



Waitaki

DISTRICT COUNCIL

TE KAUNIHERA Ā ROHE O WAITAKI

Date: Tuesday, 20 December 2022
Time: 9.00am
Location: Council Chamber, Third Floor
Office of the Waitaki District Council
20 Thames Street, Oamaru

Agenda Addendum (Late Reports)

Additional Council Meeting

20 December 2022

**Alex Parmley
Chief Executive**

Agenda Addendum Items

AA	Late Reports	3
4.1	Public Minutes of the Council Meeting held on 6 December 2022	3
5.2	Waitaki District Council Meetings Schedule 2023	13

AA AGENDA ADDENDUM ITEMS

4.1 PUBLIC MINUTES OF THE COUNCIL MEETING HELD ON 6 DECEMBER 2022

Author: Ainslee Hooper, Governance and Policy Advisor

Authoriser: Lisa Baillie, People and Transformation Group Manager

Attachments: 1. Public minutes of the Council Meeting held on 6 December 2022

RECOMMENDATION

That Council confirms the Public Minutes of the Council Meeting held on 6 December 2022, as circulated, as a true and correct record of that meeting.

UNCONFIRMED MINUTES

**OF THE WAITAKI DISTRICT COUNCIL MEETING
HELD IN THE COUNCIL CHAMBER, THIRD FLOOR,
OFFICE OF THE WAITAKI DISTRICT COUNCIL, 20 THAMES STREET, OAMARU
ON TUESDAY, 6 DECEMBER 2022 AT 10.30AM**

PRESENT: Mayor Gary Kircher (Chair), Deputy Mayor Hana Halalele (Deputy Chair), Cr Tim Blackler, Cr Brent Cowles, Cr Jeremy Holding, Cr Jim Hopkins, Cr Courtney Linwood, Cr John McCone, Cr Guy Percival, Cr Rebecca Ryan, and Cr Jim Thomson

IN ATTENDANCE: Simon Neale (Independent Chair of PAR Committee)
Alex Parmley (Chief Executive)
Paul Hope (Finance and Corporate Development Group Manager and Acting Assets Group Manager)
Lisa Baillie (People and Culture Group Manager / Deputy Chief Executive)
Roger Cook (Heritage, Environment and Regulatory Group Manager)
Ainslee Hooper (Governance and Policy Advisor)

The Chair declared the meeting open at 10.30am and welcomed everyone present.

1 APOLOGIES

There were no apologies.

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 PUBLIC FORUM

There were no registrations for the Public Forum.

4 CONFIRMATION OF PREVIOUS MEETING MINUTES

4.1 PUBLIC MINUTES OF THE FIRST COUNCIL MEETING OF THE 2022-2025 TRIENNium HELD ON 1 NOVEMBER 2022

Amendment: The Chair accepted a request for a fullstop to be added to item 6.6 second paragraph to the sentence ending with 'deal with bad behaviours'.

RESOLVED WDC 2022/168

Moved: Cr Jim Hopkins
Seconded: Cr John McCone

That Council confirms the Public Minutes of the First Council Meeting of the 2022-2025 Triennium held on 1 November 2022, with one agreed grammatical change, as a true and correct record of that meeting.

CARRIED

5 LEADERSHIP REPORTS

5.1 MAYOR'S REPORT - 6 DECEMBER 2022

The report, as circulated, attached the Mayor's Report to this 6 December 2022 Council Meeting, for the information of Elected Members and members of the community.

The Chair acknowledged the very busy times being experienced by all and also thanked the elected members for making themselves available to participate in the induction programme. He felt that programme was going very well.

It was noted that a response had been received to the Mayor's letter to the Minister of Health which had acknowledged that Oamaru Hospital is a public hospital.

Congratulations were extended to Cr Blackler and Cr Linwood on their reports of attendances at recent conferences.

The "very significant success" of New Zealand Airline Academy (NZAA) in the New Zealand Indian business awards was endorsed.

RESOLVED WDC 2022/169

Moved: Mayor Gary Kircher

Seconded: Cr Jim Hopkins

That Council receives and notes the information.

CARRIED

5.2 CHIEF EXECUTIVE'S REPORT - 6 DECEMBER 2022

The report, as circulated, brought Elected Members up to date on progress with delivery of the Key Performance Indicators (KPIs) set by Council for the Chief Executive for the year ending 30 June 2023, together with other matters.

Chief Executive Alex Parmley highlighted the FfLG panel draft report release, and the need for Council to respond before the end of February 2023. A key matter would be considering how Council might engage the community. Mr Parmley believed the report's structure would make that very challenging, and there would be a need for Council to work with sector colleagues to consider the details of how councils and communities might work together.

The Water Entities Bill was now in its third reading. Council, along with others, had made representations around the need for a voice for community which had resulted in minor tweaks to the legislation, but more work was still needed. There is work already happening in the Water Transitions Unit, and Waitaki is sharing resources with Otago and Southland councils to deal with transition issues. This work was currently very resource heavy.

Mr Parmley highlighted that there was an update on KPI 4 (District Plan Review) later in the agenda of today's meeting, and – for KPI 6 (Economic Development Strategy) – there would be a workshop scheduled before Christmas to provide an update on that and discuss thoughts around how to commence implementing the strategy.

The Sports and Events Centre project was moving forward. Professional services to support the project team and board had been finalised, and the process was underway to get a 'design and build' contractor. The Trust continues to work on sourcing funding.

The October 2022 Local Elections had been run successfully. A By-election to fill the remaining three vacancies on the Ahuriri Community Board was now scheduled, with nominations having opened on 24 November and were due to close on 22 December. Any contested voting (ie if more than three people were nominated) would take place in January/February 2023.

Mr Parmley noted that the first update on the Transformation Programme had been included in his report, and that the format of it would change as work progressed. He highlighted that the Transformation team would be looking at how to engage members with Transformation going forward and acknowledged that the Mayor was the portfolio lead for it.

