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## **SCHEDULE OF ORDINARY MEETINGS – FEBRUARY 2008 TO DECEMBER 2008**

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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 February 2008 to December 2008.

### **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 February 2008 to December 2008 (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 Briefing sessions for the Strategy and Policy Committee meetings will be held on Tuesdays between 9.15am – 1.00pm*
  - *That 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**

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 December 2008.

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 2008 schedule:

- Elected members' commitments in relation to Council Controlled Organisation (CCO) meetings where known. A number of CCOs have not yet set their meeting dates for 2008
- 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.

### **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 2008 to December 2008.

Contact officer: *Michael Webster, 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**

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

**3) Treaty of Waitangi considerations**

*Not applicable*

**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**

*The advice in this report is consistent with the provisions relating to the setting of meetings in the Local Government Act 2002*

**7) Consistency with existing policy**

*This report is consistent with existing policy.*