



Waitaki

DISTRICT COUNCIL

TE KAUNIHERA Ā ROHE O WAITAKI

Notice of

Extraordinary Council Meeting

in the

**Whitestone Cheese Empire Room, Oamaru Opera House,
94 Thames Street, Oamaru**

at

9.00am, Wednesday 15 November 2017

www.waitaki.govt.nz

Waitaki District Council

Extraordinary Council Meeting

9.00am, Wednesday 15 November 2017

Whitestone Cheese Empire Room, Oamaru Opera House
94 Thames Street, Oamaru

Apologies

Declarations of Interest

- | | | |
|-----------|--|---------|
| 1. | Position on Waitaki District Easter Sunday Shop Trading <ul style="list-style-type: none">• Report and Recommendation | 3 – 6 |
| 2. | Maori Ward Representation <ul style="list-style-type: none">• Report and Recommendation | 7 – 12 |
| 3. | Schedule of Meetings 2018 <ul style="list-style-type: none">• Report and Recommendation | 13 – 30 |

Waitaki District Council Report

From Customer Services Group Manager

Date 15 November 2017

Position on Waitaki District Easter Sunday Shop Trading

Recommendations

That Council:

1. Notes that the key points provided in Table 1 of this report reflect Council consideration of public submissions received at the 1 November 2017 Council Hearing relating to Easter Sunday Shop Trading in the Waitaki District
2. Agrees that the status quo position on Easter Sunday Shop Trading in the Waitaki District remains and therefore no Policy is required
3. Notes that the Council can agree at any point in the future to review the need for an Easter Sunday Shop Trading in the Waitaki District.

Summary

Council has undertaken a review of the current position on Easter Sunday Shop Trading in the Waitaki District. This review process has supported the community to have a say on this matter, and provided steps to ensure Councillors have considered this feedback before making a final decision. Council has committed to considering the community's views on Easter Sunday Shop Trading (including the option to retain the status quo position) prior to making a formal decision before Easter 2018.

Community feedback on a draft proposal has guided Councillors in their decision to not enable Easter Sunday Shop Trading in the Waitaki District (unless the businesses are already exempted to trade).

Summary of Decision Making Criteria

	No/Moderate/Key		No/Moderate/Key
Policy/Plan	Key	Environmental Considerations	No
Legal	Key	Cultural Considerations	Key
Significance	Key	Social Considerations	Key
Financial Criteria	No	Economic Considerations	Key
Community Views	Key	Community Board Views	No
Consultation	Key	Publicity and Communication	Key

Background

The Shop Trading Hours Act 1990 (the Act) was amended in 2016 to enable councils to decide whether retailers in their districts can open on Easter Sunday. The Act allows Waitaki District Council to introduce a local policy to allow for shop trading in its entire district or in limited areas on Easter Sunday. Under the status quo, without a policy in place, the following shops are allowed to open on Easter Sunday:

- dairies
- service stations
- takeaway food shops, restaurants, cafes
- souvenir shops
- pharmacies
- garden centres

Easter Sunday is not a public holiday. As a result, employees are paid their usual pay for working on a Sunday and are not entitled to an alternative holiday or time in lieu. However, under the Act, employees have the right to refuse to work on Easter Sunday. They are not required to provide the employer with a reason for refusing to work on Easter Sunday and cannot be treated adversely as a result of their choice.

Under the Act, Council has three options in determining its Easter Sunday Shop Trading position:

1. The status quo, being only shops defined under the law are allowed to trade on Easter Sunday;
2. All shops are given the choice to trade on Easter Sunday;
3. Some shops are given the choice to trade on Easter Sunday.

Council must consult on an Easter Sunday Shop Trading proposal using the Special Consultative Procedure under the Local Government Act 2002.

Community feedback

A Draft Waitaki District Easter Trading Policy 2017 was consulted with the Waitaki community over the period 18 September to 18 October 2017.

One hundred and fifty (150) written submissions have been received from the community. Seven (7) submitters indicated that they would like to be heard at the Council hearing on 1 November 2017. The remainder of the submissions received requested to be non-verbal.

Summary of submission points

The majority of submitters (approximately 73%) supported the status quo position (no trading on Easter Sunday unless exempted to do so) – that is, they are against Council's Draft Easter Sunday Shop Trading Policy.

The remaining 27% of submitters supported the Draft Waitaki Easter Sunday Shop Trading Policy 2017. Of the submitters in support of the proposed policy, approximately 80% were in favour of a district-wide policy (as proposed), and 20% in favour of an area-specific policy, eg specific identified areas of the district only.

<i>Against proposal</i>	<i>In support of proposal</i>
Employees would lose a guaranteed day off if more shops were to open	Importance of the principle of freedom of enterprise
There is a need to retain time for rest, family, religious and cultural activities	There are protections in the Act for employees who do not wish to work if more shops were to open
Despite protections in the Act, employees may feel obliged to work - coercion to work	Tourism opportunities will be missed

Table 1: Summary of key submission points

Councillors deliberated over the submissions received on the Draft Waitaki District Easter Sunday Shop Trading Policy at a Council workshop on 8 November 2017.

Discussion

The submission points raised both for and against the proposal are based around value judgments. It is difficult to weight such judgements; for example, economic improvement versus family and community time. The majority of submitters (73%) were against a local policy in the Waitaki District. Council has the opportunity to review the need for a policy at any time.

Summary of Options Considered

Option 1 (Recommended) – Council retains the status quo position for Easter Sunday Shop Trading in the Waitaki District (no trading unless exempted to trade);

Option 2 – Council adopts the Waitaki District Easter Sunday Shop Trading Policy 2017 as consulted on with the community;

Option 3 – Council determines additional changes and adopts the Waitaki District Easter Sunday Shop Trading Policy 2017.

Option 1 is recommended for the reasons set out in this report.



Mike Roesler
Policy and Communications Manager



Lisa Baillie
Customer Services Group Manager

Appendices

1. Additional decision-making considerations
2. Summary of key issues arising from consideration of submissions to Draft Waitaki District Easter Sunday Shop Trading Policy 2017

Appendix One: Additional Decision Making Considerations

The following matters have been considered in making the decisions.