Asked about barriers to KPIs and any additional supports that may be needed to ensure timeframes are kept, Mr Parmley advised that time and resources were the main barrier at this stage, and some timelines and milestones were slipping as a result. He felt that he was not able to spend enough time on his KPIs due to issues that arise from running a council and in the community. Council was under-resourced at the moment and carrying a high level of vacancies. Accordingly, some milestones were recognised as stretched.

In response to a question, Mr Parmley explained that short videos were planned in order to help 'bring to life' the rather complex nature of the FfLG concepts that will be meaningful for people in the wider community to understand. Elected Member input would be sought for those videos. The Chair added that it would also be an opportunity for elected members to explain some of the bigger issues (eg the potential loss of three waters). If that could be communicated well, it would help build the call for change. People in councils have been dealing with this matter for a while, but out in the community, awareness is not as great.

Asked if the District Plan review process could be hastened, Mr Parmley advised that the milestone dates were as agreed by the previous Council after a long discussion about it needing to be realistic and to recognise the many steps involved. If it could be done quicker, it will be. But as Chief Executive, his concern about moving that to set to an earlier date might be setting up Council to fail. That point was acknowledged by the meeting.

RESOLVED WDC 2022/170

Moved: Cr Courtney Linwood

Seconded: Cr Brent Cowles

That Council receives and notes the information.

CARRIED

6.1 WAITAKI DISTRICT COUNCIL MEETINGS SCHEDULE 2023 - PLACEHOLDER

The Chair advised that a decision was made yesterday to defer the Meetings Schedule for 2023 to the 20 December 2022 Council Meeting for final approval. In the interim, an advance copy would be circulated to Council Elected Members prior to scheduling taking place as soon as practicable from the end of this week.

The Chair directed the meeting forward to Agenda item 7.1

7.1 PUBLIC RELEASE OF FEEDBACK RECEIVED ON THE DRAFT WAITAKI DISTRICT PLAN

The report, as circulated, informed Elected Members of the public release of all community feedback received during the engagement period on the Draft Waitaki District Plan.

Group Manager Roger Cook advised that the feedback received on the draft Waitaki District Plan would be uploaded to Convene for elected members before Christmas.

RESOLVED WDC 2022/171

Moved: Cr Jim Thomson

Seconded: Deputy Mayor Hana Halalele

That Council receives and notes the information.

CARRIED

The meeting was adjourned at 11.06am and reconvened at 11.16am when the Chair directed the meeting forward to Agenda Item 6.2.

6 DECISION REPORTS

6.2 WHITESTONE CONTRACTING LIMITED ANNUAL REPORT 2021-2022

The report, as circulated, acknowledged the formal receipt by Council of the audited Whitestone Contracting Limited 2021-2022 Annual Report, and presented a resolution for the receipt of the report and the appointment of auditors, such resolution being in lieu of a shareholders' meeting.

The report also sought approval to amend the Whitestone Contracting Limited Constitution from Council as the company's shareholder.

Speaking via Zoom, WCL Chair Steve Grave briefed the meeting on what had been a 'challenging year' for the company and that, despite that, profit levels had improved but were still not where they needed to be. Key highlights of the year were absences through COVID sickness which had reduced significantly by the time of this meeting; unrecoverable high fuel prices; and big changes to the Board's membership. Another highlight was the milestone achieved – WCL had been in operation for 30 years, and several staff received recognition for their 20+ years' service at a special event at the Oamaru Opera House. Despite the slow start in the first quarter of the year (mainly to do with staff sickness and weather), the company was confident that the remaining quarters would be good, and it would finish well. There was a lot of exciting things happening with the business.

Discussion addressed the surplus and the proposed dividend which was highlighted by an elected member as still substantially less than the 8% of the return on investment required. It was noted that the company had exceeded that 8% threshold in 2018-2019 and that the loss of maintenance contracts in 2021 had hurt the overall financial performance. But the company was confident that it was working its way back to solid returns and was actively seeking more work.

In response to a question, Chief Executive Paul Bisset acknowledged that there was risk associated with WCL's greater percentage of income coming from non-contract work when that could be facing a possible downturn. However, the company was managing that by not having 'all of its eggs in one basket' (ie diversification and out of region work), and Council's roading maintenance contract would help it through tough times. Central Otago was reasonably active in the maintenance market and a lot was being done in the landscaping and subdivision construction.

Regarding the requested approval for amendments to the Constitution, it was noted that they were technical and limited in nature. This was agreed by the meeting, and elected members acknowledged that they were happy to support them.

RESOLVED WDC 2022/172

Moved: Cr Brent Cowles
Seconded: Cr Courtney Linwood

That Council:

1. Receives the Whitestone Contracting Limited 2021-2022 Annual Report included as Attachment 1; and
2. Authorises the Mayor and Chief Executive to sign the resolution pursuant to Section 122 of the Companies Act 1993 in lieu of the Annual General Meeting of shareholders of Whitestone Contracting Limited.

CARRIED

RESOLVED WDC 2022/173

Moved: Cr Jim Hopkins
Seconded: Deputy Mayor Hana Halalele

3. Approves the amendments to the Whitestone Contracting Limited Constitution, as shown in the marked-up version included as Attachment 2.

CARRIED

The Chair directed the meeting to Agenda Item 6.3.

6.3 ŌMĀRAMA AIRFIELD LIMITED 2021-2022 ANNUAL REPORT - PLACEHOLDER

The report, as circulated via the Agenda Addendum, acknowledged the formal receipt by Council of the audited Ōmārama Airfield Limited (OAL) 2021-2022 Annual Report, and presented a resolution for the receipt of the report and the appointment of auditors, such resolution being in lieu of a shareholders' meeting. OAL Chair Clive Geddes was present for this agenda item.

