

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

**Date:** Monday, 11 November 2013  
**Time:** 6.00pm  
**Meeting Room:** Howick Local Board Meeting Room  
**Venue:** Pakuranga Library Complex  
7 Aylesbury Street  
Pakuranga

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## Howick Local Board OPEN AGENDA

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### MEMBERSHIP

<b>Chairperson</b>	David Collings
<b>Deputy Chairperson</b>	Adele White
<b>Members</b>	Garry Boles
	Katrina Bungard
	Jim Donald
	Lucy Schwaner
	John Spiller
	Steve Udy
	Bob Wichman

(Quorum 5 members)

**Lynda Pearson**  
**Local Board Democracy Advisor**

**5 November 2013**

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**1 Welcome**

**2 Apologies**

At the close of the agenda no apologies had been received.

**3 Declaration of Interest**

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

**4 Confirmation of Minutes**

That the Howick Local Board:

- a) confirm the ordinary minutes of its meeting, held on Thursday, 31 October 2013, as a true and correct record.

**5 Leave of Absence**

At the close of the agenda no requests for leave of absence had been received.

**6 Acknowledgements**

At the close of the agenda no requests for acknowledgements had been received.

**7 Petitions**

At the close of the agenda no requests to present petitions had been received.

**8 Deputations**

At the close of the agenda no requests for deputations had been received.

**9 Public Forum**

A period of time (approximately 30 minutes) is set aside for members of the public to address the meeting on matters within its delegated authority. A maximum of 3 minutes per item is allowed, following which there may be questions from members.

9.1 Les Baker, Howick & Pakuranga Community Houses Inc..

**10 Extraordinary Business**

Section 46A(7) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“An item that is not on the agenda for a meeting may be dealt with at that meeting if-

- (a) The local authority by resolution so decides; and
- (b) The presiding member explains at the meeting, at a time when it is open to the public,-
  - (i) The reason why the item is not on the agenda; and

- (ii) The reason why the discussion of the item cannot be delayed until a subsequent meeting.”

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“Where an item is not on the agenda for a meeting,-

- (a) That item may be discussed at that meeting if-
  - (i) That item is a minor matter relating to the general business of the local authority; and
  - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- (b) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.”

## 11 Notices of Motion

At the close of the agenda no requests for notices of motion had been received.

## Local Board Meeting Schedule 2013 - 2016

File No.: CP2013/25334

### Purpose

1. The Howick Local Board to agree a meeting schedule for the triennium.

### Executive Summary

2. Local Board meetings are open to the public and will be notified through public notices in the appropriate media. The Howick Local Board proposes to have business meetings on the second Monday of the month at 6pm.

### Recommendation/s

That the Howick Local Board:

- a) adopt its meeting schedule for the period December 2013 to October 2016.
- b) Notes that dates and times for hearings and deliberations on the 2014-2015 Annual Plan and Local Board Agreement are still to be finalised and as such have not yet been provisioned for in the Local Board Meeting Schedule.
- c) Notes that dates and times for hearings and deliberations on the Local Board Plan 2014-2017 are still to be finalised and as such have not yet been provisioned for in the Local Board Meeting Schedule.

### Discussion

3. It is prudent for the Local Board to adopt a meeting schedule as it ensures local board members have clarity about their commitments, gives an indication to the public of when meetings are to be held and meets the requirement of clause 19(5)(b), Schedule 7 of the Local Government Act 2002. It also allows for a planned approach to workloads and ensures clarity about diary commitments.

#### 2014-2015 Annual Plan and Local Board Agreement (Annual)

4. When the Governing Body adopts the draft 2014-2015 Annual Plan for consultation (special consultative procedure), this will include the 21 draft Local Board Agreements for 2014-2015. The hearings and deliberations are expected to occur between late March and mid April 2014. Local board meeting schedules will be updated and provision made for these hearings, once the details are confirmed.

#### 2014-2017 Local Board Plan (every 3 years)

5. Local Board Plans for 2014-2017 are subject to the special consultative procedure consultation process.
6. The specific times and dates for the hearings process are yet to be finalised. At this stage, the hearings and deliberations are expected to occur in June 2014. Local board meeting schedules will be updated and provision made for these hearings, once the details are confirmed.
7. The statutory requirement pursuant to clause 46A(1) of the Local Government Official Information and Meetings Act 1987 states that agendas and reports must be available at least two working days before a meeting.

## Implementation Issues

8. The 2014-2017 Annual Plan must be adopted by the Governing Body by 30 June 2014.
9. Local Board Plans must be adopted by 31 October 2014.

