
REPORT 1
(1215/11/IM)

SCHEDULE OF ORDINARY MEETINGS – FEBRUARY 2010 TO OCTOBER 2010

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 2010 to October 2010.

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. *Adopt the schedule of ordinary meetings, for Council and the Strategy and Policy Committee, for the period February 2010 to October 2010 (attached as Appendix One).*
3. *Note the following timing guidelines:*
 - (a) *Where possible Council meetings be held from 5.30pm.*
 - (b) *Where possible Pre-Meeting Briefing sessions for the Strategy and Policy Committee meetings will be held on Tuesdays between 9.15am – 1.00pm.*
 - (c) *Where possible Strategy and Policy Committee meetings will be held on Thursdays between 9.15am-4.00pm.*
 - (d) *Meetings will not be scheduled in January 2010 and July 2010 unless absolutely necessary.*
 - (e) *There will be no Strategy and Policy Committee meeting scheduled in the week immediately following Easter.*
 - (f) *The last Council meeting before the election will be 6 October 2010*
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 and subcommittees 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 October 2010.

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 2010 schedule:

- Elected members' commitments in relation to Council Controlled Organisation (CCO) meetings where known, and conferences and seminars that members may wish to attend
- Ensuring the provision of adequate time for Annual Plan consideration and deliberation
- 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, briefings and workshops.

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, from time to time additional or extraordinary meetings will no doubt 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.

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 2010 to October 2010.

Contact officer: *Svea Cunliffe-Steel, City Secretary*

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</p> <p>a) General Consultation <i>Not applicable</i></p> <p>b) Consultation with Maori <i>Not applicable</i></p>
<p>6) Legal Implications <i>The advice in this report is consistent with the provisions relating to the setting of meetings in the Local Government Act 2002</i></p>
<p>7) Consistency with existing policy <i>This report is consistent with existing policy.</i></p>

APPENDIX ONE

January 2010						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
				1 NEW YEARS DAY	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25 WELLINGTON ANNIVERSARY DAY	26	27	28	29	30	31

APPENDIX ONE

February 2010						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1	2	3	4	5	6 WAITANGI DAY	7
8	9	10	11 9.15AM SPC	12	13	14
15	16	17	18 9.15AM SPC	19	20	21
22	23	24	25 5.30PM COUNCIL	26	27	28

APPENDIX ONE

March 2010						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1	2 9.15 AM SPC (DAP DELIBERATIONS)	3 9.15AM SPC (DAP DELIBERATIONS)	4 9.15AM SPC (DAP DELIBERATIONS)	5 9.15AM SPC (RESERVE DAY)	6	7
8	9	10	11 9.15AM SPC	12	13	14
15	16	17 5.30PM COUNCIL (ADOPT SOP)	18 9.15AM SPC	19	20	21
22	23	24 5.30PM COUNCIL	25	26	27	28
29	30	31				

APPENDIX ONE

April 2010						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
			1	2 EASTER FRIDAY	3	4
5 EASTER MONDAY	6	7	8	9	10	11
12	13	14	15 9.15AM SPC	16	17	18
19	20	21	22 9.15AM SPC	23	24	25 ANZAC DAY
26	27	28	29 5.30PM COUNCIL	30		

APPENDIX ONE

May 2010						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
					1	2
3	4	5	6 9.15AM SPC	7	8	9
10	11	12	13 9.15AM SPC	14	15	16
17	18	19	20 9.15AM SPC (HEARINGS)	21 9.15AM SPC (HEARINGS)	22	23
24 9.15AM SPC (HEARINGS)	25 9.15AM SPC (HEARINGS)	26	27 5.30PM COUNCIL	28	29	30
31						

APPENDIX ONE

June 2010						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	1	2	3 9.15AM SPC	4	5	6
7 QUEENS BIRTHDAY	8 9.15AM SPC (DELIBERATIONS)	9 9.15AM SPC (DELIBERATIONS)	10 9.15AM SPC (DELIBERATIONS)	11	12	13
14	15	16	17 9.15AM SPC	18	19	20
21	22	23	24	25	26	27
28	29 5.30PM COUNCIL	30				

APPENDIX ONE

July 2010						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
			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	

APPENDIX ONE

August 2010						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
						1
2	3	4	5 9.15AM SPC	6	7	8
9	10	11	12 9.15AM SPC	13	14	15
16	17	18	19 9.15AM SPC	20	21	22
23	24	25	26 1.00PM SPC (ANNUAL REPORT)	27	28	29
30	31					

APPENDIX ONE

September 2010						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
		1	2 9.15AM SPC	3	4	5
6	7	8	9 9.15AM SPC	10	11	12
13	14	15	16 9.15AM SPC	17	18	19
20	21	22	23	24	25	26
27	28	29 5.30PM COUNCIL	30			

APPENDIX ONE

October 2010						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
				1	2	3
4	5	6 5.30PM COUNCIL (END OF TRIENNium MATTERS)	7	8	9 ELECTION DAY	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25 LABOUR DAY	26	27	28	29	30	31