



Hastings District Council

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OPEN

MINUTES

HASTINGS DISTRICT RURAL COMMUNITY BOARD

Meeting Date: **Monday, 3 December 2018**

**Minutes of a Meeting of the Hastings District Rural Community Board held on
Monday, 3 December 2018 at 2.00pm**

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HASTINGS DISTRICT COUNCIL

MINUTES OF A MEETING OF THE HASTINGS DISTRICT RURAL COMMUNITY BOARD HELD IN THE LANDMARKS ROOM, GROUND FLOOR, CIVIC ADMINISTRATION BUILDING, LYNDON ROAD EAST, HASTINGS ON MONDAY, 3 DECEMBER 2018 AT 2.00PM

- PRESENT:** Mrs S Maxwell (elected as Chair at this meeting)
Mr N Dawson
Councillors Kerr and Lyons
- IN ATTENDANCE:** Group Manager: Asset Management (Mr C Thew)
Chief Financial Officer: (Mr B Allan)
Manager Strategic Finance (Mr B Chamberlain)
Bridge Engineer (Ms A Ileperuma)
Transportation Manager (Mr J Pannu)
Transportation Operations Manager (Mr A Jackson)
Parks & Property Services Manager (Mr C Hosford)
Parks Planning and Development Manager (Mrs R Stuart)
General Counsel (Mr S Smith)
Democratic Support Manager (Mrs J Evans)
Committee Secretary (Mrs C Hilton)

1. APOLOGIES

In the absence of a Chairperson, the Group Manager: Asset Management, Mr Craig Thew assumed the role until a new chair was elected under Item 4.

Councillor Kerr/Councillor Lyons

That an apology for absence received from Mr Lester be accepted.

CARRIED

2. CONFLICTS OF INTEREST

There were no declarations of conflicts of interest.

3. CONFIRMATION OF MINUTES

Mr Dawson/Councillor Lyons

That the minutes of the Hastings District Rural Community Board held Monday 10 September 2018 be confirmed as a true and correct record and be adopted.

CARRIED

4. APPOINTMENT OF CHAIRPERSON

(Document 18/1083)

Rural Community Board member, Mrs Sue Maxwell, was nominated by Councillor Kerr and Seconded by Mr N Dawson for the position of Chair, to fill the vacancy created by the resignation of Peter Kay. Mrs Maxwell was elected unopposed.

Councillor Kerr/Mr Dawson

- A) That the report of the Democratic Support Manager titled "Appointment of Chairperson" dated 3/12/2018 be received.
- B) That Sue Maxwell be appointed as Chairperson of the Hastings District Community Board from 3 December 2018 to 12 October 2019.

CARRIED

5. EXTRAORDINARY VACANCY ON RURAL COMMUNITY BOARD

(Document 18/903)

It was noted that there was less than 12 months between the date of the resignation of Peter Kay as chair and the date of the next election. This created an extraordinary vacancy and the Board was asked whether or not the vacancy should be filled.

Councillor Lyons/Mrs Maxwell

- A) That the report of The Electoral Officer titled "Extraordinary Vacancy on Rural Community Board" dated 3/12/2018 be received.
- B) That the extraordinary vacancy be filled by an appointment under s117(3) of the Local Electoral Act 2001.
- C) That pursuant to s117(3) of the Local Electoral Act 2001 the appointment to the extraordinary vacancy on the Hastings District Rural Community Board be made using the following criteria:
 - Relevant governance experience
 - Horticultural experience
 - Resident in rural community
 - Demonstrated interest in the work of the Rural Community Board, and
 - Familiarity with Council processes
- D) That Ms Lesley Wilson meets the criteria set out above and accordingly the vacancy be filled by her appointment to the Hastings District Council Rural Community Board until 12 October 2019 to enable the Board to fulfil its work programme and to ensure that the rural community continues to be effectively represented.
- E) Pursuant to Section 118 of the Local Electoral Act 2001, prior to the

expiry of the prescribed period of 30 days following the public notification of the appointment, a meeting of the Board will be convened on 17 December 2018 at 10.30am to confirm the appointment.

CARRIED

6. DRAFT CORNWALL PARK MANAGEMENT PLAN

(Document 18/1184)

Councillor Kerr/Councillor Lyons

- A) That the report of the Parks Planning and Development Manager titled “Draft Cornwall Park Management Plan” dated 3/12/2018 be received.**

With the reasons for this decision being that the objective of the decision will contribute to good quality local infrastructure in a way that is most cost-effective for households and business by:

- i) The preparation of Reserve Management Plans to identify Council’s intention with regard to the provision, development and protection of Cornwall Park for the community and future generations to enjoy.**

CARRIED

7. FIRE AND EMERGENCY NEW ZEALAND - TRANSITIONAL UPDATE

(Document 18/1177)

Councillor Kerr/Mr Dawson

- A) That the report of the Manager Strategic Finance titled “Fire and Emergency New Zealand - Transitional Update” dated 3/12/2018 be received.**

