

Chairperson and Community Board Members
PAEKĀKĀRIKI COMMUNITY BOARD

22 NOVEMBER 2016

Meeting Status: **Public**

Purpose of Report: For Decision

CALENDAR OF MEETINGS PAEKĀKĀRIKI COMMUNITY BOARD 2017

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 own 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 additional 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.

Consultation already undertaken

13 It is common practice for the calendar of meetings to be considered by Community Boards.

Engagement planning

14 An engagement plan is not needed to implement this decision.

Publicity

15 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

16 That the Paekākāriki Community Board adopts the schedule for its meetings in 2017 as set out in Appendix 2 of report Corp-16-024.

Report prepared by	Approved for submission	Approved for submission
Vyvien Starbuck-Maffey Democracy Services Manager	Sean Mallon Group Manager Infrastructure Services	Wayne Maxwell Group Manager Corporate Services

ATTACHMENTS

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

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

CALENDAR OF MEETINGS : OCTOBER 2016 - DECEMBER 2017

OCTOBER 2016		NOVEMBER 2016		DECEMBER 2016	
Mon	3				As at 11 Nov
Tue	4	Tue	1		
Wed	5	Wed	2		
Thu	6	Thu	3	Thu	1
					BRF
					PUBLIC FORUM
					OPERATIONS & FINANCE
					BRF
Fri	7	Fri	4	Fri	2
Sat/Sun		Sat/Sun		Sat/Sun	
Mon	10	Mon	7	Mon	5
Tue	11	Tue	8	Tue	6
Wed	12	Wed	9	Wed	7
Thu	13	Thu	10	Thu	8
					BRF
					PUBLIC FORUM
					COUNCIL
					BRF
					GAC (WASTE LEVY)
Fri	14	Fri	11	Fri	9
					ZONE 4
Sat/Sun		Sat/Sun		Sat/Sun	
Mon	17	Mon	14	Mon	12
Tue	18	Tue	15	Tue	13
					TWOK
Wed	19	Wed	16	Wed	14
Thu	20	Thu	17	Thu	15
					R & P
					RTC / WRS
					PDP INTEGRATION
					PDP INTEGRATION
					BRF
					PUBLIC FORUM
					COUNCIL
					BRF
Fri	21	Fri	18	Fri	16
					R & P
Sat/Sun		Sat/Sun		Sat/Sun	
Mon	24	Mon	21	Mon	19
Tue	25	Tue	22	Tue	20
					LABOUR DAY
					COUNCIL (INAUGURAL)
Wed	26	Wed	23	Wed	21
					PCB
					PRCB
					OLDER PERSONS'
					COUNCIL (RECONVENED)
Thu	27	Thu	24	Thu	22
					PUBLIC FORUM
					STRATEGY & POLICY
					BRF
Fri	28	Fri	25	Fri	23
Sat/Sun		Sat/Sun		Sat/Sun	
Mon	31	Mon	28	Mon	26
		Tue	29	Tue	27
		Wed	30	Wed	28
				Thu	29
				Fri	30
					OCB
					CHRISTMAS
					CHRISTMAS

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

APPENDIX 2 – DRAFT MEETINGS DATES FOR PĀEKĀRIKI COMMUNITY BOARD IN 2017

Tuesdays, 7.00pm

14 February
28 March
16 May
27 June
8 August
19 September
31 October
12 December