

INAUGURAL MEETING

OF

TAWA COMMUNITY BOARD

MINUTES

Time: 7:00pm
Date: Thursday, 10 November 2016
Venue: Tawa Community Centre
5 Cambridge Street
Tawa
Wellington

PRESENT

Jill Day
Graeme Hansen
Richard Herbert
Margaret Lucas
Jack Marshall
Robyn Parkinson
Malcolm Sparrow

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1 Meeting Conduct

1.1 Chief Executive's Welcome

On behalf of the Chief Executive, Kane Patena, Director of Governance and Assurance, opened the meeting and welcomed those present.

The "Fourtissbros" barbershop quartet group from Tawa College were thanked for their performance for this Tawa Community Board meeting.

1.2 Apologies

There were no apologies.

1.3 Address by the Mayor

The Mayor addressed the Tawa Community Board members and congratulated the members on their successful election to the Tawa Community Board.

1.4 Declaration by Tawa Community Board Members Elect

The Mayor invited the Tawa Community Board members to come forward to make their declarations in the following order:

1.4.1 Declaration by Jillian Marie Day

1.4.2 Declaration by Graeme Mark Hansen

1.4.3 Declaration by Richard John Herbert

1.4.4 Declaration by Margaret Ruth Lucas

1.4.5 Declaration by Jack William Marshall

1.4.6 Declaration by Robyn Louise Parkinson

1.4.7 Declaration by Malcolm Lloyd Sparrow

I, [NAME], declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of the Tawa Community, the powers, authorities, and duties vested in, or imposed upon, me as a member of the Tawa Community Board of the Wellington City Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Ko au a [NAME]. Ko taku kupu tēnei. Ka tutuki i ahau, ki tāku e pono nei, ngā kawenga katoa hei painga mō te hāpori o Tawa, i runga i te mana kua riro mai i ahau, hei mema o Te Poari Hāpori o Tawa, o te Kaunihera o Pōneke, i raro i te Ture Kāwanatanga ā-Rohe, rua mano mā rua, te Ture Pārongo, Huinga Ōkawa Kāwanatanga ā-Rohe, kotahi mano, iwa rau, waru tekau mā whitu, me ētahi atu ture rānei."

1.5 General Explanation by the Chief Executive

On behalf of the Chief Executive, Kane Patena, Director of Governance and Assurance, provided a general explanation to the Tawa Community Board members about their legal responsibilities under various pieces of legislation.

The Local Government Official Information and Meetings Act 1987:

This Act governs the availability of information and is based on the principle that information should be made publicly available, unless one or more specific withholding grounds apply.

Matters relating to requests and release of information are administered by officers of the Council.

This Act also sets meeting procedures and requirements. These include:

- the requirement to give public notice of meetings;
- the public availability of the agenda and supporting papers for meetings of the Council, and its committees and subcommittees;
- the circumstances when the Council may resolve to exclude the public from meetings, and the procedure that must be followed in such circumstances; and,
- the responsibility of the Chair to maintain order at meetings.

There are certain other legislative provisions which affect elected members and which they must be aware of. These other laws are:

- i) Local Authorities (Members' Interests) Act 1968
- ii) Crimes Act 1961
- iii) Secret Commissions Act 1910
- iv) Health and Safety at Work Act 2015
- v) Financial Markets Conduct Act 2013

2. Reports

2.1 Election of Chair and Deputy Chair

Mayor Lester assumed the role of Chair for this agenda item for the election of a Chair and Deputy Chair.

Moved Richard Herbert, seconded Margaret Lucas, the following motion:

Resolved

That the Tawa Community Board:

1. Receive the information.
2. Agree to nominate and appoint a member of the Tawa Community Board as Chair for the 2016-2019 triennium.
3. Agree to nominate and appoint a member of the Tawa Community Board as Deputy Chair for the 2016-2019 triennium.

Carried

The Mayor called for nominations of the Chair.

Moved Margaret Lucas, seconded Jill Day, the following motion:

That the Tawa Community Board:

2. Agree to nominate and appoint **Richard Herbert** as Chair of the Tawa Community Board for the 2016-2019 triennium.

Carried

The Mayor called for nominations of a Deputy Chair.

Moved Richard Herbert, seconded Malcolm Sparrow, the following motion:

That the Tawa Community Board:

3. Agree to nominate and appoint **Margaret Lucas** as the Deputy Chair of the Tawa Community Board for the 2016-2019 triennium.

Carried

Resolved

That the Tawa Community Board:

1. Receive the information.
2. Agree to nominate and appoint a **Richard Herbert** as Chair of the Tawa Community Board for the 2016-2019 triennium.
3. Agree to nominate and appoint **Margaret Lucas** as Deputy Chair of the Tawa Community Board for the 2016-2019 triennium.

Carried

2.2 Setting of the First Ordinary Meeting

The newly appointed Chair chaired the meeting for this agenda item.

Moved Margaret Lucas, seconded Jill Day

Resolved

That the Tawa Community Board:

1. Receive the information.
2. Agree to set the first ordinary meeting of the 2016-2019 triennium for 7pm on Thursday, 8 December 2016 at the Tawa Community Centre.

Carried

The meeting concluded at 7:25 pm.

Confirmed: _____
Chair