

I hereby give notice that an ordinary meeting of the Papakura Local Board will be held on:

Date: Wednesday, 26 April 2017
Time: 4.30pm
Meeting Room: Local Board Chambers
Venue: Papakura Service Centre
35 Coles Crescent
Papakura

Papakura Local Board OPEN ADDENDUM AGENDA

MEMBERSHIP

Chairperson	Brent Catchpole
Deputy Chairperson	Felicity Auva'a
Members	Hon George Hawkins, QSO Bill McEntee Michael Turner Katrina Winn

(Quorum 3 members)

Trish Wayper
Local Board Democracy Advisor

20 April 2017

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Governance Forward Work Calendar

File No.: CP2017/06761

Purpose

1. To present a 12 month governance forward work calendar to the board.

Executive Summary

2. This report updates the governance forward work calendar: a schedule of items that will come before the board at business meetings over the next 12 months. The governance forward work calendar for Papakura is included in Attachment A.
3. The calendar aims to support local boards' governance role by:
 - ensuring advice on agendas and workshop material is driven by local board priorities
 - clarifying what advice is required and when
 - clarifying the rationale for reports.
4. The calendar will be updated every month. Each update will be reported back to business meetings and distributed to relevant Council staff. It is recognised that at times items will arise that are not programmed. Board members are welcome to discuss changes to the calendar.

Recommendation/s

That the Papakura Local Board:

- a) notes the attached Governance Forward Work Calendar.

Comments

5. The council's Quality Advice Programme aims to improve the focus, analysis, presentation and timeliness of staff advice to elected representatives. An initiative under this is to develop forward work calendars for governing body committees and local boards. These provide elected members with better visibility of the types of governance tasks they are being asked to undertake and when they are scheduled.
6. Although the document is new, there are no new projects in the governance forward work calendar. The calendar brings together in one schedule reporting on all of the board's projects and activities previously approved in the local board plan, long-term plan, departmental work programmes and through other board decisions. It includes governing body policies and initiatives that call for a local board response.
7. This initiative is intended to support the boards' governance role. It will also help staff to support local boards, as an additional tool to manage workloads and track activities across council departments, and it will allow greater transparency for the public.
8. The calendar is arranged in three columns, "Topic", "Purpose" and "Governance Role":
 - Topic describes the items and may indicate how they fit in with broader processes such as the annual plan
 - Purpose indicates the aim of the item, such as formally approving plans or projects, hearing submissions or receiving progress updates

- Governance role is a higher-level categorisation of the work local boards do. Examples of the seven governance categories are tabled on the following page.

Governance role	Examples
Setting direction/priorities/budget	Capex projects, work programmes, annual plan
Local initiatives/specific decisions	Grants, road names, alcohol bans
Input into regional decision-making	Comments on regional bylaws, policies, plans
Oversight and monitoring	Local board agreement, quarterly performance reports, review projects
Accountability to the public	Annual report
Engagement	Community hui, submissions processes
Keeping informed	Briefings, cluster workshops

9. Board members are welcome to discuss changes to the calendar. The calendar will be updated and reported back every month to business meetings. Updates will also be distributed to relevant Council staff.

Consideration

Local Board views and implications

10. All local boards are being presented with governance forward work calendars for their consideration.


Māori impact statement

11. The projects and processes referred to in the governance forward work calendar will have a range of implications for Māori which will be considered when the work is reported.

Implementation

12. Staff will review the calendar each month in consultation with board members and will report an updated calendar to the board.

Attachments

No.	Title	Page
A 	20160426_Papakura Local Board Governance Forward Work Calendar	7

Signatories

Authors	Trish Wayper - Local Board Democracy Advisor
Authorisers	Karen Lyons - General Manager Local Board Services Rex Hewitt - Relationship Manager

Papakura Governance Forward Work Calendar – as of 19 April 2017

Date	Topic	Meeting	Purpose	Governance Role
5 April 2017	Annual Plan – Department Work Programmes	Workshop	Setting direction/priorities/budget	Confirm Work Programmes 2017/2018
5 April 2017	Smiths Avenue	Workshop	Setting direction/priorities/budget	Check in on performance/inform future direction
5 April 2017	Relationship Agreements with Mana Whenua	Workshop	Setting direction/priorities/budget	Provide feedback on proposal
26 April 2017	Annual Plan Workshop 5 – Consideration of consultation feedback; LDI budgets; advocacy items	Workshop	Setting direction/priorities/budget	Confirm budget allocations
26 April 2017	Panuku Development Auckland Local Board six-monthly update 1 September 2016 to 28 February 2017	Business Meeting	Keeping informed	Information dissemination
26 April 2017	Papakura Local Boards Community Grants Programme 2017/2018	Business Meeting	Setting direction/priorities/budget	Formal adoption
26 April 2017	Business Improvement District (BID) Programme Annual Report	Business Meeting	Keeping informed	Information dissemination
26 April 2017	Papakura Pony Club Inc Request for Financial Assistance	Business Meeting	Local initiatives/specific decisions	Define board position
26 April 2017	Approval of the draft Papakura Local Board Plan	Business Meeting	Setting direction/priorities/budget	Formal adoption
3 May 2017	Annual Plan – Local Board financial decisions	Business Meeting	Setting direction/priorities/budget	Formal adoption
3 May 2017	Local Board Capital Transport Fund	Workshop	Setting direction/priorities/budget	Define Board position
3 May 2017	Park and Ride Feasibility Study	Workshop	Setting direction/priorities/budget	Information dissemination
10 May 2017	Grants – Quick Response	Workshop	Local initiatives/specific decisions	Review community grant applications
10 May 2017	Project 17 – Maintenance Contracts – Standards and Service Agreement	Workshop	Local initiatives/specific decisions	Define board position and feedback
31 May 2017	Papakura Business Association (BID) – Quarterly Report	Workshop	Keeping informed	Information dissemination
31 May 2017	Local Spatial Plan Programme	Workshop	Local initiatives/specific decisions	Review community grant applications
7 June 2017	Adoption of 2017/2018 Local Board Agreement; fees and charges and agreeing work programmes	Business Meeting	Setting direction/priorities/budget	Formal adoption
14 June 2017	Local Grants – Round 2	Workshop	Setting direction/priorities/budget	Review community grant applications
21 June 2017	2016/2017 Work Programme Update	Workshop	Oversight and monitoring	Check in on performance/inform future direction
28 June 2017	Panuku Development Auckland Local Board six-monthly update 1 October 2016 to 31 March 2017	Business Meeting	Keeping informed	Information dissemination
5 July 2017	Governance Framework Review	Workshop	Input to regional decision making	Provide feedback on policy options.
2 August 2017	Local Board Hearing	Hearing	Engagement	Hear formal submissions/deliberate
16 August 2017	2017/2018 Work Programme Update	Workshop	Oversight and monitoring	Check in on performance/inform future direction
20 September 2017	2017/2018 Work Programme Update	Workshop	Oversight and monitoring	Check in on performance/inform future direction
18 October 2017	2017/2018 Work Programme Update	Workshop	Oversight and monitoring	Check in on performance/inform future direction

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Attachment A

Date	Topic	Meeting	Purpose	Governance Role
15 November 2017	2017/2018 Work Programme Update	Workshop	Oversight and monitoring	Check in on performance/inform future direction

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Attachment A