Waitaki Community Outcomes

This project will contribute to the following community outcome:

- We enable opportunities for new and existing businesses
- We understand the diverse needs of our community

Policy and Plan Considerations

The Draft Waitaki District Easter Sunday Shop Trading Policy 2017 is consistent with Council's policy making powers under the Shop Trading Hours Act 1990.

Legal

Council has completed a Draft Easter Sunday Shop Trading Policy in accordance with Part 2(1) Section 5A of the Shop Trading Act 1990 and has included this policy in a Statement of Proposal to be consulted with the local community under section 83 of the Local Government Act 2002 (LGA02). Officers are satisfied that the legal requirement relating to Special Consultative Procedure, and importantly the principles of engagement under s(82) LGA, have been met.

Significance

An Easter Sunday Shop Trading Policy will confirm Council's position on whether it is legal or not to trade on Easter Sunday (unless businesses already have exemptions under the Act).

Financial and Economic Considerations

There are no direct financial or economic considerations for Council. However, the decision will affect local businesses ability to trade or not on Easter Sunday (unless they already are exempted to do so).

Community Views and Consultation

The community has been consulted over the period 18 September to 18 October 2017 on the proposed position along with the option to retain the status quo over a one-month period as required under the special consultative procedure of the LGA02. A Consultation Document was developed in order to gain public input.

Environmental Considerations

There are no specific environmental considerations resulting from the development of an Easter Sunday shop trading policy.

Community Board Considerations

Iwi and Community Boards have had the opportunity to express their views as part of the one month's public consultation period.

Social and Cultural Considerations

Social and cultural considerations represent an essential component of considering a position on Easter Sunday shop trading.

Waitaki District Council Report

From Policy and Communications Manager

Date 15 November 2017

Maori Representation

Recommendations

That Council:

1. Notes that, at the Te Roopu Taiao hui on 11 August 2017, direction was given for the Otago Regional Council to jointly approach each of the papatipu rūnanga to ascertain views on Maori representation
2. Notes that the 3 November 2017 Otago Mayoral Forum reflected feedback from papatipu rūnanga about their preference not to have Maori Wards but rather to explore other options for strengthening partnerships
3. Notes that the Waitaki District Council Memorandum of Understanding with Te Rūnanga o Moeraki (MOU) is scheduled for review in April 2018
4. Agrees to a public notice communicating that Council will not support the establishment of a Maori Ward for the Waitaki district
5. Endorses Council leadership meeting with Te Rūnanga o Moeraki to discuss the partnership between the two organisations including the MOU along with any other matters deemed important by either party.

Objective of the Decision

The objective of this decision is to satisfy a statutory requirement under the Local Electoral Act 2001 (no35) (LEA 2001) regarding Maori representation arrangements for the Waitaki district. The decision also supports continued effort to build the partnership between the Council and Te Rūnanga o Moeraki through the Memorandum of Understanding (MOU).

Summary of Decision Making Criteria

The following table identifies the elements that underpin this decision, with the 'legal' and 'cultural' criteria standing out in this decision. In this situation, LEA 2001 directs the Council on the process of establishing a Maori Ward in the Waitaki district. The Local Government Act 2002, in respect to the Crown's responsibilities under the Treaty of Waitangi, requires local authorities to provide opportunity for Maori to contribute to decision-making.

	No/Moderate/Key		No/Moderate/Key
Policy/Plan	Key	Environmental Considerations	No
Legal	Key	Cultural Considerations	Key
Significance	No	Social Considerations	No
Financial Criteria	No	Economic Considerations	No
Community Views	Key	Community Board Views	No
Consultation	No	Publicity and Communication	Key

Background

The 16 August 2017 councillor workshop provided an introduction to the requirement for a review of the local body electoral representation arrangements for the Waitaki district. The timing of this review aligns with the 2019 local body elections. The workshop discussion covered:

- An overview of the steps, timeframe and immediate requirements under LEA 2001
- The desired voting method
- Maori representation
- A recap on considerations that shaped the previous review leading into the 2013 local body elections.

On the matter of Maori representation, councillors discussed the requirement under LEA 2001 to resolve on the need for a Maori ward by 23 November 2017.

Councillors noted direction provided at the Te Roopu Taiao hui on 11 August 2017 that the Otago Regional Council (ORC) contact papatipu rūnanga on behalf of the other councils within the region about Maori representation. Five of the six Otago local authorities will be carrying out electoral

representation reviews and it was considered more effective for the Regional Council to make a joint approach to ascertain views on Maori representation. Waitaki District councillors expressed support for this approach, including a letter from the ORC to Te Rūnanga o Moeraki.

Maori representation is influenced by a formula that is set out in LEA 2001 (Attachment 2). The letter from the ORC indicated that, after applying this formula, the options for establishing Maori wards in the Waitaki district, Queenstown Lakes district and Central Otago district were from, at best restrictive, to not possible. Attachment 1 provides advice provided to Waitaki District Council indicating that, while not impossible, establishing a Maori ward in the District would need to overcome a significant hurdle. In short, the total number of Waitaki District councillors would need to be increased to influence the LEA 2001 formula calculation on Maori representation/ward. This could only occur via the Council's district-wide electoral representation review over 2018.

Following the communication from the ORC, the 3 November 2017 meeting of the Otago Mayoral Forum reflected on support expressed by papatipu rūnanga to develop partnerships with Maori through means other than establishing Maori wards.

Proposal

Council has in place protocols for ensuring Tangata Whenua are consulted in regard to decisions made under the Resource Management Act 1991, Local Government Act 2002, and through an adopted Memorandum of Understanding with Te Rūnanga o Moeraki. The last is important for guiding the partnership between Council and the Rūnanga. Council is also mindful of maintaining its relationship with the Waitahi Taiwhenua o Waitaki Trust Board.

