



EMERGENCY COUNCIL MEETING MINUTES

MINUTES OF AN EMERGENCY COUNCIL MEETING OF THE WESTLAND DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON TUESDAY 24 MARCH 2020 COMMENCING AT 3.00 PM

1. MEMBERS PRESENT AND APOLOGIES

Chairperson	His Worship the Mayor	
Members	Deputy Mayor Carruthers (Zoom)	
	Cr Davidson	
	Cr Hart	Cr Keogan
	Cr Martin	Cr Neale
	Kw Tumahai (Zoom)	

STAFF PRESENT

S.R. Bastion, Chief Executive; L. Crichton, Group Manager: Corporate Services; L. Sparks, Group Manager District Assets; T. Cook, Regulatory Services Manager; D. Maitland; Executive Assistant and Council Secretary; E. Rae, Strategy and Communications Advisor.

2. NGĀ WHAKAPAAHA APOLOGIES

Cr Hartshorne, Cr Kennedy, Kw Madgwick.

Moved Cr Neale, seconded Cr Hart and **Resolved** that the apologies from Cr Hartshorne, Cr Kennedy and Kw Madgwick be received and accepted.

3. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

His Worship the Mayor advised that the Interest Register was available in Microsoft Teams and also available on the Council table. There were no updates to the Interest Register.

4. EMERGENCY PROVISIONS FOR COVID-19

The Chief Executive advised that the purpose of the report is to establish an Emergency Committee, with membership of three (3), consisting of the Mayor, Deputy Mayor and one other Councillor, whose area of responsibility aligns to the matter of urgency in the first instance; or in the second instance is available.

The issue has arisen from the current situation with regard to COVID-19 as it continues to evolve. Council is asked to consider extraordinary measures for emergency decision-making and governance processes and approve special delegations in the event of the Chief Executive being unable to perform their

duties.

The Chief Executive advised that due to COVID-19 there are a number of staff that are now working remotely, with some Council staff having been stood down. Most of the Council operations are now being run remotely by staff working from home. The core Council assets of 3 waters, roading and solid waste management are still being actively managed.

Councillors had been circulated with a copy of the Pandemic Plan for Westland District Council.

Councillors asked for a weekly update with the Executive Team regarding the COVID-19 situation.

Council's media platforms will be utilised to share information on the evolving COVID-19 situation, and also any effects there may be on the Council's operations.

Moved Cr Hart, seconded Cr Neale and **Resolved** that the following be adopted:

- A) Council receives the report from the Chief Executive, and its Appendices as tabled.
- B) Council note that any legislative change to remove the requirement that Councillors meet "in person" in order to satisfy a quorum is likely to take some weeks.
- C) Council agree that in the event there is a legislative change to enable those attending via audio or audio-visual link to be counted as present for the purposes of the quorum, the following standing orders be amended:
 - a) Standing Order 13.9
Standing Orders be amended to read:
 - Members who attend meetings by audio or audio-visual link will be counted as
 - present for the purposes of a quorum. The member attending by audio or
 - audio-visual link can vote on any matters raised at the meeting.
- D) Council note that the Epidemic Preparedness Act 2006 process to modify legislation has not yet been commenced.
- E) Council establishes an Emergency Committee, with a membership of three (3), consisting of the Mayor as Chair, Deputy Mayor and one other Councillor, whose area of responsibility aligns to the matter of urgency in the first instance; or in the second instance is available.
- F) Council adopts the Emergency Committee's Terms of Reference as tabled, and under clause 32 of Schedule 7 of the Local Government Act 2002 delegates to the Emergency Committee all Council's functions, responsibilities, duties and powers that cannot be exercised by the Council using its standard processes and procedures due to a pandemic, other natural disaster or state of emergency, except for those that:

- Have been delegated to staff.
 - Cannot be delegated pursuant to clause 32 of Schedule 7 of the Local Government Act 2002, or pursuant to any other legislation.
- G) The Local Governance Statement be updated.
- H) That for the purposes of the COVID-19 emergency, Council delegates to the Mayor, in conjunction with the Deputy Mayor, the authority to activate the Emergency Committee and by resolution of the Emergency Committee, suspend all other committees and sub-committees of Council, and temporarily amend the Terms of Reference of all other committees and sub-committees of Council.
- I) That for the purposes of the COVID-19 emergency, approves the Chief Executive's financial delegation be set at \$1million, to allow for any unanticipated urgent expenditure. Any such unanticipated expenditure to be reported back to the Emergency Committee.
- J) Council delegates the authority and powers of the Chief Executive to:
- a) Te Aroha Cook, Regulatory Services Manager as Acting Chief Executive, in the event that the Chief Executive is unable to fulfil his duties due to COVID-19; and
 - b) Agree where the delegated Acting Chief Executive is unable to fulfil such duties due to COVID-19, the Chief Executive's delegated authority and powers will be delegated to the next designated Group Manager:
 - Lesley Crichton, Group Manager: Corporate Services
 - Louis Sparks, Group Manager: District Assets.
- K) Council agree that any decision made pursuant to the delegation set out in clause I) above will be binding on the Council.

**26 MARCH 2020 - ORDINARY COUNCIL MEETING CANCELLED
DUE TO COVID-19**

NEXT ORDINARY COUNCIL MEETING: 23 APRIL 2020

MEETING CLOSED AT 3.30 PM

Confirmed by:



Mayor Bruce Smith
Chair

Date: 23.07.20