



INAUGURAL COUNCIL MINUTES

MINUTES OF THE INAUGURAL COUNCIL MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON THURSDAY 27 OCTOBER 2022 COMMENCING AT 1:00PM

The Council Meeting was live streamed to the Westland District Council YouTube Channel and presentations are made available on the council website.

**1. KARAKIA TĪMATANGA
OPENING KARAKIA**

The opening Karakia was read by Her Worship the Mayor

2. ADDRESS BY CHIEF EXECUTIVE

The Chief Executive gave a warm welcome to the new Council, provided an overview, and highlighted the important issues facing the current Council, and the importance of decision making moving forward.

**3. MAKING AND ATTESTATION OF DECLARATION OF MAYOR AND MEMBERS AND ADDRESS
BY MAYOR AND COUNCILLORS:**

The Chief Executive advised that the purpose of this report is to describe the process for receiving the declarations of the Mayor and Councillors.

The Mayor completed her statutory declaration, witnessed by the Chief Executive, and received the Mayoral Chains.

Her Worship gave a brief, warm welcome to all attending, thanked all who ran for Council, and expressed that she is looking forward to working collaboratively with elected members and council staff to face the challenges ahead.

All Councillors completed their statutory declaration, witnessed by Her Worship the Mayor, and then each provided an address to the meeting.

Moved Cr Cassin, seconded Cr Burden and **Resolved** that:

1. The report be received
2. The Mayor and elected members publicly made their declarations.

After the swearing in ceremony, the meeting proper commenced with the Statutory Business of the Inaugural Council Meeting.

Members Present:

Chairperson	Her Worship the Mayor	
Members	Cr Gillett (Deputy)	
	Cr Cassin	Cr Neale
	Cr Davidson	Cr Burden
	Cr Baird	Kw Madgwick
	Cr Manera	Kw Tumahai

STAFF PRESENT

S. Bastion, Chief Executive; T.A. Cook, Group Manager: Regulatory and Community Services; S. Baxendale, Group Manager: District Assets; E. Rae, Strategy and Communications Advisor; S. Johnston, Governance Administrator.

5. Appointment of Deputy Mayor

The Chief Executive advised that The purpose of this report is to inform Council that the Mayor has appointed the Deputy Mayor under Section 41A Role and powers of Mayor, Local Government Act 2002.

Moved Cr Neale, seconded Cr Baird and **Resolved** that:

1. The Report to Council – Appointment of Deputy Mayor be received.

6. Standing Orders

The Chief Executive advised that the purpose of this report is to provide Council information on the adoption of Standing Orders/Nga Tikanga Whakahaere Hui for the conduct of meetings of Council and its committees.

Cr Neale commented that it was recommended in Standing Orders that Council adopts Standing Orders later in the term to give the new Council time to get familiar with the document and system and sought reassurance that there would be an opportunity to update and or revisit the Standing Orders should councillors wish to.

The Chief Executive advised that should Councillors wish to change anything, that they can do so through the quorum to ensure it is something Council want to revisit.

Cr Davidson asked for further clarification regarding the Chairs Casting Vote change in Standing Orders.

The Chief Executive advised that if there were 4 Councillors for and 4 Councillors against an issue, that the Chair would not be the deciding vote. Her Worship the Mayors preference is that issues are worked through fully until consensus is achieved. This applies to all Committees and Sub-Committees.

Moved Cr Gillett, seconded Cr Neale and **Resolved** that:

1. The Report be received
2. Council adopts the revised LGNZ template for Westland District Council Standing Orders with the following amendments:

- **SO 15 Public Forums**

Remove:

The standing orders provide for a period of up to 30 minutes, or longer if agreed by the chair, for members of the public to address the meeting.

Replace:

That the Standing Orders provide the Mayor with the discretion to add an agenda item for public discussion. The applicant who wishes to speak must advise the Mayor 7 working days prior to the meeting date. The Mayor has full discretion to approve or not approve the applicant's request.

- **SO 13.7 Right to attend by audio or audio visual link**

That the standing orders enable members to join meetings by audio visual link noting that members joining by audio visual link cannot be counted for the purposes of a quorum. Refer Clause 25A S7 of the Local Government Act 2002.

- **SO 19.3 Chair's casting vote**

That the chair not be given the option of a casting vote.

- **SO 22.1 Options for speaking and moving motions**

That Council adopt as the default option for speaking and moving motions as follows:

Option B (SO 22.3). While limiting the ability of movers and seconders of motions to move amendments, this option allows any other member, regardless of whether they have spoken to the motion or substituted motion, to move or second an amendment.

7. Code Of Conduct

The Chief Executive advised that the purpose of this report is for Council to re-adopt a revised Elected Members Code of Conduct (Code of Conduct) for Westland District Council. This sets the ground rules for interaction at the Council table and gives explicit description of unacceptable behaviours.

Moved Cr Neale, seconded Cr Cassin and **Resolved** that:

1. The report be received.
2. Council adopt the Elected Members Code of Conduct including the policy for assessing breaches of the Code of Conduct as produced by LGNZ.

8. Declarations (Conflicts) Of Interest

The Chief Executive advised that the purpose of this report is to inform members about the following Declarations of Interest Statement that is included on order papers for Council and Committee meetings, and Clauses 20.7 and 20.8 of the Westland District Council Standing Orders.

Any member that has a perceived conflict of interest must declare this to Council, and not be involved in any decision making around that interest. The Chief Executive advised that there is a form that is to be completed regarding this.

Moved Cr Baird, seconded Cr Burden and **Resolved** that:

1. The report "Declarations (Conflicts) of Interest" be received.

9. Legislation Affecting Members

The Chief Executive advised that the purpose of this report is to summarise key legislation that affects elected members comprised of the following:

- Local Government Act 2022
- Local Government Act 1974
- Crimes Act 1961
- Secret Commissions Act 1910
- Local Authorities (Members' Interests) Act 1968
- Local Government Official Information and Meetings Act 1987
- Health and Safety at Work Act 2015
- The Protected Disclosures (Protection of Whistle-blowers) Act 2022.
- Financial Markets Conduct Act 2013
- Resource Management Act 1991
- Local Electoral Act 2001
- Local Government (Rating) Act 2002
- Te Ture Whenua Māori Act 1993

Moved Cr Cassin, seconded Cr Baird and **Resolved** that:

1. The report be received.

10. Structure Of Council Committees

The Chief Executive advised that the purpose of this report is to inform Council that the Mayor as exercised the powers under Section 41A Role and Powers of Mayor, Local Government Act 2002 for the establishment of committees for the 2023-2025 Triennium.

The Committee structure of this triennium sees only 2 standing committees:

- Risk and Assurance (with independent Chair)
- Chief Executive Review Committee

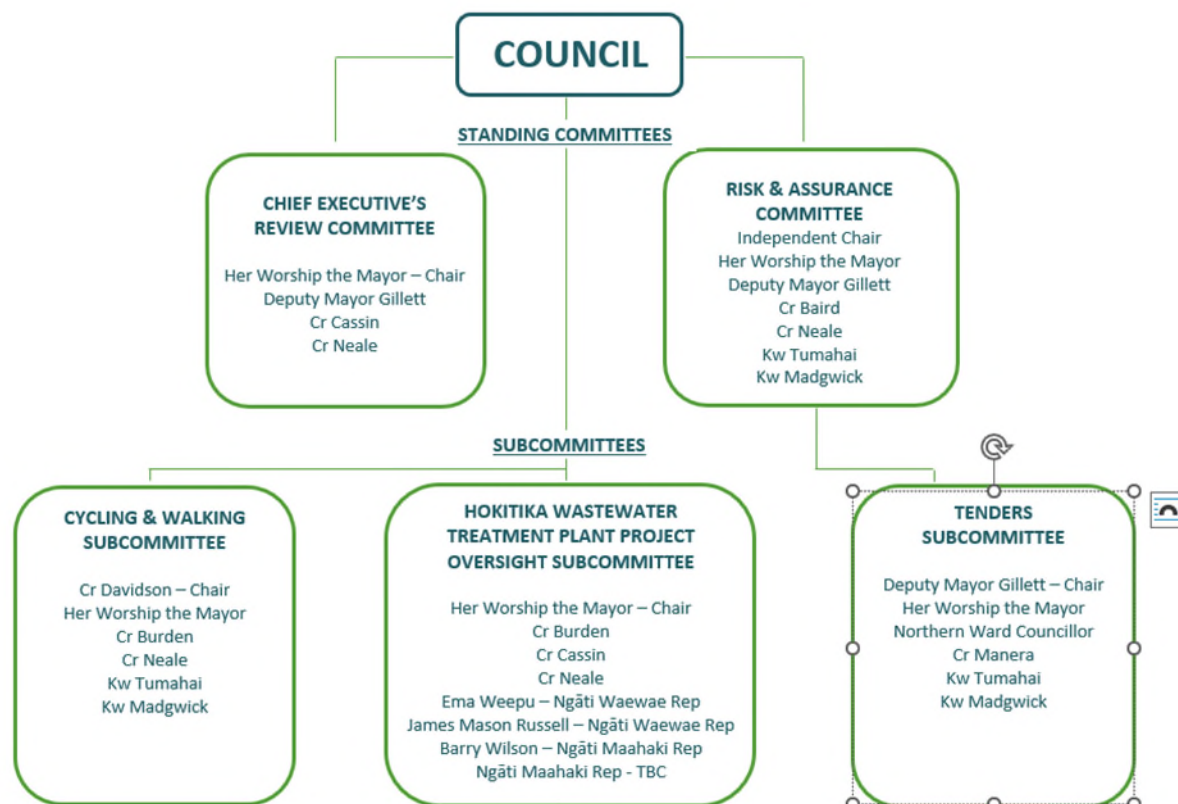
With only 3 Sub-Committees:

