

**MINUTES OF THE INAUGURAL MEETING OF THE 13TH TERM OF WAIMAKARIRI DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA, ON WEDNESDAY 29 OCTOBER 2025, COMMENCING AT 9AM.**

**PRESENT**

Mayor D Gordon (Chairperson), Councillors T Bartle, B Cairns, W Doody, T Fulton, J Goldsworthy, B McLaren, N Mealings, S Powell, P Redmond and J Ward.

**IN ATTENDANCE**

J Millward (Chief Executive), S Nichols (Governance Manager), C Fowler-Jenkins (Governance Support Officer).

Approximately 40 family members and friends of the elected members, as well as members of the public, were present.

Tira-roa (Hipi) Reuben from Te Taumata o Ngāi Tūāhuriri extended a warm welcome to the Council and members of the public with a blessing and Waiata, to which the Council's Waiata Group responded with the Waimakariri District Council's Waiata. The Chief Executive then formally opened the meeting, acknowledging the significance of Ngāi Tūāhuriri's presence and blessing, which marked a meaningful and memorable commencement to the 13<sup>th</sup> term of the Waimakariri District Council.

**1. APOLOGIES**

Nil.

**2. MAYORAL DECLARATION**

*The Chief Executive invited Mayor-Elect D Gordon to read and sign the Mayoral declaration, as required by the Local Government Act 2002, Schedule 7, which was witnessed and signed by the Chief Executive.*

**Declaration by the Mayor:**

"I, Daniel Bruce Gordon, declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of Waimakariri District, the powers, authorities, and duties vested in, or imposed upon, me as [mayor or member] of the Waimakariri District Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

The Chief Executive vacated the chair, presented the Mayoral Chains and invited Mayor Gordon to chair the balance of the meeting.

**MAYORAL COMMENT**

Mayor Gordon expressed his gratitude to Te Taumata o Ngāi Tūāhuriri for their special welcome, noting the significance of the relationship between Ngāi Tūāhuriri and the Council, both institutionally and personally. He acknowledged the Council's Waiata Group and the Council Waiata, originally written and gifted by Ruahine Crofts in 2008.

Recognising the importance of the occasion, Mayor Gordon extended thanks to family members and friends in attendance, as well as members of his campaign team for their dedication during the election. He made special mention of Jim and Mary Gerard, acknowledging them as close personal friends and mentors.

Mayor Gordon paid tribute to those who had passed, reflecting that they would be proud of the newly elected Council's achievements. He shared that, in his 30 years of public service, this campaign had been among the most challenging and emphasised the need to move beyond campaign politics to focus on serving the best interests of the Waimakariri community.

He acknowledged J Millward for outstanding service to the district and thanked Council staff for their contributions. Mayor Gordon reaffirmed his commitment to working diligently for the community, remaining open and accessible, and striving for consensus among elected members. He expressed enthusiasm for building strong relationships around the Council table and acknowledged the Governance Team for their support preparing for the day's proceedings.

### **3. COUNCILLORS' DECLARATIONS**

Mayor Gordon invited the Councillors to read and sign the Councillor declaration individually, as required by the Local Government Act 2002, Schedule 7, which was witnessed and signed by the Mayor.

#### **Declaration by Council members:**

"I, (name), declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of Waimakariri District, the powers, authorities, and duties vested in, or imposed upon, me as Councillor of the Waimakariri District Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act."

Dated at: Rangiora on 29 October 2025

Signature:

Signed in the presence of:

[Mayor D Gordon].

The Councillors who read the oath were Tim Bartle, Brent Cairns, Wendy Doody, Tim Fulton, Jason Goldsworthy, Bruce McLaren, Niki Mealings, Shona Powell, Philip Redmond and Joan Ward.

### **4. CONFLICTS OF INTEREST**

Nil.

### **5. REPORTS**

#### **5.1 Local Government Act – First Meeting Following the Triennial General Election Requirements – J Millward (Chief Executive)**

J Millward took the report as read, and there were no questions from elected members.

Moved: Councillor Goldsworthy

Seconded: Councillor Doody

**THAT** the Council:

(a) **Receives** report No. 250805143520.

