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**REPORT 8**  
*(1215/11/IM)*

## **SCHEDULE OF MEETINGS FROM NOVEMBER 2010 TO DECEMBER 2011**

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

This report seeks the Council's approval of the proposed schedule of ordinary meetings for the Council and the Strategy and Policy Committee (SPC) for the period November 2010 to December 2011.

### **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 Council and the Strategy and Policy Committee for the period November 2010 to December 2011 (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.*
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**

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. This initial schedule runs from November 2010 to December 2011 and it is proposed that future meeting calendars run through the calendar year.

The adoption of the schedule 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 schedule of meetings for November 2010 through to December 2011, including:

- The timing of conferences and seminars that members may wish to attend, where known, such as the Local Government New Zealand Annual Conference and Annual General Meeting.
- The draft programme of the Council's consultation and deliberations activities leading into the 2011/12 Annual Plan.
- Ensuring that, where possible, committee meetings are held between 9.15am-4.00pm and that Council meetings start at 5.30pm
- Allowing space for resource consent hearings and additional meetings by ad hoc committees, subcommittees and other bodies.

### ***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 the Council's work, from time to time additional or extraordinary meetings will no doubt need to be scheduled. The pattern of Strategy and Policy Committee 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 the Council has approved the meeting schedule for Council and Strategy and Policy Committee meetings, the 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 block. However, there will be occasions when meetings will need to be scheduled on Mondays or Fridays, in particular, with those subcommittees involving non-elected members.

## **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 schedule of meetings for the period November 2010 to December 2011.

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

## **Supporting Information**

### **1) Strategic Fit / Strategic Outcome**

*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.*

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

*This project relates to C534: Elections, Governance and Democratic Process.*

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

*There are no particular Treaty of Waitangi considerations.*

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

*This is not a significant decision.*

### **5) Consultation**

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

*Not applicable.*

#### **b) Consultation with Maori**

*Not applicable.*

### **6) Legal Implications**

*This report is consistent with the expectations of the Local Government Official Information and Meetings Act 1987.*

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

*This report is consistent with existing policy.*

**APPENDIX ONE**

<b>November 2010</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b> Extraordinary Council Mtg 9.15am	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b> Extraordinary Council Mtg 9.15am	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b> SPC Pre-Mtg 9.15am – 1.00pm	<b>24</b>	<b>25</b> SPC 9.15am – 4.00pm	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b> SPC Pre-Mtg 9.15am – 1.00pm				

**APPENDIX ONE**

<b>December 2010</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
			<b>1</b>	<b>2</b> SPC 9.15am – 4.00pm	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b> SPC Pre-Mtg 9.15am – 1.00pm	<b>8</b>	<b>9</b> SPC 9.15am – 4.00pm	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b> Council 5.30pm	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	

**APPENDIX ONE**

<b>January 2011</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
						1 New Year's Day
2	3 New Year's Day Holiday	4 New Year's Day Holiday	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24 Wellington Anniversary Day	25	26	27	28	29
30	31					

**APPENDIX ONE**

<b>February 2011</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>6</b> Waitangi Day	<b>7</b>	<b>8</b> SPC Pre-Mtg 9.15am – 1.00pm	<b>9</b>	<b>10</b> SPC 9.15am – 4.00pm	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b> SPC Pre-Mtg 9.15am – 1.00pm	<b>16</b>	<b>17</b> SPC 9.15am – 4.00pm	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b> Council 5.30pm	<b>24</b>	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b>					

**APPENDIX ONE**

<b>March 2011</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
		<b>1</b> SPC Pre-Mtg 9.15am – 1.00pm	<b>2</b>	<b>3</b> SPC 9.15am – 4.00pm	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b> SPC (DAP Delibs) 9.15am – 4.00pm	<b>9</b> SPC (DAP Delibs) 9.15am – 4.00pm	<b>10</b> SPC (DAP Delibs) 9.15am – 4.00pm	<b>11</b> SPC (DAP Delibs) 9.15am – 4.00pm	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b> SPC Pre-Mtg 9.15am – 1.00pm	<b>23</b>	<b>24</b> SPC 9.15am – 1.00pm Council Mtg 1.00pm – 4.00pm	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>		

**APPENDIX ONE**

<b>April 2011</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
					1	2
3	4	5 SPC Pre-Mtg 9.15am – 1.00pm	6	7 SPC 9.15am – 4.00pm	8	9
10	11	12 SPC Pre-Mtg 9.15am – 1.00pm	13	14 SPC 9.15am – 4.00pm	15	16
17	18	19	20 Council 5.30pm	21	22 Good Friday	23
24 Easter Sunday	25 Easter Monday  ANZAC Day	26	27	28	29	30

