
**SCHEDULE OF ORDINARY MEETINGS – 1 SEPTEMBER
2005 TO 31 JULY 2006**

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 September 2005 to 31 July 2006.

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 September 2005 to 31 July 2006 (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 9.15am-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 September 2005 to 31 July 2006 (that is, including the 2006/07 LTCCP process).

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 September 2005 to July 2006 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 2006;
- 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 July 2006. A report on a meeting schedule for the period after July 2006 will be referred to Council around April 2006.

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 (e.g. Grants Subcommittee).

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 September 2005 to July 2006.

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 2005 AND TO END OF JUNE 2006**

September 2005

Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
29 August	30 August	31 August	1 September	2 September	3	4
		SPC meeting (4.00pm) Council (5.30pm)				
5 September	6 September	7 September	8 September	9 September	10	11
	SPC pre meeting session 9.15am-3.00pm Agenda meeting SPC meeting of 22 September	Elected Member Session 9.15am-1.00pm	SPC Meeting 9.15am – 4.00pm			
12 September	13 September	14 September	15 September	16 September	17	18
				ARMS 9.15am		
19 September	20 September	21 September	22 September	23 September	24	25
	SPC pre meeting session 9.15am-3.00pm	Elected Member Session 9.15am-1.00pm Agenda meeting for SPC meeting of 6 October	SPC Meeting 9.15am-1.00pm			
26 September	27 September	28 September	29 September	30 September	31 Sept	1 Oct
	Council meeting (6.00pm)	Agenda meeting for SPC meeting of 13 October		CCOPS 9.15am		

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FOR REMAINDER OF 2005 AND TO END OF JUNE 2006**

October 2005

Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
26 September	27 September	28 September	29 September	30 September	1 Oct	2 Oct
	Council meeting (6.00pm)	Agenda meeting for SPC meeting of 13 October				
3 October	4 October	5 October	6 October	7 October	8	9
	SPC pre meeting session 9.15am-3.00pm	Elected Member Session 9.15am-1.00pm Agenda meeting SOC meeting of 20 Oct	SPC 9.15am-4.00pm			
10 October	11 October	12 October	13 October	14 October	15	16
	SPC pre meeting session 9.15am-3.00pm	Elected Member Session 9.15am-1.00pm	SPC 9.15am-4.00pm			
17 October	18 October	19 October	20 October	21 October	22	23
	SPC pre meeting session 9.15am-3.00pm	Elected Member Session 9.15am-1.00pm Agenda meeting for SPC meeting of 3 November meeting	SPC 9.15am-4.00pm	Pre agenda meeting for SPC meeting of 10 November		
24 October	25 October	26 October	27 October	28 October	29	30
Labour Day		Agenda meeting for SPC meeting of 10 November Council meeting (9.15am)				
31 October	1 November	2 November	3 November	4 November	5 Nov	6 Nov
Performance Review Committee 9.15am	SPC pre meeting session 9.15am-3.00pm	Elected Member Session 9.15am-1.00pm Agenda meeting for SPC meeting of 17 November meeting	SPC 9.15am-4.00pm			

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November 2005

Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
31 October	1 November	2 November	3 November	4 November	5	6
Performance Review Committee 9.15am	SPC pre meeting session 9.15am-3.00pm	Elected Member Session 9.15am-1.00pm Agenda meeting for SPC meeting of 17 November meeting	SPC 9.15am-4.00pm			
7 November	8 November	9 November	10 November	11 November	12	13
	SPC pre meeting session 9.15am-3.00pm	SPC 9.15am-4.00pm				
14 November	15 November	16 November	17 November	18 November	19	20
	SPC pre meeting session 9.15am-3.00pm	Elected Member Session 9.15am-1.00pm Agenda meeting for SPC on 1 December 2005 Grants Subcommittee 10.00am	SPC 9.15am-4.00pm			
21 November	22 November	23 November	24 November	25 November	26	27
Grants Subcommittee reserve day 1.00pm CCOPS 9.15am		Agenda meeting for SPC meeting of 8 December Council meeting (5.30pm)				
28 November	29 November	30 November	1 December	2 December	3 Dec	4 Dec
	SPC pre meeting session 9.15am-3.00pm	Elected Member Session 9.15am-1.00pm Agenda meeting for SPC meeting of 15 December	SPC 9.15am-4.00pm			

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December 2005

Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
28 November	29 November	30 November	1 December	2 December	3	4
	SPC pre meeting session 9.15am-3.00pm	Elected Member Session 9.15am-1.00pm Agenda meeting for SPC meeting of 15 December	SPC 9.15am-4.00pm			
5 December	6 December	7 December	8 December	9 December	10	11
ARMS 9.15am	SPC pre meeting session 9.15am-3.00pm	Elected Member Session 9.15am-1.00pm Grants Subcommittee 11.00am	SPC 12.30 -4.00pm			
12 December	13 December	14 December	15 December	16 December	17	18
DAP/LTCCP Workshop Grants Subcommittee reserve day 9.15am	SPC pre meeting session 9.15am-3.00pm	Elected Member Session 9.15am-1.00pm	SPC 9.15am-4.00pm			
19 December	20 December	21 December	22 December	23 December	24	25
		Council meeting 5.30pm				
26 December	27 December	28 December	29 December	30 December	31 Dec	1 Jan

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January 2006

Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
2 January	3 January	4 January	5 January	6 January	7	8
9 January	10 January	11 January	12 January	13 January	14	15
16 January	17 January	18 January	19 January	20 January	21	22
23 January	24 January	25 January	26 January	27 January	28	29
<i>Wellington Anniversary Day</i>		Agenda meeting for 9 February 2006 SPC				
30 January	31 January	1 February	2 February	3 February	4 Feb	5 Feb