- (b) **Receives** legislative material in relation to the explanation of Statutory Requirements of an elected member, which has been circulated.
- (c) **Notes** that, under the Health and Safety at Work Act 2015, Officers (Councillors and the Chief Executive) are required to undertake due diligence activities to discharge their responsibilities under the Act and to ensure the Council has effective health and safety processes, procedures and culture in place.

**CARRIED**

5.2 **Elected Members Code of Conduct and Standing Orders** – S Nichols (Governance Manager)

S Nichols took the report as read, and there were no questions from elected members.

Moved: Councillor Redmond

Seconded: Councillor Cairns

**THAT** the Council:

- (a) **Receives** report No. 250805143556.
- (b) **Receives and Adopts** the Elected Members Code of Conduct document (Trim 230918145779).
- (c) **Receives and Adopts** the 2025 Council Standing Orders (Trim 250818151937).
- (d) **Notes** that the Council will review both the Code of Conduct and Standing Orders during 2026, subject to legislative changes.

**CARRIED**

5.3 **Appointment of Deputy Mayor** – Mayor D Gordon

Mayor Gordon noted that it was proposed that the role of Deputy Mayor be shared across the term through two separate appointments, each serving 18 months: first, Councillor Redmond, and then Councillor Mealings.

There were no questions from elected members.

Moved: Councillor Bartle

Seconded: Councillor McLaren

**THAT** the Council:

- (a) **Receives** report No 250805143652.
- (b) **Appoints** Councillor Philip Redmond as Deputy Mayor of the Waimakariri District Council from 29 October 2025 to 30 April 2027.
- (c) **Appoints** Councillor Niki Mealings as Deputy Mayor of the Waimakariri District Council from 1 May 2027 to 14 October 2028, being the end of the 2025-28 triennium.

**CARRIED**

5.4 **Ward Appointments to Rangiora-Ashley, Oxford-Ohoka, Woodend-Sefton and Kaiapoi-Tuahiwi Community Boards** – J Millward (Chief Executive)

J Millward took the report as read, and there were no questions from elected members.

Moved: Councillor Doody

Seconded: Councillor McLaren

**THAT** the Council:

- (a) **Receives** report No. 250805143711.
- (b) **Appoints** Councillors Wendy Doody, Jason Goldsworthy, Bruce McLaren and Joan Ward to the Rangiora-Ashley Community Board in accordance with Section 19F of the Local Electoral Act 2001.
- (c) **Appoints** Councillors Tim Fulton and Niki Mealings to the Oxford-Ohoka Community Board in accordance with Section 19F of the Local Electoral Act 2001.
- (d) **Appoints** Councillors Brent Cairns and Shona Powell to the Woodend-Sefton Community Board in accordance with Section 19F of the Local Electoral Act 2001.
- (e) **Appoints** Councillors Tim Bartle and Philip Redmond to the Kaiapoi-Tuahiwi Community Board in accordance with Section 19F of the Local Electoral Act 2001.
- (f) **Approves** the delegations for the Community Boards (S-DM 1041), (Trim 191017145497).
- (g) **Notes** that the Council can further review the delegations for Community Boards in the future.

**CARRIED**

5.5 **Committee Structure and Appointments** – Mayor Dan Gordon

Mayor Gordon acknowledged the challenge of balancing Councillors' requests and expressed appreciation to J Millward for his support throughout the process. Mayor Gordon also noted that each Councillor would have the opportunity to chair one of the standing committees during the term.

There were no questions from elected members.

Moved: Councillor Redmond

Seconded: Councillor Bartle

**THAT** the Council:

- (a) **Receives** report No. 250805143732.
- (b) **Notes** under section 41A of the Local Government Act, the Mayor has the power to establish Committees of the Council and to appoint the Chairperson of each Committee and may make the appointment before the other members of the Committee are determined and may nominate him/herself.
- (c) **Notes** Mayor Gordon is ex-officio on all committees and sub-committees of the Council pursuant to the Local Government 2002 Act.
- (d) **Establishes** the following Standing Committees:
  - (i) Audit and Risk (Standing Committee)
  - (ii) Community and Recreation (Standing Committee)
  - (iii) District Planning and Regulation (Standing Committee)
  - (iv) Utilities and Roading (Standing Committee)