The feedback received to date suggests the Council should continue to focus on improving the partnership with Te Rūnanga o Moeraki via methods, like the MOU, and not via establishing a Maori ward. The Council's current MOU is programmed for review in April 2018 which provides a timely opportunity for discussions between the two parties.

The Council's Chief Executive is currently making arrangements to meet with Te Rūnanga o Moeraki. From the Council's perspective, that meeting provides an opportunity for both parties to discuss 'partnership in action'.

There is an alternative option for the Council to pursue the establishment of a Maori ward but, from a legal process perspective, it is a difficult path with a reasonable chance of failing despite best intentions.

The preferred decision-making option is that Council decides not to establish a Maori ward for the Waitaki district and notifies the community accordingly.



Mike Roesler
Policy and Communications Manager



Lisa Baillie
Customer Services Group Manager

Attachments

Attachment 1: Legal Perspective on Maori Wards in Waitaki District

Attachment 2: Extract from "Guidelines for local authorities undertaking representation reviews"

Attachment 1: Legal Perspective and advice on Maori Wards in the Waitaki District

There is some complexity in the law that determines if and how Maori Wards can be established. In the case of the Waitaki District Schedule 1(A) of LEA2001 has a very specific formula that enables a calculation to determine if and how a district can be divided to provide for a Maori ward(s). The calculation for Waitaki indicates that the district must not be divided to provide for a Maori ward, a result that is largely influenced by the inputs of Maori population and the current number of elected members.

Advice from electionnz.com consultants suggested that despite this calculation an option to introduce a Maori ward does exist, albeit it may not be practical. This option exists under the 2018-2019 Electoral Review, where Council would need to increase member representation from 10 to 12 (excluding the Mayor). In theory, if the Council resolved to establish a Maori Ward (by 23 November 2017) then it could only give effect to this decision by agreeing an Electoral Proposal including an increase in members. This action would open the path for one Maori representative.

In summary, the current situation does not provide the Council with an option to introduce direct Maori representation. In order to provide an option for direct Maori representation, the Council would first have to succeed through the Representation Review process to increase the number of elected members (other than the Mayor) from 10 to at least 12.

Under LEA 2001 the Council must **must** make a resolution on Maori representation {Ward(s)} by 23 November 2017

- a. Council **must** publically notify the right of Maori electors to a poll by 30 November 2017
- b. Poll **must** be conducted no later than 21 May (and no longer than 89 days after receipt of demand).

Attachment 2: Extract from “Guidelines for local authorities undertaking representation reviews”, Local Government Commission, June 2017 (Chapter 4, pp 15-20)

Key statutory provisions for establishing Māori wards/ constituencies

- 4.8 The relevant provisions of the *Local Electoral Act 2001* relating to the establishment of Māori wards/constituencies are:
- a local authority may resolve to establish Māori wards/constituencies and, if made by 23 November two years before the next election, the resolution takes effect for the next election (s19Z)
 - if a local authority makes such a resolution to establish Māori wards/constituencies by 23 November it must give public notice of this fact by 30 November two years before the next election year, including a statement that a poll is required to countermand that resolution (s19ZA)
 - 5% of electors may demand a poll at any time on whether a district/region needs to be divided into one or more Māori wards/constituencies (19ZB)
 - a local authority may resolve at any time to conduct a poll on whether the district/region needs to be divided into Māori wards/constituencies (19ZD)
 - if, before 21 February in the year before election year, either a valid demand for a poll is received (s19ZB) or the local authority resolves to hold a poll (s19ZD) this is notified to the electoral officer and the poll must be held not later than 89 days after the notification, that is, not later than 21 May in that year, and the result of the poll takes effect for the next two elections (s19ZF)
 - if a valid demand for a poll is received after 21 February in the year before the next election, the poll must be held after 21 May in that year and takes effect for the next but one election and the subsequent election (s19ZC)
 - sections 19Z to 19ZD do not apply if the result of a poll took effect at the previous election or takes effect at the next election (s19ZE).
- 4.9 If, as a result of a resolution or poll, Māori wards/constituencies are to apply for an election then a representation review must be carried out (cls1 and 3, Schedule 1A of the Local Electoral Act 2001). In such cases the requirements of Part 1A of the Local Electoral Act 2001 are subject to the provisions of Schedule 1A.
- 4.10 Clauses 1 and 3 of Schedule 1A provide that the local authority is required to determine:
- the proposed total number of members of the local authority
 - whether (for territorial authorities only):
 - all members are to be elected from either Māori or general wards, or
 - some members are to be elected from either Māori or general wards, and some are to be elected at large
 - the proposed number of members to be elected from the Māori wards/constituencies and the number from the general wards/ constituencies
 - the proposed name and boundaries of each ward/constituency
 - the proposed number of members to be elected from each Māori and general ward/constituency.

Processes

- 4.11 The processes involved with these steps and the factors and considerations to be taken into account are described below.

Calculating the number of members

- 4.12 The general and Māori electoral population requirements described below may limit options available to a local authority in terms of the number of elected members from Māori wards/constituencies, including that no members could be elected from such wards/constituencies.
- 4.13 Therefore local authorities need to determine their Māori and general electoral populations at the beginning of determining the range of options for Māori and general wards/constituencies to ensure that any debate occurs in the context of what is possible.

- 4.14 The process for determining the number of members to be elected from both Māori and general wards/constituencies is set out in clauses 2 and 4 of Schedule 1A and involves:
- determining the total number of members of the local authority
 - multiplying the total number of members by the ratio of the Māori electoral population to the total (Māori and general) electoral population.

- 4.15 For territorial authorities the following formula is applied:

$$nmm = \frac{mepd}{mepd + gepd} \times nm$$

where:

- nmm – number of Māori ward members
- mepd – Māori electoral population of the district
- gepd – general electoral population of the district
- nm – proposed number of members of the territorial authority (other than the mayor).

- 4.16 For regional councils the following formula is applied:

$$nmm = \frac{mepr}{mepr + gepr} \times nm$$

where:

- nmm – number of Māori constituency members
- mepr – Māori electoral population of the region
- gepr – general electoral population of the region
- nm – proposed number of members of the regional council.