- Cycling & Walking Sub-Committee
- Hokitika Wastewater Treatment Plant Project Oversight Sub-Committee
- Tenders Committee (Sub-Committee of Risk and Assurance to meet as and when required).

Moved Cr Gillett, seconded Cr Baird and **Resolved** that:

1. The report be received.
2. Council adopts the Committee structure and membership as outlined below.
3. Council adopts the proposed meeting schedule for January 2023 to December 2023, attached as **Appendix 1** of these minutes.

Proposed Committee Members of Council Committees 2022 – 25 Triennium



11. Elected Members' Remuneration

The Chief Executive advised that the purpose of this report is to advise elected members of the remuneration pool and Mayor's remuneration as determined by the Remuneration Authority for the period beginning 1 July 2022 to 30 June 2023.

Cr Neale enquired as to why the Deputy Mayor's remuneration had increased by 45% and Councillors by 14%.

The Chief Executive advised that the function of the Deputy Mayor has a lot more responsibility than the previous Deputy position.

Her Worship also explained that due to what is coming up ahead with reforms, local government reviews, with the day-to-day workload and the rebuilding of relationship between Councillors, Council staff and the communities, that Her Worship expects the role and performance of the Deputy to increase considerably, which will enable the Mayor to work more effectively, and will also enable good communication to the Councillors from the Mayor's office.

Cr Cassin also questioned the justification to increase reimbursement from the remuneration authority, given the current economic reality.

Moved Cr Neale, seconded Cr Manera and **Resolved** that:

1. That Council receives the report.
2. That Council advise the Remuneration Authority of the changes to the Committee Structure, and the proposed allocation of the remuneration pool.

Office	Annual Rem	Total pool
Mayor	\$ 105,174	
Deputy Mayor	\$ 60,349	\$ 60,349
Councillor (no additional responsibility) x 6	\$ 26,522	\$ 185,651
Total pool (not including Mayor)		\$ 246,000

12. Proposed Schedule Of Ordinary Meetings For November/December 2022

The Chief Executive advised that the purpose of this report is to adopt a schedule of Council meetings for the remainder of 2022.

Moved Cr Neale, seconded Cr Burden and **Resolved** that:

1. That the report be received.
2. That Council adopts the schedule of meetings for the remainder of 2022 as follows:

Date	Meeting	Time
24 November	Council Meeting	1.00 pm
8 December	Council Meeting	1.00 pm

**DATE OF ORDINARY COUNCIL MEETING – 24 NOVEMBER 2022
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA**

MEETING CLOSED AT 2.07 PM

Confirmed by:

Mayor, Helen Lash
Chair

Date: 24 November 2022