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**REPORT 4**  
*(1215/52/IM)*

## **SCHEDULE OF ORDINARY MEETINGS – 1 AUGUST 2006 TO MID OCTOBER 2007**

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### **1. Purpose of Report**

This report seeks Council's approval of the proposed schedule of ordinary meetings for Council and the Strategy and Policy Committee (SPC) for the period 1 August 2006 to mid October 2007.

### **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 Council:

1. *Receive the information.*
2. *Adopt the schedule of ordinary meetings, for Council and the Strategy and Policy Committee, for the period 1 August 2006 to mid October 2007 (attached as appendix one).*
3. *Note the following timing guidelines:*
  - *That where possible Council meetings be held from 5.30pm*
  - *That where possible Pre-Meeting Sessions for the Strategy and Policy Committee meetings will be held on Tuesdays between 10.30am-3.00pm*
  - *That where possible Strategy and Policy Committee meetings will be held on Thursdays between 9.15am-4.00pm.*
  - *That where possible Elected Member Sessions will be held on Wednesdays between 9.15am-1.00pm.*
4. *Note that additional, extraordinary and multi-day meetings may be scheduled from time to time.*
5. *Note that meeting times for a number of Subcommittees have already been formally notified.*

## **4. Background**

Council needs to approve a schedule of ordinary meetings, so that the meetings can be notified publicly in accordance with statutory requirements. It is proposed that the schedule run from 1 August 2006 to mid October 2007.

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.

## **5. Discussion**

A number of matters were considered in the preparation of the August 2006 to mid October 2007 schedule:

- Elected members' commitments in relation to council organisation (CCTO, CCO, CO) meetings where known. A number of CCOs have not yet set their meeting dates for 2007;
- Conferences (e.g., LGNZ Conference) and seminars that members may wish to attend;
- Ensuring that, where possible, committee meetings are held between 9.15am – 4.00pm, and Council meetings start at 5.30pm;
- Allowing space for resource consent hearings and additional meetings.

Meeting dates are provided at this point until mid October 2007. There will be local authority elections in October 2007. It has been traditional for the election to be held on the second Saturday in October but this may be changed.

### **5.1 Additional Meetings**

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 Council work, a number of additional or extraordinary meetings will no doubt need to be held. 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.

### **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. In a number of cases, meeting times have already been formally notified for subcommittee meetings.

## **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 August 2006 to 10 October 2007.

Contact officer: *Michael Webster, City Secretary*

## **Supporting Information**

### **1) Fit with Strategic Objectives/Strategic Outcomes**

*This report supports strategic objective 9.2.1 of strategic outcome 9.2:*

*9.2.1 City governance and decision-making*

*9.2 People are encouraged to participate in the decision-making process.*

### **2) LTCCP/Annual Plan reference and long term financial impact**

*This report relates to Project C534 Committee and Council Process*

### **3) Treaty of Waitangi considerations**

*No Treaty of Waitangi implications have been identified*

### **4) Decision-Making**

*This is not a significant decision.*

### **5) Consultation**

#### **a) General Consultation**

*Consultation has been undertaken to ensure, as far as possible, diary clashes are avoided.*

### **6) Legal Implications**

*Agreement to the meetings schedule will contribute to meeting the Council's requirement under Schedule 7 of the Local Government Act 2002.*

### **7) Consistency with existing policy**

*This report is consistent with existing policy.*

**POSSIBLE DATES FOR MEETINGS OF COUNCIL AND SPC  
FOR REMAINDER OF 2006 AND TO MID OCTOBER 2007**

**July 2006**

Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
3 July	4 July	5 July	6 July	7 July	8	9
10 July	11 July	12 July	13 July	14 July	15	16
						LGNZ Conf (Wgtn)
17 July	18 July	19 July	20 July	21 July	22	23
LGNZ Conference (Wellington)	LGNZ Conference (Wellington)	LGNZ Conference (Wellington)				
24 July	25 July	26 July	27 July	28 July	29	30
	Agenda meeting for SPC of 10 August 2006					
31 July	1 August	2 August	3 August	4 August	5	6
	Agenda meeting for SPC of 17 August 2006					

