
REPORT 2

**SCHEDULE OF PUBLICLY NOTIFIED MEETINGS -
JANUARY 2014 TO DECEMBER 2014**

1. Purpose of Report

This report seeks the Council's approval of the proposed schedule of ordinary meetings for the Council and its committees for the period January to December 2014.

2. Executive Summary

The adoption of a meeting schedule allows for reasonable public notice, planning of forward programmes, and for the planning of other commitments around meetings.

3. Recommendations

It is recommended that the Council:

- 1. Receive the information.*
- 2. Adopt the schedule of meetings for the Council and its committees for the period January 2014 to December 2014 attached as Appendix 1.*

4. Background

The Council is required to approve a schedule of meetings so that the meetings can be publicly notified in accordance with the requirements set by the Local Government Official Information and Meetings Act 1987. A schedule of meetings for 2014 was presented to the Council at its meeting held on 14 November 2013. The Council resolved as follows:

THAT Council:

- 3. Agree that officers prepare an amended meeting schedule for 2014 for agreement by Council at the 19 December 2013 Council meeting.*

As requested an amended schedule of Council and Committee meetings for the period January to December 2014 is attached (Appendix 1).

5. Discussion

At its meeting on 14 November 2013 Council considered a proposed meeting schedule based on a six week cycle. That cycle included meetings in the months of January and July, both months that have traditionally be kept free of formal meetings. The Council expressed its desire to retain the status quo that is, keep both months free of meetings.

Staff have reworked the schedule which remains loosely based on a six week cycle, with the months of January and July clear of formal meetings. It is anticipated that with the changed committee structure to four subject based committees, the proposed cycle and schedule will have no negative impact on Council's governance and decision making responsibilities.

The following considerations were taken into account during preparation of the schedule:

- Changing the meeting cycle from four to six weeks.
- The draft programme of the Council's consultation and deliberations activities leading into the 2014/15 Annual Plan.
- Ensuring that, where possible, committee meetings are held between 9.15am-12.30pm, 1.00pm – 4.00pm and that Council meetings start at 5.30pm. The Environment Committee is the exception commencing at 9.30am.
- Allowing time for resource consent hearings and additional meetings by ad hoc committees, subcommittees and other bodies.

5.1 Additional Meetings and Briefings

The aim, through careful scheduling of work programmes, is to reduce the need for additional or reconvened meetings and the rescheduling of meetings. However, given the breadth of the Council's work, from time to time additional or extraordinary meetings may need to be scheduled.

The Audit and Risk Subcommittee will meet quarterly. Once its external members are appointed and their availability confirmed, meeting times will be scheduled.

5.2 Briefings and Workshops

Briefings and workshops will be held on the following basis:

- Committee specific briefings will be held within the six week cycle.
- A Chief Executive briefing will be scheduled prior to each Council meeting.
- Additional briefings and workshops will be scheduled from time to time.

5.3 Ad Hoc Committee, Subcommittee and Other Meetings

The aim is to, as much as possible, schedule meetings in the Tuesday to Thursday block. However, there will be occasions when meetings will need to be scheduled on Mondays or Fridays.

6. Conclusion

The adoption of a meeting schedule allows for reasonable public notice, preparation and planning for committee forward programmes, and for the planning of other commitments around meetings. It is recommended that the Council adopts the attached meeting schedule for the period January to December 2014.

Contact officer: *Anusha Guler – Manager, Democratic Services*

SCHEDULE OF PUBLICLY NOTIFIED MEETINGS FOR 2014

◀ Dec 2013							~ January 2014 ~							
Sun		Mon		Tue		Wed		Thu		Fri		Sat		
						1			2			3	4	
5		6		7		8		9		10		11		
12		13		14		15		16		17		18		
19		20 Wellington Anniversary Day		21		22		23		24		25		
26		27		28		29		30		31				

~ February 2014 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 9.15–12.30 Transport & Urban Development Committee	5 9.15–12.30 Community Sport & Recreation Committee	6 Waitangi Day	7	8
9	10	11 9.15–12.30 Economic Growth and Arts Committee	12 9.30–12.30 Environment Committee 1.00 – 4.00 Regulatory Processes Committee	13 9.15–12.30 Governance Finance & Planning Committee	14	15
16	17	18	19	20	21	22
23	24	25	26 5.30 Council Meeting	27	28	

◀ Feb 2014							~ March 2014 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1							
2	3	4	5	6 9.15–12.30 Community Sport & Recreation Committee	7	8							
9	10	11 9.15–12.30 Transport & Urban Development Committee	12	13	14	15							
16	17	18 9.15–12.30 Economic Growth & Arts Committee	19	20 9.30–12.30 Environment Committee 1.00–4.00 Regulatory Processes Committee	21	22							
23	24	25 9.15-4.00 Governance, Finance & Planning Committee Draft Annual Plan Oral Hearings	26 9.15-12.30 Governance, Finance & Planning Committee Draft Annual Plan Oral Hearings 5.30–7.30 Governance, Finance & Planning Committee Draft Annual Plan Oral Hearings	27 9.15–4.00 Governance, Finance & Planning Committee Draft Annual Plan Oral Hearings	28	29							
30	31												

