
**ORDINARY MEETING
OF
TAWA COMMUNITY BOARD
AGENDA**

Time: 7.00pm
Date: Monday, 7 November 2022
Venue: Tawa Community Centre
5 Cambridge Street
Tawa
Wellington

MEMBERSHIP

Rachel Allan
Tim Davin
Jill Day
Janryll Fernandez
Jackson Lacy
Miriam Moore

Have your say!

You can make a short presentation to the Councillors, Committee members, Subcommittee members or Community Board members at this meeting. Please let us know by noon the working day before the meeting. You can do this either by phoning 04-803-8337, emailing public.participation@wcc.govt.nz or writing to Democracy Services, Wellington City Council, PO Box 2199, Wellington, giving your name, phone number, and the issue you would like to talk about. All Council and committee meetings are livestreamed on our YouTube page. This includes any public participation at the meeting.

In an effort to actively support Wellington City Council's commitment to the [Te Atakura First to Zero](#) initiative, Democracy Services will not be printing hardcopies of the agenda for elected members. A copy of this agenda is available on the Wellington City Council website.

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1. Meeting Conduct

1.1 Chief Executive's Welcome

The Chief Executive will open the meeting with a karakia.

Kia hora te marino	May peace be widespread.
Kia whakapapa pounamu te moana	May the sea be like greenstone;
Hei huarahi mā tatou I te rangi nei	a pathway for all of us this day.
Aroha atu, aroha mai	Let us show respect for each other,
Tātou i a tātou katoa.	love for one another.

At the appropriate time, the following karakia will be read to close the meeting.

Kia whakairia te tapu	Restrictions are moved aside,
Kia wātea ai te ara	so the pathway is clear to return to
Kia turuki whakataha ai	everyday activities.
Kia turuki whakataha ai	Let us be united.
Haumi e. Hui e. Tāiki e!	

1.2 Apologies

The Chief Executive invites notice from members of apologies, including apologies for lateness and early departure from the meeting, where leave of absence has not previously been granted.

1.3 Address by the Mayor

The Mayor will give her opening address.

1.4 Declaration of Tawa Community Board Members Elect

The Chief Executive will invite community board members elect to make their declarations, in the following order:

1. Rachel Allan
2. Tim Davin
3. Jill Day
4. Janryll Fernandez
5. Jackson Lacy
6. Miriam Moore

1.5 General Explanation by the Chief Executive

The Chief Executive will provide a general explanation about the elected members' legal responsibilities under various pieces of legislation.

2. Reports

ELECTION OF CHAIR AND DEPUTY CHAIR

Kōrero taunaki | Summary of considerations

Purpose

1. This report to the Tawa Community Board asks the Board to consider the election of a chair and deputy chair for the 2022-2025 triennium.

Strategic alignment with community wellbeing outcomes and priority areas

Aligns with the following strategies and priority areas:

- Sustainable, natural eco city
- People friendly, compact, safe and accessible capital city
- Innovative, inclusive and creative city
- Dynamic and sustainable economy

Strategic alignment with priority objective areas from Long-term Plan 2021–2031

- Functioning, resilient and reliable three waters infrastructure
- Affordable, resilient and safe place to live
- Safe, resilient and reliable core transport infrastructure network
- Fit-for-purpose community, creative and cultural spaces
- Accelerating zero-carbon and waste-free transition
- Strong partnerships with mana whenua

Relevant Previous decisions

There are no relevant previous decisions.

Significance

The decision is **rated low significance** in accordance with schedule 1 of the Council's Significance and Engagement Policy.

Financial considerations

- Nil Budgetary provision in Annual Plan / Long-term Plan Unbudgeted \$X

Risk

- Low Medium High Extreme

Author	Alisi Puloka, Democracy Advisor
Authoriser	Jennifer Parker, Democracy Services Manager

Taunakitanga | Officers' Recommendations

Officers recommend the following motion

That the Tawa Community Board:

1. Receive the information

Following nominations for the position of chair.

That the Tawa Community Board:

2. Appoint NAME as chair.

Following nominations for the position of deputy chair.

That the Tawa Community Board:

3. Appoint NAME as deputy chair.
4. Note that the Board will consider rotating the deputy chair position and appointing another member as deputy chair after 12 months.

Whakarāpopoto | Executive Summary

2. Clause 37 of schedule 7 of the Local Government Act 2002 (LGA) requires the Board to elect one of its members to be chair. The appointment is made by resolution of the Board.
3. The appointment of a deputy chair is optional but recommended. In the event that the chair is absent or incapacitated for any reason, the deputy chair will act on behalf of the chair and fulfil duties of the chair. The appointment is made by resolution of the board.

Takenga mai | Background

Role of the chair

4. The chair of the Board is responsible for:
 - Ensuring that 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 might apply.
 - Acting as an official spokesperson for the Board on issues within its Terms of Reference and Delegations.

Role of the deputy chair

5. If the chair is absent or incapacitated, the deputy chair must perform all the responsibilities and duties of the chair and must preside at meetings where the chair is absent.