- (e) **Approves** the delegations for the following Committees:
  - (i) Audit and Risk (Trim 190828120273)
  - (ii) District Planning and Regulation (Trim 190828120276)
  - (iii) Community and Recreation (Trim 190828120296)
  - (iv) Utilities and Roading (Trim 190828120303)
  - (v) District Licensing Committee (Trim 190828120307)
- (f) **Retains** the rotation of Chairperson for the Audit and Risk, Community and Recreation, District Planning and Regulation, and the Utilities and Roading Committees.
- (g) **Appoints** six (6) Councillors T Bartle, W Doody, T Fulton, J Goldsworthy, B McLaren and J Ward to the Audit and Risk Committee.
- (h) **Appoints** six (6) Councillors B Cairns, W Doody, B McLaren, N Mealings, S Powell, and P Redmond to the Community and Recreation Committee.
- (i) **Appoints** five (5) Councillors B Cairns, T Fulton, J Goldsworthy, N Mealings and P Redmond to the District Planning and Regulation Committee.
- (j) **Appoints five** (5) Councillors T Bartle, T Fulton, N Mealings, P Redmond and J Ward to the Utilities and Roading Committee.
- (k) **Appoints** Councillor J Goldsworthy as the First Chair of the Audit and Risk Committee to 31 October 2026.
- (l) **Appoints** Councillor B McLaren as Second Chair of the Audit and Risk Committee from 1 November 2026 to 31 October 2027.
- (m) **Appoints** Councillor J Ward as Third Chair of the Audit and Risk Committee from 1 November 2027 to 14 October 2028 being the end of the triennium term.
- (n) **Appoints** Councillor B Cairns as First Chair of the Community and Recreation Committee to 31 October 2026.
- (o) **Appoints** Councillor S Powell as Second Chair of the Community and Recreation Committee from 1 November 2026 to 31 October 2027.
- (p) **Appoints** Councillor W Doody as Third Chair of the Community and Recreation Committee from 1 November 2027 to 14 October 2028 being the end of the triennium term.
- (q) **Appoints** Councillor N Mealings as First Chair of the District Planning and Regulation Committee to 30 April 2027.
- (r) **Appoints** Councillor T Fulton as Second Chair of the District Planning and Regulation Committee from 1 May 2027 to the end of the triennium term on 14 October 2028.
- (s) **Appoints** Councillor P Redmond as First Chair of the Utilities and Roading Committee to 30 April 2027.
- (t) **Appoints** Councillor T Bartle as Second Chair of the Utilities and Roading Committee from 1 May 2027 to 14 October 2028, being the end of the triennium term.

- (u) **Establishes** the following Committees:
  - (i) Hearings Committee for Hearings, other than RMA Hearings
  - (ii) Code of Conduct Committee
  - (iii) Chief Executive Review Committee
  - (iv) District Licensing Committee
- (v) **Appoints** Councillors T Bartle, B Cairns, W Doody, T Fulton, J Goldsworthy, B McLaren, N Mealings, S Powell, P Redmond and J Ward to the Hearings Committee (other than RMA Hearings).
- (w) **Appoints** Councillor P Redmond as Chairperson, and Councillors B Cairns, W Doody, N Mealings and J Ward to the Code of Conduct Committee.
- (x) **Appoints** Mayor D Gordon as Chairperson, and Councillors J Goldsworthy, N Mealings, P Redmond and J Ward to the Chief Executive Review Committee.
- (y) **Notes** the Council decision of 3 September 2024 to reappoint Neville Atkinson as Commissioner and Deputy Chairperson to the District Licencing Committee (DLC), and to reappoint Councillors Philip Redmond Deputy Chairperson and Mr Jim Gerard as Commissioners.
- (z) **Notes** that the Commissioners' appointments are for five years or a lesser time by Council resolution at any time. Therefore, the District Licensing Committee will continue with membership of Commissioners until review in mid-2027.
- (aa) **Notes** the resignation of Paul Williams from the District Licencing Committee, effective from 21 October 2025 and acknowledges his contribution to the Committee.
- (bb) **Appoints** Councillors T Bartle, W Doody, J Goldsworthy, B McLaren, N Mealings to the District Licencing Committee.
- (cc) **Appoints** Mayor D Gordon to the Canterbury Civil Defence Emergency Management Group (CDEM) Joint Standing Committee.
- (dd) **Appoints** Mayor D Gordon, Councillors N Mealings and P Redmond to the Greater Christchurch Partnership.
- (ee) **Appoints** Mayor D Gordon to the Greater Christchurch Public Transport Joint Committee.
- (ff) **Appoints** Mayor D Gordon, Councillors N Mealings and P Redmond to Whakawhanake Kainga Committee, Urban Growth Partnership for Greater Christchurch.
- (gg) **Notes** Council-appointed Trustee positions remain in place for the balance of their term.
- (hh) **Notes** Membership to outside council groups, advisory and working parties will be subject to a separate report to Council in November/December 2025.

