

**INAUGURAL MEETING**

**OF**

**TAWA COMMUNITY BOARD**

**AGENDA**

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

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**MEMBERSHIP**

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

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**TABLE OF CONTENTS**  
**10 NOVEMBER 2016**

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<b>Business</b>	<b>Page No.</b>
<b>1. Meeting Conduct</b>	
<b>1.1 Chief Executive's Welcome</b>	
<b>1.2 Apologies</b>	
<b>1.3 Address by the Mayor</b>	
<b>1.4 Declaration of Tawa Community Board Members Elect</b>	
<b>1.5 General Explanation by Chief Executive</b>	
<b>2. Reports</b>	<b>5</b>
<b>2.1 Election of Chair and Deputy Chair</b>	<b>5</b>
<b>2.2 Setting of the First Ordinary Meeting</b>	<b>9</b>



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## **2. Reports**

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### **ELECTION OF CHAIR AND DEPUTY CHAIR**

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#### **Purpose**

1. As required under Schedule 7, Part 2, clause 37, of the Local Government Act 2002 (the Act), the Tawa Community Board must elect one of its members at its inaugural meeting to be its Chair for the 2016-2019 triennium. The appointment is made by resolution of the Tawa Community Board.
2. The appointment of a Deputy Chair is optional but is recommended. In the event that the appointed Chair of the Tawa Community Board is absent or incapacitated for any reason, the Deputy Chair will act on behalf of the Chair and fulfil the duties of the Chair. The appointment is made by resolution of the Tawa Community Board.

#### **Summary**

3. The appointment of a member of the Tawa Community Board as Chair is required under statute. The election of a member of the Tawa Community Board as Deputy Chair will provide the Tawa Community Board with an agreed representative to fulfil the duties of the Chair in the event that the Chair is unable to fulfil his or her duties.

#### **Recommendations**

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.

#### **Background**

##### **Role of the Chair**

4. The Chair of the Tawa Community Board is responsible for:
  - Ensuring the decisions of the Board are consistent with the powers delegated to it by Wellington City Council
  - Conducting the business of the Board in an orderly way and in accordance with the Board's Standing Orders and any other legislation that may apply
  - Act as official spokesperson for the Tawa Community Board on issues within its terms of reference and delegations.

### **Role of the Deputy Chair**

5. In the event of the Chair being absent or incapacitated, the Deputy Chair must perform all the responsibilities and duties of the Chair and must preside at the meeting where the Chair is absent.

### **Method of voting**

6. Clause 25, Schedule 7 of the Local Government Act 2002 prescribes the appointment of the Chair using one of two voting systems (either System A or System B) and must be by resolution of the Board.
7. The prescribed method of voting will be done using “System A” as per Tawa Community Board’s current standing orders (Standing order 2.6.1).
8. “System A” states that a person is elected or appointed to a role if he or she receives the votes of a majority of the members of the Tawa Community Board present and voting.
9. The voting process is as follows:
  - a) There is a first round of voting for all candidates; and
  - b) If no candidate is successful in that round, there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and
  - c) If no candidate is successful in the second round there is a third, and if necessary subsequent rounds of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and
  - d) In any round of voting, if 2 or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.

### **Discussion**

10. There are no requirements for a formal nomination. The Mayor will call for nominations at the inaugural meeting of the Tawa Community Board. Members may be nominated for these roles “in absentia” but cannot vote.
11. Voting will be conducting as prescribed with the appointments of the Chair and Deputy Chair confirmed by resolution of the Tawa Community Board.
12. Following the appointment of the Chair, the Mayor will invite the Chair to preside over the remainder of the inaugural meeting. The term of office for both the Chair and Deputy Chair shall be for the duration of the 2016-2019 triennium.
13. The Chair and the Deputy Chair may terminate or have their office terminated by:
  - Resigning as Chair or Deputy Chair
  - A majority decision of the Tawa Community Board by resolution
  - Being no longer eligible to hold office.

### **Options**

14. Should the Board not appoint a Deputy Chair and the Chair is absent, then the Board members present at any meeting must elect one of the members present (by resolution) to act as Chair for that meeting.

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**Next Actions**

15. N/A.

**Attachments**

Nil

Authors	Helga Sheppard, Governance Advisor Clare Sullivan, Principal Governance Advisor
Authoriser	Anusha Guler, Manager Democratic Services Kane Patena, Director Governance and Assurance

## **SUPPORTING INFORMATION**

### **Engagement and Consultation**

None required.

### **Treaty of Waitangi considerations**

There are no Treaty of Waitangi considerations.

### **Financial implications**

Not applicable.

### **Policy and legislative implications**

This report meets the requirements of the Local Government Act 2002.

### **Risks / legal**

This report meets the requirements of the Local Government Act 2002.

### **Climate Change impact and considerations**

Not applicable.

### **Communications Plan**

Not applicable.

### **Health and Safety Impact considered**

Not applicable.



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## **SETTING OF THE FIRST ORDINARY MEETING**

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### **Purpose**

1. To provide for the setting of the date and time of the first ordinary meeting of the Tawa Community Board for the 2016-2019 triennium.

### **Recommendations**

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.

### **Background**

2. As required under clause 21, Schedule 7 of the Local Government Act 2002, the Tawa Community Board is required to set the date and time of its first ordinary meeting and this must be agreed by the Board at its inaugural meeting.

### **Discussion**

3. It is proposed that the first ordinary meeting will take place at 7pm on Thursday, 8 December 2016 at the Tawa Community Centre.
4. At this meeting, the Board will consider a meeting schedule for 2017 and other ordinary business of the Board.

### **Attachments**

Nil

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## **SUPPORTING INFORMATION**

### **Engagement and Consultation**

None required.

### **Treaty of Waitangi considerations**

There are no Treaty of Waitangi considerations.

### **Financial implications**

Costs of meetings for the 2016-2019 triennium are provided for in Council's Long-term Plan and Annual Plan.

### **Policy and legislative implications**

This report meets the requirements of the Local Government Act 2002.

### **Risks / legal**

This report meets the requirements of the Local Government Act 2002.

### **Climate Change impact and considerations**

There are no climate change impacts or considerations.

### **Communications Plan**

Not applicable.

### **Health and Safety Impact considered**

Not applicable.