◀ Mar 2014							~ April 2014 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 5:30 pm Council Meeting	3	4	5	6	7	8 9.15–12.30 Transport & Urban Development Committee	9	10 9.15–12.30 Community Sport & Recreation Committee	11	12
13	14	15 9.15-4.00 Governance, Finance & Planning Committee Draft Annual Plan Deliberations	16 9.15-4.00 Governance, Finance & Planning Committee Draft Annual Plan Deliberations	17	18 Easter Friday	19	20	21 Easter Monday	22	23	24	25 Anzac Day	26
27	28	29 9.15–12.30 Economic Growth & Arts Committee	30										

~ May 2014 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7 9.15 Council Meeting (Adopt Annual Plan)	8 9.30-12.30 Environment Committee 1.00-4.00 Regulatory Processes Committee	9	10
11	12	13	14	15 9.15-12.30 Community Sport & Recreation Committee	16	17
18	19	20 9.15-12.30 Transport and Urban Development Committee	21 9.15-12.30 Governance, Finance & Planning Committee	22	23	24
25	26	27	28	29	30	31

◀ May 2014							~ June 2014 ~						
Sun		Mon		Tue		Wed		Thu		Fri		Sat	
1		2 Queen's Birthday Weekend		3		4		5		6		7	
8		9		10 9.15-12.30 Economic Growth & Arts Committee		11		12 9.30-12.30 Environment Committee 1.00-4.00 Regulatory Processes Committee		13		14	
15		16		17 9.15-12.30 Transport and Urban Development Committee		18 5.30 pm Council Meeting		19 9.15-12.30 Community Sport & Recreation Committee		20		21	
22		23		24 9.15-12.30 Governance, Finance & Planning Committee		25		26		27		28	
29		30											

◀ Jun 2014							~ July 2014 ~						
Sun		Mon		Tue		Wed		Thu		Fri		Sat	
5				1		2		3		4		5	
6		7		8		9		10		11		12	
13		14		15		16		17		18		19	
20		21		22		23		24		25		26	
27		28		29		30		31					

~ August 2014 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5 9.15-12.30 Economic Growth & Arts Committee	6 9.30-12.30 Environment Committee 1.00-4.00 Regulatory Processes Committee	7 9.15-12.30 Community Sport & Recreation Committee	8	9
10	11	12	13	14	15	16
17	18 1.00-4.00 Audit & Risk Subcommittee Meeting (Annual Report)	19	20	21 9.15 - 12.30 Transport & Urban Development Committee	22	23
24	25	26	27 9.15-12.30 Governance, Finance & Planning Committee (Annual Report) 1.30 - Council Meeting (Adopt Annual Report)	28	29	30
31						

◀ Aug 2014							~ September 2014 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 9.15 – 12.30 Economic Growth & Arts Committee	3	4 9.30-12.30 Environment Committee 1.00-4.00 Regulatory Processes Committee	5	6	7	8	9	10 9.15–12.30 Governance, Finance & Planning Committee	11	12	13
14	15	16	17	18 9.15–12.30 Community Sport & Recreation Committee	19	20	21	22	23 9.15–12.30 Transport & Urban Development Committee	24 1.30 – Council Meeting	25	26	27
28	29	30											

◀ Sep 2014							~ October 2014 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4							
5	6	7 9.15 – 12.30 Economic Growth & Arts Committee	8	9	10	11							
12	13	14	15 9.15–12.30 Governance, Finance & Planning Committee	16 9.30-12.30 Environment Committee 1.00-4.00 Regulatory Processes Committee	17	18							
19	20	21	22 5.30 pm Council Meeting	23 9.15 – 12.30 Community Sport & Recreation Committee	24	25							
26	27 Labour Day	28	29	30	31								

◀ Oct 2014							~ November 2014 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1							
2	3	4 9.15-12.30 Transport & Urban Development Committee	5	6	7	8							
9	10	11	12	13	14	15							
16	17	18 9.15-12.30 Economic Growth & Arts Committee	19	20	21	22							
23	24	25	26 9.15-12.30 Community Sport & Recreation Committee	27 9.30-12.30 Environment Committee 1.00-4.00 Regulatory Processes Committee	28	29							
30													

◀ Nov 2014							~ December 2014 ~						
Sun		Mon		Tue		Wed		Thu		Fri		Sat	
		1		2		3 9.15 -12.30 Transport & Urban Development Committee		4		5		6	
7		8		9		10 9.15-12.30 Governance, Finance & Planning Committee		11		12		13	
14		15		16		17 5.30 pm Council Meeting		18		19		20	
21		22		23		24		25 Christmas Day		26 Boxing Day		27	
28		29		30		31							