



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

EMERGENCY COMMITTEE

TERMS OF REFERENCE

Reports to:	Council
Chairperson:	Mayor Alex Beijen
Deputy Chairperson:	Deputy Mayor Garrick Emms
Membership:	Mayor and all councillors
Meeting Frequency:	As required
Quorum:	Any two members
Activated By:	Resolution of Council for specific emergency events, or where resolution by Council is not possible, on the joint authority of the Mayor, Deputy Mayor and Chief Executive

1. Purpose

To determine matters within the authority of Council where the urgency of those matters precludes a full meeting of the Council, or emergency legislation is enacted and the Council is unable to meet.

2. Role, responsibility and delegations

To exercise all Council functions 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.
- Cannot be delegated by the Council as set out in any other legislation.

The Committee is delegated the power to recommend to Council matters as it considers appropriate.

3. Meeting and reporting requirements

Voting rights is as per legislation. At 25 March 2020, members who attend meetings via electronic link will not be counted for the purposes of achieving a quorum, but can participate and vote on any matter raised at the meeting (Part 1, Schedule 7, Local Government Act 2002). For the avoidance of doubt, these provisions may be subject to amendment by legislation.

When an Emergency Committee meeting has been called councillors will be notified details by email and agendas and minutes will be circulated electronically.

The provisions for calling meetings and public notice requirements as set out in the Local Government Official Information and Meetings Act 1987 will apply.

The Emergency Committee will report to the Council (at the next available full meeting of Council) summarising the Committee's activities and any decisions made over the period.