

Urgent decision-making over the Christmas-New year recess period 22-23

Meeting: Kaipara District Council
Date of meeting: 14 December 2022
Reporting officer: Jason Marris, Interim Chief Executive

Purpose | Ngā whāinga

To agree urgent decision-making delegations over the 2022/2023 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 Lambeth to declare a state of local emergency in the event the Mayor is unavailable.

Recommendation | Ngā tūtohunga

That 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 2022 and the first meeting of Council or relevant committee in 2023 (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 2023.
- e) Delegates Councillor Lambeth 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 14 December 2022, with the first decision-making meeting scheduled for 22 February 2023. The recess period is the period after the 14 December Council meeting and the first meeting of Council or relevant Committee in 2023.

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 the previous Council for the prior years' recess period. In previous years, the delegations have not been required.

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 2023.

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.

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 Lambeth (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 are considered to have a low degree of significance in accordance with Council's Significance and Engagement Policy. No feedback is required, and the public will be informed of Council's decision via the agenda and minutes publication of this meeting, on the website and through other channels if appropriate.

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.