								
		January		February		March		April		May		June		July		August		September		October		November		December
		•																						