

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

29 NOVEMBER 2016

Meeting Status: **Public**

Purpose of Report: For Decision

## **2017 CALENDAR OF MEETINGS FOR COMMUNITY BOARD**

### **PURPOSE OF REPORT**

- 1 This report presents the calendar of meeting dates 2016-2017 as approved by Council on 26 October 2016 (see Appendix 1) and asks that the Board confirm its meeting dates as proposed at Appendix 2.

### **DELEGATION**

- 2 The Board has the authority to consider this matter.

### **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 set their own meeting dates (proposed at Appendix 2).
- 4 The meeting cycle for Council, and its two major Standing Committees is approved as six-weekly, with a similar cycle proposed for Community Boards. A six-weekly cycle allows for substantial progression of issues with eight meetings per year. Additional meetings can also be scheduled should the Board require this.
- 5 Statutory requirements indicate that meeting agendas should be received by elected members 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.

### **ISSUES AND OPTIONS**

#### **Issues**

- 6 The calendar approved by Council contained dates for meetings of Council and its Committees. These will be of interest to Community Boards because Council also agreed to embed within its Governance delegations document the right of Community Board Chairs (or their alternates) to sit at the table during Council and Committee meetings with speaking but not voting rights. It has been the practice of some Boards in the previous triennium to apportion this attendance amongst their members.
- 7 Board members are invited to consider the following points in respect of the calendar of meetings:

- As has been the practice for past triennia all Community Board meetings have been scheduled for Tuesday evenings, with meetings for Ōtaki, Paekākāriki and Paraparaumu-Raumati Community Boards starting at 7pm and those for Waikanae Community Board starting at 7.30pm.
- Annual Plan workshops have been scheduled for February 2017 to progress the development of the draft Annual Plan 2017/18. These workshops are informal in nature and open to the public.
- The calendar also features dates for the meetings of the Council's independent iwi partnership body, Te Whakaminenga o Kāpiti and these meetings are public.
- If changes have to be made to meeting dates this is done in consultation with the Chair and members, and resulting changes publicly advertised.
- A schedule of meetings is also published in the Elected Members' Bulletin circulated each Friday to Elected Members.

## **CONSIDERATIONS**

### Policy considerations

- 8 There are no policy considerations.

### Legal considerations

- 9 There are no legal considerations.

### Financial considerations

- 10 There are no financial considerations.

### Tāngata whenua considerations

- 11 There are no tāngata whenua considerations.

## **SIGNIFICANCE AND ENGAGEMENT**

### Degree of significance

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

### Engagement planning

- 13 An engagement plan is not needed to implement this decision.

### Publicity

- 14 Meetings of Council, its Committees, Subcommittee and Community Boards are advertised each month in local newspapers as well as on the Council website in accordance with the provisions of the Local Government Official Information and Meetings Act 1987.

## RECOMMENDATIONS

15 That the Ōtaki Community Board adopts the schedule for its meetings in 2017 as set out in Appendix 2 of report Corp-16-043.

<b>Report prepared by</b>	<b>Approved for submission</b>	<b>Approved for submission</b>
Vyvien Starbuck-Maffey	Max Pedersen	Wayne Maxwell
<b>Democracy Services Manager</b>	<b>Group Manager Community Services</b>	<b>Group Manager Corporate Services</b>

## ATTACHMENTS

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Appendix 1 Calendar of 2016-2017 meetings adopted by Council on 26 October 2016