Mr Geddes confirmed that OAL had repeated the previous year's performance – to get through without running down cash reserves and without incurring a large contingent liability of expenditure. The upturn in utilisation of the airfield that had been indicated in the Statement of Intent had been realised, with North Island and overseas pilots returning – a minimum of 12 at any given time over the last few months, and up to 25-30 at times. OAL would be hosting the South Island gliding championships in 2023 which would also help generate higher utilisation, and the company would continue to focus on the Nimbus Drive subdivision of land in order to create capital reserve that will seal the company off from any demands on its capital. OAL had made provision for the consent cost.

Regarding the deferral of capital expenditure to keep cash positions stable, Mr Geddes acknowledged, when asked, that that did present challenges for the future. OAL had focused very much in the previous three years on maintaining the standard of the runway. In order to achieve that, a number of capital projects had been parked and the most important of those was the renewal or refurbishment of the current bore that is used to extract water to irrigate the airfield (which is useless without water). A capital fund was required to essentially exchange money tied up in the land and put it back into other elements. Plant replacement had also been deferred, and the company was muddling through with aged tractors but still getting there. Wet springs of the last few years had been an 'absolute blessing' because irrigation costs were lower.

[continued next page]

In response to a question about the real estate market in Omarama, Mr Geddes advised that pricing of the subdivision was 'looking good' according to a local agent who would be helping them to sell. There are no small lots in Omarama, and this subdivision would create eight of them. The pricing discussed 12 months ago would likely hold because there was already a list of people interested in purchasing the lots. Mr Geddes advised that the real estate company would be contracted to OAL to sell the lots and the price range for them would be agreed as part of that process.

The Chair thanked Mr Geddes for his attendance at and presentation to the meeting and all Directors of OAL for their Annual Report and efforts during the 2021-2022 year. Mr Geddes said he would pass on those sentiments to OAL Board members. He also noted that OAL was not just an airport; that it was a resource that was valued by the national and international gliding community. Being part of that and ensuring that it is accessible without there being an impost on shareholders is a very important part of what OAL is doing. This was acknowledged by the Chair on behalf of the meeting.

RESOLVED WDC 2022/174

Moved: Associate Chair Hana Halalele

Seconded: Cr Jim Hopkins

That Council:

1. Receives the Ōmārama Airfield Limited 2021-2022 Annual Report; and
2. Authorises the Mayor and Chief Executive to sign the resolution pursuant to Section 122 of the Companies Act 1993 in lieu of the Annual General Meeting of shareholders of Ōmārama Airfield Limited.

CARRIED

The Chair directed the meeting to Agenda Item 6.5.

6.5 TOURISM WAITAKI LIMITED 2021-2022 ANNUAL REPORT

The report, as circulated, acknowledged formal receipt by Council of the audited Tourism Waitaki Limited 2021-2022 Annual Report, and to present a resolution for the receipt of the report and the appointment of auditors, such resolution being in lieu of a shareholders' meeting. TWL Chair Mike McElhinney and Acting General Manager Dr Philippa Agnew were present in the Council Chamber for this agenda item, and Directors Mr Rick Ramsay, Ms Janine Tulloch, and Ms Megan Crawford participated via Zoom.

Chair Mike McElhinney gave an overview of the TWL performance for 2021-2022. Ms Crawford provided a briefing on the "sustainable traveller". Dr Agnew highlighted the earlier start time for the Penguin Colony (now 1.00pm) and the availability of both digital and hard displays in information areas was encouraging people to visit them and to know what was available to see beyond the colony in the rest of the Waitaki district.

It was clarified that the TWL tax loss would be offset within the Council's wider group, as part of the consolidation process.

The downturn in operating revenue at the Penguin Colony was noted as a result of the 2021 lockdown in Auckland and the fact that 2020 took into account the MBIE funding TWL had received.

There was brief discussion about the difficulties in identifying financial information because of the MBIE funding going in and out over the years. It was noted that expenditure is fairly static year on year, but the level of MBIE funding was the driver of any impact. The Chair acknowledged the extra time and effort required by Directors to work around those funding stream complexities.

Mr Rick Ramsay highlighted the need for increased attention on tourism coming from Mackenzie. There were bus tours coming through, but the majority of travellers were now in campervans and caravans, and that had caused a problem with parking in the Ahuriri Stream area a few years back.

There was brief discussion about Tourism New Zealand's redefinition of the type of tourist they wanted to see in New Zealand (higher worth or spend). Director Megan Crawford noted that there were no cheap airfares on the international market at the moment, so that was a factor. In addition, not all markets were open yet; Australia and the United States were providing some tourists, but Asia was not really open yet. The direct service to New Year would help create a market, but it was realistic to expect that things would not go back to where they had been pre-COVID. Change would continue, and rising airfares will automatically rule out some markets as it was a long way to come to New Zealand. The traveller profile in future would be different to that of pre-COVID times.

The Chair thanked Directors for their comments and insights, and the whole TWL Board for their Annual Report and efforts during the 2021-2022 year.

RESOLVED WDC 2022/175

Moved: Cr Jim Hopkins

Seconded: Cr Brent Cowles

That Council:

1. Receives the Tourism Waitaki Limited 2021-2022 Annual Report; and
2. Authorises the Mayor and Chief Executive to sign the resolution pursuant to Section 122 of the Companies Act 1993 in lieu of the Annual General Meeting of shareholders of Tourism Waitaki Limited.

CARRIED

The Chair directed the meeting back to Agenda Item 6.4.

6.4 TOURISM WAITAKI LIMITED 2020-2021 ANNUAL REPORT

The report, as circulated, acknowledged formal receipt by Council of the final audited Tourism Waitaki Limited 2020-2021 Annual Report, and to present a resolution for the receipt of the report and the appointment of auditors, such resolution being in lieu of a shareholders' meeting.

There was no discussion on this report.