In both cases, fractions are rounded up or down to the nearest whole number.

- 4.17 Section 3 of the *Electoral Act 1993* contains definitions for “general electoral population” and “Māori electoral population”. Summaries of those definitions are :
- general electoral population – the total ordinarily resident population at the last census less the Māori electoral population.
 - Māori electoral population – a calculation based on the number of electors on the Māori electoral roll and proportions of those of Māori descent not registered and those under 18 years of age.
- 4.18 The Māori electoral population, and the general electoral population, are calculated by Statistics New Zealand and must be provided on request to a local authority by the Government Statistician. These populations (at the regional and district level) can also be found on the Local Government Commission’s website.
- 4.19 For further information about how the Māori electoral population is calculated search for the following titles on the Statistics New Zealand website www.stats.govt.nz:
- Statistics New Zealand, ‘The mathematics of electorate allocation in New Zealand based on the outcome of the 2013 Census and the Māori Electoral Option 2013’ (2013)
 - Statistics New Zealand, ‘Imputation of Māori Descent for Electoral Calculations’ (2000).

Number and boundaries of wards/constituencies

- 4.20 In determining arrangements for Māori wards/constituencies, clause 6 of Schedule 1A requires local authorities to:
- satisfy the requirements of sections 19T and 19U, which require:
 - that the election of members provides effective representation of communities of interest within the district/region
 - conformity with meshblock boundaries
 - to the extent that is practicable, conformity of ward boundaries with community board boundaries, and conformity of constituency boundaries with the boundaries of territorial authority districts or wards.

- have regard to:
 - the boundaries of any existing Māori parliamentary electoral district
 - communities of interest and tribal affiliation.

Number of members to be elected by each ward/constituency

- 4.21 Clause 6 of Schedule 1A sets out particular requirements when determining the number of members to be elected by each Māori ward/constituency (where there are two or more wards/constituencies). The local authority is required to ensure that the ratio of members to Māori electoral population in each Māori ward/constituency produces a variance of no more than +/-10% (to the extent that is reasonably practicable and consistent with the above considerations relating to Māori electoral districts, communities of interest, and tribal affiliations).
- 4.22 This may require a judgment to be made in individual cases as to the relative importance to be given to each of these sets of factors when determining the number of members from each Māori ward/constituency. Local authorities need to record in detail the decisions they reach on this issue.
- 4.23 The Commission notes that, where Māori wards/constituencies are established, the '+/-10% rule' for general wards/constituencies is calculated separately using the general electoral population (which excludes the Māori electoral population).

General

- 4.24 In working through the requirements of Schedule 1A of the Local Electoral Act 2001, local authorities need to consider appropriate consultation at an early stage with iwi and hapū over the boundaries of their rohe. This helps determine the appropriate number of Māori wards/constituencies (subject to Māori and general electoral populations) to reflect Māori communities of interest and areas of tribal affiliation.
- 4.25 The legislation does not provide for Māori electoral subdivisions to be constituted for community board or local board areas.

Waitaki District Council Report

From Governance Officer

Date 15 November 2017

Schedule of Meetings 2018

Recommendation

That Council:

- 1 Approves the appended Schedule of Meetings 2018.

Objective

To supply the Schedule of Meetings for 2018 for approval.

Summary

Attached are the schedules of meetings for next year for:

- Council
- Committees (Assets; Community Services; Customer Services)
- Finance, Audit and Risk Committee
- Waihemo Community Board
- Ahuriri Community Board

Also attached is:

- the Councillor roster for 2018 attendance at Community Board meetings; and
- a twelve-month calendar illustration of the timing of all meetings, which also states the deadlines for final and draft agenda papers and the official distribution time of compiled agenda. This information will be used to populate a printed wall calendar for distribution to officers and uploading to Council's website.

Meeting times for Council and the main Standing Committees:

Meeting Day (Tuesday) / Reserve Day (Monday)

	Time
Council	9.00am
Committees: Assets; Community Services; Customer Services	9.00am
Finance, Audit and Risk Committee	9.00am
Sub-Committees	As and when required

Sub-Committees

- | | |
|--|----------------------------------|
| • Executive Committee | • District Plan Review Committee |
| • Cultural Facility Development Advisory Committee | • Grants and Awards Committee |
| • Development Contributions Committee | • Harbour Area Committee |
| • District Licensing Committee | • Hearings Committee |
| | • Youth Council |

Dates and times for Extraordinary Council and Extraordinary Committee meetings, or other Sub-Committee Meetings will be scheduled and publicly notified as the need arises.

Community Boards

	Day	Time
Ahuriri	Monday afternoon	3.15pm – 5.15pm
Waihemo	Monday night	6.30pm – 8.30pm



Ainslee Hooper
Governance Officer



Lisa Baillie
Customer Services Group Manager

Attachment:

Appendix 1: Schedule of Meetings 2018

Appendix 1: Schedule of Meetings 2018

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Committees: Assets, Community Services, Customer Services	-	13	20	-	1	5	17	28	-	9	20	-
Finance, Audit & Risk Committee	-	13	13	10	15	12 (Draft Long-Term Plan)	10	14	11	2 (Draft Annual Report)	6	-
Council	-	13	27 (Approve LTP Consultation document)	-	8	26 (Adoption of Long-Term Plan)	31	-	11	30 (Adoption of Annual Report)	-	4
Extraordinary Council (additional as required)												
Waihemo Community Board	Mon 22 Joint Workshop (WDC HQ)	19	-	9	21	-	2	13	24	-	5	Mon 10 Hampden TBC 6.00pm – 7.30pm
Ahuriri Community Board		26	-	16	28	-	9	20	-	1	12	Mon 10 Kurow TBC 3.00pm – 4.30pm

Meeting Dates and Deadlines 2018

Council

Meetings will be held as close as possible to six-weekly, on a Tuesday. Reserve Council Day (if required) is a Monday.