**POSSIBLE DATES FOR MEETINGS OF COUNCIL AND SPC  
FOR REMAINDER OF 2006 AND TO MID OCTOBER 2007**

**August 2006**

Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
31 July	1 August	2 August	3 August	4 August	5	6
	Agenda meeting for SPC of 17 August 2006					
7 August	8 August	9 August	10 August	11 August	12	13
	Agenda meeting for SPC of 24 August 2006 Pre Meeting Session	Elected Member Session	SPC			
14 August	15 August	16 August	17 August	18 August	19	20
	Pre Meeting Session	Elected Member Session	SPC			
21 August	22 August	23 August	24 August	25 August	26	27
	Agenda meeting for SPC of 7 September 2006 Pre Meeting Session	Elected Member Session	SPC			
28 August	29 August	30 August	31 August	1 Sept	2 Sept	3 Sept
	Agenda meeting for SPC of 14 September 2006	Council				

**POSSIBLE DATES FOR MEETINGS OF COUNCIL AND SPC  
FOR REMAINDER OF 2006 AND TO MID OCTOBER 2007**

**September 2006**

Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
28 August	29 August	30 August	31 August	1 Sept	2 Sept	3 Sept
	Agenda meeting for SPC of 14 September 2006	Council				
4 September	5 September	6 September	7 September	8 September	9	10
	Agenda meeting for SPC of 21 September 2006 Pre Meeting Session	Elected Member Session	SPC			
11 September	12 September	13 September	14 September	15 September	16	17
	Pre Meeting Session	Elected Member Session	SPC			
18 September	19 September	20 September	21 September	22 September	23	24
	Agenda meeting for SPC of 5 October 2006 Pre Meeting Session	Elected Member Session	SPC			
25 September	26 September	27 September	28 September	29 September	30	1 Oct
	Agenda meeting for SPC of 12 October 2006	Council				

**POSSIBLE DATES FOR MEETINGS OF COUNCIL AND SPC  
FOR REMAINDER OF 2006 AND TO MID OCTOBER 2007**

**October 2006**

Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
2 October	3 October	4 October	5 October	6 October	7	8
	Agenda meeting for SPC of 19 October 2006 Pre Meeting Session	Elected Member Session	SPC			
9 October	10 October	11 October	12 October	13 October	14	15
	Pre Meeting Session	Elected Member Session	SPC			
16 October	17 October	18 October	19 October	20 October	21	22
	Pre Meeting Session	Elected Member Session	SPC			
23 October	24 October	25 October	26 October	27 October	28	29
Labour Day	Agenda meeting for SPC of 9 November 2006	Council				
30 October	31 October	1 November	2 November	3 November	4 Nov	5 Nov
	Agenda meeting for SPC of 16 November 2006					
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**POSSIBLE DATES FOR MEETINGS OF COUNCIL AND SPC  
FOR REMAINDER OF 2006 AND TO MID OCTOBER 2007**

**November 2006**

Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
30 October	31 October	1 November	2 November	3 November	4	5
	Agenda meeting for SPC of 16 November 2006					
6 November	7 November	8 November	9 November	10 November	11	12
	Agenda meeting for SPC of 23 November 2006 Pre Meeting Session	Elected Member Session	SPC			
13 November	14 November	15 November	16 November	17 November	18	19
	Pre Meeting Session	Elected Member Session	SPC			
20 November	21 November	22 November	23 November	24 November	25	26
	Agenda meeting for SPC of 7 December 2006 Pre Meeting Session	Elected Member Session	SPC			
27 November	28 November	29 November	30 November	1 Dec	2 Dec	3 Dec
	Agenda meeting for SPC of 14 December 2006	Council				

**POSSIBLE DATES FOR MEETINGS OF COUNCIL AND SPC  
FOR REMAINDER OF 2006 AND TO MID OCTOBER 2007**

**December 2006**

Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
27 November	28 November	29 November	30 November	1 Dec	2 Dec	3 Dec
	Agenda meeting for SPC of 14 December 2006	Council				
4 December	5 December	6 December	7 December	8 December	9	10
	Pre Meeting Session	Elected Member Session	SPC			
11 December	12 December	13 December	14 December	15 December	16	17
		Council				
18 December	19 December	20 December	21 December	22 December	23	24
25 December	26 December	27 December	28 December	29 December	30	31
	Boxing Day					

