

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

<b>Date:</b>	<b>Monday, 22 June 2020</b>
<b>Time:</b>	<b>10.30am</b>
<b>Location:</b>	<b>Taupō Airport Anzac Memorial Drive Taupō</b>

# **AGENDA**

## **MEMBERSHIP**

<b>Chairperson</b>	Mr Chris Johnston
<b>Deputy Chairperson</b>	Cr Kathy Guy
<b>Members</b>	Cr Christine Rankin Mayor David Trewavas 1 x Vacancy
<b>Quorum</b>	3

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

## Order Of Business

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**3.1 TAUPŌ AIRPORT AUTHORITY COMMITTEE MEETING - 11 MAY 2020**

**Author:** Raeleen Rihari, Democratic Services Support Officer

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

**RECOMMENDATION(S)**

That the minutes of the Taupō Airport Authority Committee meeting held on Monday 11 May 2020 be confirmed as a true and correct record.

**ATTACHMENTS**

1. Taupō Airport Authority Committee Meeting Minutes - 11 May 2020

**4.1 TAUPŌ AIRPORT AUTHORITY FINANCIAL REPORTS - MAY 2020**

**Author:** Fiona Birkbeck, Financial Accountant

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

**PURPOSE**

To receive the Taupō Airport Authority's monthly financial year-to-date reports for the period ending 31 May 2020.

**RECOMMENDATION(S)**

That the Taupō Airport Authority Committee receives the financial reports for May 2020.

**ATTACHMENTS**

1. Taupo Airport Authority Financial Reports - May 2020

**4.2 PROPOSED AMENDMENT TO TAUPŌ AIRPORT AUTHORITY COMMITTEE TERMS OF REFERENCE**

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

**Authorised by:** Gareth Green, Chief Executive Officer

**PURPOSE**

This paper provides the opportunity for the Taupō Airport Authority Committee to review the Terms of Reference adopted by Council and provide an amendment for consideration by Council.

**EXECUTIVE SUMMARY**

Under the current terms of reference for the TAA (attached), the membership is made up of the following:

- Two Councillors
- One business representative
- One Taupō Airport User group representative
- One Taupō Airport Safety committee representative
- Mayor

The TAA Committee recommends to Council that it adopts the amended TAA Terms of Reference membership on the Committee; being the removal of representatives from the Taupō Airport Safety Committee (1) and the Taupō Airport User Group (1) and include an additional business representative or iwi/trust representative.

**RECOMMENDATION(S)**

That the Taupō Airport Authority Committee recommends to Council the following amendments to the Terms of Reference to the Taupō Airport Authority [A \_\_\_\_\_]

- The removal of representatives from the Taupō Airport Safety Committee (1) and the Taupō Airport User Group (1) and include an additional business representative or iwi/trust representative.

**BACKGROUND**

In November 2019 Council established and set the Terms of Reference for a number of Council committees, some of which included the appointment of external representatives.

The original Terms of Reference for TAA included representatives from the Taupō Airport Safety Committee (1) and the Taupō Airport User Group (1) nominated by the appropriate body and then appointed by Council.

These positions have not filled to date as the Airport Manager has been undertaking a review of the overall management and operations at the Airport.

**DISCUSSION**

The Airport Manager, in discussion with the Chairman have indicated that it is not essential to have a member of the Airport Safety Committee as part of the governance of the TAA committee. The reason for this is seen as the Safety Committee role is to provide advice of an operational nature to the TAA management and therefore should not have a role in the governance.

Those aspects that are of an operational nature would instead be reported via appropriate agenda items from the Airport Manager to the TAA committee. This would be consistent with “best practice”, as done by other airports and their boards.

The same reasons above apply to the Airport User group representation.

In order to ensure that there is a spread of skills and knowledge on the TAA committee, there is an option to include an additional business representative and/or an iwi/trust representative.

## OPTIONS

### Analysis of Options

#### Option 1. Amend the membership of TAA.

This option would reflect the change

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>Reflects that this committee operates at a governance level</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

#### Option 2. No change to the membership of TAA.

This option would reflect the interests of both Māori in the wider ward and the Pouākani Marae.

