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## **SCHEDULE OF ORDINARY MEETINGS – FEBRUARY 2013 TO OCTOBER 2013**

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### **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 2013 to October 2013, taking into account that local body elections are scheduled for 12 October 2013. It also includes the proposed dates for SPC Pre-meeting 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 Pre-Meeting Briefing session for 7 February 2013 Strategy and Policy Committee meeting will be held on Monday, 4 February 2013 due to Waitangi day on Wednesday, 6 February 2013.*
  - *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 2013 and July 2013 unless required for Council business.*
3. *Adopt the schedule of ordinary meetings, for Council and the Strategy and Policy Committee, for the period February 2013 to October 2013 (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 September 2013, taking into account that local body elections are scheduled for Saturday, 12 October 2013.

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 Annual 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 2013 and July 2013.

##### **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 adhoc 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 2013 to September 2013.

Contact Officer: Anusha Guler, Manager, Democratic Services

~ January 2013 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 New Year's 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	26
27	28	29	30	31	Notes:	

Note: School Holidays – Term 2, Monday 22 April to Friday 3 May 2013, Term 3, Monday 15 July to Friday 26 July 2013, Term 4, Monday 30 September to Friday 11 October 2013

~ February 2013 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 Pre Meeting Session	5	6 Waitangi Day	7 SPC	8	9
10	11	12 Pre Meeting Session	13	14 SPC	15	16
17	18	19 Pre Meeting Session	20	21 SPC	22	23
24	25	26 Briefings/Workshops	27 Council	28	Notes:	

Note: School Holidays – Term 2, Monday 22 April to Friday 3 May 2013, Term 3, Monday 15 July to Friday 26 July 2013, Term 4, Monday 30 September to Friday 11 October 2013

~ March 2013 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5 Pre Meeting Session	6	7 SPC	8	9
10	11	12 SPC (Annual Plan Deliberations)	13 SPC (Annual Plan Deliberations)	14 SPC (Annual Plan Deliberations)	15	16
17	18	19 Pre Meeting Session	20	21 SPC	22	23
24	25	26 Briefings/Workshops	27 Council - (Approval of DAP)	28	29 Good Friday	30
31	<b>Notes:</b>					

Note: School Holidays – Term 2, Monday 22 April to Friday 3 May 2013, Term 3, Monday 15 July to Friday 26 July 2013, Term 4, Monday 30 September to Friday 11 October 2013

~ April 2013 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<b>1</b> Easter Monday	<b>2</b> Pre Meeting Session	<b>3</b>	<b>4</b> SPC	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b> Pre Meeting Session	<b>10</b>	<b>11</b> SPC	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b> Pre Meeting Session	<b>17</b>	<b>18</b> SPC	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b> Briefings/Workshops	<b>24</b> Council	<b>25</b> ANZAC Day	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>	<b>Notes:</b> Draft Annual Plan consultation – Mid April to Mid May (dates to be confirmed)			

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~ May 2013 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7 Pre Meeting Session	8	9 SPC	10	11
12	13	14 Pre Meeting Session	15	16 SPC	17	18
19	20 SPC (Annual Plan Oral Hearings)	21 SPC (Annual Plan Oral Hearings)	22 SPC (Annual Plan Oral Hearings)	23 SPC (Annual Plan Oral Hearings)	24 SPC (Annual Plan Oral Hearings)	25
26	27	28 Briefings/Workshops	29 Council	30	31	<b>Notes:</b> Draft Annual Plan consultation – Mid April to Mid May (dates to be confirmed)

Note: School Holidays – Term 2, Monday 22 April to Friday 3 May 2013, Term 3, Monday 15 July to Friday 26 July 2013, Term 4, Monday 30 September to Friday 11 October 2013



~ June 2013 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Queen's Birthday	4 Pre Meeting Session	5	6 SPC	7	8
9	10	11 SPC (Annual Plan Deliberations)	12 SPC (Annual Plan Deliberations)	13 SPC (Annual Plan Deliberations)	14	15
16	17	18 Pre Meeting Session	19	20 SPC	21	22
23	24	25 Briefings/Workshops	26	27 Council - 10.00am (Approval of Final Annual Plan)	28	29
30	<b>Notes:</b>					

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~ July 2013 ~						
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
21	22	23	24	25	26	27
28	29	30	31	Notes:		

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~ August 2013 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6 Pre Meeting Session	7	8 SPC	9	10
11	12	13 Pre Meeting Session	14	15 SPC	16	17
18	19	20 Pre Meeting Session	21	22 SPC	23	24
25	26	27 Briefings/Workshops	28 1.00pm SPC (Annual Report) 5.30pm Council (to approve Annual Report)	29	30	31

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~ September 2013 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 Pre Meeting Session	4	5 SPC	6	7
8	9	10 Pre Meeting Session	11	12 SPC	13	14
15	16	17 Pre Meeting Session	18	19 SPC	20	21
22	23	24 Briefings/Workshops	25 Council	26	27	28
29	30	<b>Notes:</b>				

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~ October 2013 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 Council (final one for triennium to tidy up any last minute matters)	3	4	5
6	7	8	9	10	11	12 Election Day
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28 Labour Day	29	30	31	Notes:	

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