**CARRIED**

## 5.6 **Appointment of Portfolio Holders** – Mayor Dan Gordon

Mayor Gordon noted that he had carefully considered each Councillor's individual requests. Two new portfolios had been established as part of the process. He commented that the portfolio system had proven effective, enabling members to take leadership in specific areas and collaborate closely with staff. Mayor Gordon concluded by wishing his colleagues all the best for the upcoming term.

There were no questions from elected members.

Moved: Councillor Mealings

Seconded: Councillor Ward

**THAT** the Council:

- (a) **Receives** report No. 251024203467.
- (b) **Establishes** Portfolios for Councillors and **notes** the generic Portfolio Holder Role Description, with specific parameters to be defined by February 2026.
- (c) **Appoints** Mayor Gordon as Portfolio Holder of Iwi Relationships.
- (d) **Appoints** Mayor Gordon as Portfolio Holder of Government Reform.
- (e) **Appoints** Mayor Gordon as Portfolio Holder of Greater Christchurch Partnership.
- (f) **Appoints** Mayor Gordon as Portfolio Holder of Transport.
- (g) **Appoints** Councillor P Redmond as Portfolio Holder of Property.
- (h) **Appoints** Councillor W Doody as Portfolio of Housing.
- (i) **Appoints** the Deputy Mayor of the time as Portfolio Holder of International Relationships.
- (j) **Appoints** Councillor B Cairns as Portfolio Holder of Arts and Culture.
- (k) **Appoints** Councillor Mealings as Portfolio Holder of Climate Change and Sustainability.
- (l) **Appoints** Councillor N Mealings as Portfolio Holder of Solid Waste.
- (m) **Appoints** Councillor J Ward as Portfolio Holder of Audit, Risk, Annual/Long Term Plans.
- (n) **Appoints** Councillor S Powell as Portfolio Holder of Communications.
- (o) **Appoints** Councillor W Doody as Portfolio Holder of Customer Service.
- (p) **Appoints** Councillor B Cairns as Portfolio Holder of Greenspace (Parks, Reserves and Sports Grounds).
- (q) **Appoints** Councillor B McLaren as Portfolio Holder of Community Facilities (including Aquatic Centres, Multi-use Sports Stadium, Libraries/Service Centres, Town Halls, and Museums).
- (r) **Appoints** Councillor S Powell as Portfolio Holder of Community Development and Wellbeing.
- (s) **Appoints** Councillor B Cairns as Portfolio Holder of Business, Promotion and Town Centres.

- (t) **Appoints** Councillor T Bartle as Portfolio Holder of Mixed use and Business and Kaiapoi Development.
- (u) **Appoints** Councillor N Mealings as Portfolio Holder of District Planning.
- (v) **Appoints** Councillor J Goldsworthy as Portfolio Holder of Civil Defence and Regulation.
- (w) **Appoints** Councillor P Redmond as Portfolio Holder of Roothing.
- (x) **Appoints** Councillor T Fulton as Portfolio Holder of Drainage and Stockwater and Three Waters (Drinking Water, Sewer and Stormwater).
- (y) **Appoints** Councillor T Bartle as Portfolio Holder of Procurement (Efficiencies and Savings).
- (z) **Notes** that appointments and portfolios may be reviewed in November 2026 by the Council or at the discretion of the Mayor.
- (aa) **Circulates** a copy the outcome of this report to the Community Boards for their reference.

**CARRIED**

5.7 **Council Meeting Schedule November 2025 – December 2026** – Sarah Nichols (Governance Manager)

S Nichols took the report as read, and there were no questions from elected members.