Advantages	Disadvantages
<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Committee would focus on operational matters</li> </ul>

## CONSIDERATIONS

### Alignment with Council's Vision

Council's vision is 'to be the most prosperous and liveable district in the North Island by 2022'. This is accompanied by a core set of values to underpin decision-making, the following of which are relevant to this particular proposal: Vibrant; Quality; and Resilient.

### Financial Considerations

External members appointed to Council committees will be eligible for a meeting allowance [\$200 per meeting] and vehicle mileage allowance.

### Legal Considerations

Appointments to Council committees can be made in accordance with Schedule 7, clause 31 of the Local Government Act 2002.

### Policy Implications

The Terms of Reference for Council committees provides for the appointment of external representatives.

The Appointment and Remuneration Policy adopted by Council on 26 November 2019 guides the selection and appointment process.

### Māori Engagement

Council is bound by various Acts to consult and/or engage with Māori, including a duty to act reasonably and in good faith as a Te Tiriti ō Waitangi partner. Equally, Council has a responsibility to develop and proactively foster positive relationships with Māori as key stakeholders in our district, and to give effect to the principles of Te Tiriti ō Waitangi including (but not limited to) the protection of Māori rights and their rangatiratanga over tāonga. While we recognise Māori in general, we also need to work side by side with the five ahi kaa / resident iwi of our district.

Although good faith does not necessarily require consultation, it is a mechanism for Council to demonstrate its existence and commitment to working together as district partners. Appropriately, the report author acknowledges that they have considered the above obligations including the need to seek advice, guidance, feedback and/or involvement of Māori on the proposed recommendation/s, objective/s, project/s or service/s outlined within this report.

### Risks

There are no known risks.

## SIGNIFICANCE OF THE DECISION OR PROPOSAL

Council's Significance and Engagement policy identifies the following matters that are to be taken into account when assessing the degree of significance of proposals and decisions:

- a. The level of financial consequences of the proposal or decision;
- b. Whether the proposal or decision will affect a large portion of the community or community of interest;
- c. The likely impact on present and future interests of the community, recognising Maori cultural values and their relationship to land and water;
- d. Whether the proposal affects the level of service of an activity identified in the Long Term Plan;
- e. Whether community interest is high; and
- f. The capacity of Council to perform its role and the financial and other costs of doing so.

Officers have undertaken a rounded assessment of the matters in clause 11 of the Significance and Engagement Policy (2016) and are of the opinion that the proposal under consideration is of low importance.

#### **ENGAGEMENT**

Taking into consideration the above assessment, that the decision is of a low degree of significance, officers are of the opinion that no further engagement is required prior to Council making a decision.

#### **COMMUNICATION/MEDIA**

Communication with Pouākani Marae and existing applicants will occur if the change is approved.

#### **CONCLUSION**

It is recommended that Council adopts the amended TAA Terms of Reference.

#### **ATTACHMENTS**

1. TAA Terms of Reference [A2545888]

**4.3 UPDATE FROM THE GENERAL MANAGER**

**Author:** Rhys Frearson, General Manager - Taupō Airport

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

**PURPOSE**

This item is for the General Manager – Taupō Airport to provide an update to the Committee on items of relevance to the Taupō Airport.

**DISCUSSION**

The General Manager will provide further updates on the below topics:

**Safety committee**

The Operational and Safety Committee currently provides advice to Taupō Airport Authority (TAA) management on operational and safety functions at the airport. TAA management would like to discuss the idea of expanding this group to form a “Taupo District Aviation Safety Committee”. The aspiration is to work as a collaborative to ensure aviation safety and functions in the wider Taupō District, including areas such as the lakefront, hospital landing zone, Huka Falls, and the Gliding Club.

**Performance and planning moving down COVID alert levels**

Measures TAA is taking to ensure we are best prepared to get back to business as usual (BAU) as quickly as possible.

**Operational framework review findings and suggestions for endorsement**

Previous discussions between committee members and TAA management on how to maximise efficiency, safe operation and keep the airport within best practice guidelines.

**Development project**

Discussion will cover the airport upgrade project and an outline of next steps.

**Airport Master Plan**

A progress update and strategic direction in relation to the master plan.

**RECOMMENDATION(S)**

That the Taupō Airport Authority Committee receives the update from the General Manager – Taupō Airport.

**ATTACHMENTS**

Nil



**4.4 HEALTH AND SAFETY UPDATE**

**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> Update on Gliding Incident	Section 7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	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]*.