**POSSIBLE DATES FOR MEETINGS OF COUNCIL AND SPC  
FOR REMAINDER OF 2006 AND TO MID OCTOBER 2007**

**January 2007**

Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
1 January	2 January	3 January	4 January	5 January	6	7
8 January	9 January	10 January	11 January	12 January	13	14
15 January	16 January	17 January	18 January	19 January	20	21
22 January	23 January	24 January	25 January	26 January	27	28
Wellington Anniversary Day	Agenda meeting for SPC of 8 February 2007					
29 January	30 January	31 January	1 February	2 February	3	4
	Agenda meeting for SPC of 15 February 2007					

**POSSIBLE DATES FOR MEETINGS OF COUNCIL AND SPC  
FOR REMAINDER OF 2006 AND TO MID OCTOBER 2007**

February 2007

Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
29 January	30 January	31 January	1 February	2 February	3	4
5 February	6 February	7 February	8 February	9 February	10	11
	Waitangi Day	Pre Meeting Session	SPC			
12 February	13 February	14 February	15 February	16 February	17	18
	Agenda meeting for SPC of 1 March 2007 Pre Meeting Session	Elected Member Session	SPC			
19 February	20 February	21 February	22 February	23 February	24	25
	Agenda meeting for SPC of 7 March 2007	Council				
26 February	27 February	28 February	1 March	2 March	3 March	4 March
	Agenda meeting for SPC of 15 March 2006 Pre Meeting Session	Elected Member Session	SPC			

**POSSIBLE DATES FOR MEETINGS OF COUNCIL AND SPC  
FOR REMAINDER OF 2006 AND TO MID OCTOBER 2007**

March 2007

Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
26 February	27 February	28 February	1 March	2 March	3 March	4 March
	Agenda meeting for SPC of 15 March 2006 Pre Meeting Session	Elected Member Session	SPC			
5 March	6 March	7 March	8 March	9 March	10	11
		SPC (DAP)	SPC (DAP)	SPC (DAP)		
12 March	13 March	14 March	15 March	16 March	17	18
	Pre Meeting Session	Elected Member Session	SPC			
19 March	20 March	21 March	22 March	23 March	24	25
	Agenda meeting for SPC of 5 April 2007	Council				
26 March	27 March	28 March	29 March	30 March	31	1 April
	Agenda meeting for SPC of 12 April 2007					

**POSSIBLE DATES FOR MEETINGS OF COUNCIL AND SPC  
FOR REMAINDER OF 2006 AND TO MID OCTOBER 2007**

**April 2007**

Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
2 April	3 April	4 April	5 April	6 April	7	8
	Pre agenda meeting for SPC of 19 April 2007 Pre Meeting Session	Elected Member Session	SPC Agenda meeting for SPC of 19 April 2007	Good Friday		
9 April	10 April	11 April	12 April	13 April	14	15
Easter Monday	Pre Meeting Session	Elected Member Session	SPC			
16 April	17 April	18 April	19 April	20 April	21	22
	Agenda meeting for SPC of 3 May 2007 Pre Meeting Session	Elected Member Session	SPC			
23 April	24 April	25 April	26 April	27 April	28	29
	Agenda meeting for SPC of 10 May 2007	ANZAC DAY	Council			
30 April	1 May	2 May	3 May	4 May	5 May	6 May
	Agenda meeting for 15 May 2007 Pre Meeting Session	Elected Member Session	SPC			

**POSSIBLE DATES FOR MEETINGS OF COUNCIL AND SPC  
FOR REMAINDER OF 2006 AND TO MID OCTOBER 2007**

**May 2007**

Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
30 April	1 May	2 May	3 May	4 May	5 May	6 May
	Agenda meeting for 17 May 2007 Pre Meeting Session	Elected Member Session	SPC			
7 May	8 May	9 May	10 May	11 May	12	13
	Pre Meeting Session	Elected Member Session	SPC			
14 May	15 May	16 May	17 May	18 May	19	20
	SPC (DAP Hearings)	SPC (DAP Hearings)	SPC (DAP Hearings)			
21 May	22 May	23 May	24 May	25 May	26	27
	Agenda meeting for SPC of 7 June 2007	Council				
28 May	29 May	30 May	31 May	1 June	2 June	3 June
	Agenda meeting for SPC of 14 June 2007					