RESOLVED WDC 2022/176

Moved: Cr Jim Hopkins

Seconded: Cr Brent Cowles

That Council:

1. Receives the final audited Tourism Waitaki Limited 2020-2021 Annual Report; and
2. Authorises the Mayor and Chief Executive to sign the resolution pursuant to Section 122 of the Companies Act 1993 in lieu of the Annual General Meeting of shareholders of Tourism Waitaki Limited.

CARRIED

The Chair directed the meeting forward to Agenda Item 6.6.

6.6 WAITAKI DISTRICT HEALTH SERVICES LIMITED 2021-2022 ANNUAL REPORT (UNAUDITED)

The report, as circulated, acknowledged formal receipt by Council of the unaudited Waitaki District Health Services Limited 2021-2022 Annual Report (Attachment 1) as well as a summary Chair's report (Attachment 2). WDHSL Deputy Chair Melanie Tavendale and Chief Executive Keith Marshall were present for this agenda item.

Deputy Chair Melanie Tavendale submitted an apology on behalf of Board Chair Helen Algar and spoke to the Annual Report noting that it was unaudited, but no material changes were expected.

Chief Executive Keith Marshall highlighted that WDHSL had taken legal advice which had confirmed that WDHSL has no legal control over the activities of the Observatory Village Group which made it difficult to deal with OVG's inclusion in the WDHSL group of accounts. He briefed the meeting on the repatriation of the loan funds made to OVG.

Mr Marshall also noted that this set of accounts showed a surplus for the year. The difficulty, however, had been in unpicking the company's accounts from the consolidated group accounts and the repatriation funds. All of that had concealed the underlying deficit, which went back to 2015. It is the key issue; it remains the key issue; and will remain so when WDHSL proposes to come back to Council in February 2023 with an update on its financial situation.

Mr Marshall also highlighted that COVID had been a key feature for nine months. There had been chronic understaffing, border closures and tight restrictions in the sector had contributed to then absences from COVID had added to the pressures. However, that picture was the same elsewhere in the country. The critical need was to make sure there has been a safe environment. WDHS had had no cross-infections in the hospital throughout the whole time, until recently. That was a real success for the team in managing a highly infectious infection. Once COVID started to hit, there were staff shortages and then absences due to COVID sickness – up to 50% of staff had had COVID at one time or another. With staff already stretched, this meant it was doubly difficult. Staff had gone over and above doing double shifts etc to do what they could to get through. Health reforms are now underway, which were expected to be positive for WDHSL. There is an opportunity to renegotiate the funding contract and WDHSL was in that process now with Te Whatu Ora. The opportunity is there to shift away from how those funding contracts had been put together, as they had previously been locked down for five years. In summary, an amazing group of people had done an amazing job despite being absolutely stretched beyond the pale. Opportunities existed in the future with the ability for WDHSL to renegotiate the funding contract with Te Whatu Ora.

When asked, Mr Marshall clarified that the magnitude of the underlying deficit for WDHSL that had been present since 2015 was likely to be of the magnitude of \$3M for the coming year.

Asked when the negotiations with Te Whatu Ora might be concluded, Mr Marshall noted that WDHSL needed to conclude those funding discussions in time to be able to report back to Council in late February. It was going pretty positively at this stage and hopefully he would have some feedback to report before Christmas.

The Chair clarified, for the benefit of the wider community, that the funding issue was about either central government paying the proper amount for the service that was being delivered, or the Government decided to look after Oamaru Hospital itself. That was not a threat; rather, it was an indicator. The hospital is not going to close down. It might have to change. He did not believe the Government would be able to run it more efficiently than WDHSL does. He hoped Mr Marshall would be able to convince Te Whatu Ora to let WDHSL continue to run Oamaru Hospital and that they would agree to fund it appropriately.

At the request of some elected members, Mr Marshall provided some background to the funding issues which had first started way back in 1924. He acknowledged that there would be a need to look at the mix of services provided by the hospital which had not been done since 1998. Events had overtaken things since then. However, the number of aged beds had not substantially altered. Resourcing available to General Practitioners (GPs) had not changed over that period of time. There was a need to look at all of those things in that context. Some work had been done in 2016-2017 but even that was now five years out of date. Now was the time to review things and figure out how to make it work for the future.

Asked if WDHSL could do anything else to challenge the Office of the Auditor-General's (OAG) decision to include ORV in the WDHSL group accounts, Mr Marshall acknowledged that there were good audit standards reasons for that OAG decision because WDHS had originally established the ORV Trust. But that is the sum total of the relationship. Not in any legal sense or financial sense did WDHSL have say control whatsoever so that makes no sense from an auditing viewpoint. The legal advice had provided a clear steer on what WDHSL needs to do and it would be working its way through that.

RESOLVED WDC 2022/177

Moved: Cr Jim Thomson

Seconded: Associate Chair Hana Halalele

That Council:

1. Receives the attached draft Waitaki District Health Services Limited 2021-2022 Annual Report (Attachment 1); and
2. Notes that the draft Annual Report is unaudited at this time; and
3. Receives and notes the Waitaki District Health Services Chair's Report for the same period (Attachment 2).

CARRIED

7 MEETING CLOSE

The Chair thanked everyone for participating in the meeting, and declared the meeting closed at 12.23pm.

TO BE CONFIRMED at the Additional Council Meeting to be held on Tuesday, 20 December 2022.

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CHAIRPERSON

5.2 WAITAKI DISTRICT COUNCIL MEETINGS SCHEDULE 2023

Author: Ainslee Hooper, Governance and Policy Advisor
Authoriser: Lisa Baillie, People and Transformation Group Manager
Attachments: 1. Meetings Schedule for 2023 - for Council adoption

RECOMMENDATIONS

That Council:

1. Adopts the attached Waitaki District Council Meetings Schedule 2023; and
2. Notes that the Ahuriri and Waihemo Community Boards propose to confirm venues for their meetings in 2023 at their respective Board Meetings in March 2023, and agrees that Council's Meetings Schedule for 2023 can be updated with those venue details once they are available;
3. Notes that the Waitaki District Council Meetings Schedule 2023, once adopted, will be populated as Meetings Calendar invites as soon as practicable after this meeting, and a public version will be published on Council's website and its availability promoted to the community, including via social media.

