



**I give notice that
a Taupo Airport Authority Committee Meeting will be held on:**

Date:	Monday, 13 February 2017
Time:	11.00am
Location:	Taupo Airport ANZAC Memorial Drive Taupo

AGENDA

MEMBERSHIP

Chairperson

Deputy Chairperson

Members

Mr Chris Johnston
Mr John Funnell
Mrs Kathy Guy
Mayor David Trewavas
Cr Rosanne Jollands
Cr Christine Rankin

Quorum

**Gareth Green
Chief Executive Officer**

Order Of Business

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- 12 October & 30 November 201611

4.1 ELECTION OF CHAIRPERSON

Author: Tina Jakes, Democracy & Community Engagement Manager

Authoriser: John Ridd, Group Manager: Business and Technology

PURPOSE

To enable the election of a chairperson for the Taupō Airport Authority Committee as required by Local Government Act Schedule 7.

DISCUSSION

It is a requirement under the Local Government Act 2002 that the Committee elect a chairperson at its first meeting following an election.

If there is more than one member nominated, then the following process should be followed:

Voting for Chairperson

Clause 25 of Schedule 7 of the Local Government Act 2002 sets out the voting systems that is to be used for certain appointments including the election or appointment of the chairperson as follows:

25. Voting systems for certain appointments

This clause applies to—

- (a) the election or appointment of the chairperson and deputy chairperson of a regional council; and*
- (b) the election or appointment of the deputy mayor; and*
- (c) the election or appointment of the chairperson and deputy chairperson of a committee; and*
- (d) the election or appointment of a representative of a local authority.*

[(2) If this clause applies, a local authority or a committee (if the local authority has so directed) must determine by resolution that a person be elected or appointed by using one of the following systems of voting:—

- (a) the voting system in subclause (3) ("system A");*
- (b) the voting system in subclause (4) ("system B").]*

[(3) System A —

- (a) requires that a person is elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee present and voting; and*
- (b) has the following characteristics:—*
 - (i) there is a first round of voting for all candidates; and*
 - (ii) if no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and*
 - (iii) if no candidate is successful in the second round there is a third, and if necessary subsequent, round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and*
 - (iv) in any round of voting, if 2 or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.]*

- (4) *System B—*
- (a) *requires that a person is elected or appointed if he or she receives more votes than any other candidate; and*
- (b) *has the following characteristics:*
- (i) there is only 1 round of voting; and
 - (ii) if 2 or more candidates tie for the most votes, the tie is resolved by lot.]

A 'lot' means that the Committee can either toss a coin, put the two names in a hat, draw straws or whatever other method the Committee determines in order to select the candidates in the event of an equality of votes.

The Committee must firstly determine whether System A or System B is to be used for the election process for the Chairperson. Once decided, the Committee must then proceed to call for nominations. Once nominations have closed, voting will take place using the option that the Committee has chosen.

In accordance with the requirements of the process Resolutions 1 and 2 must be taken separately.

CONCLUSION

At this inaugural meeting of the Committee, members are obliged to elect a chairperson.

RECOMMENDATION(S)

That the Taupo Airport Authority Committee:

1. determine the election process for _____ If required, confirms that System ___ be used to the Chairperson; and
2. Elects _____ as the Chairperson of the Taupō Airport Authority Committee for the 2016-2019 Triennium.

ATTACHMENTS

Nil

4.2 ELECTION OF DEPUTY CHAIRPERSON

Author: Tina Jakes, Democracy & Community Engagement Manager

Authoriser: John Ridd, Group Manager: Business and Technology

PURPOSE

To enable the election of a deputy chairperson for the Taupō Airport Authority Committee.

DISCUSSION

The Local Government Act 2002 Schedule 7 provides for committees to elect a deputy chairperson at its first meeting.

If there is more than one member nominated, then the following process should be followed:

Voting for Chairperson

Clause 25 of Schedule 7 of the Local Government Act 2002 sets out the voting systems that is to be used for certain appointments including the election or appointment of the chairperson as follows:

25. Voting systems for certain appointments

This clause applies to—

- (a) *the election or appointment of the chairperson and deputy chairperson of a regional council; and*
- (b) *the election or appointment of the deputy mayor; and*
- (c) *the election or appointment of the chairperson and deputy chairperson of a committee; and*
- (d) *the election or appointment of a representative of a local authority.*

[(2) If this clause applies, a local authority or a committee (if the local authority has so directed) must determine by resolution that a person be elected or appointed by using one of the following systems of voting:—

- (a) *the voting system in subclause (3) ("system A");*
- (b) *the voting system in subclause (4) ("system B").]*

[(3) System A —

- (a) *requires that a person is elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee present and voting; and*
- (b) *has the following characteristics:—*
 - (i) *there is a first round of voting for all candidates; and*
 - (ii) *if no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and*
 - (iii) *if no candidate is successful in the second round there is a third, and if necessary subsequent, round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and*
 - (iv) *in any round of voting, if 2 or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.]*

- (4) *System B—*
- (a) *requires that a person is elected or appointed if he or she receives more votes than any other candidate; and*
- (b) *has the following characteristics:*
- (i) there is only 1 round of voting; and
 - (ii) if 2 or more candidates tie for the most votes, the tie is resolved by lot.]

