

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

**Date:** Thursday, 20 April 2023  
**Time:** 1.30pm  
**Meeting Room:** Manurewa Local Board Office  
**Venue:** 7 Hill Road  
Manurewa

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## **Manurewa Local Board OPEN ADDENDUM AGENDA**

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### **MEMBERSHIP**

<b>Chairperson</b>	Glenn Murphy
<b>Deputy Chairperson</b>	Matt Winiata
<b>Members</b>	Joseph Allan Heather Andrew Anne Candy Angela Cunningham-Marino Andrew Lesa Rangi McLean

(Quorum 4 members)

**Rohin Patel**  
**Democracy Advisor**

**17 April 2023**

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**Note:** The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. Should Members require further information relating to any reports, please contact the relevant manager, Chairperson or Deputy Chairperson.



# Addition to the 2022-2025 Manurewa Local Board meeting schedule

File No.: CP2023/04434

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Item 27

## Te take mō te pūrongo Purpose of the report

1. To seek approval for four dates to be added to the 2022-2025 Manurewa Local Board meeting schedule in order to accommodate the Annual Budget 2023/2024 and Local Board Plan 2023 timeframes.

## Whakarāpopototanga matua Executive summary

2. The Manurewa Local Board adopted the 2022-2025 meeting schedule on 17 November 2022.
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 Budget 2023/2024 and Local Board Plan 2023 were unknown.
4. The local board is being asked to approve four meeting dates as an addition to the Manurewa Local Board meeting schedule so that the modified Annual Budget 2023/2024 and Local Board Plan 2023 timeframes can be met.

## Ngā tūtohunga Recommendation/s

That the Manurewa Local Board:

- a) whakaae / approve the addition of four meeting dates to the 2022-2025 Manurewa Local Board meeting schedule to accommodate the Annual Budget 2023/2024 and Local Board Plan 2023 timeframes as follows:
  - i) Thursday, 11 May 2023, at 1.30pm
  - ii) Thursday, 22 June 2023, at 1.30pm.
  - iii) Thursday, 14 September 2023, at 1.30pm.
  - iv) Thursday, 2 November 2023, at 1.30pm.
- b) whakaae / agree that the additional meetings will be held at the Manurewa Local Board Office, 7 Hill Road, Manurewa.

## 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 Manurewa Local Board adopted its 2022-2025 business meeting schedule at its 17 November 2022 business meeting.
8. The timeframes for local board decision-making in relation to the local board agreement which is part of the Annual Budget 2023/2024 and Local Board Plan 2023 were unavailable when the meeting schedule was originally adopted.
9. The board is being asked to make decisions in early-May, mid-June, early September and late October/early November 2023 to feed into the Annual Budget 2023/2024 and Local Board Plan 2023 processes. These timeframes are outside the Board's normal meeting cycle.

## **Tātaritanga me ngā tohutohu**

### **Analysis and advice**

10. The local board has two choices:
  - i) add the meetings as additions to the meeting schedule.
  - or
  - ii) add the 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 Budget 2023/2024 timeframes change again or the information is not ready for the meeting, there would need to be an additional extraordinary meeting scheduled.
12. For option two, only the specific topic Annual Budget 2023/2024 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 Budget 2023/2024 process could be considered at this meeting.
13. Since there is enough time to meet statutory requirements, staff recommend option one, approving this meeting as an addition to the meeting schedule, as it allows more flexibility for the local board to consider a range of issues. This requires a decision of the local board.

## **Tauākī whakaaweawe āhuarangi**

### **Climate impact statement**

14. This decision is procedural in nature and any climate impacts will be negligible. The decision is unlikely to result in any identifiable changes to greenhouse gas emissions. The effects of climate change will not impact the decision's implementation.

## **Ngā whakaaweawe me ngā tirohanga a te rōpū Kaunihera**

### **Council group impacts and views**

15. There is no specific impact for the council group from this report.

## **Ngā whakaaweawe ā-rohe me ngā tirohanga a te poari ā-rohe**

### **Local impacts and local board views**

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

## **Tauākī whakaaweawe Māori**

### **Māori impact statement**

17. 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

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

## Ngā raru tūpono me ngā whakamaurutanga Risks and mitigations

19. If the local board decides not to add this business meeting to their schedule this would result in the input of this local board not being able to be presented to the Governing Body for their consideration and inclusion in the Budget, the local board agreement not being adopted in time for inclusion in the Annual Budget and delays in adoption of the Local Board Plan.

## Ngā koringa ā-muri Next steps

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

## Ngā tāpirihanga Attachments

There are no attachments for this report.

## Ngā kaihaina Signatories

Author	Renee Burgers - Lead Advisor Plans and Programmes
Authorisers	Louise Mason - General Manager Local Board Services Carol McKenzie-Rex - Local Area Manager Franklin Manurewa Papakura