

Chairperson and Community Board Members
WAIKANAE COMMUNITY BOARD

8 NOVEMBER 2016

Meeting Status: **Public**

Purpose of Report: For Decision

**DRAFT CALENDAR OF MEETINGS OF THE WAIKANAE
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 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.

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 Waikanae Community Board adopts the schedule for its meetings in 2017 as set out in Appendix 2 of report Corp-16-2032.

Report prepared by	Approved for submission	Approved for submission
Vyvien Starbuck-Maffey	Max Pedersen	Wayne Maxwell
Democracy Services Manager	Group Manager Community Services	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 Waikanae Community Board meetings in 2017

CALENDAR OF MEETINGS : OCTOBER 2016 - DECEMBER 2017

OCTOBER 2016		NOVEMBER 2016		DECEMBER 2016	
Mon	3				
Tue	4	Tue	1		
Wed	5	Wed	2		
Thu	6	Thu	3	Thu	1
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
Fri	14	Fri	11	Fri	9
Sat/Sun		Sat/Sun		Sat/Sun	
Mon	17	Mon	14	Mon	12
Tue	18	Tue	15	Tue	13
Wed	19	Wed	16	Wed	14
Thu	20	Thu	17	Thu	15
Fri	21	Fri	18	Fri	16
Sat/Sun		Sat/Sun		Sat/Sun	
Mon	24	Mon	21	Mon	19
Tue	25	Tue	22	Tue	20
Wed	26	Wed	23	Wed	21
Thu	27	Thu	24	Thu	22
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

OPERATIONS & FINANCE

WCB

BRF

COUNCIL

BRF

ZONE 4

BRF

GAC (WASTE LEVY)

TWOK

PCB

BRF

COUNCIL

LABOUR DAY

COUNCIL (INAUGURAL)

COUNCIL (RECONVENED)

PRCB

STRATEGY & POLICY

OCB

CHRISTMAS HOLIDAY

CALENDAR OF MEETINGS : JANUARY - JUNE 2017

JANUARY 2017			FEBRUARY 2017			MARCH 2017			APRIL 2017			MAY 2017			JUNE 2017			
Mon	2	NEW YEAR							Mon	3		Mon	1					
Tue	3		NEW YEAR							Tue	4	AP CONSULTATION BEGINS OCB	Tue	2	TWOK			
Wed	4	KEEP FREE	Wed	1		Wed	1		Wed	5		Wed	3	WCB				
Thu	5			Thu	2	STRATEGY & POLICY GAC (Heritage Fund)	Thu	2	COUNCIL	Thu	6	OPS & FINANCE GAC (CCNZ)	Thu	4	BRF	Thu	1	
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		Wed	12		Wed	10		Wed	7	
Thu	12			Thu	9	AUDIT & RISK	Thu	9	STRATEGY & POLICY	Thu	13	COUNCIL BRF	Thu	11	BRF OPS & FINANCE CAMPE	Thu	8	BRF STRATEGY & POLICY
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 COUNCIL (ADDITIONAL) GAC (Waste Levy)	Thu	20	KEEP FREE	Thu	18		Thu	15	COUNCIL (ADDITIONAL)
Fri	20		Fri	17		Fri	17		Fri	21		Fri	19		Fri	16		
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		Wed	22		Wed	22		Wed	26		Wed	24		Wed	21		
Thu	26	COUNCIL CEPEC	Thu	23	OPS & FINANCE	Thu	23	COUNCIL (ADDITIONAL) BRF	Thu	27	AUDIT & RISK BRF	Thu	25	STRATEGY & POLICY	Thu	22	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	PCB				Tue	30		Tue	27	PCB	
						Wed	29					Wed	31		Wed	28		
						Thu	30	CEPEC							Thu	29		
						Fri	31								Fri	30		

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

Tuesdays, 7.30pm

31 January

7 March

2 May

1 June

25 July

5 September

17 October

28 November