
REPORT 4

**SCHEDULE OF PUBLICLY NOTIFIED MEETINGS -
NOVEMBER 2013 TO DECEMBER 2013 AND JANUARY
2014 TO DECEMBER 2014**

1. Purpose of Report

This report seeks the Council's approval of the proposed schedules of ordinary meetings for the Council and its committees for the periods November to December 2013 and 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 committees of Council for the period November 2013 to December 2013.*
3. *Adopt the schedule of meetings for the Council and its committees for the period January 2014 to December 2014.*
4. *Note the following timing guidelines:*
 - (a) *Where possible Council meetings be held from 5.30pm.*
 - (b) *Where possible Council and committee meetings be held on Tuesdays, Wednesdays and Thursdays.*
5. *Note that additional ordinary, extraordinary and multi-day meetings may be scheduled from time to time.*
6. *Note that meeting times for other committees and subcommittees will be formally notified by Democratic Services.*

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. Two schedules have been developed and attached. A schedule of committee meetings for the period November to December 2013 (Appendix One), and a schedule of Council and committee meetings for the period January to December 2014 (Appendix Two) are attached.

The adoption of the schedules by Council 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

There were a number of considerations in the preparation of the two schedules including:

- 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
- Due to a change to a six week cycle the traditional month long break in July has been reduced to two weeks to coincide with the July school holidays.
- Allowing time for resource consent hearings and additional meetings by ad hoc committees, subcommittees and other bodies.

5.1 Frequency of Meetings

In the previous triennium Council and its committees met on a monthly cycle. However, a change in committee structure to four subject based committees, with requisite delegations, has provided the Council with an opportunity to meet on a six week cycle without compromising its governance and decision making responsibilities.

5.2 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. A briefing workshop will be held with members prior to Christmas.

5.3 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.

5.4 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 schedules for the period November to December 2013 and January to December 2014.

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SCHEDULE OF PUBLICLY NOTIFIED MEETINGS FOR NOVEMBER / DECEMBER 2013

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Nov 2013	17	18	19	20	21 7.30 Makara/Ohariu Community Board Inaugural Meeting	22	23
	24	25 9.15-4.00 Environment Committee - Oral Hearings: Freedom Camping	26	27 9.15-4.00 Transport & Urban Development Committee	28	29	30
Dec 2013	1	2	3 9.15-12.30 Economic Growth and Arts Committee	4	5 9.15- 12.30 Community, Sports & Recreation Committee 2.00-4.00 Regulatory Processes Committee	6	7
	8	9	10	11 9.15-4.00 Governance Finance & Planning Committee - Draft Annual Plan Deliberations	12 9.15-4.00 Governance Finance & Planning Committee - Draft Annual Plan Deliberations 7.00 Tawa Community Board	13	14
	15	16	17 9.15-4.00 Transport & Urban Development Committee	18	19 12.30-4.00 Council Meeting 7.30 Makara/Ohariu Community Board	20	21
	22	23	24	25	26	27	28

SCHEDULE OF PUBLICLY NOTIFIED MEETINGS FOR 2014

~ 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 9.15–12.30 Transport & Urban Development Committee	29 9.15–12.30 Community Sports & Recreation Committee	30	31	

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

APPENDIX TWO

~ March 2014 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 9.15–12.30 Transport & Urban Development Committee	5	6 9.15–12.30 Community Sports & Recreation Committee	7	8
9	10	11	12	13	14	15
16	17	18 9.15–12.30 Economic Growth & Arts Committee	19	20 9.15–12.30 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					

APPENDIX TWO

◀ Mar 2014		~ April 2014 ~					May 2014 ▶	
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 Sports & 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 9.15-4.00 Governance, Finance & Planning Committee Draft Annual Plan Deliberations	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					

APPENDIX TWO

~ May 2014 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7 9.15 Council Meeting (Adopt Annual Plan)	8 9.15-12.30 Environment Committee 1.00-4.00 Regulatory Processes Committee	9	10
11	12	13	14	15 9.15-12.30 Community Sports & 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

APPENDIX TWO

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

~ July 2014 ~						
◀ Jun 2014						Aug 2014 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
5		1 9.15-12.30 Transport and Urban Development Committee	2 9.15-12.30 Governance, Finance & Planning Committee	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22 9.15-12.30 Economic Growth & Arts Committee	23	24 9.15-12.30 Environment Committee 1.00-4.00 Regulatory Processes Committee	25	26
27	28	29	30 5.30 pm Council Meeting	31		

APPENDIX TWO

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

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

APPENDIX TWO

~ October 2014 ~						
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 9.15-12.30 Environment Committee 1.00-4.00 Regulatory Processes Committee	17	18
19	20	21	22 5.30 pm Council Meeting	23	24	25
26	27 Labour Day	28	29	30 9.15 – 12.30 Community Sports & Recreation Committee	31	

APPENDIX TWO

~ November 2014 ~						
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 Governance, Finance & Planning Committee	27 9.15-12.30 Environment Committee 1.00-4.00 Regulatory Processes Committee	28	29
30						

APPENDIX TWO

◀ Nov 2014							~ December 2014 ~							Jan 2015 ▶						
Sun			Mon			Tue			Wed			Thu			Fri			Sat		
			1			2			3 5.30 pm Council Meeting			4			5			6		
7			8			9			10 9.15 CEO Performance Review Committee			11 9.15-12.30 Community Sports & Recreation Committee			12			13		
14			15			16 9.15 -12.30 Transport & Urban Development Committee			17			18			19			20		
21			22			23			24			25 Christmas Day			26 Boxing Day			27		
28			29			30			31											