



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 23 OCTOBER 2025 COMMENCING AT 1.00 PM

The Council Meeting was live-streamed to the Westland District Council YouTube Channel and presentations were made available on the Council Website.

**1. KARAKIA TĪMATANGA
OPENING KARAKIA**

The opening Karakia was led by Kw Tumahai.

2. ADDRESS BY CHIEF EXECUTIVE

The Chief Executive welcomed the new Council, highlighted the important issues facing Council, and expressed that she looked forward to working with Council with integrity and to deliver tangible outcomes for the community.

3. MAKING AND ATTESTING TO THE DECLARATION OF THE MAYOR AND COUNCILLORS; AND

4. ADDRESS BY MAYOR AND COUNCILLORS

The Chief Executive explained the purpose of the report and the process of receiving the declarations of the Mayor and Councillors.

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

1.1. The report be received.

1.2. The Mayor and elected members publicly make their declaration.

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

Her Worship the Mayor offered a warm welcome to all attending, thanked all who ran for Council, and expressed that she was looking forward to working collaboratively with elected members and Council staff.

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

The livestream was paused to allow Councillors an opportunity for photos with family and friends.

The recording restarted at 1.47 pm and marked the commencement of the meeting proper with the Statutory Business of the Inaugural Council Meeting.

MEMBERS PRESENT AND APOLOGIES

Chairperson	Her Worship the Mayor
Deputy and Northern Ward Member:	Cr Burden
Northern Ward Members:	Cr Maitland, Cr Mackenzie
Hokitika Ward Members:	Cr Gillett, Cr Martin, Cr Walker
Southern Ward Members:	Cr Manera, Cr Munns
Iwi Representatives:	Kw Madgwick, Kw Tumahai

Staff present: B. Phillips, Chief Executive; N. Sinclair, Senior Administrator; A. Parris, Executive Assistant; N. Martin, Communications and Governance Administrator; J. Neill, IT Support Officer.

NGĀ WHAKAPAAHA APOLOGIES

There were no apologies.

5. APPOINTMENT OF DEPUTY MAYOR

A report was tabled at the meeting advising that Cr Reilly Burden had been appointed Deputy Mayor.

The Chief Executive advised that the purpose of the report was to inform Council that Her Worship the Mayor had appointed Cr Reilly Burden as Deputy Mayor, under Section 41A Role and Powers of Mayor, Local Government Act 2002.

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

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

6. STANDING ORDERS

The Chief Executive advised that the purpose of the report was to provide Council information on the adoption of Standing Orders for the conduct of meetings of Council and its committees.

Topics discussed:

- Council discussed retaining Public Forums in the Standing Orders to demonstrate trust and transparency to the public and community.
- Councillors were the representatives of the community, so they could report their concerns or requests back to Council, lessening the need for frequent Public Forums.
- The Chief Executive will investigate best practices and protocols around holding Public Forums from an operational viewpoint and report back to Council at their meeting on 27 November 2025.
- Discussed options around casting votes versus deliberative votes for the Chair.
- Option C was discussed for speaking and moving motions. It was viewed as providing a balance between flexibility and stability whilst maintaining democratic debate.

Moved Cr Walker, seconded Cr Munns that:

- 1.1 The report be received.
- 1.2 Council adopts the revised LGNZ template for Westland District Council Standing Orders with the following amendments:

- **SO 15 Public Forum**

The Chief Executive will look at best practice policies around holding Public Forums from an operational viewpoint and report back to the November 2025 Council meeting for review and adoption.

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

Council adopts the amendments outlined in the report as follows:

Remove:

That the standing orders enable members to join meetings by audio visual link. Please note 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.

Replace:

Provided the conditions in Standing Orders 13.11 and 13.12 are met:

- a) Members of the council and its committees have the right to attend meetings by electronic link unless they have been lawfully excluded.
- b) Members of the public, for the purpose of a deputation or public forum, approved by the chairperson, have the right to attend meetings by electronic link, unless they have been lawfully excluded.

- **SO 19.3 Chairperson has a casting vote**

The Chief Executive will seek information from the Local Government New Zealand (LGNZ) on SO 19.3, Chairperson has a casting vote, and report back to the November 2025 Council meeting for review and adoption.

Remove

That the chair be given the option of a casting vote.

Replace

The Mayor, chairperson, or any other person presiding at a meeting, has a deliberative vote and, in the case of an equality of votes, has a casting vote.

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

Council adopt Option C (SO 22.4) as the default option for speaking and moving motions:

Option C (SO 22.4) is the least formal. It gives members more flexibility by removing the limitations on movers and seconders speaking, which exist in the other two options.

- After seeking advice from a policy adviser at LGNZ, the Chief Executive advised that the Standing Orders need to be agreed by Council.
- The LGNZ Standing Orders and Code of Conduct were being revised and will be due for release in February 2026. Council may wish to adopt the current Standing Orders in the interim and review for adoption the revised Standing Orders in February 2026.

Moved Cr Burden, seconded Cr Walker and **Resolved** that the above motion be *withdrawn*. All members were in agreement that the motion be withdrawn.

Moved Cr Maitland, seconded Cr Walker by way of amendment that:

1.1 The report be received.

1.2 The Council adopts the revised LGNZ template for Westland District Council Standing Orders with the following amendments:

- **SO 15 Public Forums**

The Chief Executive will look at best practice protocols around holding Public Forums from an operational viewpoint and report back to the November 2025 Council meeting for review and adoption.