**POSSIBLE DATES FOR MEETINGS OF COUNCIL AND SPC  
FOR REMAINDER OF 2006 AND TO MID OCTOBER 2007**

**June 2007**

Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
28 May	29 May	30 May	31 May	1 June	2 June	3 June
	Agenda meeting for SPC of 14 June 2007					
4 June	5 June	6 June	7 June	8 June	9	10
Queens Birthday	Agenda meeting for SPC of 19 June 2007 Pre Meeting Session	Elected Member Session	SPC			
11 June	12 June	13 June	14 June	15 June	16	17
	Pre Meeting Session	Elected Member Session	SPC			
18 June	19 June	20 June	21 June	22 June	23	24
	SPC (Deliberations)	SPC (Deliberations)	SPC (Deliberations)			
25 June	26 June	27 June	28 June	29 June	30	1 July
		Council				

**POSSIBLE DATES FOR MEETINGS OF COUNCIL AND SPC  
FOR REMAINDER OF 2006 AND TO MID OCTOBER 2007**

**July 2007**

Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
2 July	3 July	4 July	5 July	6 July	7	8
9 July	10 July	11 July	12 July	13 July	14	15
						LGNZ Conferen ce
16 July	17 July	18 July	19 July	20 July	21	22
LGNZ Conference	LGNZ Conference Agenda meeting for SPC of 2 August 2007	LGNZ Conference				
23 July	24 July	25 July	26 July	27 July	28	29
	Agenda meeting for SPC of 9 August 2007					
30 July	31 July	1 August	2 August	3 August	4 Aug	5 Aug

**POSSIBLE DATES FOR MEETINGS OF COUNCIL AND SPC  
FOR REMAINDER OF 2006 AND TO MID OCTOBER 2007**

**August 2007**

Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
30 July	31 July	1 August	2 August	3 August	4	5
	Agenda meeting for SPC of 16 August 2007 Pre Meeting Session	Elected Member Session	SPC			
6 August	7 August	8 August	9 August	10 August	11	12
	Pre Meeting Session	Elected Member Session	SPC			
13 August	14 August	15 August	16 August	17 August	18	19
	Pre Meeting Session	Elected Member Session	SPC			
20 August	21 August	22 August	23 August	24 August	25	26
		Council				
27 August	28 August	29 August	30 August	31 August	1 Sept	2 Sept
	Agenda meeting for SPC of 6 September 2007					

**POSSIBLE DATES FOR MEETINGS OF COUNCIL AND SPC  
FOR REMAINDER OF 2006 AND TO MID OCTOBER 2007**

September 2007

Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
3 September	4 September	5 September	6 September	7 September	8	9
	Agenda meeting for SPC of 13 September 2007 Pre Meeting Session	Elected Member Session	SPC			
10 September	11 September	12 September	13 September	14 September	15	16
	Agenda meeting for SPC of 20 September 2007 Pre Meeting Session	Elected Member Session	SPC			
17 September	18 September	19 September	20 September	21 September	22	23
	Pre Meeting Session	Elected Member Session	SPC			
24 September	25 September	26 September	27 September	28 September	29	30
	Agenda meeting for SPC of 4 October 2007	Council				

**POSSIBLE DATES FOR MEETINGS OF COUNCIL AND SPC  
FOR REMAINDER OF 2006 AND TO MID OCTOBER 2007**

**October 2007**

Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
1 October	2 October	3 October	4 October	5 October	6	7
	Pre Meeting Session	Elected Member Session	SPC			
8 October	9 October	10 October	11 October	12 October	13	14
		Council			Election Day	
15 October	16 October	17 October	18 October	19 October	20	21
22 October	23 October	24 October	25 October	26 October	27	28
29 October	30 October	31 October	1 November	2 November	3 Nov	4 Nov