



Report **05.675**
Date 6 December 2005
File E/06/02/02

Committee **Policy, Finance and Strategy Committee**
Author **Ken Jackson Committee Adviser**

2006 Meeting Schedule

1. Purpose

To consider the official meeting schedule for the 2006 calendar year.

2. Comment

Attachment 1 to this report is a draft meeting schedule for the 2006 calendar year.

The schedule:

- is based on a six week meeting cycle as previously agreed by Council, with meetings commencing in January
- will need changes as the year proceeds
- is not complete, for example, some dates may need changing due to delays in having agreement from Audit New Zealand to undertake the audit during the timeframe requested by Greater Wellington's finance team
- takes into account statutory and procedural needs of the Council
- has been changed since being emailed to councillors on 28 November 2005.

3. Communications

The draft 2006 Meeting Schedule has been circulated to all staff and councillors for input.

It will also be circulated to key stakeholders once adopted.

In accordance with legislation, public notice of formal meetings will be given at the appropriate time once the 2006 meeting schedule has been adopted.

4. Recommendations

That the Committee:

- 1. **Approve** the proposed 2006 Meeting Schedule;*
- 2. **Agree** that the 2006 Meeting Schedule be circulated to key stakeholders;
and*
- 3. **Authorise** the Council Secretary to modify the Schedule as and when required.*

Report prepared by:

Report approved by

Ken Jackson
Committee Adviser

Wayne Hastie
Council secretary

Attachment 1: Draft 2006 meeting schedule