Deadlines for Council Final and Draft Agenda Papers, and dates of the Council Draft Agenda Meetings, are stated in the table below. Exceptions to usual date and time rules are **bolded** and referenced accordingly.

Draft Agenda Meetings for Council are one hour in duration (10.00am – 11.00am).

Council Final Agenda Papers are due at 12.00pm the Wednesday prior to the meeting.

The compiled Council agenda will be distributed to Councillors and other stakeholders, and uploaded to the Council website, that same Wednesday afternoon.

COUNCIL MEETING DATE and TIME Tuesdays, 9.00am	FINAL AGENDA PAPERS Deadline: 12.00pm Wednesday prior (ie six days prior to meeting or earlier)	DRAFT AGENDA MEETING Mondays (except Feb and Oct), 10.00am – 11.00am (ie eight days prior to meeting or earlier)	DRAFT AGENDA PAPERS Deadline: 12.00pm Fridays (except Feb and Oct) (ie 11 days prior to meeting or earlier)
Tuesday 13 February	Wednesday 7 February – 12.00pm	Friday 2 February *** exception 10.00am	Wednesday 31 January *** exception 12.00pm
Tuesday 27 March	Wednesday 21 March – 12.00pm	Monday 19 March – 10.00am	Friday 16 March – 12.00pm
Tuesday 8 May	Wednesday 2 May – 12.00pm	Monday 30 April – 10.00am	Friday 27 April – 12.00pm
Tuesday 26 June	Wednesday 20 June – 12.00pm	Monday 18 June – 10.00am	Friday 15 June – 12.00pm
Tuesday 31 July	Wednesday 25 July – 12.00pm	Monday 23 July – 10.00am	Friday 20 July – 12.00pm
Tuesday 11 September	Wednesday 5 September – 12.00pm	Monday 3 September – 10.00am	Friday 31 August – 12.00pm
Tuesday 30 October	Wednesday 24 October – 12.00pm	Friday 19 October – 10.00am *** *** exception due to Monday 22 October Labour Day	Wednesday 17 October – 12.00pm *** *** exception due to Monday 22 October Labour Day
Tuesday 4 December	Wednesday 28 November – 12.00pm	Monday 26 November – 10.00am	Friday 23 November – 12.00pm

Meeting Dates and Deadlines 2018

Committees Day (Assets; Community Services; Customer Services)

Committees Day will be held as close as possible to six-weekly, on a Tuesday. Reserve Committees Day (if required) is a Monday.

Deadlines for Committees Final and Draft Agenda Papers, and dates of the Committees Draft Agenda Meetings, are stated in the table below. Exceptions to rules are marked accordingly.

Friday 2 February is a date exception for the Draft Agenda Meeting, because it will be a COMBINED Draft Agenda Meeting with Council and the Finance, Audit and Risk Committee as well as these three Standing Committees.

Draft Agenda Meetings for Committees are 1.5 hours' duration (10.00am – 11.30am).

Committees Final Agenda Papers are due at 12.00pm the Wednesday prior to the meeting.

The compiled Committees agenda will be distributed to Councillors and other stakeholders, and uploaded to the Council website, that same Wednesday afternoon.

COMMITTEE MEETINGS DAY and TIME Tuesdays, 9.00am	FINAL AGENDA PAPERS Deadline – 12.00pm, Wednesdays (ie six days' prior to meeting or earlier)	DRAFT AGENDA MEETING Mondays, 10.00am – 11.30am (ie eight days prior to meeting or earlier)	DRAFT AGENDA PAPERS Deadline – 12.00pm, Fridays (ie 11 days prior to meeting or earlier)
Tuesday 13 February	Wednesday 7 February – 12.00pm	Friday 2 February – 10.00am*** *** exception	Wednesday 31 January – 12.00pm*** ***exception
Tuesday 20 March	Wednesday 14 March – 12.00pm	Monday 12 March – 10.00am	Friday 9 March – 12.00pm
Tuesday 1 May	Tuesday 24 April – 12.00pm*** *** exception due to Wed 25 April ANZAC Day	Friday 20 April – 10.00am*** *** exception	Wednesday 18 April – 12.00pm*** *** exception
Tuesday 5 June	Wednesday 30 May – 12.00pm	Monday 28 May – 10.00am	Friday 25 May – 12.00pm
Tuesday 17 July	Wednesday 11 July – 12.00pm	Monday 9 July – 10.00am	Friday 6 July – 12.00pm
Tuesday 28 August	Wednesday 22 August – 12.00pm	Monday 20 August – 10.00am	Friday 17 August – 12.00pm
Tuesday 9 October	Wednesday 3 October – 12.00pm	Monday 1 October – 10.00am	Friday 28 September – 12.00pm
Tuesday 20 November	Wednesday 14 November – 12.00pm	Monday 12 November – 10.00am	Friday 9 November – 12.00pm

Meeting Dates and Deadlines 2018

Finance, Audit and Risk (FAR) Committee

Meetings will be held as close as possible to monthly, on a Tuesday in the first half of the month.

Reserve FAR Committee Day (if required) is a Monday.

FAR Final Agenda Papers are due at 12.00pm the Wednesday prior to the meeting.

The compiled FAR agenda will be distributed to Councillors and other stakeholders, and uploaded to the Council website, that same Wednesday afternoon.

There are no Draft Agenda Meetings or consequently Deadlines for Draft Agenda Papers for the FAR Committee.

The Friday 2 February Draft Agenda Meeting is a COMBINED one – for FAR as well as Council and the other three Standing Committees.