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February 2006

Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
30 January	31 January	1 February	2 February	3 February	4	5
6 February	7 February	8 February	9 February	10 February	11	12
Waitangi Day	SPC pre meeting session 9.15am-3.00pm	Elected Member Session 9.15am-1.00pm	SPC 9.15am-4.00pm			
13 February	14 February	15 February	16 February	17 February	18	19
	SPC pre meeting session 9.15am-3.00pm	Elected Member Session 9.15am-1.00pm Agenda meeting for 2 March 2006 SPC Performance Review Committee 1.00pm	SPC 9.15am-4.00pm			
20 February	21 February	22 February	23 February	24 February	25	26
		Agenda meeting for 9 March SPC Council meeting 5.30pm				
27 February	28 February	1 March	2 March	3 March	4 Mar	5 Mar
	SPC pre meeting session 9.15am-3.00pm	SPC (DAP/LTCCP) 9.15am – 4.00pm Agenda meeting for 16 March 2006 SPC	SPC (DAP/LTCCP) 9.15am-4.00pm	SPC (DAP/LTCCP) 9.15am – 4.00pm		

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March 2006

Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
27 February	28 February	1 March	2 March	3 March	4	5
	SPC pre meeting session 9.15am-3.00pm	SPC (DAP/LTCCP) 9.15am – 4.00pm Agenda meeting for 16 March 2006 SPC	SPC (DAP/LTCCP) 9.15am-4.00pm	SPC (DAP/LTCCP) 9.15am – 4.00pm		
6 March	7 March	8 March	9 March	10 March	11	12
	SPC pre meeting session 9.15am-3.00pm	Council (DAP/LTCCP) 9.15am – 4.00pm	SPC 9.15am-4.00pm			
13 March	14 March	15 March	16 March	17 March	18	19
	SPC pre meeting session 9.15am-3.00pm	Elected Member Session 9.15am-1.00pm Grants Subcommittee 11.00am	SPC 9.15am-4.00pm	CCOPS 9.15am		
20 March	21 March	22 March	23 March	24 March	25	26
Grants Subcommittee reserve day 9.15am		Pre agenda meeting for 6 April 2006 SPC Council 5.30pm				
27 March	28 March	29 March	30 March	31 March	1 Apr	2 Apr
		Agenda meeting for 13 and 20 April 2006				

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April 2006

Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
27 March	28 March	29 March	30 March	31 March	1 Apr	2 Apr
		Agenda meeting for 13 and 20 April 2006				
3 April	4 April	5 April	6 April	7 April	8	9
	SPC pre meeting session 9.15am-3.00pm	Elected Member Session 9.15am-1.00pm	SPC 9.15am-4.00pm			
10 April	11 April	12 April	13 April	14 April	15	16
	SPC pre meeting session 9.15am-3.00pm	Elected Member Session 9.15am-1.00pm Grants Subcommittee 11.00am	SPC 9.15am-4.00pm	Good Friday		
17 April	18 April	19 April	20 April	21 April	22	23
Easter Monday	SPC pre meeting session 9.15am-3.00pm	Elected Member Session 9.15am-1.00pm	SPC 9.15am-4.00pm	Pre agenda meeting for 11 May 2006 SPC		
24 April	25 April	26 April	27 April	28 April	29	30
	Anzac Day	Agenda meeting for 11 May 2006 SPC Council 5.30pm				

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May 2006

Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
1 May	2 May	3 May	4 May	5 May	6	7
		Agenda meeting for 18 May 2006 SPC				
8 May	9 May	10 May	11 May	12 May	13	14
	SPC pre meeting session 9.15am-3.00pm	Elected Member Session 9.15am-1.00pm Agenda meeting for 25 May 2006	SPC 9.15am-4.00pm			
15 May	16 May	17 May	18 May	19 May	20	21
	SPC pre meeting session 9.15am-3.00pm	SPC DAP/LTCCP Hearing 9.15am – 4.00pm Grants Subcommittee 11.00am	SPC DAP/LTCCP Hearings 9.15am-4.00pm	SPC DAP/LTCCP Hearings Pre agenda meeting for 8 June 2006 SPC		
22 May	23 May	24 May	25 May	26 May	27	28
Grants Subcommittee reserve day 9.15am	SPC pre meeting session 9.15am-3.00pm	Elected Member Session 9.15am-1.00pm Agenda meeting for 8 June 2006 SPC	SPC 9.15am-4.00pm	Pre agenda meeting for 15 June 2006 SPC		
29 May	30 May	31 May	1 June	2 June	3 June	4 June
		Agenda meeting for 15 June 2006 SPC Council 5.30pm				

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June 2006

Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
29 May	30 May	31 May	1 June	2 June	3	4
5 June	6 June	7 June	8 June	9 June	10	11
Queens Birthday	SPC pre meeting session 9.15am-3.00pm	Elected Member Session 9.15am-1.00pm CCOPS 1.00pm	SPC 9.15am-4.00pm			
12 June	13 June	14 June	15 June	16 June	17	18
	SPC pre meeting session 9.15am-3.00pm	Elected Member Session 9.15am-1.00pm Agenda meeting for 22 June 2006 SPC	SPC 9.15am-4.00pm			
19 June	20 June	21 June	22 June	23 June	24	25
	SPC pre meeting session 9.15am-3.00pm	SPC (DAP/LTCCP) deliberations 9.15am-4.00pm	SPC (DAP/LTCCP) deliberations 9.15am-1.00pm	SPC (DAP/LTCCP) Deliberations 9.15am-4.00pm		
26 June	27 June	28 June	29 June	30 June	1 July	2 July
		Council				

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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
31 July	1 August	2 August	3 August	4 August	5	6