DECISION OBJECTIVE

To supply the Waitaki District Council Meetings Schedule 2023 for Council adoption to meet legislative requirements.

SUMMARY

The 2023 Meetings Schedule has been developed in accordance with some underlying principles wherever that is possible. Some flexibility has been incorporated in order to avoid conflicts with Local Government New Zealand (LGNZ) events, public holidays, school holidays and the like. A proposed version of the Schedule was circulated to elected members for initial feedback, and that feedback was considered during the preparation of this final proposed version for adoption by Council at this meeting. The **Summary Meetings Schedule 2023** provides a snapshot of the proposed meeting dates for 2023.

BACKGROUND

The following underlying principles were followed in the preparation of the Meetings Schedule for 2023:

1. **Include LGNZ events first** to allow elected members and the Executive Leadership Team to attend those events whenever they are required to.
2. **Council's decisions on 1 November 2022** relating to the new Committee structure, meeting cycles and preferences for organising meetings in relation to each other, including:
 - (a) Meetings day will be Tuesday (ie 'meeting Tuesdays', with Monday the alternate day)
 - (b) Council Meetings will be held fortnightly (aiming for the second and fourth Tuesdays of each month, with variations where necessary)
 - (c) PAR meetings will be held monthly on the same day as the second of the two Council Meetings that month (ie the fourth Tuesday of each month)
 - (d) Harbour Area Sub-Committee Meetings will be held on the same day as the first of the two Council Meetings in any month (ie the second Tuesday) and will be held bi-monthly

- (e) Other Sub-Committees will meet between 3.00pm – 4.00pm on ‘meeting Tuesdays’ (if they can be accommodated then); or on ‘in between Tuesdays’, or on a Monday (in that priority order) (note: this is a change to previous years where they may have been scheduled on a Wednesday or even Thursday)
 - (f) The ‘in between Tuesdays’ (ie between Meeting Days) will be reserved for workshops, sub-committee meetings, other discussions etc as required, and the timeframe for these ‘in between Tuesdays’ days will be as set out in (h) below
 - (g) Meetings days will have the following timeframe: 9.00am – 2.00pm (meetings), followed by a Councillor briefing (2.00pm – 3.00pm), followed by a two-hour option (3.00pm – 5.00pm) for sub-committee meetings, portfolio updates etc (subject to final confirmation around responsibilities for Portfolios)
 - (h) The ‘in between Tuesdays’ will have a timeframe of 9.00am – 3.00pm only
 - (i) Council Activity Updates will be scheduled bi-monthly, usually on the third Tuesday of the relevant month, and will be livestreamed but not formally minuted. All memoranda (ie information-only reports) will go to these CAU events.
 - (j) Portfolio Updates have been scheduled once a month initially (on the same day as the CAU), subject to final confirmation of responsibilities and how discussions will be scheduled.
 - (k) Waihemo Community Board meetings will be held six times a year, on the first Monday of March, May, July, September, November, and December, from 6.00pm. Venues will be decided by that Board at its first meeting in March 2023.
 - (l) Ahuriri Community Board meetings will be held six times during the year, on the second Monday of March, May, July, September, November, and December, from 2.00pm (this is an earlier start time from previous years). Venues will be decided by that Board at its first meeting in March 2023.
3. **A mid-year break of three weeks** has been built into is to be built into the Meeting Schedule around the school holidays.
4. **School holidays are indicated in light grey** and wherever possible the scheduling of meetings and workshops will be kept to a minimum at these times.
5. **No meetings are to be held in January** to ensure that the Governance team and staff all have an opportunity for a good break at the end of the year.
6. **Mayor and CE must be able to participate in draft agenda meetings:** Where draft agenda meetings would conflict with attendance at an LGNZ event, for example, then draft agenda meetings (and correspondingly draft agenda deadlines for report-writers and authorisers) have been moved upwards in the timetable.
7. **Elected Member Participation in Draft Agenda Meetings:** The Mayor and Deputy Mayor will participate in Council draft agenda meetings. The Mayor and PAR Chair will participate in PAR draft agenda meetings.
8. **Final Meeting of the 2023 calendar year:** An Additional Council Meeting will be tentatively scheduled for the final week of the working year and will be confirmed and held for urgent business only.

What is still missing?

Shareholder meetings have yet to be agreed with all but one CCO, and they will be included as soon as all Board meeting schedules have been received and shareholder meeting dates agreed.

An “Elected Member and Executive Leadership Team Roster” for attendance at Community Board Meetings will be agreed at the first Council Forward Planning Meeting in the new year.

Different Scheduling Approach for 2023

Once the Meetings Schedule for 2023 has been adopted by Council, its contents will be issued into the calendars of Elected Members, Executive Leadership Team, managers, and staff. A different approach will be taken for 2023, with all initial scheduling to be as PLACEHOLDERS only. This will mean that the possible events that could happen on a particular day (eg Meetings Tuesdays – the second and fourth one each month), will be listed but not allocated a specific time in the initial Meeting Calendar invitation. Once agenda items and the timetable are able to be considered and determined closer to the actual day in the Meetings Schedule, then specific meeting invitations will be issued to the required participants.

The above notwithstanding, the need to have dates and times agreed and locked in for meetings in sufficient time to meet the legislative requirements for publication of Notices of Meetings in print media and on Council's website will remain a priority.

