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## West Harbour Community Board

### MINUTES

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Minutes of the Inaugural meeting of the West Harbour Community Board held in the Edinburgh Room, Municipal Chambers, The Octagon, Dunedin on Thursday 07 November 2019, commencing at 4.00 pm

#### PRESENT

Chairperson	Ms Francisca Griffin
Deputy Chairperson	Trevor Johnson
Members	Mr Duncan Eddy
	Ms Jacqueline Ruston
	Mrs Jan Tucker
	Cr Steve Walker

**IN ATTENDANCE** Sandy Graham (General Manager City Services)

**Governance Support Officer** Jennifer Lapham

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#### 1 PUBLIC FORUM

As this was the Board's inaugural meeting, there was no Public Forum. .

#### 2 APOLOGIES

An apology was received from Ange McErlane.

An apology was also received from the Chief Executive Officer, Dr Bidrose as she was unable to be in attendance.

The apologies were noted.

#### 3 CONFIRMATION OF AGENDA

The agenda for the meeting was noted.

#### **4 DECLARATIONS OF INTEREST**

Members were reminded of the need to stand aside from decision-making when a conflict arose between their role as an elected representative and any private or other external interest they might have.

#### **PART A REPORTS**

#### **5 WELCOME BY THE GENERAL MANAGER CITY SERVICES, SANDY GRAHAM**

The General Manager City Services (Sandy Graham) welcomed everyone to the meeting and provided an introduction to the formal swearing in of members.

#### **6 DECLARATIONS BY MEMBERS**

Members made and attested their declarations as required by Schedule 7, Clause 14 of the Local Government Act 2002.

#### **7 VOTING PROCEDURE FOR APPOINTMENT OF CHAIRPERSON AND DEPUTY CHAIRPERSON**

A report from Civic advised that voting for appointments such as the Board Chairperson and Deputy Chairperson were to be carried out in accordance with Schedule 7, Clauses 25(2), (3) and (4) of the Local Government Act 2002 Amendment Act 2004.

Moved (Trevor Johnson/Steve Walker):

That the Board:

- a) **Adopts** first past the post (System B) as the voting method for the appointment of Chairperson and Deputy Chairperson.

**Motion carried (WHCB/2019/050)**

#### **8 ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON**

Ms Graham called for nominations for the Chairperson.

Moved (Trevor Johnson/Duncan Eddy):

That the Board:

- a) **Appoints** Francisca Griffin as Chairperson.

**Motion carried (WHCB/2019/051)**

The Chairperson took the chair and called for nominations for the Deputy Chairperson.

Moved (Jan Tucker/Steve Walker):

That the Board:

- a) **Appoints** Trevor Johnson as Deputy Chairperson.

Moved (Jacqueline Ruston/ Duncan Eddy):

That the Board:

- b) **Appoints** Jacqueline Ruston as Deputy Chairperson.

The Chairperson called for a Show of Hands for the motion appointing Trevor Johnson as Deputy Chairperson.

**Motion carried on a show of hands 5:2 (WHCB/2019/052)**

Pursuant to the voting system adopted by the Board, the Chairperson declared Trevor Johnson elected as the Deputy Chairperson on a majority of votes.

## **9 LOCAL GOVERNMENT LEGISLATION - BRIEFING FOR THE INAUGURAL COUNCIL MEETING**

A report from Civic provided a general explanation of the following legislation as required by clause 21 of Schedule 7 of the Local Government Act 2002.

- a) The Local Government Official Information and Meetings Act 1987;
- b) The Local Authorities (Members' Interests) Act 1968;
- c) Sections 99, 105 and 105A of the Crimes Act 1961;
- d) The Secret Commissions Act 1910; and
- e) The Financial Markets Conduct Act 2013.

Moved (Francisca Griffin/Trevor Johnson):

That the Board:

- a) **Notes** the advice regarding key legislation that applies to members of Council, its Committees and Community Boards.

**Motion carried (WHCB/2019/053)**

## **10 MEETING SCHEDULE**

A report from Civic requested that the Board give consideration to the date of the next West Harbour Community Board meeting. It was proposed for Wednesday 27 November 2019 commencing at 5.30 pm.

The report noted that the schedule for 2020 will be brought to the meeting being held on 27

November 2019 for the Board's confirmation.

Moved (Francisca Griffin/Trevor Johnson):

That the Board:

- a) **Confirms** that its next meeting will be held on 27 November 2019 commencing at 5.30 pm.
- b) **Notes** that the meeting schedule for 2020 will be considered by the Board at the meeting of 27 November 2019.

**Motion carried (WHCB/2019/054)**

The meeting concluded at 4.15 pm.

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**CHAIRPERSON**