**APPENDIX ONE**

<b>May 2011</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
1	2	3 SPC Pre-Mtg 9.15am – 1.00pm	4	5 SPC 9.15am – 4.00pm	6	7
8	9	10 SPC Pre-Mtg 9.15am – 1.00pm	11	12 SPC 9.15am – 4.00pm	13	14
15	16	17	18 Hearings S/Committee (DAP) 9.15am – 4.00pm	19 Hearings S/Committee (DAP) 9.15am – 4.00pm	20 Hearings S/Committee (DAP) 9.15am – 4.00pm	21
22	23 Hearings S/Committee (DAP) 9.15am – 4.00pm	24 Hearings S/Committee (DAP) 9.15am – 4.00pm	25 Council 5.30pm	26	27	28
29	30	31				

**APPENDIX ONE**

<b>June 2011</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b> Queen's Birthday	<b>7</b> SPC Pre-Mtg 9.15am – 1.00pm	<b>8</b>	<b>9</b> SPC 9.15am – 4.00pm	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b> SPC (DAP) 9.15am – 4.00pm	<b>17</b> SPC (DAP) 9.15am – 4.00pm	<b>18</b>
<b>19</b>	<b>20</b> SPC (DAP) 9.15am – 4.00pm	<b>21</b> SPC (DAP) – Reserve Day 9.15am – 4.00pm	<b>22</b> SPC Pre-Mtg 9.15am – 1.00pm	<b>23</b> SPC 9.15am – 4.00pm	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b> Council 5.30pm	<b>30</b>		

**APPENDIX ONE**

<b>July 2011</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
					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**

<b>August 2011</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
	<b>1</b>	<b>2</b> SPC Pre-Mtg 9.15am – 1.00pm	<b>3</b>	<b>4</b> SPC 9.15am – 4.00pm	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b> SPC Pre-Mtg 9.15am – 1.00pm	<b>10</b>	<b>11</b> SPC 9.15am – 4.00pm	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b> SPC Pre-Mtg 9.15am – 1.00pm	<b>17</b>	<b>18</b> SPC 9.15am – 4.00pm	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b> SPC (AR) 1pm – 4.00pm Council Mtg 5.30pm	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>			

**APPENDIX ONE**

<b>September 2011</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
				1	2	3
4	5	6 SPC Pre-Mtg 9.15am – 1.00pm	7	8 SPC 9.15am – 4.00pm	9	10
11	12	13 SPC Pre-Mtg 9.15am – 1.00pm	14	15 SPC 9.15am – 4.00pm	16	17
18	19	20 SPC Pre-Mtg 9.15am – 1.00pm	21	22 SPC 9.15am – 4.00pm	23	24
25	26	27	28 Council 5.30pm	29	30	

**APPENDIX ONE**

<b>October 2011</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
						1
2	3	4 SPC Pre-Mtg 9.15am – 1.00pm	5	6 SPC 9.15am – 4.00pm	7	8
9	10	11 SPC Pre-Mtg 9.15am – 1.00pm	12	13 SPC 9.15am – 4.00pm	14	15
16	17	18 SPC Pre-Mtg 9.15am – 1.00pm	19	20 SPC 9.15am – 4.00pm	21	22
23	24 Labour Day	25	26 Council 5.30pm	27	28	29
30	31					

**APPENDIX ONE**

<b>November 2011</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
		<b>1</b> SPC Pre-Mtg 9.15am – 1.00pm	<b>2</b>	<b>3</b> SPC 9.15am – 4.00pm	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b> SPC Pre-Mtg 9.15am – 1.00pm	<b>9</b>	<b>10</b> SPC 9.15am – 4.00pm	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b> SPC Pre-Mtg 9.15am – 1.00pm	<b>16</b>	<b>17</b> SPC 9.15am – 4.00pm	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b> Council 5.30pm	<b>24</b>	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>			

**APPENDIX ONE**

<b>December 2011</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
				1	2	3
4	5	6 SPC Pre-Mtg 9.15am – 1.00pm	7	8 SPC 9.15am – 4.00pm	9	10
11	12	13 SPC Pre-Mtg 9.15am – 1.00pm	14	15 SPC 9.15am – 4.00pm	16 Council 9.15am	17
18	19	20	21	22	23	24
25 Christmas Day	26 Boxing Day	27 Christmas Day Holiday	28	29	30	31