A 'lot' means that the Committee can either toss a coin, put the two names in a hat, draw straws or whatever other method the Committee determines in order to select the candidates in the event of an equality of votes.

The Committee must firstly determine whether System A or System B is to be used for the election process for the deputy chairperson. Once decided, the Committee must then proceed to call for nominations. Once nominations have closed, voting will take place using the option that the Committee has chosen.

In accordance with the requirements of the process Resolutions 1 and 2 must be taken separately.

CONCLUSION

At this inaugural meeting of the Committee, members are to elect a deputy chairperson.

RECOMMENDATION(S)

That the Taupo Airport Authority Committee:

1. determine the election process for _____ If required, confirms that System ___ be used to the Deputy Chairperson; and
2. Elects _____ as the Deputy Chairperson of the Taupō Airport Authority Committee for the 2016-2019 Triennium.

ATTACHMENTS

Nil

4.3 GENERAL MANAGER'S REPORT

Author: Michael Groome, General Manager Taupo Airport

Authoriser: John Ridd, Group Manager: Business and Technology

PURPOSE

The purpose of this report is to provide the Taupo Airport Authority Committee an overview of the airports operations year to date.

DISCUSSION

The highlights of the Airport Managers Report are:

- Passenger numbers over the November /December period increased by 3334 on the same period last year. This increase is primarily with Air New Zealand.
- Sounds Air loadings over the past year were averaging 62% but this dropped to 49% in January demonstrating that this flight is predominately a business service.
- The international charters market has been quiet this summer, with the airport handling fewer aircrafts than past summers. Most of the charter aircraft have been domestic aircraft operating out of Auckland.
- Aircraft movements in 2016 were slightly ahead year to date of the 2015 year by 1135

CONCLUSION

The Airport has seen a steady increase in activity year to date particularly with regards to commercial flights. The remainder of the year will involve significant planning in preparation for Councils and the Ministry of Transports long term planning process.

RECOMMENDATION(S)

That the Taupo Airport Authority Committee receives the General Manager's report.

ATTACHMENTS

1. Taupo Airport General Manager's Report - February 2017 [A1860986]



4.4 FINANCIAL PERFORMANCE REPORT - HALF YEARLY 2016

Author: Fiona Birkbeck, Financial Accountant

Authorised by: John Ridd, Group Manager: Business and Technology

PURPOSE

To receive the Taupō Airport Authority's half yearly financial performance report to 31 December 2016.

RECOMMENDATION(S)

That the Taupo Airport Authority Committee receives the 2016 Half Yearly Financial Performance report.

ATTACHMENTS

1. TAA Half Yearly Financial Performance Report to 31 December 2016 [A1858795] 

4.5 RECEIPT OF DRAFT STATEMENT OF INTENT 2017/18

Author: Fiona Birkbeck, Financial Accountant

Authorised by: Alan Menhennet, Group Manager: Finance and Strategy

PURPOSE

For the Committee to receive and adopt the draft Statement of Intent for the Taupo Airport Authority.

DISCUSSION

The Local Government Act 2002 places two key accountability requirements on CCTOs.

The first requirement is to produce and submit to Council a draft Statement of Intent (SOI) for the following year (before 1 March). The attached draft SOI has been circulated to members. Council will provide comments on the draft SOIs by 1 May and the final SOI is to be delivered to Council before 30 June.

The SOI sets out:

- i. The objectives
- ii. The performance measures and targets and other measures by which the performance of TAA may be judged in relation to its objectives.
- iii. The kind of information to be provided to the Council during the course of the financial year, including the information to be included in each half-yearly report
- iv. Any other matters that are agreed by the Council and TAA

The second is to produce a half-yearly report on the CCTO's operations for the first half of the financial year (July to December).

CONCLUSION

The Committee can receive and adopt, subject to any changes, the draft Statement of Intent for Taupo Airport Authority.

RECOMMENDATION(S)

That the Taupo Airport Authority Committee adopts the draft Statement of Intent of the Taupo Airport Authority for the 2017/18 financial year.

ATTACHMENTS

1. Draft Statement of Intent 2017/18 

4.6 HEALTH AND SAFETY

Author: Tina Jakes, Democracy & Community Engagement Manager

Authoriser: John Ridd, Group Manager: Business and Technology

PURPOSE

This item allows for discussion on matters relating to health and safety.

RECOMMENDATION(S)

That the Taupo Airport Authority Committee receives the information relating to health and safety.

ATTACHMENTS

Nil

5 CONFIDENTIAL BUSINESS

RESOLUTION TO EXCLUDE THE PUBLIC

I move that the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the local government official information and meetings act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
Agenda Item No: 5.1 Receipt of Unconfirmed Minutes of the Taupo Airport Operational & Safety Committee - 12 October & 30 November 2016	Section 7(2)(d) - the withholding of the information is necessary to avoid prejudice to measures protecting the health or safety of members of the public	Section 48(1)(a)(i)- the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 7

I also move that *[name of person or persons]* be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of *[specify]*. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because *[specify]*.