NEXT STEPS

Once adopted by Council, with or without amendment, the components of the Meetings Schedule will be populated into the calendars of elected members and staff, and a public version will be published on Council's website (Meetings page). It is planned that this work will be able to be completed before the office closes for the holiday season on Friday 23 December 2022. Publicising the availability of the Meetings Schedule, once uploaded to the website, is recommended including through social media. There will be ongoing updates and Notices of Meetings scheduled published throughout the 2023 year on the Council's website Meetings page, as there has been in the last few years.

Summary Schedule of Meetings 2023

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Waitaki District Council (WDC) [21 meetings]		14 28	14 28	12 Wed 26 Wed	9 30	13 27	25	8 22	12 26	10 24	14 28	12
Additional Council (as required)					14-15 [AP Hearings]					31 (for AR)		19
Performance, Audit & Risk (PAR) Committee		28	28	26	30	27	25	22	26	24	28	12
Harbour Area Sub-Committee		14	-	12	-	13	-	8	-	10	-	-
Sub-Committees (TBC)												
Council Activity Updates (CAU)		-	21	-	23	-	24	-	19	-	21	-
Portfolio Updates (TBC)		-	21	21	23	20	24	15	19	17	21	-
Waihemo Community Board (WCB)		-	6	-	1	-	3	-	4	-	6	4
Ahuriri Community Board (ACB)		-	13	-	8	-	10	-	11	-	13	11

2023 Schedule of Meetings – Waitaki District Council, Committees and Sub-Committees, and Waihemo and Ahuriri Community Boards v4 – for 20 December 2022

2023 Meetings Calendar – Waitaki District Council, Committees and Sub-Committees, and Community Boards

Monday	Tuesday	Wednesday	Thursday	Friday
2 January 2023	3 January	4 January	5 January	6 January
9 January <i>WDC office reopens</i>	10 January	11 January	12 January	13 January
16 January	17 January	18 January	19 January	20 January
23 January	24 January	25 January	26 January	27 January
30 January <i>8.30am – 5.00pm Ward Bus tour 1 (Ahuriri Ward) Canterbury CE Forum</i>	31 January <i>8.30am – 5.00pm Ward Bus tour 2 (Waihemo Ward)</i>	1 February <i>DEADLINE DRAFT agenda Council and HAC 14 February</i>	2 February	3 February <i>Draft agenda meeting (for 14 February)*</i>
6 February Waitangi Day	7 February <i>[KEEP FREE for] Otago Southland Mayoral Forum</i>	8 February Workshops <i>DEADLINE FINAL agenda Council and HAC Meetings 14 February DEADLINE AP workshop papers</i>	9 February	10 February

2023 Schedule of Meetings – Waitaki District Council, Committees and Sub-Committees, and Waihemo and Ahuriri Community Boards v4 – for 20 December 2022

Monday	Tuesday	Wednesday	Thursday	Friday
13 February	14 February Council Meeting HAC Meeting AP Workshop	15 February <i>DEADLINE Portfolio Updates 21 February (EM)</i> <i>DEADLINE DRAFT agenda Council and PAR 28 February</i>	16 February	17 February <i>Draft agenda meeting (for 28 February)</i> [LGNZ Regional]
20 February Otago CE Forum	21 February Strategy Session 1 (AM) Workshops / Other Meetings (PM) Portfolio Updates?	22 February <i>DEADLINE FINAL agenda Council and PAR Meetings 28 February</i>	23 February	24 February Canterbury Mayoral Forum TRONT hui
27 February LGNZ Zone 5 & 6 (all day)	28 February Council and PAR Meetings GAC Sub-Committee WHF meeting	1 March	2 March LGNZ R&P <i>DEADLINE DRAFT agenda Council and HAC 14 March</i> <i>DEADLINE workshop papers</i>	3 March LGNZ R&P
6 March (morning) <i>Draft agenda meeting (for 14 March)</i>	7 March Workshops / Other Meetings	8 March <i>DEADLINE FINAL agenda Council and HAC 14 March</i>	9 March	10 March
6 March (evening) Waihemo Community Board Meeting 6.00pm)	GAC Sub-Committee WBF Meeting			

2023 Schedule of Meetings – Waitaki District Council, Committees and Sub-Committees, and Waihemo and Ahuriri Community Boards v4 – for 20 December 2022

13 March Ahuriri Community Board Meeting (2.00pm)	14 March Council Meeting Harbour Area Sub-Committee Meeting (as required) <i>DEADLINE DRAFT agenda Council and PAR 28 March*</i>	15 March <i>DEADLINE FINAL agenda CAU 21 March</i> <i>DEADLINE Portfolio Updates 21 March (EM)</i>	16 March <i>Draft agenda meeting (for 28 March)*</i> <i>DEADLINE workshop papers</i>	17 March <i>Otago Mayoral Forum / possible MP hui</i>
20 March Otago Anniversary Day	21 March Council Activity Update (CAU) Portfolio Updates? Workshops / Other Meetings	22 March <i>DEADLINE FINAL agenda Council and PAR 28 March</i>	23 March	24 March
27 March	28 March Council and PAR Meetings GAC Sub-Committee CGG and CCS meetings	29 March <i>DEADLINE DRAFT agenda Council and HAC Meetings 12 April (Wed)</i>	30 March	31 March <i>Draft agenda meeting (for 12 April (Wed))*</i>
3 April <i>IOD Governance Training for Elected Members [CONFIRMED]</i>	4 April <i>IOD Governance Training for Elected Members [CONFIRMED]</i> <i>DEADLINE FINAL agenda Council and HAC Meetings 12 April (Wed)*</i>	5 April	6 April	7 April Good Friday

2023 Schedule of Meetings – Waitaki District Council, Committees and Sub-Committees, and Waihemo and Ahuriri Community Boards v4 – for 20 December 2022