Kōrerorero | Discussion

Method of voting

6. First, the person presiding at the meeting will call for nominations for the position. There are no formal requirements for a nomination. Members may be nominated if they are not attending the meeting but cannot vote.
7. If there is only one nomination, then the Board will vote on that nomination.
8. If there is more than one nomination, then the Boards Standing Orders (SO 2.6.1) require the following system ('System A' from clause 25 of schedule 7 LGA) to be used:
 - a. "There is a first round of voting for all candidates,
 - 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,
 - c. if no candidate is successful in the second round there is a third, and if necessary subsequent round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded,
 - 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."
9. Following the appointment of the chair, the person presiding at the meeting will call for the chair to preside over the remainder of the meeting.
10. The term of office is for the remainder of the 2022-2025 triennium unless the Board resolves otherwise.
11. For the 2019-2022 triennium, the Board considered the appointment of a new deputy chair every 12 months. The Board could choose to continue this practice.
12. The chair and deputy chair may terminate or have their office terminated by:
 - Resigning their position
 - A majority decision of the Board by resolution
 - Being no longer eligible to hold office

Kōwhiringa | Options

13. If the Board did not want to appoint a deputy chair, and the chair was absent for any particular meeting, then the members present at that meeting would need to elect one of the members present to preside at that meeting.

Whai whakaaro ki ngā whakataunga | Considerations for decision-making

Alignment with Council's strategies and policies

14. As a governance decision of the Board, there is no particular alignment with Council's strategies or policies arising from this decision.

Engagement and Consultation

15. As a governance decision of the Board, no engagement or consultation is required.

Implications for Māori

16. There are no particular implications for Māori arising from this decision.

Financial implications

17. Under the Local Government Members (2022/23) Determination 2022, the chair of the Board will be paid \$19,359 per annum and board members will be paid \$9,680 per annum. The Board does not have the power to give additional remuneration to the deputy chair.

Legal considerations

18. This decision fulfils the Boards obligations under clause 37 of schedule 7 of the LGA to appoint a chairperson.

Risks and mitigations

19. No significant risks have been identified with this decision.

Disability and accessibility impact

20. Should a chair, deputy chair, or any other member need any particular support to fulfil their roles due to disability or accessibility needs, then staff will work to ensure that support is provided.

Climate Change impact and considerations

21. As a governance decision of the Board, there are no particular climate change impacts or considerations.

Communications Plan

22. The appointment of the chair and deputy chair will be communicated through the Council's website.

Health and Safety Impact considered

23. There are no particular health and safety impacts stemming from this decision.

Ngā mahinga e whai ake nei | Next actions

24. Should the Board wish to consider the appointment of a new deputy chair in 12 months, then it will be added to the forward work programme of the Board.

Attachments

Nil

FIXING THE DATE AND TIME OF THE FIRST ORDINARY MEETING OF THE TAWA COMMUNITY BOARD FOR THE 2022-2025 TRIENNIUM

Kōrero taunaki | Summary of considerations

Purpose

1. This report to Tawa Community Board recommends the setting of the date and time for the first ordinary meeting of the 2022-2025 triennium.

Strategic alignment with community wellbeing outcomes and priority areas

Aligns with the following strategies and priority areas:

Strategic alignment with priority objective areas from Long-term Plan 2021–2031

- Sustainable, natural eco city
- People friendly, compact, safe and accessible capital city
- Innovative, inclusive and creative city
- Dynamic and sustainable economy
- Functioning, resilient and reliable three waters infrastructure
- Affordable, resilient and safe place to live
- Safe, resilient and reliable core transport infrastructure network
- Fit-for-purpose community, creative and cultural spaces
- Accelerating zero-carbon and waste-free transition
- Strong partnerships with mana whenua

Relevant Previous decisions

There are no relevant previous decisions

Significance

The decision is **rated low significance** in accordance with schedule 1 of the Council's Significance and Engagement Policy.

Financial considerations

- Nil Budgetary provision in Annual Plan / Long-term Plan Unbudgeted \$X

2. Meeting arrangements for the 2022-2025 triennium are provided for in the Long-term Plan.

Risk

- Low Medium High Extreme

Author	Alisi Puloka, Democracy Advisor
Authoriser	Jennifer Parker, Democracy Services Manager

Taunakitanga | Officers' Recommendations

Officers recommend the following motion

That the Tawa Community Board:

- 1) Receive the information.
- 2) Agree that the first ordinary meeting of the Tawa Community Board be held at 7:00pm, 5 December 2022.

Whakarāpopoto | Executive Summary

3. This report asks the Board to agree to the date and time of its first meeting, noting that the meeting schedule for the remainder of the triennium is anticipated to be adopted at the first ordinary meeting of the Board.

Takenga mai | Background

4. Clause 21 of schedule 7 of the Local Government Act 2002 requires that the Board, at its inaugural meeting following a triennial general election, fix the date and time of the first ordinary meeting of the Board, or adopt a schedule of meetings.

Kōrerorero | Discussion

5. A report recommending a schedule of Board meeting dates for the remainder of the 2022-25 triennium will be submitted for adoption at the first ordinary meeting of the Board.

Kōwhiringa | Options

6. The Local Government Act requires that the Board set the dates of its first meeting. The Board can choose when this is.

Whai whakaaro ki ngā whakataunga | Considerations for decision-making

Alignment with Council's strategies and policies

7. Not applicable.

Engagement and Consultation

8. Not required.

Implications for Māori

9. Not applicable.

Financial implications

10. Not applicable.

Legal considerations

11. Council is required to abide by the Local Government Act 2002.

Risks and mitigations

12. Not applicable.

Disability and accessibility impact

13. Not applicable.

Climate Change impact and considerations

14. Not applicable.

Communications Plan

15. Once agreed, the meeting will be publicly notified in accordance with the Local Government Official Information and Meetings Act 1987.

Health and Safety Impact considered

16. Not applicable.

Ngā mahinga e whai ake nei | Next actions

17. Democracy Services will prepare a report for the first ordinary meeting of the Board, recommending the schedule of meeting dates for the 2022-2025 triennium.

Attachments

Nil