Appendix 2 Draft list of dates for Ōtaki Community Board meetings in 2017



# CALENDAR OF MEETINGS : JANUARY - JUNE 2017

JANUARY 2017			FEBRUARY 2017			MARCH 2017			APRIL 2017			MAY 2017			JUNE 2017		
Mon	2	NEW YEAR NEW YEAR							Mon	3		Mon	1				
Tue	3								Tue	4	AP CONSULTATION BEGINS OCB	Tue	2	TWOK WCB			
Wed	4	KEEP FREE	Wed	1		Wed	1		Wed	5		Wed	3				
Thu	5		Thu	2	PUBLIC FORUM STRATEGY & POLICY GAC (Heritage Fund)	Thu	2	PUBLIC FORUM COUNCIL	Thu	6	PUBLIC FORUM OPS & FINANCE GAC (CCNZ)	Thu	4	BRF	Thu	1	BRF
Fri	6		Fri	3		Fri	3		Fri	7		Fri	5		Fri	2	
Sat/Sun			Sat/Sun			Sat/Sun			Sat/Sun			Sat/Sun			Sat/Sun		
Mon	9	KEEP FREE	Mon	6	WAITANGI DAY	Mon	6		Mon	10		Mon	8		Mon	5	QUEEN'S BIRTHDAY
Tue	10		Tue	7	PRCB	Tue	7	WCB	Tue	11		Tue	9	PRCB	Tue	6	
Wed	11		Wed	8		Wed	8	ZONE 4	Wed	12		Wed	10		Wed	7	
Thu	12		Thu	9	AUDIT & RISK	Thu	9	PUBLIC FORUM STRATEGY & POLICY	Thu	13	PUBLIC FORUM COUNCIL BRF	Thu	11	PUBLIC FORUM OPS & FINANCE CAMPE BRF	Thu	8	PUBLIC FORUM STRATEGY & POLICY BRF
Fri	13		Fri	10		Fri	10		Fri	14	EASTER	Fri	12		Fri	9	
Sat/Sun			Sat/Sun			Sat/Sun			Sat/Sun			Sat/Sun			Sat/Sun		
Mon	16	KEEP FREE	Mon	13		Mon	13		Mon	17	EASTER	Mon	15	AP HEARINGS AP HEARINGS	Mon	12	
Tue	17		Tue	14	PCB	Tue	14	TWOK	Tue	18		Tue	16	PCB AP HEARINGS	Tue	13	TWOK WCB
Wed	18		Wed	15		Wed	15		Wed	19		Wed	17		Wed	14	
Thu	19		Thu	16	AP WORKSHOP 1	Thu	16	BRF PUBLIC FORUM COUNCIL (ADDITIONAL) GAC (Waste Levy) R & P	Thu	20	KEEP FREE	Thu	18		Thu	15	PUBLIC FORUM COUNCIL (ADDITIONAL) R & P
Fri	20		Fri	17		Fri	17		Fri	21		Fri	19		Fri	16	R & P
Sat/Sun			Sat/Sun			Sat/Sun			Sat/Sun			Sat/Sun			Sat/Sun		
Mon	23	WELLINGTON ANNIVERSARY	Mon	20		Mon	20		Mon	24		Mon	22		Mon	19	
Tue	24	TWOK	Tue	21	AP WORKSHOP 2 OCB	Tue	21	PRCB	Tue	25	ANZAC DAY	Tue	23	OCB	Tue	20	PRCB
Wed	25	OLDER PERSONS'	Wed	22	OLDER PERSONS'	Wed	22		Wed	26	OLDER PERSONS' AUDIT & RISK	Wed	24		Wed	21	
Thu	26	PUBLIC FORUM COUNCIL CEPEC	Thu	23	PUBLIC FORUM OPS & FINANCE	Thu	23	PUBLIC FORUM COUNCIL (ADDITIONAL) BRF	Thu	27	BRF	Thu	25	PUBLIC FORUM STRATEGY & POLICY BRF	Thu	22	PUBLIC FORUM COUNCIL
Fri	27		Fri	24		Fri	24		Fri	28	AP CONSULTATION ENDS	Fri	26		Fri	23	
Sat/Sun			Sat/Sun			Sat/Sun			Sat/Sun			Sat/Sun			Sat/Sun		
Mon	30		Mon	27		Mon	27					Mon	29		Mon	26	
Tue	31	WCB	Tue	28	AP WORKSHOP 3	Tue	28	RTC / WRS PCB OLDER PERSONS' CEPEC				Tue	30	RTC / WRS	Tue	27	PCB
						Wed	29					Wed	31	OLDER PERSONS'	Wed	28	OLDER PERSONS'
						Thu	30					Thu			Thu	29	
						Fri	31					Fri			Fri	30	