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

Council adopts the amendments outlined in the report as follows:

Remove

That the standing orders enable members to join meetings by audio visual link. Please note 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.

Replace

Provided the conditions in Standing Orders 13.11 and 13.12 are met:

- c) Members of the council and its committees have the right to attend meetings by electronic link unless they have been lawfully excluded.
- d) Members of the public, for the purpose of a deputation or public forum, approved by the chairperson, have the right to attend meetings by electronic link, unless they have been lawfully excluded.

- **SO 19.3 Chairperson has a casting vote**

Council adopts the following amendments:

Remove

That the chair be given the option of a casting vote.

Replace

The Mayor, chairperson, or any other person presiding at a meeting, has a deliberative vote and, in the case of an equality of votes, has a casting vote *but only in an event to meet a statutory requirement.*

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

Council adopt Option C (SO 22.4) as the default option for speaking and moving motions:

Option C (SO 22.4) is the least formal. It gives members more flexibility by removing the limitations on movers and seconders speaking which exist in the other two options.

The amendment was put to the meeting and was carried.

The amendment became the substantive motion, was put to the meeting and was carried unanimously.

7. CODE OF CONDUCT

Her Worship the Mayor advised that the purpose of the report was for Council to re-adopt the Elected Members Code of Conduct (Code of Conduct) for Westland District Council. The Code of Conduct sets boundaries on standards of behaviour and provides a means of resolving situations when elected members breach those standards.

Moved Cr Walker, seconded Cr Maitland and **Resolved** that:

- 1.1 The report be received.
- 1.2 Council re-adopt the Elected Members Code of Conduct, including the policy for assessing breaches of the Code of Conduct as produced by LGNZ.

8. DECLARATION (CONFLICTS) OF INTEREST

Her Worship the Mayor explained that the report was designed to maintain natural justice and to ensure that elected members' decisions were not affected by any personal motive, and was governed by the Local Authorities (Members' Interest Act 1968).

Any member who has a perceived conflict of interest must declare this to Council and not be involved in any decision-making around that interest.

The Declaration of Interest form was circulated to Councillors prior to the Council meeting. Once returned, the information of each Councillor would be collated into one form, which would be updated as required through the triennium by Councillors.

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

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

Cr Manera left the meeting at 2.27 pm and returned at 2.28 pm.

9. LEGISLATION AFFECTING MEMBERS

The Chief Executive advised that the purpose of the report was to summarise key legislation that affects elected members, comprising 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 Gillett, seconded Cr Mackenzie and **Resolved** that:

- 1.1 The Legislation Affecting Members report be received.

10. 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 2025 to 30 June 2026.

- The Deputy Mayor's remuneration was determined by the level of responsibility, leadership and heightened expectations of workload compared to the role of Councillors.

- As per the report, the Mayor's salary was \$121,261 which had been established separately by the Remuneration Authority.

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

- 1.1 Council receives the report.
- 1.2 Council advise the Remuneration Authority of the changes to the Committee Structure, and the proposed allocation of the remuneration pool.

Office	Annual Remuneration	Total Charge
Deputy Mayor x 1	\$57,587	\$57,587
Councillor x 7	\$32,246	\$225,722
Total Pool		\$ 283,309

2. 2024/2025 ANNUAL REPORT ADOPTION PROCESS

This item was taken out of order to the agenda.

The Chief Executive provided a verbal update on the process and timeline for adopting Westland District Council's 2024-2025 Annual Report.

- A combination of election timing and audit scheduling had created complexity and challenges in meeting statutory deadlines, and as a result, Council would not meet their legislative adoption date of 30 October 2025.
- Council would technically be in breach of the Local Government Act 2002.
- The report would be adopted at the 27 November 2025 Council meeting.
- The Director Appointment for Westroads Ltd report would be discussed at the 27 November 2025 Council meeting in the Public Excluded Section of the meeting.

3. PROPOSED MEETING SCHEDULE FOR REMAINDER OF 2025

The Proposed Meeting Schedule for the Remainder of 2025 report was tabled at the meeting.

- It was a requirement of the Local Government Act 2002 to determine the date of the first ordinary meeting of the Council at the Inaugural Council meeting.
- The report demonstrated the agreed dates of Council meetings for the remainder of 2025.
- The structure of Council meetings and timetable of Council, standing committee and subcommittee meetings going forward will be presented at the 27 November 2025.
- Amendments to the report circulated in the agenda were outlined in the table below, and as follows:

Paragraph 8.1 to read: *Council would meet two times before the end of 2025.*

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

- 1.1 The report be received.
- 1.2 Council adopts the schedule of meetings for the remainder of 2025 as follows:

Date	Meeting	Time
30 October	Extraordinary Council Meeting: Director Appointment for Westroads Ltd	1.00 pm
27 November	Council Meeting	1.00 pm
18 December	Council Meeting	1.00 pm

MEETING CLOSED AT 2.57 PM

**DATE OF THE FIRST ORDINARY COUNCIL MEETING FOR THE NEW TRIENNIEUM
27 NOVEMBER 2025 AT 1.00 PM
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

Confirmed by:

**Mayor, Helen Lash
Chair**

Date: 27 November 2025

CONFIRMED