

# **Urgent decision-making over the Christmas-New year recess period**

**Meeting:** Kaipara District Council  
**Date of meeting:** 16 December 2020  
**Reporting officer:** Jason Marris, GM Transformation and Engagement

## **Purpose/Ngā whāinga**

To agree urgent decision-making delegations over the 2020/2021 Christmas-New Year period.

## **Executive summary/Whakarāpopototanga**

To ensure business continuity, it is important to be able to make urgent decisions over the Christmas-New Year recess period. This report is seeking delegation to any two of either the Mayor or Deputy Mayor and one other Councillor to make any urgent decisions on behalf of the Council during the recess period. If the matter is a major one, an extraordinary or emergency meeting of the Council will be called.

The report also delegates the authority for Councillor Curnow to declare a state of local emergency in the event the Mayor is unavailable.

## **Recommendation/Ngā tūtohunga**

That the Kaipara District Council:

- a) Delegates the power to make urgent decisions on behalf of the Council or its committees between the last scheduled meeting in December 2020 and the first meeting of Council or relevant committee in 2021 (the recess period) to any two of either the Mayor or Deputy Mayor and one other Councillor.
- b) In the event the Mayor and Deputy Mayor are both absent at the same time, delegates the power to make urgent decisions on behalf of Council or its committees over the recess period to any two Councillors.
- c) Notes that if it is considered necessary, an extraordinary or emergency meeting of the Council will be called during the recess period.
- d) Notes that if the urgent decision-making process is exercised, the instances will be reported to the first Council or relevant committee meeting, in 2021.
- e) Delegates Councillor Curnow the authority under section 25(5) of the Civil Defence Emergency Management Act 2002 to declare a state of local emergency in the event the Mayor is unavailable over the recess period.

## **Context/Horopaki**

The last Council meeting for decision-making is on 16 December 2020 with the first decision-making meeting scheduled for 24 February 2021. The recess period is the period after the 16 December Council meeting and the first meeting of Council or relevant Committee in 2021.

Over this recess period, there is a need to have a decision-making process in place to respond to any urgent matters in a timely and effective manner.

This report seeks delegation for any two of either the Mayor or Deputy Mayor and one other Councillor to make urgent decisions over the recess period. This is the same delegation that was agreed by Council for the previous years' recess period.

The process will only apply to urgent decisions, with non-urgent decisions to be referred to the appropriate committee or full council meeting scheduled in 2021.

If the matter is a major one, an extraordinary or emergency meeting of the Council will be called and the urgent decision-making provision won't be used.

Any urgent decision will be reported to the first scheduled meeting of Council or the appropriate Committee in the new year for information.

In March 2020, as part of the immediate COVID19 situation, Council also agreed an urgent decision-making delegation, which remains in place when there is a current pandemic notice. For clarity, that delegation only applies if Council is unable to meet physically or electronically due to the COVID19 situation. The urgent decision-making delegation being sought by this report is therefore not affected by this delegation.

The Mayor of the Kaipara District has the power to declare a state of local emergency. However, it is recommended that Council also delegate the authority to Councillor Curnow (the Council appointed civil defence representative) should the Mayor not be available.

## **Discussion/Ngā kōrerorero**

### **Options**

**Option 1:** Approve the delegation as presented. This will allow business continuity to occur for any unforeseen urgent decisions as needed and is the recommended option.

**Option 2:** Not approve the delegation. This would mean that for any urgent decision an extraordinary or emergency council meeting would need to be called during the recess period.

## **Significance and engagement/Hirahira me ngā whakapāpā**

The decisions or matters of this report do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via agenda publication on the website.

## **Next steps/E whaiake nei**

If approved, the process will be implemented and used for any urgent decisions that are required during the recess period.