



**Far North  
District Council**



**Te Kaunihera o Tai Tokerau ki te Raki**

# **AGENDA**

## **Supplementary Reports**

### **Bay of Islands-Whangaroa Community Board Meeting**

**Thursday, 2 December 2021**

**Time: 10.00 am**  
**Location: Baysport Complex**  
**Harmony Lane**  
**Waipapa**

**Membership:**

Chairperson Belinda Ward  
Deputy Chairperson Frank Owen  
Member Lane Ayr  
Member Manuela Gmuer-Hornell  
Member Bruce Mills  
Member Manuwai Wells  
Member Dave Hookway-Kopa  
Member Rachel Smith



## **Te Paeroa Mahi / Order of Business**

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## 8 REPORTS

### 8.1 SETTING OF 2022 MEETING SCHEDULE

**File Number:** A3499894

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**Authoriser:** Aisha Huriwai, Team Leader Democracy Services

#### PURPOSE OF THE REPORT

To allow the Community Board to set their meeting dates for the 2022 calendar year.

#### EXECUTIVE SUMMARY

- Each Community Board is responsible for setting their own meeting dates.
- The Bay of Islands-Whangaroa Community Board held meetings on the first Thursday of each month in 2021.
- Council adopted its 2022 formal meeting calendar on 4 November 2021.
- Council formal meeting cycle is 6 weekly.
- It is recommended that the Bay of Islands-Whangaroa Community Board follow a 6 weekly meeting cycle.
- 2022 meeting schedule only goes through September 2022 as 2022 is an election year.

#### RECOMMENDATION

**That the Bay of Islands-Whangaroa Board adopt the following Community Board meeting dates:**

- **Thursday 17 Feb 2022 – 10:00 am**
- **Thursday 14 April 2022 – 10:00 am**
- **Thursday 12 May 2022 – 10:00 am**
- **Thursday, 23 June 2022 – 10:00 am**
- **Thursday, 4 August 2022 – 10:00 am**
- **Thursday, 15 September 2022 – 10:00 am**

#### 1) BACKGROUND

The Local Government Act (LGA) requires a local authority to hold meetings that are necessary for the good governance of its region or district. The Local Government Official Information and Meetings Act (LGOIMA) promotes the open and public transaction of business at meetings. Neither the LGA or LGOIMA requires a local authority to schedule meetings a year in advance, however it is considered good practise throughout New Zealand.

Council reserve 28 October of each year, as a non-Council meeting day, in recognising the signing of He Whakaputanga o te Rangatiratanga o Nu Tirenī – Declaration of Independence of the United Tribes of New Zealand, as the National day set aside to observe New Zealand Wars.

Community Boards are required to set their own meeting dates, so long as they are not in conflict with Council meetings.

#### 2) DISCUSSION AND OPTIONS

This report recommends that the Bay of Islands-Whangaroa Community Board meet 6 weekly in alignment with the Council formal meeting 6 weekly schedule.

The formal meeting calendar adopted by Council was that Council and Committee meetings would be held on 6 weekly rotation and that Executive Review Committees would be held monthly. As part

of the Formal Meeting Calendar adoption by Council reserve dates have been set aside for workshops.

Please note, additional time may be required from time to time for unexpected or unanticipated matters. This should however be minimal. Staff are committed to providing as much notice as possible and making sure that business where possible, is restricted to the days adopted as part of this schedule.

Boards are also encouraged to meet informally outside of the formal meeting schedule to touch base or conduct workshops to discuss various matters.

### Reason for the recommendation

To adopt a schedule of Bay of Islands-Whangaroa Community Board meetings for the 2022 calendar year.

### 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There is a cost in supporting meetings, and these are covered within operational budgets.

### ATTACHMENTS

1. **2022 FMC - BWCB DEC AGENDA - A3499919**  

### Compliance schedule:

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
  - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
  - b) Assess the options in terms of their advantages and disadvantages; and
  - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	This matter is of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The relevant legislation as referenced in the report is the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	Community Boards are responsible for setting their own meeting schedule. Similar reports will be written suggesting alignment with Council and Committee meetings.

State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no particular implications for Māori.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	This report does not have any implications on persons identified in legislation.
State the financial implications and where budgetary provisions have been made to support this decision.	Financial implications are covered within operational budgets.
Chief Financial Officer review.	The CFO has not reviewed this report.

2022		January	February	March	April	May	June	July	August	September	October	November	December	
Sat	1	New Year's Day									1		Sat	
Sun	2	Day after new years				1					2		Sun	
Mon	3	New Year Holiday				2					3		Mon	
Tue	4	Day after new years	1	RTC REG	1	CDEM THCB				1	RTC THCB		Tue	
Wed	5		2	ARF	2					2			Wed	
Thu	6		3		3					3			Thu	
Fri	7		4		4		1			4			Fri	
Sat	8		5		5		2			5			Sat	
Sun	9		6	Waitangi Day	6		3			6			Sun	
Mon	10		7	Waitangi Day Holiday	7	Mayoral Forum	4			7			Mon	
Tue	11		8	SPC	8	ERC	5	RTC THCB	10	THCB	7	RTC REG	5	Tue
Wed	12		9	INF Reserve	9		6	KHCB	11	KHCB	8	KHCB	6	Wed
Thu	13		10		10	Reserve	7	Council	12	BWCB	9		7	Thu
Fri	14		11		11		8		13		10		8	Fri
Sat	15		12		12		9		14		11		9	Sat
Sun	16		13		13		10		15		12		10	Sun
Mon	17		14		14		11		16		13		11	Mon
Tue	18		15	THCB	15	REG Reserve	12	ERC	17	Reserve	14	CDEM SPC	12	Tue
Wed	19		16	KHCB	16	ARF	13		18		15	INF Reserve	13	Wed
Thu	20		17	BWCB	17		14	BWCB	19	Council	16		14	Thu
Fri	21		18		18		15	Good Friday	20		17		15	Fri
Sat	22		19		19		16		21		18		16	Sat
Sun	23		20		20		17		22		19		17	Sun
Mon	24		21		21		18	Easter Monday	23		20		18	Mon
Tue	25	ERC	22	Reserve	22	SPC	19		24		21	THCB	19	Tue
Wed	26		23		23	INF Reserve	20		25		22		20	Wed
Thu	27	Reserve	24	Council	24		21		26		23	BWCB	21	Thu
Fri	28		25		25		22		27		24	Matariki	22	Fri
Sat	29		26		26		23		28		25	LGNZ Conference	23	Sat
Sun	30		27		27		24		29		26		24	Sun
Mon	31	Northland Anni	28		28	ANZAC Day	25	Mayoral Forum	30	Mayoral Forum	27		25	Mon
Tue					29	Zone 1 Fwd Together	26	REG Reserve	31	ERC	28	Reserve	26	Tue
Wed					30		27	ARF			29		27	Wed
Thu					31		28		30		30		28	Thu
Fri							29				31		29	Fri
Sat							30						30	Sat
Sun							31						31	Sun