
REPORT 2
(1215/11/IM)

**SCHEDULE OF ORDINARY MEETINGS – FEBRUARY
2012 TO DECEMBER 2012**

1. Purpose of Report

This report seeks Council approval of the proposed schedule of ordinary meetings for Council and the Strategy and Policy Committee (SPC) for the period February 2012 to December 2012. It also includes the proposed dates for SPC briefing sessions

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

Officers recommend that Council:

1. *Receive the information.*
2. *Note the following timing guidelines:*
 - *Where possible Council meetings be held from 5.30pm.*
 - *Where possible Pre-Meeting Briefing sessions for the Strategy and Policy Committee meetings will be held on Tuesdays between 9.15am and 2.30pm.*
 - *The fourth Tuesday of the month will be held for possible briefings, workshops or site visits.*
 - *Where possible Strategy and Policy Committee meetings will be held on Thursdays between 9.15am and 4.00pm.*
 - *Meetings will not be scheduled in January 2012 and July 2012 unless absolutely necessary, although a pre-meeting session will be scheduled on 31 July 2012 in preparation for the 2 August 2012 Strategy and Policy Committee meeting.*
3. *Adopt the schedule of ordinary meetings, for Council and the Strategy and Policy Committee, for the period February 2012 to December 2012 (attached as Appendix One).*

4. *Note that additional ordinary, extraordinary and multi-day meetings may be scheduled from time to time*
5. *Note that meeting times for other committees, subcommittees and Community Boards will be formally notified by Democratic Services.*

4. Background

Council needs to approve a schedule of ordinary meetings, so that the meetings can be publicly notified in accordance with statutory requirements. It is proposed that the schedule run from February to December 2012.

Council's adoption of the schedule will facilitate an open democratic process and allow for the planning of forward programmes. It also allows for elected members to plan their commitments over the period in question.

5. Discussion

A number of matters were considered in the preparation of the 2012 schedule:

- Ensuring the provision of adequate time for Long Term Plan consideration, deliberation and debate
- Ensuring that, where possible, Strategy and Policy Committee meetings are held on Thursday between 9.15am – 4.00pm, and Council meetings start at 5.30pm
- Ensuring time is available for resource consent hearings and additional meetings, briefings and workshops.

In addition it can be noted that where possible Pre-Meeting Briefing sessions for the Strategy and Policy Committee meetings will be held on Tuesdays between 9.15am – 2.30pm. Meetings have not been scheduled for January 2012 and July 2012.

5.1 Additional Meetings

It is intended that the need for additional or reconvened meetings and the rescheduling of meetings is kept to a minimum. However, given the breadth of Council work, from time to time additional or extraordinary meetings will need to be scheduled. The pattern of SPC meetings (three weeks out of every four), with time held in the Tuesday to Thursday block, makes this a relatively easy task to do without causing undue disruption to the plans of elected members. The fourth Tuesday of the month is also available for site visits and ad hoc briefings or workshops.

5.2 Ad Hoc Committee, Subcommittee and Other Meetings

Once Council has approved the meeting schedule for Council and SPC meetings, meeting times will be confirmed for the remaining committees and subcommittees. The aim will be, as much as possible, to schedule them in the Tuesday to Thursday period. However, there will be occasions (in particular,

with those subcommittees involving non-elected members) when meetings will need to be scheduled on Mondays or Fridays.

6. Conclusion

The adoption of a meeting schedule allows for reasonable public notice, planning of committee forward programmes, and for the planning of other commitments around meetings. It is recommended that Council adopt the attached schedule of ordinary meetings for the period February 2012 to December 2012.

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Supporting Information
<p>1) Strategic Fit / Strategic Outcome <i>This project supports Outcome 7.2.B – More actively engaged: Wellington will operate an open and honest decision making process that generates confidence and trust in the democratic system.</i></p>
<p>2) LTCCP/Annual Plan reference and long term financial impact <i>The project relates to C534: Elections, Governance and Democratic Process.</i></p>
<p>3) Treaty of Waitangi considerations <i>Not applicable</i></p>
<p>4) Decision-Making <i>This is not a significant decision.</i></p>
<p>5) Consultation a) General Consultation <i>Not applicable</i></p> <p>b) Consultation with Maori <i>Not applicable</i></p>
<p>6) Legal Implications <i>Not applicable</i></p>
<p>7) Consistency with existing policy <i>This report is consistent with existing policy.</i></p>