10 April Easter Monday	11 April KEEP FREE (Easter Tuesday and school holidays)	12 April (Wed) Council Meeting HAC Meeting <i>DEADLINE Portfolio Updates 18 April (EM)</i>	13 April <i>DEADLINE DRAFT agenda Council and PAR meetings (Wed) 26 April</i> <i>DEADLINE workshop papers</i>	14 April
17 April <i>Draft agenda meeting (for 26 April)</i>	18 April Workshops / Other Meetings Portfolio Updates?	19 April <i>DEADLINE FINAL agenda Council and PAR meetings 26 April (Wed)</i>	20 April	21 April <i>TRONT hui</i>
24 April KEEP FREE (long weekend option with ANZAC Day)	25 April ANZAC Day	26 April (Wed) Council and PAR Meetings	27 April <i>DEADLINE DRAFT agenda Council 9 May</i> <i>DEADLINE workshop papers</i>	28 April
1 May <i>Canterbury CE Forum</i>	2 May <i>Draft agenda meeting (for 9 May)*</i> Workshops GAC Sub-Committee Sport NZ Rural Travel Fund	3 May <i>DEADLINE FINAL agenda Council 9 May</i>	4 May	5 May <i>[LGNZ Regional]</i>
8 May <i>DEADLINE FINAL agenda AP Hearings 15-16 May *</i>	9 May Council Meeting	10 May	11 May	12 May

2023 Schedule of Meetings – Waitaki District Council, Committees and Sub-Committees, and Waihemo and Ahuriri Community Boards v4 – for 20 December 2022

15 May (Mon) AP Hearings	16 May AP Hearings	17 May <i>DEADLINE FINAL agenda CAU 23 May</i> <i>DEADLINE Portfolio Updates 23 May (EM)</i>	18 May <i>DEADLINE DRAFT agenda Council and PAR 30 May</i>	19 May <i>Otago CE Forum [LGNZ National Council]</i>
22 May <i>Draft agenda meeting (for 30 May)</i>	23 May Strategy Session 2 CAU Portfolio Updates?	24 May <i>DEADLINE FINAL agenda Council 30 May</i>	25 May <i>[LGNZ Combined Sector]</i>	26 May <i>[LGNZ Combined Sector]</i>
29 May	30 May Council Meeting <i>DEADLINE DRAFT agenda Council and HAC 13 June*</i>	31 May <i>DEADLINE workshop papers*</i>	1 June <i>Draft agenda meeting (for 13 June)*</i>	2 June <i>Canterbury Mayoral Forum</i>
5 June King's Birthday Observance	6 June Workshops / Other meetings	7 June <i>DEADLINE FINAL agenda Council and HAC 13 June</i>	8 June	9 June <i>Otago Mayoral Forum / Te Roopu Taiao</i>
12 June <i>LGNZ Zone 5&6</i>	13 June Council Meeting HAC Meeting	14 June <i>DEADLINE DRAFT agenda Council and PAR 27 June*</i> <i>DEADLINE Portfolio Updates 20 June (EM)</i>	15 June <i>DEADLINE workshop papers</i>	16 June <i>Draft agenda meeting (for 27 June)</i>

19 June <i>LGNZ CE Forum</i>	20 June Workshops / Other meetings Portfolio Updates?	21 June <i>DEADLINE FINAL agenda Council and PAR 27 June</i>	22 June	23 June <i>DEADLINE FINAL agenda Waihemo Community Board TRONT hui</i>
26 June	27 June Council and PAR Meetings GAC Sub-Committee WHF Meeting	28 June	29 June	30 June <i>DEADLINE FINAL agenda Ahuriri Community Board</i>
3 July Waihemo Community Board Meeting (6.00pm)	4 July MID-YEAR BREAK [No meetings or workshops]	5 July	6 July	7 July
10 July Ahuriri Community Board Meeting (2.00pm)	11 July MID-YEAR BREAK [No meetings or workshops]	12 July	13 July <i>DEADLINE DRAFT agenda Council and PAR Meetings 25 July</i>	14 July Matariki
17 July <i>Draft agenda meeting (for 25 July)</i>	18 July MID-YEAR BREAK [No meetings or workshops] <i>DEADLINE FINAL agenda CAU 24 July DEADLINE Portfolio Updates 24 July (EM)</i>	19 July <i>DEADLINE FINAL agenda Council and PAR Meetings 25 July</i>	20 July	21 July <i>LGNZ National Conference</i>

2023 Schedule of Meetings – Waitaki District Council, Committees and Sub-Committees, and Waihemo and Ahuriri Community Boards v4 – for 20 December 2022

24 July (Mon) CAU Portfolio Updates?	25 July Council and PAR Meetings	26 July [LGNZ AGM]	27 July LGNZ Conference DEADLINE DRAFT agenda Council and HAC Meetings 8 August DEADLINE workshop papers	28 July LGNZ Conference
31 July Canterbury CE Forum	1 August Draft agenda meeting (for 8 August)* Workshops / Other Meetings	2 August DEADLINE FINAL agenda Council and HAC Meetings 8 August	3 August	4 August
7 August	8 August Council Meeting HAC Meeting	9 August DEADLINE Portfolio Updates 15 August (EM)	10 August DEADLINE DRAFT agenda Council and PAR Meetings 22 August DEADLINE workshop papers	11 August
14 August Draft agenda meeting (for 22 August)	15 August Strategy Session 3 Workshops / Other Meetings Portfolio Updates?	16 August DEADLINE FINAL agenda Council and PAR Meetings 22 August	17 August	18 August TRONT hui
21 August	22 August Council and PAR Meetings	23 August	24 August DEADLINE workshop papers	25 August DEADLINE FINAL agenda Waihemo Community Board Canterbury Mayoral Forum