CARRIED

8. AMENDMENT TO STANDING ORDERS TO ENABLE REMOTE PARTICIPATION IN MEETINGS

(Document 18/1194)

Councillor Kerr/Councillor Lyons

- A) That the report of the Democratic Support Manager titled “Amendment to Standing Orders to enable Remote Participation in Meetings” dated 3/12/2018 be received.**

- B) That pursuant to Clause 27 of Schedule 7 of the Local Government Act 2002, the Hastings District Rural Community Board Standing Orders are amended by incorporating after Clause 12.6 the following provisions, so as to enable attendance and voting at Board meetings by audio or audio visual link.**

12.7 Right to attend by audio or audio visual link

Provided the conditions in these standing orders are met members of the Board have the right to attend meetings by means of an electronic link, unless they have been lawfully excluded.

12.8 Member's status: quorum

Members who attend meetings by electronic link will not be counted as present for the purposes of a quorum.

12.9 Member's status: voting

Where a meeting has a quorum, determined by the number physically present, the members attending by electronic link can vote on any matters raised at the meeting.

12.10 Chairperson's duties

Where the technology is available and a member is attending a meeting by audio or audio-visual link, the Chairperson must ensure that:

- a) the technology for the link is available and of suitable quality;***
- b) procedures for using the technology in the meeting will ensure that:
 - i. everyone participating in the meeting can hear each other;***
 - ii. the member's attendance by audio or audio visual link does not reduce their accountability or accessibility of that person in relation to the meeting;***
 - iii. the requirements of Part 7 of LGOIMA are met; and***
 - iv. the requirements in these standing orders are met.******

If the Chairperson is attending by audio or audio visual link then chairing duties will be undertaken by the deputy chair or a member who is physically present.

- cl. 25A (3) Schedule 7, LGA 2002.***

12.11 Conditions for attending by audio or audio visual link

The Chairperson may give approval for a member to attend meetings by electronic link, either generally or for a specific meeting. Examples of situations where approval can be given include:

- a) where the member is at a place that makes their physical presence at the meeting impossible or impracticable;***
- b) where a member is unwell; and***
- c) where a member is unable to attend due to an emergency.***

12.12 Request to attend by audio or audio visual link

Where possible, a member will give the Chairperson and the chief executive at least 2 working days' notice when they want to attend a meeting by audio or audio visual link. Should this not be possible due to illness or emergency, the member may give less notice.

Where such a request is made and the technology is available, the chief executive must take reasonable steps to enable the member to attend by audio or audio-visual link. However, the Board has no obligation to make the technology for an audio or audio-visual link available.

If the member's request cannot be accommodated, or there is a technological issue with the link, this will not invalidate any acts or proceedings of the Board or its Committees.

12.13 Chairperson may terminate link

The Chairperson may direct that an electronic link should be terminated where:

- a) use of the link is increasing, or may unreasonably increase, the length of the meeting;***
- b) the behaviour of the members using the link warrants termination, including the style, degree and extent of interaction between members;***
- c) it is distracting to the members who are physically present at the meeting; and***
- d) the quality of the link is no longer suitable.***

12.14 Giving or showing a document

A person attending a meeting by audio or audio-visual link may give or show a document by:

- a) transmitting it electronically;***
- b) using the audio-visual link; and***
- c) any other manner that the Chairperson thinks fit.***

cl. 25(A) (6) Schedule 7, LGA 2002.

NB: This recommendation requires at least 75% majority of those present at the meeting

- C) That at its next meeting on 17 December 2018, the Hastings District Rural Community Board elect a Deputy Chair and that a report be prepared to formalise this and to amend the Terms of Reference accordingly.**

CARRIED

9. RURAL TRANSPORTATION ACTIVITIES REPORT

(Document 18/1174)

Councillor Kerr/Councillor Lyons

- A) That the report of the Transportation Operations Manager titled "Rural Transportation Activities Report" dated 3/12/2018 be received.**
- B) That the local share shortfall from 2018/19 flood damage of \$633,000 be**

approved from the Rural Flood Emergency Event reserve.

- C) The Hastings District Rural Community Board recommends that the Flood Damage Reserve contribution is reviewed as part of the 2019 Annual Plan process.**

CARRIED

10. RURAL COMMUNITY BOARD CONFERENCE

(Document 18/1187)

Councillor Kerr/Mrs Maxwell

- A) That the report of the Democratic Support Manager titled "Rural Community Board Conference" dated 3/12/2018 be received.**
- B) That the following three Rural Community Board Members - Sue Maxwell, Lesley Wilson and Councillor George Lyons - be approved to attend the 2019 Community Boards Conference to be held in New Plymouth on 11-13 April 2019.**

CARRIED

11. ADDITIONAL BUSINESS ITEMS

There were no additional business items.

12. EXTRAORDINARY BUSINESS ITEMS

There were no extraordinary business items.

The meeting closed at 3.34pm

Confirmed:

Chairman:

Date: