



INAUGURAL COUNCIL MINUTES

MINUTES OF THE INAUGURAL COUNCIL MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA ON THURSDAY 24 OCTOBER 2019 COMMENCING AT 9.00 AM

1. KARAKIA TĪMATANGA

The Opening Karakia was read by Latham Martin.

STATUTORY BUSINESS

The Chief Executive chaired the welcome section of the meeting and gave a short address.

Declaration by His Worship the Mayor

His Worship the Mayor completed his statutory declaration, witnessed by the Chief Executive.

Welcome from Mayor Smith

His Worship the Mayor welcomed Councillors to the meeting and congratulated them on their election and re-election in the instance of Cr Martin, Cr Neale and Cr Carruthers.

The Mayor extended a warm welcome to the family and friends of the Councillors.

The Mayor then gave his opening speech.

Address by Mayor and Councillors

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

The meeting adjourned for Council photos, followed by morning tea to meet and greet the Council staff at 10.35 am and reconvened at 11.00 am.

After the swearing in ceremony and morning tea, the Mayor and Councillors were then seated at the Council table, and the meeting proper commenced with the Statutory Business of the Inaugural Council Meeting.

MEMBERS PRESENT

Chairperson	His Worship the Mayor	
Members	Cr Carruthers (Deputy)	
	Cr Davidson	Cr Hart
	Cr Hartshorne	Cr Kennedy
	Cr Keogan	Cr Martin
	Cr Neale	Kw Tumahai

NGĀ WHAKAPAAHA APOLOGIES

Kw Rasmussen

Moved Cr Martin, seconded Cr Hartshorne and **Resolved** that the apology from Kw Rasmussen be accepted and received.

His Worship the Mayor asked that with Council's permission, a letter of condolence be written to Kw Rasmussen on the recent passing of her husband Ian.

STAFF PRESENT

S.R. Bastion, Chief Executive, L. Crichton, Group Manager: Corporate Services, T.A. Cook, Regulatory Services Manager; F. Scadden, Planning and Customer Services Manager; D.M. Maitland, Executive Assistant and Council Secretary, E. Rae, Strategy and Communications Advisor.

2. INTEREST REGISTER

The Interest Register was circulated and entries were completed.

3. MAKING AND ATTESTATION OF DECLARATION OF MAYOR AND MEMBERS

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

Moved Deputy Mayor Carruthers, seconded Cr Keogan and **Resolved** that the report "Making and Attesting Declaration of the Mayor" be received.

4. ADDRESS BY MAYOR AND COUNCILLORS

The Mayor and Councillors had completed this section of the meeting.

5. VOTING SYSTEM FOR CERTAIN APPOINTMENTS

The Chief Executive advised that the purpose of the report is to inform Council of the process for the election or appointment of the Deputy Mayor, the Chairperson and Deputy Chairperson of a Committee, and a representative of a local authority. Section 41A (3) of the Local Government Act 2002 empowers the Mayor:

a) To appoint a deputy mayor

- b) To establish committees of the territorial authority
- c) To appoint the chairperson of each committee established under paragraph (b), and, for that purpose, a mayor –
 - i. May make the appointment before the other members of the committee are determined; and
 - ii. May appoint himself or herself.

Moved Cr Martin, seconded Cr Neale and **Resolved** that the report "Voting System for Certain Appointments" be received and note that His Worship the Mayor had exercised his rights under Section 41A (3) of the Local Government Act 2002.

6. ELECTION OF DEPUTY MAYOR

The Chief Executive advised that the purpose of the report is to inform Council of the requirement to elect a Deputy Mayor under Clause 17 of Schedule 7 of the Local Government Act 2002 (the Act).

Section 41A of the Local Government Act 2002 empowers the Mayor to appoint the Deputy Mayor. His Worship the Mayor had exercised this right of appointment and accordingly had appointed Cr Carruthers as Deputy Mayor.

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

- A) The Report "Election of Deputy Mayor" be received.
- B) Council note that His Worship the Mayor had appointed Cr Carruthers as Deputy Mayor of Westland District Council.

7. STANDING ORDERS

The Chief Executive advised that the purpose of the report is to provide Council with information on the adoption of Standing Orders for the conduct of meetings of Council and its Committees; and that the preferred option ensures the Westland District Council Standing Orders reflect LGNZ amendments that take account of processes and procedures prescribed within legislation, while also enabling Council to determine inclusion and/or amendments to discretionary clauses.

Moved Cr Keogan, seconded Cr Kennedy and **Resolved** that:

- A) The report "Standing Orders" be received.
- B) Council adopt the Westland District Council Standing Orders as provided for under Option 1 (Reflecting LGNZ Amendments).

The following items were taken out of order for the Agenda papers:

9. CODE OF CONDUCT

The Chief Executive advised that the purpose of the report is to adopt a Code of Conduct for Westland District Council; and that the preferred option is that Council adopt the Code of Conduct Template produced by LGNZ that has been updated to reflect amendments in legislation and terminology, and also provided clearer

guidelines around the way breaches of the Code and complaints, should be managed.

The Chief Executive advised that receipt of a complaint under the Code, whether from a member (because the complaint involves the Mayor/Chair) or from the Mayor/Chair after an initial assessment, the Chief Executive will refer the complaint to an investigator selected from a list agreed at the start of the triennium. The CE advised that a report will come back to Council regarding a list of independent investigators.

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

- A) The report "Code of Conduct" be received.
- B) Council adopts the Code of Conduct template produced by Local Government New Zealand, attached to the Agenda as Appendix 1.

8. DECLARATIONS (CONFLICTS) OF INTEREST

The Chief Executive advised that the purpose of the report is to inform members about the 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.

Moved Cr Kennedy, seconded Cr Davidson and **Resolved** that the Report "Declarations (Conflicts) of Interest" be received.

9. LEGISLATION AFFECTING MEMBERS

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

- Local Government Act 2002
- Local Government Act 1974
- 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
- Crimes Act 1961
- Protected Disclosures Act 2000
- Financial Markets Conduct Act 2013
- Resource Management Act 1991
- Local Electoral Act 2001
- Local Government (Rating) Act 2002

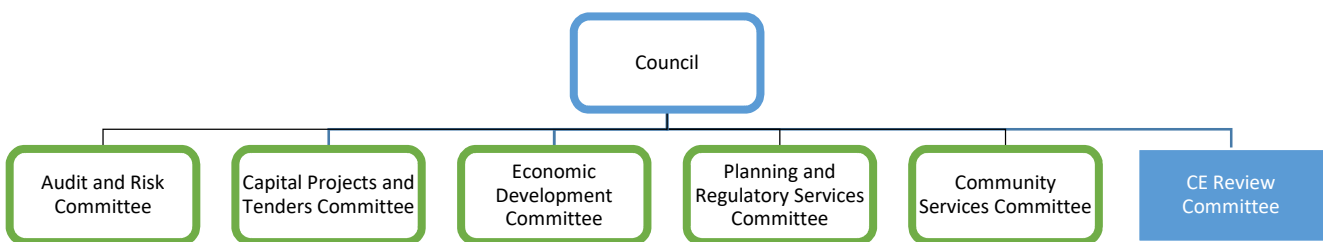
Moved Cr Martin, seconded Cr Hartshorne and **Resolved** that the Report "Legislation Affecting Members" be received.

10. STRUCTURE OF COUNCIL COMMITTEES

The Chief Executive advised that the purpose of the report is to provide recommendations to the new Council for the structure of Council Standing Committees for the 2019-2022 Triennium.

Moved Cr Keogan, seconded Cr Hartshorne and **Resolved** that:

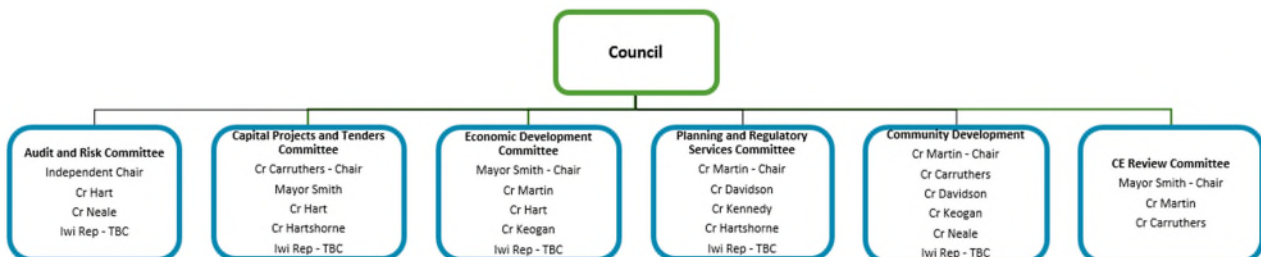
- A) Council adopt 5 Standing Committees (Audit and Risk, Capital Projects and Tenders, Economic Development, Planning and Regulatory Services, Community Development) and a CE's Review Committee noting the amendment of the name of the Community Services Committee to Community Development Committee:



- B) Council adopts the proposed meeting schedule provided in Appendix 2 of the report to Council with the meeting times of:

Meeting	Time
Council Meeting	1.00 pm
Audit and Risk Committee	3.00 pm
Capital Projects and Tenders Committee	3.00 pm
Economic Development Committee	3.00 pm
Planning and Regulatory Services Committee	3.00 pm
Community Development Committee	5.30 pm

- C) Council adopt the Committee Chairs and Membership as follows:



- D) Cr Davidson be appointed to the Capital Projects and Tenders Committee.

11. ELECTED MEMBERS REMUNERATION

The Chief Executive advised that the purpose of the report is to advise elected members of recommended changes to the remuneration which will be paid to members for the new term of the Council, as a consequence of changes proposed to the Committee Structure.

The Group Manager: Corporate Services then tabled an amended Elected Members Remuneration Schedule as follows:

Remuneration	From 18th October 2019	Day after official result	
Mayor	90,500		
Deputy Mayor	47,913		Deputy Mayor Carruthers + chair
Councillors	22,527		
Councillors	22,527		
Councillors	22,527		
Councillors	22,527		
Councillors	22,527		
Councillors	22,527		
Councillors Inc chair	37,255	Committee	Cr Martin + chair
Total pool (not inc Mayor)	220,330		
Cr Carruthers total	47,913		
Cr Martin total	37,255		

It was noted that staff will investigate remuneration of Iwi Representatives.

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

- A) Council receives the report "Elected Members Remuneration"
- B) Council advise the Remuneration Authority of the changes to the Committee Structure, and the proposed allocation of the remuneration pool as amended.
- C) Council provides a car as a Mayoral vehicle for Mayor Smith with full private use of the vehicle.

12. PROPOSED SCHEDULE OF MEETINGS FOR NOVEMBER/DECEMBER 2019

Moved Cr Hart, seconded Cr Keogan and **Resolved** that Council adopt the schedule of meetings for the remainder of 2019 as follows:

Date	Meeting	Time
31 October	Extraordinary Council Meeting to adopt the 2018-2019 Annual Report	3.00 pm
28 November	Council Meeting	1.00 pm
12 December	Council Meeting	1.00 pm

MEETING CLOSED AT 11.45 AM

Confirmed by:

Mayor Bruce Smith
Chair

Date

Simon Bastion
Chief Executive

Date

Date of next meeting: Extraordinary Council Meeting – 31 October 2019 at 3.00 pm