FAR MEETINGS DAY and TIME – Tuesday, 9.00am	FAR FINAL AGENDA PAPERS Deadline: 12.00pm, Wednesday prior (ie six days prior to meeting or earlier)
Tuesday 13 February	Wednesday 7 February – 12.00pm
Tuesday 13 March	Wednesday 7 March – 12.00pm
Tuesday 10 April	Wednesday 4 April – 12.00pm
Tuesday 15 May	Wednesday 9 May – 12.00pm
Tuesday 12 June	Wednesday 6 June – 12.00pm
Tuesday 10 July	Wednesday 4 July – 12.00pm
Tuesday 14 August	Wednesday 8 August – 12.00pm
Tuesday 11 September	Wednesday 5 September – 12.00pm
Tuesday 2 October	Wednesday 26 September – 12.00pm
Tuesday 6 November	Wednesday 31 October – 12.00pm

Meeting Dates and Deadlines 2018

Waihemo Community Board

Meetings will be held as close as possible to six-weekly, on a Monday evening from 6.30pm, at the Waihemo Service Centre.
Waihemo Community Board Final Agenda Papers are due at 12.00pm the Friday ten days prior to the Monday meeting date.

The compiled Waihemo Community Board agenda will be distributed to Councillors and other stakeholders, and uploaded to the Council website, that same Friday afternoon.

WAIHEMO COMMUNITY BOARD MEETING DATE and TIME Mondays, 6.30pm – 8.30pm	FINAL AGENDA PAPERS Deadline – 12.00pm Fridays ten days prior to meeting (except January and April)	VENUE (subject to final confirmation)
Monday 22 January (combined workshop with Ahuriri Community Board)	Workshop papers due by Wednesday 17 January – 12.00pm *** exception	Waitaki District Council Headquarters, Oamaru
Monday 19 February	Friday 9 February – 12.00pm	Waihemo Service Centre
Monday 9 April	Thursday 29 March – 12.00pm *** *** exception due to Good Friday 30 March)	Waihemo Service Centre
Monday 21 May	Friday 11 May – 12.00pm	Waihemo Service Centre
Monday 2 July	Friday 22 June – 12.00pm	Waihemo Service Centre
Monday 13 August	Friday 3 August – 12.00pm	Waihemo Service Centre
Monday 24 September	Friday 14 September – 12.00pm	Waihemo Service Centre
Monday 5 November	Friday 26 October – 12.00pm	Waihemo Service Centre
Monday 10 December, 6.00pm – 7.30pm*** *** exception – different time	Friday 30 November – 12.00pm	Hampden (TBC)

Meeting Dates and Deadlines 2018

Ahuriri Community Board

Meetings will be held as close as possible to six-weekly, on a Monday afternoon, from 3.15pm. Venues change according to the seasons. Those proposed in the table below remain subject to confirmation and will be updated on the Council website as required.

Ahuriri Community Board Final Agenda Papers are due at 12.00pm the Friday ten days prior to the Monday meeting date.

The compiled Ahuriri Community Board agenda will be distributed to Councillors and other stakeholders, and uploaded to the Council website, that same Friday afternoon.

AHURIRI COMMUNITY BOARD MEETING DATE and TIME Mondays, 3.15pm – 5.15pm	FINAL AGENDA PAPERS Deadline – 12.00pm Fridays (except January) ten days' prior to meeting	VENUE (subject to final confirmation)
Monday 22 January (combined workshop with Waihemo Community Board)	Workshop papers due by Wednesday 17 January – 12.00pm *** exception	Waitaki District Council Headquarters, Oamaru
Monday 26 February	Friday 16 February – 12.00pm	Lakes Centre, Otematata
Monday 16 April	Friday 6 April – 12.00pm	Omarama Community Centre
Monday 28 May	Friday 18 May – 12.00pm	Kurow Memorial Hall
Monday 9 July	Friday 29 June – 12.00pm	Kurow Memorial Hall
Monday 20 August	Friday 10 August – 12.00pm	Kurow Memorial Hall
Monday 1 October	Friday 21 September – 12.00pm	Lakes Centre, Otematata
Monday 12 November	Friday 2 November – 12.00pm	Lakes Centre, Otematata
Monday 10 December 3.00pm – 4.30pm *** *** exception – different time	Friday 30 November – 12.00pm	Kurow (TBC)

Councillor – Community Board Roster 2018

	January	February	March	April	May	June	July	August	September	October	November	December
Waihemo	22	19	-	9	21	-	2	13	24	-	5	10
	Cr Hopkins	Cr Kingan		Cr Percival	Cr Perkins		Cr Tavendale	Cr Wollstein	Cr Garvan		Cr Holding	Cr Kingan
	January	February	March	April	May	June	July	August	September	October	November	December
Ahuriri	22	26	-	16	28	-	9	20	-	1	12	10
	Cr Hopkins	Cr Garvan		Cr Holding	Cr Kingan		Cr Percival	Cr Perkins		Cr Tavendale	Cr Wollstein	Cr Kingan

The same councillor (Cr Hopkins) is rostered on for both Community Boards for the joint Community Board workshop on 22 January.

The same councillor (Cr Kingan) is rostered on for both Community Boards on 10 December, when both boards will hold their final meetings for the year in separate locations, with slightly earlier and shorter meeting timeframes to facilitate management and rostered participants to travel safely between the two venues.

Councillors who are unable to attend the Community Board Meeting on their rostered day are asked to change with another Councillor and advise the Governance Officer of that change via email, so that the roster can be updated. Thank you for your assistance.

Calendar 2018

Monday	Tuesday	Wednesday	Thursday	Friday
1 January 2018	2 January	3 January <i>WDC office reopens</i>	4 January	5 January
8 January	9 January	10 January	11 January	12 January
15 January	16 January	17 January 12.00pm DEADLINE FINAL Papers for Community Boards Workshop PM – Community Boards FINAL Workshop Papers Distribution	18 January	19 January
22 January 12.00pm – 1.00pm Lunch 1.00pm – 3.00pm Workshop Combined Community Boards Workshop Venue: WDC HQ Oamaru	23 January	24 January	25 January	26 January
Waihemo Community Board	Ahuriri Community Board			
29 January	30 January	31 January 12.00pm DEADLINE DRAFT Council and Committees Agenda Papers PM – Council and Committees DRAFT Agenda distribution	1 February	2 February Council and Committees Combined Draft Agenda Meeting (10.00am- 11.30am)