## Attachments

No.	Title	Page
A	Howick Local Board Meeting Schedule 2013-2016	9

## Signatories

Authors	Mata Ropeti-Laumalili - Senior Local Board Advisor
Authorisers	Teresa Turner - Relationship Manager



### Howick Local Board Meeting Schedule 2013-2016

Day	Date	Time	Venue
Monday	9 <sup>th</sup> December 2013	6pm	Howick Local Board Meeting Room, Pakuranga Library Complex, 7 Aylesbury Street, Pakuranga
Monday	10 <sup>th</sup> February 2014	6pm	Howick Local Board Meeting Room, Pakuranga Library Complex, 7 Aylesbury Street, Pakuranga
Monday	10 <sup>th</sup> March 2014	6pm	Howick Local Board Meeting Room, Pakuranga Library Complex, 7 Aylesbury Street, Pakuranga
Monday	14 <sup>th</sup> April 2014	6pm	Howick Local Board Meeting Room, Pakuranga Library Complex, 7 Aylesbury Street, Pakuranga
Monday	12 <sup>th</sup> May 2014	6pm	Howick Local Board Meeting Room, Pakuranga Library Complex, 7 Aylesbury Street, Pakuranga
Monday	9 <sup>th</sup> June 2014	6pm	Howick Local Board Meeting Room, Pakuranga Library Complex, 7 Aylesbury Street, Pakuranga
Monday	14 <sup>th</sup> July 2014	6pm	Howick Local Board Meeting Room, Pakuranga Library Complex, 7 Aylesbury Street, Pakuranga
Monday	11 <sup>th</sup> August 2014	6pm	Howick Local Board Meeting Room, Pakuranga Library Complex, 7 Aylesbury Street, Pakuranga
Monday	8 <sup>th</sup> September 2014	6pm	Howick Local Board Meeting Room, Pakuranga Library Complex, 7 Aylesbury Street, Pakuranga
Monday	13 <sup>th</sup> October 2014	6pm	Howick Local Board Meeting Room, Pakuranga Library Complex, 7 Aylesbury Street, Pakuranga
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## Howick Local Board Portfolio Arrangement 2013-2016

File No.: CP2013/25341

### Purpose

1. The Howick Local Board considers its portfolio arrangement for the 2013-2016 term.

### Executive Summary

2. Local boards have a wide ranging role spanning most local government services and activities in their communities. Local boards make decisions on local matters, provide local leadership and support strong local communities. Local Boards also provide important input into region wide strategies and plans including those of the CCOs and have oversight and decision-making responsibilities for a wide variety of activities ranging from locations of new libraries to improvements to local town centres. In order to manage the scope of the work, the Howick Local Board has developed a number of portfolios and allocated board members to each portfolio.
3. The Howick Local Board will organise regular portfolio meetings and briefings which will enable board members, council officers and other stakeholders to plan, advocate, discuss issues, hear presentations, prepare submissions and participate in consultations and policy development.

### Recommendation/s

That the Howick Local Board

- a) agrees and adopts its portfolio arrangement for 2013-2016.
- b) agrees that portfolio arrangements will be reviewed and revisited on a six monthly basis.

### Attachments

No.	Title	Page
A	Howick Local Board Portfolio Arrangement 2013-2016	15

### Signatories

Authors	Mata Ropeti-Laumalili - Senior Local Board Advisor
Authorisers	Teresa Turner - Relationship Manager



### Howick Local Board Portfolio Arrangement 2013 - 2016

Portfolio Name	Lead/Alternate & Team	Description
Governance, Democracy, Engagement	Whole Board led by the Chair and Deputy Chair	Board Planning (Local Board Agreement and Local Board Plan) Community relationships and engagement (Youth) Advocacy (local, regional, central government) Finance
Planning, Transport & Regulatory	David Collings, Steve Udy, Katrina Bungard, Garry Boles, John Spiller	Master, area & precinct planning Unitary Plan Transport Regulatory, bylaws, licensing, compliance
Arts, Culture & Events	Adele White, Katrina Bungard, Garry Boles, Lucy Schwaner	Including civic duties and events
Community Facilities, Libraries & Heritage	Lucy Schwaner, Adele White, Katrina Bungard	Community facilities Community leases Stewardship of libraries Heritage
Economic Development, Business & Safety	Bob Wichman, Jim Donald, David Collings, Steve Udy, John Spiller	Relationship with business community BIDS Tourism Economic development initiatives Community safety networks, neighbourhood projects, resident group relationships
Parks, Sport & Recreation & Open Spaces, Infrastructure & Environmental Services	John Spiller, Garry Boles, David Collings	Parks and reserves (inc esplanade reserves) Plantings, playgrounds, walkways Sport, recreation & leisure facilities Strategic work and projects such as beach erosion, fresh water quality etc Storm water and solid waste

NB: Portfolio arrangements to be reviewed and revisited on a 6 monthly basis