## CALENDAR OF MEETINGS : JULY - DECEMBER 2017

JULY 2017		AUGUST 2017		SEPTEMBER 2017		OCTOBER 2017		NOVEMBER 2017		DECEMBER 2017		
Mon	3					Mon	2					
Tue	4	OCB	Tue	1	TWOK	Tue	3					
					PRCB							
Wed	5	ZONE 4	Wed	2		Wed	4	KEEP	Wed	1		
Thu	6	PUBLIC FORUM	Thu	3		Thu	5	FREE	Thu	2		
		OPS & FINANCE										
Fri	7		Fri	4		Fri	6		Fri	3	Fri	1
Sat/Sun			Sat/Sun			Sat/Sun			Sat/Sun		Sat/Sun	
Mon	10		Mon	7		Mon	9		Mon	6	Mon	4
Tue	11		Tue	8	PCB	Tue	10	KEEP FREE	Tue	7	Tue	5
										OCB		TWOK
Wed	12	KEEP	Wed	9		Wed	11		Wed	8	Wed	6
Thu	13	FREE	Thu	10	PUBLIC FORUM	Thu	12	PUBLIC FORUM	Thu	9	Thu	7
					COUNCIL			STRATEGY & POLICY		PUBLIC FORUM		PUBLIC FORUM
					AUDIT & RISK					COUNCIL		COUNCIL
Fri	14		Fri	11		Fri	13		Fri	10	Fri	8
Sat/Sun			Sat/Sun			Sat/Sun			Sat/Sun		Sat/Sun	
Mon	17		Mon	14		Mon	16		Mon	13	Mon	11
Tue	18	KEEP FREE	Tue	15	OCB	Tue	17	WCB	Tue	14	Tue	12
												PCB / OCB
Wed	19		Wed	16		Wed	18		Wed	15	Wed	13
Thu	20	STRATEGY & POLICY	Thu	17	PUBLIC FORUM	Thu	19	PUBLIC FORUM	Thu	16	Thu	14
		BRF			OPS & FINANCE			COUNCIL		PUBLIC FORUM		AUDIT & RISK
										OPS & FINANCE		WORKSHOP
Fri	21		Fri	18		Fri	20		Fri	17	Fri	15
										R & P R & P		
Sat/Sun		LGNZ ANNUAL CONF	Sat/Sun			Sat/Sun			Sat/Sun		Sat/Sun	
Mon	24	LGNZ ANNUAL CONF	Mon	21		Mon	23	LABOUR DAY	Mon	20	Mon	18
Tue	25	LGNZ ANNUAL CONF	Tue	22		Tue	24	TWOK	Tue	21	Tue	19
		WCB			PCB			PRCB		RTC / WRS		KEEP FREE
Wed	26	OLDER PERSONS'	Wed	23		Wed	25	OLDER PERSONS'	Wed	22	Wed	20
Thu	27		Thu	24	GAC (CCNZ)	Thu	26		Thu	23	Thu	21
										PUBLIC FORUM		
										STRATEGY & POLICY		
										WORKSHOP		
Fri	28		Fri	25		Fri	27		Fri	24	Fri	22
Sat/Sun			Sat/Sun			Sat/Sun			Sat/Sun		Sat/Sun	
Mon	31		Mon	28		Mon	30		Mon	27	Mon	25
			Tue	29	RTC / WRS	Tue	31	PCB	Tue	28	Tue	26
										WCB		CHRISTMAS DAY BOXING DAY
			Wed	30	OLDER PERSONS'	Wed	27		Wed	29	Wed	27
			Thu	31	PUBLIC FORUM	Thu	28		Thu	30	Thu	28
					STRATEGY & POLICY					OLDER PERSONS'	Fri	29
										GAC (WASTE LEVY)		
										WORKSHOP		

**APPENDIX 2 – DRAFT MEETINGS DATES FOR ŌTAKI COMMUNITY BOARD  
IN 2017**

Tuesdays, 7.00pm

21 February

4 April

23 May

4 July

15 August

26 September

7 November

12 December