

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

Date: Thursday, 18 October 2018
Time: 4.00pm
Meeting Room: Local Board Office
Venue: 560 Mt Albert Road
Three Kings

Puketāpapa Local Board OPEN ADDENDUM AGENDA

MEMBERSHIP

Chairperson	Harry Doig
Deputy Chairperson	Julie Fairey
Members	Anne-Marie Coury
	David Holm
	Shail Kaushal
	Ella Kumar, JP

(Quorum 3 members)

Selina Powell
Democracy Advisor - Puketapapa

10 October 2018

Contact Telephone: 021 531 686
Email: selina.powell@aucklandcouncil.govt.nz
Website: www.aucklandcouncil.govt.nz

ITEM TABLE OF CONTENTS

PAGE

26	Additions to the 2016-2019 Puketapapa Local Board meeting schedule	5
-----------	---------------------------------------------------------------------------	----------

Additions to the 2016-2019 Puketapapa Local Board meeting schedule

File No.: CP2018/19688

Item 26

Te take mō te pūrongo / Purpose of the report

1. To seek approval for two meeting dates to be added to the 2016-2019 Puketāpapa Local Board meeting schedule in order to accommodate the Annual Plan 2019/2020 timeframes.

Whakarāpopototanga matua / Executive summary

2. The Puketāpapa Local Board adopted the 2016-2019 meeting schedule on 24 November 2016 (Resolution PKTPP/2016/1).
3. At that time the specific times and dates for meetings for local board decision making in relation to the local board agreement as part of the Annual Plan 2019/2020 were unknown.
4. The board is being asked to approve two meeting dates as additions to the Puketāpapa Local Board meeting schedule so that the Annual Plan 2019/2020 timeframes can be met.

Ngā tūtohunga / Recommendation/s

That the Puketāpapa Local Board:

- a) approve two meeting dates to be added to the 2016-2019 Puketāpapa Local Board meeting schedule to accommodate the Annual Plan 2019/2020 timeframes as follows:
 - Thursday, 13 December 2018, 10am
 - Thursday, 6 June 2019, 10am.
- b) note the venue for both meetings will be the Puketāpapa Local Board, 560 Mt Albert Road, Three Kings.

Horopaki / Context

5. The Local Government Act 2002 (LGA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA) have requirements regarding local board meeting schedules.
6. In summary, adopting a meeting schedule helps meet the requirements of:
 - clause 19, Schedule 7 of the LGA on general provisions for meetings, which requires the chief executive to give notice in writing to each local board member of the time and place of meetings. Such notification may be provided by the adoption of a schedule of business meetings.
 - sections 46, 46(A) and 47 in Part 7 of the LGOIMA, which requires that meetings are publicly notified, agendas and reports are available at least two working days before a meeting and that local board meetings are open to the public.
7. The Puketāpapa Local Board adopted its business meeting schedule at its 24 November 2016 business meeting (Resolution PKTPP/2016/2).
8. The timeframes for local board decision making in relation to the local board agreement which is part of the Annual Plan 2019/2020 were unavailable when the meeting schedule was originally adopted.

9. The board is being asked to make decisions in mid-December and early June to feed into the Annual Plan 2019/2020 process. These timeframes are outside the board's normal meeting cycle.

Tātaritanga me ngā tohutohu / Analysis and advice

10. The board has two choices:
- Add the two meetings as additions to the meeting schedule.
- or
- Add the two meetings as extraordinary meetings.
11. For option one, statutory requirements allow enough time for these meetings to be scheduled as additions to the meeting schedule and other topics may be considered as per any other ordinary meeting. However there is a risk that if the Annual Plan 2019/2020 timeframes change or the information is not ready for the meeting there would need to be an additional extraordinary meeting scheduled anyway.
12. For option two, only the specific topic Annual Plan 2019/2020 may be considered for which the meeting is being held. There is a risk that no other policies or plans with similar timeframes or running in relation to the Annual Plan 2019/2020 process could be considered at this meeting.
13. Since there is enough time to meet statutory requirements, staff recommend approving these meetings as additions to the meeting schedule as it allows more flexibility for the board to consider a range of issues.

Ngā whakaaweawe ā-rohe me ngā tirohanga a te poari ā-rohe / Local impacts and local board views

14. This report requests the board's decision to schedule two additional meetings and consider whether to approve them as extraordinary meetings or additions to the meeting schedule.

Tauākī whakaaweawe Māori / Māori impact statement

15. There is no specific impact for Māori arising from this report. Local boards work with Māori on projects and initiatives of shared interest.

Ngā ritenga ā-pūtea / Financial implications

16. There are no financial implications in relation to this report apart from the standard costs associated with servicing a business meeting.

Ngā raru tūpono / Risks

17. There are no significant risks associated with this report.

Ngā koringa ā-muri / Next steps

18. Implement the processes associated with preparing for business meetings.

Ngā tāpirihanga / Attachments

There are no attachments for this report.

Ngā kaihaina / Signatories

Authors	Selina Powell - Democracy Advisor - Puketapapa
Authorisers	Victoria Villaraza - Relationship Manager