Monday	Tuesday	Wednesday	Thursday	Friday
5 February	6 February Waitangi Day	7 February 12.00pm DEADLINE FINAL Council, Committees, FAR Agenda Papers PM – Council, Committees, FAR FINAL Agenda distribution	8 February	9 February 12.00pm DEADLINE FINAL Waihemo Community Board Agenda Papers PM – Waihemo Community Board FINAL Agenda distribution
12 February	13 February Council Meeting (9.00am) Followed by FAR Committee Meeting Followed by Committees Day	14 February	15 February	16 February 12.00pm DEADLINE FINAL Ahuriri Community Board Agenda Papers PM – Ahuriri Community Board FINAL Agenda distribution
19 February Waihemo Community Board Meeting (6.30pm)	20 February	21 February	22 February	23 February
26 February Ahuriri Community Board Meeting (3.15pm)	27 February	28 February	1 March	2 March
5 March	6 March	7 March 12.00pm DEADLINE FINAL FAR Agenda Papers PM – FAR FINAL Agenda distribution	8 March	9 March 12.00pm DEADLINE DRAFT Committees Agenda Papers PM – Committees DRAFT Agenda distribution
12 March Committees Draft Agenda Meeting (10.00–11.30am)	13 March FAR Committee Meeting (9.00am)	14 March 12.00pm DEADLINE FINAL Committees Agenda Papers PM – Committees FINAL Agenda distribution	15 March	16 March 12.00pm DEADLINE DRAFT Council Agenda Papers PM – Council DRAFT Agenda distribution

Monday	Tuesday	Wednesday	Thursday	Friday
19 March Council Draft Agenda Meeting (10.00-11.00am)	20 March Committees Day (9.00am)	21 March 12.00pm DEADLINE FINAL Council Agenda Papers PM – Council FINAL Agenda distribution	22 March	23 March
26 March Otago Anniversary Day	27 March Council Meeting (9.00am)	28 March	29 March 12.00pm DEADLINE FINAL Waihemo Community Board Agenda Papers PM – Waihemo Community Board FINAL Agenda distribution	30 March Good Friday
2 April Easter Monday	3 April	4 April 12.00pm DEADLINE FINAL FAR Agenda Papers PM – FAR FINAL Agenda distribution	5 April	6 April 12.00pm DEADLINE FINAL Ahuriri Community Board Agenda Papers PM – Ahuriri Community Board FINAL Agenda distribution
9 April Waihemo Community Board Meeting (6.30pm)	10 April FAR Committee Meeting (9.00am)	11 April	12 April	13 April
16 April Ahuriri Community Board Meeting (3.15pm)	17 April	18 April 12.00pm DEADLINE DRAFT Committees Agenda Papers PM – Committees DRAFT Agenda distribution	19 April	20 April Committees Draft Agenda Meeting (10.00–11.30am)

Monday	Tuesday	Wednesday	Thursday	Friday
23 April	24 April 12.00pm DEADLINE FINAL Committees Agenda Papers PM – Committees FINAL Agenda distribution	25 April ANZAC Day	26 April	27 April 12.00pm DEADLINE DRAFT Council Agenda Papers PM – Council DRAFT Agenda distribution
30 April Council Draft Agenda Meeting (10.00-11.00am)	1 May Committees Day (9.00am)	2 May 12.00pm DEADLINE FINAL Council Agenda Papers PM – Council FINAL Agenda distribution	3 May	4 May
7 May	8 May Council Meeting (9.00am)	9 May 12.00pm DEADLINE FINAL FAR Agenda Papers PM – FAR FINAL Agenda distribution	10 May	11 May 12.00pm DEADLINE FINAL Waihemo Community Board Agenda Papers PM – Waihemo Community Board FINAL Agenda distribution
14 May	15 May FAR Committee Meeting (9.00am)	16 May	17 May	18 May 12.00pm DEADLINE FINAL Ahuriri Community Board Agenda Papers PM – Ahuriri Community Board FINAL Agenda distribution
21 May Waihemo Community Board Meeting (6.30pm)	22 May	23 May	24 May	25 May 12.00pm DEADLINE DRAFT Committees Agenda Papers PM – Committees DRAFT Agenda distribution

Monday	Tuesday	Wednesday	Thursday	Friday
28 May AM Committees Draft Agenda Meeting (10.00–11.30am)	29 May	30 May 12.00pm DEADLINE FINAL Committees Agenda Papers	31 May	1 June
28 May PM Ahuriri Community Board Meeting (3.15pm)		PM – Committees FINAL Agenda distribution		
4 June Queen's Birthday	5 June Committees Day (9.00am)	6 June 12.00pm DEADLINE FINAL FAR Agenda Papers	7 June	8 June
		PM – FAR FINAL Agenda distribution		
11 June	12 June FAR Committee Meeting (9.00am)	13 June	14 June	15 June 12.00pm DEADLINE DRAFT Council Agenda Papers
				PM – Council DRAFT Agenda distribution
18 June Council Draft Agenda Meeting (10.00am-11.00am)	19 June	20 June 12.00pm DEADLINE FINAL Council Agenda Papers	21 June	22 June 12.00pm DEADLINE FINAL Waihemo Community Board Agenda Papers
		PM – Council FINAL Agenda distribution		PM – Waihemo Community Board FINAL Agenda distribution
25 June	26 June Council Meeting (9.00am)	27 June	28 June	29 June 12.00pm DEADLINE FINAL Ahuriri Community Board Agenda Papers
				PM – Ahuriri Community Board FINAL Agenda distribution

Monday	Tuesday	Wednesday	Thursday	Friday
2 July Waihemo Community Board Meeting (6.30pm)	3 July	4 July 12.00pm DEADLINE FINAL FAR Agenda Papers PM – FAR FINAL Agenda distribution	5 July	6 July 12.00pm DEADLINE DRAFT Committees Agenda Papers PM – Committees DRAFT Agenda distribution
9 July AM Committees Draft Agenda Meeting (10.00am–11.30am)	10 July FAR Committee Meeting (9.00am)	11 July 12.00pm DEADLINE FINAL Committees Agenda Papers PM – Committees FINAL Agenda distribution	12 July	13 July
9 July PM Ahuriri Community Board Meeting (3.15pm)				
16 July	17 July Committees Day (9.00am)	18 July	19 July	20 July 12.00pm DEADLINE DRAFT Council Agenda Papers PM – Council DRAFT Agenda distribution
23 July Council Draft Agenda Meeting (10.00-11.00am)	24 July	25 July 12.00pm DEADLINE FINAL Council Agenda Papers PM – Council FINAL Agenda distribution	26 July	27 July
30 July	31 July Council Meeting (9.00am)	1 August	2 August	3 August 12.00pm DEADLINE FINAL Waihemo Community Board Agenda Papers PM – Waihemo Community Board FINAL Agenda distribution

Monday	Tuesday	Wednesday	Thursday	Friday
6 August	7 August	8 August 12.00pm DEADLINE FINAL FAR Agenda Papers PM – FAR FINAL Agenda distribution	9 August	10 August 12.00pm DEADLINE FINAL Ahuriri Community Board Agenda Papers PM – Ahuriri Community Board FINAL Agenda distribution
13 August Waihemo Community Board Meeting (6.30pm)	14 August FAR Committee Meeting (9.00am)	15 August	16 August	17 August 12.00pm DEADLINE DRAFT Committees Agenda Papers PM – Committees DRAFT Agenda distribution
20 August AM Committees Draft Agenda Meeting (10.00–11.30am)	21 August	22 August 12.00pm DEADLINE FINAL Committees Agenda Papers PM – Committees FINAL Agenda distribution	23 August	24 August
20 August PM Ahuriri Community Board Meeting (3.15pm)				
27 August	28 August Committees Day (9.00am)	29 August	30 August	31 August 12.00pm DEADLINE DRAFT Council Agenda Papers PM – Council DRAFT Agenda distribution
3 September Council Draft Agenda Meeting (10.00-11.00am)	4 September	5 September 12.00pm DEADLINE FINAL Council and FAR Agenda Papers PM – Council and FAR FINAL Agenda Distribution	6 September	7 September

Monday	Tuesday	Wednesday	Thursday	Friday
10 September	11 September Council Meeting (9.00am) <i>Followed by</i> FAR Committee Meeting	12 September	13 September	14 September 12.00pm DEADLINE FINAL Waihemo Community Board Agenda Papers PM – Waihemo Community Board FINAL Agenda distribution
17 September	18 September	19 September	20 September	21 September 12.00pm DEADLINE FINAL Ahuriri Community Board Agenda Papers PM – Ahuriri Community Board FINAL Agenda distribution
24 September Waihemo Community Board Meeting (6.30pm)	25 September	26 September 12.00pm DEADLINE FINAL FAR Agenda Papers PM – FAR FINAL Agenda distribution	27 September	28 September 12.00pm DEADLINE DRAFT Committees Agenda Papers PM – Committees DRAFT Agenda distribution
1 October AM Committees Draft Agenda Meeting (10.00am–11.30am)	2 October FAR Committee Meeting (9.00am)	3 October 12.00pm DEADLINE FINAL Committees Agenda Papers PM – Committees FINAL Agenda distribution	4 October	5 October
1 October PM Ahuriri Community Board Meeting (3.15pm)				
8 October	9 October Committees Day (9.00am)	10 October	11 October	12 October

Monday	Tuesday	Wednesday	Thursday	Friday
15 October	16 October	17 October 12.00pm DEADLINE DRAFT Council Agenda Papers PM – Council DRAFT Agenda distribution	18 October	19 October Council Draft Agenda Meeting (10.00-11.00am)
22 October Labour Day	23 October	24 October 12.00pm DEADLINE FINAL Council Agenda Papers PM – Council FINAL Agenda distribution	25 October	26 October 12.00pm DEADLINE FINAL Waihemo Community Board Agenda Papers PM – Waihemo Community Board FINAL Agenda distribution
29 October	30 October Council Meeting (9.00am)	31 October 12.00pm DEADLINE FINAL FAR Agenda Papers PM – FAR FINAL Agenda distribution	1 November	2 November 12.00pm DEADLINE FINAL Ahuriri Community Board Agenda Papers PM – Ahuriri Community Board FINAL Agenda distribution
5 November Waihemo Community Board Meeting (6.30pm)	6 November FAR Committee Meeting (9.00am)	7 November	8 November	9 November 12.00pm DEADLINE DRAFT Committees Agenda Papers PM – Committees DRAFT Agenda distribution
12 November AM Committees Draft Agenda Meeting (10.00–11.30am)	13 November	14 November 12.00pm DEADLINE FINAL Committees Agenda Papers PM – Committees FINAL Agenda distribution	15 November	16 November
12 November PM Ahuriri Community Board Meeting (3.15pm)				

Monday	Tuesday	Wednesday	Thursday	Friday
19 November	20 November Committees Day (9.00am)	21 November	22 November	23 November 12.00pm DEADLINE DRAFT Council Agenda Papers PM – Council DRAFT Agenda distribution
26 November Council Draft Agenda Meeting (10.00-11.00am)	27 November	28 November 12.00pm DEADLINE FINAL Council Agenda Papers PM – Council FINAL Agenda distribution	29 November	30 November 12.00pm DEADLINE FINAL Waihemo Community Board Agenda Papers 12.00pm DEADLINE FINAL Ahuriri Community Board Agenda Papers PM – Waihemo and Ahuriri Community Boards' FINAL Agenda distribution
3 December	4 December Council Meeting (9.00am) • last one for 2018	5 December	6 December	7 December
10 December Ahuriri Community Board Meeting, Kurow TBC (3.00pm – 4.30pm)	11 December	12 December	13 December	14 December
Waihemo Community Board Meeting, Hampden TBC (6.00pm – 7.30pm)				
17 December	18 December	19 December	20 December	21 December
24 December 12.00pm WDC closes	25 December Christmas Day	26 December Boxing Day	27 December (public holiday)	28 December