

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

<b>Date:</b>	<b>Monday, 17 February 2020</b>
<b>Time:</b>	<b>10.30am</b>
<b>Location:</b>	<b>Taupō Airport Anzac Memorial Drive Taupō</b>

# **AGENDA**

## **MEMBERSHIP**

**Chairperson** To be elected

**Deputy Chairperson** To be elected

**Members**

- Cr Kathy Guy
- Mr Chris Johnston
- Cr Christine Rankin
- Mayor David Trewavas
- Vacancy x 2 (Taupō Airport Authority User / Safety Groups)

**Quorum** 3

**Gareth Green**  
**Chief Executive Officer**

## Order Of Business

<b>1</b>	<b>Apologies</b>	
<b>2</b>	<b>Conflicts of Interest</b>	
<b>3</b>	<b>Confirmation of Minutes</b>	
	Nil	
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## 4.1 ELECTION OF CHAIRPERSON

**Author:** Tina Jakes, Head of Democracy, Governance and Venues

**Authoriser:** Gareth Green, Chief Executive Officer

### 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 Taupō Airport Authority Committee:

1. Confirms that System \_\_\_ be used to determine the election process for the Chairperson; and
2. Elects \_\_\_\_\_ as the Chairperson of the Taupō Airport Authority Committee for the 2019-2022 Triennium.

## **ATTACHMENTS**

Nil

**4.2 ELECTION OF DEPUTY CHAIRPERSON**

**Author:** Tina Jakes, Head of Democracy, Governance and Venues

**Authoriser:** Gareth Green, Chief Executive Officer

**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 Taupō Airport Authority Committee:

1. Confirms that System \_\_\_ be used to determine the election process for the Deputy Chairperson; and
2. Elects \_\_\_\_\_ as the Deputy Chairperson of the Taupō Airport Authority Committee for the 2019-2022 Triennium.

## ATTACHMENTS

Nil

**4.3 FINANCIAL PERFORMANCE REPORT - HALF YEARLY 2019**

**Author:** Fiona Birkbeck, Financial Accountant

**Authorised by:** Alan Menhennet, Head of Finance and Strategy

**PURPOSE**

To receive the Taupō Airport Authority's half yearly financial performance report to 31 December 2019.

**RECOMMENDATION(S)**

That the Taupō Airport Authority Committee receives the 2019 Half Yearly Financial Performance report.

**ATTACHMENTS**

1. Taupo Airport Authority 2019 Half-Yearly Financial Performance Report [⇒](#)

**4.4 RECEIPT OF DRAFT STATEMENT OF INTENT 2019/20**

**Author:** Fiona Birkbeck, Financial Accountant  
**Authorised by:** Alan Menhennet, Head of Finance and Strategy

**PURPOSE**

For the Committee to receive and adopt the draft Statement of Intent (SOI) for the Taupō Airport Authority.

**DISCUSSION**

The Local Government Act 2002 places two key accountability requirements on Council Controlled Trading Organisations (CCTOs).

The first requirement is to produce and submit to Council a draft Statement of Intent 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, 2020 and the final SOI is to be delivered to Council before 30 June, 2020.

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 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 requirement is to produce a half-yearly report on the CCTO's operations for the first half of the financial year (1 July to 31 December).

**CONCLUSION**

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

**RECOMMENDATION(S)**

That the Taupō Airport Authority Committee adopts the draft Statement of Intent of the Taupo Airport Authority for the 2019-2020 financial year.

**ATTACHMENTS**

1. Taupō Airport Authority Draft Statement of Intent 2019/20 [⇒](#)



**4.5 GENERAL MANAGER'S OPERATIONS REPORT**

**Author:** Kim Gard, Acting General Manager - Taupō Airport

**Authorised by:** John Ridd, Head of Economic Development and Business Transformation

**PURPOSE**

To provide the Taupō Airport Authority Committee with an overview of the Taupō Airport's operations year to date.

**RECOMMENDATION(S)**

That the Taupō Airport Authority Committee receives the Acting General Manager's Operations report as presented on February 17, 2020.

**ATTACHMENTS**

1. General Manager's Report - January 2020 [⇒](#)

**4.6 HEALTH AND SAFETY**

**Author:** John Ridd, Head of Economic Development and Business Transformation

**Authoriser:** Gareth Green, Chief Executive Officer

**PURPOSE**

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

**RECOMMENDATION(S)**

That the Taupō 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
<b>Agenda Item No: 5.1</b> Receipt of Unconfirmed Minutes of the Taupo Airport Operational & Safety Committee - January 21, 2020	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]*.