

# **Decision-making over the 2019/2020 Christmas recess period**

**Meeting:** Kaipara District Council  
**Date of meeting:** 11 December 2019  
**Reporting officer:** Gavin Dawson, Governance Advisor

## **Purpose/Ngā whāinga**

To establish and agree on a process to be used for urgent decisions over the 2019/2020 Christmas-New Year period ("the recess period").

## **Recommendation/Ngā tūtohunga**

That the Kaipara District Council:

1. Delegates the power to make urgent decisions on behalf of the Council or its committees between the last scheduled meeting in December 2019 and the first meeting of Council or relevant committee in 2020 (the recess period) to the Mayor and Deputy Mayor.
2. Notes that if it is considered necessary, an extraordinary meeting of the Council will be called during the recess period.
3. Notes that if the urgent decision-making process is exercised, the instances will be reported to the first Council or relevant committee meeting, in 2020.
4. Designates 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

## **Discussion/Ngā kōrerorero**

Over the recess there is a need to have a decision making process to respond to any urgent matters in a timely and effective manner. Recess would start on Thursday 12 December and end when the first full Council meeting is scheduled to take place.

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 2020.

If the matter is a major one, an extraordinary meeting of elected members will be called.

The Mayor of the Kaipara District has the power to declare a state of local emergency throughout the recess. However, it would be useful for the Council to appoint a delegate should the Mayor not be available at the time.

## **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 on the website.

Gavin Dawson, 3 October 2019.