28 August	29 August Workshops GAC Sub-Committee CGG and CCS Meetings	30 August	31 August DEADLINE DRAFT agenda Council Meeting 12 September DEADLINE workshop papers	1 September DEADLINE FINAL agenda Ahuriri Community Board Otago CE Forum [LGNZ National Council]
4 September (morning) Draft agenda meeting (for 12 September)	5 September Workshops GAC Sub-Committee WBF Meeting	6 September DEADLINE FINAL agenda Council Meeting 12 September	7 September	8 September
4 September (evening) Waihemo Community Board Meeting (6.00pm)				
11 September Ahuriri Community Board Meeting (2.00pm)	12 September Council Meeting	13 September DEADLINE FINAL agenda CAU 19 September DEADLINE Portfolio Updates 19 September (EM) DEADLINE DRAFT agenda Council and PAR Meetings 26 September*	14 September DEADLINE workshop papers	15 September Draft agenda meeting (for 26 September)*
18 September LGNZ CE Forum	19 September CAU Portfolio Updates? Workshops / Other Meetings	20 September DEADLINE FINAL agenda Council and PAR Meetings 26 September	21 September	22 September Otago Mayoral Forum TRONT hui

2023 Schedule of Meetings – Waitaki District Council, Committees and Sub-Committees, and Waihemo and Ahuriri Community Boards v4 – for 20 December 2022

25 September	26 September Council and PAR Meetings GAC Sub-Committee WWMF Meeting	27 September	28 September <i>DEADLINE DRAFT agenda Council and HAC Meetings 10 October</i> <i>DEADLINE workshop papers</i>	29 September
2 October <i>Draft agenda meeting (for 10 October)</i>	3 October Workshops / Other Meetings	4 October <i>DEADLINE FINAL agenda Council and HAC Meetings 10 October</i>	5 October	6 October
9 October	10 October Council Meeting HAC Meeting	11 October <i>DEADLINE Portfolio Updates 17 October (EM)</i>	12 October <i>DEADLINE DRAFT agenda Council Meeting 24 October</i> <i>DEADLINE workshop papers</i>	13 October LGNZ Zone 5&6
16 October <i>Draft agenda meeting (for 24 October)</i>	17 October Workshops Portfolio Updates? GAC Sub-Committee WHF Meeting	18 October <i>DEADLINE FINAL agenda Council and PAR Meetings 24 October</i> <i>DEADLINE DRAFT agenda Additional Council Meeting 31 October</i>	19 October	20 October <i>Draft agenda meeting (for 31 October)</i>
23 October Labour Day	24 October Council and PAR Meetings	25 October <i>DEADLINE FINAL agenda Additional Council Meeting 31 October</i>	26 October <i>DEADLINE workshop papers</i>	27 October <i>DEADLINE FINAL agenda WCB 6 November</i>

30 October	31 October Additional Council Meeting (for Annual Report) Workshops (PM)	1 November <i>DEADLINE DRAFT agenda Council Meeting 14 November*</i>	2 November <i>DEADLINE workshop papers</i> LGNZ R&P	3 November <i>DEADLINE FINAL agenda ACB 13 November</i> <i>Draft agenda meeting (for 14 November)*</i> LGNZ R&P
6 November (morning) Canterbury CE Forum	7 November Strategy Session 4 Workshops (PM)	8 November <i>DEADLINE FINAL agenda Council Meeting 14 November</i>	9 November <i>DEADLINE workshop papers</i>	10 November LGNZ Regional
6 November (evening) Waihemo Community Board Meeting (6.00pm)				
13 November Ahuriri Community Board Meeting (2.00pm)	14 November Council Meeting	15 November <i>DEADLINE FINAL CAU and Portfolio Updates 21 November</i> <i>DEADLINE Portfolio Updates 21 November (EM)</i>	16 November <i>DEADLINE DRAFT agenda Council Meeting 28 November</i> <i>DEADLINE workshop papers</i>	17 November Otago CE Forum (Christchurch Show Day)
20 November <i>Draft agenda meeting (for 28 November)</i>	21 November CAU Portfolio Updates? Workshops / Other Meetings	22 November <i>DEADLINE FINAL agenda Council and PAR Meetings 28 November</i>	23 November	24 November Canterbury Mayoral Forum TRONT hui

27 November	28 November Council and PAR Meetings	29 November	30 November <i>DEADLINE DRAFT agenda Council and PAR Meetings 12 December</i> <i>DEADLINE workshop papers</i> LGNZ National Council	1 December <i>DEADLINE FINAL agenda WCB 11 December</i> LGNZ National Council
4 December (morning) <i>Draft agenda meeting (for 12 December)</i>	5 December Workshops / Other Meetings	6 December <i>DEADLINE FINAL agenda Council and PAR Meetings 12 December</i>	7 December <i>DEADLINE DRAFT agenda Additional Council Meeting 19 December (if required)</i>	8 December <i>DEADLINE FINAL agenda ACB 18 December</i> Otago Mayoral Forum / Te Roopu Taiao reserve date
4 December (evening) Waihemo Community Board Meeting (6.00pm)				
11 December (morning) <i>Draft agenda meeting (for 19 December) (if required)</i>	12 December Council and PAR Meetings	13 December <i>DEADLINE FINAL agenda Additional Council Meeting (if required) 19 December</i>	14 December	15 December
11 December (afternoon) Ahuriri Community Board Meeting (2.00pm)	<i>Mayoral Christmas Function (evening)</i>			
18 December	19 December Additional Council Meeting (urgent matters only; if required)	20 December	21 December	22 December AM <i>WDC open (TBC)</i>
				22 December PM <i>WDC closed (TBC)</i>
25 December Christmas Day 2023	26 December Boxing Day 2023	27 December <i>WDC closed</i>	28 December <i>WDC closed</i>	29 December <i>WDC closed</i>

... and then 2024

2023 Schedule of Meetings – Waitaki District Council, Committees and Sub-Committees, and Waihemo and Ahuriri Community Boards v4 – for 20 December 2022