Moved: Councillor McLaren

Seconded: Councillor Cairns

**THAT** the Council:

- (a) **Receives** report No 251026203484.
- (b) **Adopts** the following meeting schedule for the period from 1 November 2025 to 22 December 2026 (as outlined in Trim 251018198430).
- (c) Ordinary Council Meeting Dates commencing at 9am, generally on the first Tuesday of the month:

4 November 2025	2 December 2025		
3 February 2026	3 March 2026	31 March 2026	5 May 2026
2 June 2026	7 July 2026	4 August 2026	1 September 2026
6 October 2026	3 November 2026	1 December 2026	

Council meetings relating to (Draft) Annual Plan and Annual Report, including submissions and hearings:

27 and 28 January 2026 (Budgets)	17 February 2026 (Approval to Consult)	6 and 7 May 2026 (Hearings)
26 and 27 May 2026 (Deliberations)	16 June 2026 (Adoption Annual Plan)	23 June 2026 (Reserve Adoption)
6 October 2026 (Annual Report)	20 October 2026 (Reserve Annual Report)	26-29 January 2027 (LTP Budget)



- (d) **Adopts** the following meeting schedule for the period from 1 November 2025 to 22 December 2026 for Committees:
- (i) Audit and Risk Committee commencing at 9am on Tuesdays:
- |                  |                |                 |
|------------------|----------------|-----------------|
| 18 November 2025 |                |                 |
| 17 February 2026 | 17 March 2026  | 19 May 2026     |
| 16 June 2026     | 18 August 2026 | 20 October 2026 |
| 15 December      |                |                 |
- (ii) Utilities and Roading Committee generally at 9am on Tuesdays:
- |                  |                       |                 |
|------------------|-----------------------|-----------------|
| 25 November 2025 | 9 December 2025 (1pm) |                 |
| 10 February 2026 | 10 March 2026         | 14 April 2026   |
| 12 May 2026      | 9 June 2026           | 14 July 2026    |
| 11 August 2026   | 8 September 2026      | 13 October 2026 |
| 17 November 2026 | 8 December 2026       |                 |
- (iii) District Planning and Regulation Committee generally at 1pm on Tuesdays:
- |                  |                        |                 |
|------------------|------------------------|-----------------|
| 25 November 2025 | 16 December 2025 (9am) |                 |
| 10 February 2026 | 14 April 2026          | 9 June 2026     |
| 14 July 2026     | 11 August 2026         | 13 October 2026 |
| 15 December 2026 |                        |                 |
- (iv) Community and Recreation Committee at 1pm on Tuesdays:
- |                  |                   |                  |
|------------------|-------------------|------------------|
| 16 December 2025 |                   |                  |
| 17 February 2026 | 21 April 2026     | 16 June 2026     |
| 18 August 2026   | 15 September 2026 | 24 November 2026 |
- (v) Waimakariri District Licensing Committee at 9am generally on Mondays
- |                 |                  |                |                   |
|-----------------|------------------|----------------|-------------------|
| 3 November 2025 | 1 December 2025  |                |                   |
| 2 February 2026 | 2 March 2026     | 30 March 2026  | 4 May 2026        |
| 29 June 2026    | 27 July 2026     | 31 August 2026 | 28 September 2026 |
| 2 November 2026 | 30 November 2026 |                |                   |
- (e) **Notes** that this timetable does not preclude additional meetings being scheduled if required for matters of urgency, which will be advertised on the Council website.
- (f) **Notes** that workshops will be scheduled during 2026, on Tuesdays each month, as required and will be advertised on the Council website. Furthermore, each Committee may hold workshops at the conclusion of its scheduled meeting, if required, with topics listed in the Committee agenda.
- (g) **Notes** the Community Boards will adopt their own timetable at their meetings held during their inaugural meetings in October/November 2025.
- (h) **Notes** that no formal meetings are currently scheduled for Councillors on the weeks of 3 to 12 April, 27 June to 5 July, 24 October to 1 November, 7 November to 15 November and from 18 December 2026 to 24 January 2027.
- (i) **Circulates** a copy of the finalised meeting times to Ngāi Tūāhuriri partners and the Community Boards for their reference.

**CARRIED**

6. **QUESTIONS**

None.

7. **URGENT GENERAL BUSINESS**

None.

8. **NEXT COUNCIL MEETING**

The next scheduled Council meeting will be held on Tuesday, 4 November 2025, commencing at 9am in the Council Chambers, Rangiora Service Centre, 215 High Street, Rangiora.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 9.45AM.

CONFIRMED



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Chairperson  
Mayor Dan Gordon

4 November 2025

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Date