

**Minutes of the Emergency meeting of  
Kaipara District Council**

**Date:** Monday 23 March, 2020  
**Time:** 11:00 am.  
**Location:** Conference Room  
Northern Wairoa Memorial Hall  
Dargaville

**Members Present:** Mayor Jason Smith  
Anna Curnow  
Cr Jonathan Larsen (by phone)  
Cr Karen Joyce-Paki  
Cr Victoria del la Varis-Woodcock  
Cr Mark Vincent  
Cr Peter Wethey  
Cr Eryn Wilson-Collins  
**Apologies:** Cr David Wills

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**1. Opening**

**1.1 Karakia**

Cr Joyce-Paki opened the meeting with a Karakia.

**1.2 Apologies**

**Moved By:** Mayor Smith  
**Seconded By:** Cr Curnow

That the Kaipara District Council:

- a) Accepts the apology from Cr Wills.

**Carried**

### 1.3 Confirmation of agenda

The Council confirmed the Agenda.

**Moved By:** Mayor Smith

**Seconded By:** Cr Curnow

That the agenda for the 23 March 2020 Council meeting be confirmed.

**Carried**

### 1.4 Conflict of interest declaration

There were no conflicts declared.

## 2. Decision-making arrangements: COVID-19 Pandemic

**Moved By:** Mayor Smith

**Seconded By:** Cr Curnow

That Kaipara District Council:

- a) **Notes** that the Department of Internal Affairs is currently investigating drafting an Order in Council to amend the statutory requirement for a physical quorum to be present to constitute local authority meetings, allowing for meetings of Council to be held electronically
- b) **Notes** that if such an Order in Council were to be enacted, Kaipara District Council may further require an additional, more flexible urgent decision-making process
- c) **Delegates** the power to make urgent decisions on behalf of the Council or its committees, to the Mayor, Deputy Mayor and Councillor Wethey (or a substituted elected member should one of the three members listed become incapacitated)
- d) **Notes** that the above delegation (c) will only be used for decisions which;
  - i. are urgent, and
  - ii. are recommended to decision-makers by the Chief Executive, and
  - iii. are to be made in a period where it is not possible to convene a physical or electronic Council meeting due to the COVID-19 situation and
  - iv. Council is statutorily able to delegate

- e) **Notes** that when the urgent decision-making process is exercised, instances will be reported to the first subsequent Council or relevant committee meeting
- f) **Notes** that where statute states that decision-making cannot be delegated, arrangements will be made to delay the decision until a Council meeting can be convened in a manner that ensures the health and wellbeing of people involved
- g) **Approves** the budgeted financial delegation of the Chief Executive be increased to up to \$1 million to ensure contractual arrangements can continue to be met and established, only when it is not possible to convene a decision making meeting of Council, and the matter is of a time critical and urgent nature
- h) **Agrees** that the above delegation (g) is provided for expenditure that is included in the Council's current approved Long-term Plan and budgeted for the year it is to be spent over the period
- i) **Approves** an unbudgeted financial delegation of up to \$100,000 for the Chief Executive to ensure efficient management of unforeseen operational expenses due to COVID-19
- j) **Agrees** that all delegations (recommendations c, g and i) will remain in force until the pandemic is declared over, or advice is received from the Government instructing all government agencies and authorities to return to normal business status, or Council decides to do so
- k) **Notes** that the delegation provided to Councillor Curnow in December 2019 to declare a state of local emergency in the event the Mayor may be unavailable, remains in force.

**Carried**

### **3. Closure**

Cr Joyce-Paki closed the meeting with a Karakia.

**This meeting closed at 12.20 pm.**

**Kaipara District Council**

**Dargaville**