

# **LATE REPORT NO 1 ORDINARY COUNCIL MEETING 27 SEPTEMBER 2017**

## **LATE REPORT - RECOMMENDED MEETING SCHEDULE FOR 2017-2018**

**Report Author**            **Rob Griffiths, Manager Governance**

**File No. / ECM Index**   **Council Meetings General**

**Date of Meeting**         **27 September 2017**

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### **SUMMARY OF REPORT**

Providing a recommended meeting schedule for October 2017 – February 2018 for consideration by Council.

### **SUMMARY OF RECOMMENDATION**

1. That the Meeting Schedule for October 2017 – February 2018 contained in Annexure A be adopted.
2. That the Meeting Schedule be reviewed at the December Ordinary meeting to enable a Meeting Schedule to be adopted for the remainder of 2018.

### **FINANCIAL/RESOURCE IMPLICATIONS**

Nil

### **LEGAL IMPLICATIONS**

The recommended schedule complies with the provisions of the Local Government Act 1993 which requires Councils to have a minimum of 10 Ordinary meetings each calendar year.

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### **BACKGROUND**

Section 365 of the Local Government Act 1993 requires Council to meet at least 10 times per year.

### **DISCUSSION**

Attached for Council's consideration is a recommended Meeting Schedule up to February 2018.

The schedule has been based on initial discussions with Councillors and the Executive Team and includes holding a Strategic Committee meeting (to be held at the Forster Administration Centre) on the second Wednesday of each month and an Ordinary meeting (to be held at the Taree Administration Centre) on the fourth Wednesday of each month. Of the scheduled meetings, two Ordinary Council meetings and two Strategic Committee meetings will be held in the Gloucester Administration Centre per year. For the month of October a workshop will be held on the second Wednesday as Council has not yet adopted a Strategic Committee Charter and Delegations. This will be reported to the October Ordinary meeting for consideration. The exceptions to the above arrangement are as follows:

**LATE REPORT NO 1**  
**ORDINARY COUNCIL MEETING**  
**27 SEPTEMBER 2017**

1. No meeting scheduled for the month of January.
2. Council periodically needs additional meeting days to deal with business. It is sometimes difficult to schedule those days due to work commitments. As Councillors tend to leave Wednesdays for Council business, it is recommended that months with a fifth Wednesday be set aside for Council business (ie 29 November 2017)
3. Due to Christmas closures the recommended meeting dates for December provide for the Strategic Committee to be scheduled on the first Wednesday and the Ordinary meeting on the third Wednesday (both one week early).
4. All meetings will commence at 2.00pm.

The recommended Meeting Schedule will see Council comply with the provisions of Section 365 of the Local Government Act 1993, which stipulates that all Councils should hold a minimum of 10 Ordinary meetings per year.

**COMMUNITY IMPACTS**

Members of the public are invited to attend both the Ordinary meetings and the Strategic Committee meetings.

**BUDGET IMPLICATIONS**

Nil

**RECOMMENDATION**

1. That the Meeting Schedule for October 2017 – February 2018 contained in Annexure A be adopted.
  2. That the Meeting Schedule be reviewed at the December Ordinary meeting to enable a Meeting Schedule to be adopted for the remainder of 2018.
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## ANNEXURE

A: Recommended Meeting Schedule from October 2017 to February 2018.

Meeting Schedule – Council Meetings October 2017 – February 2018

Date	Meeting	Commencement Time	Venue
Wednesday 11 October 2017	Workshop	2.00pm	Forster Administration Centre
Wednesday 25 October 2017	Ordinary Council	2.00pm	Taree Administration Centre
Wednesday 8 November 2017	Strategic Committee	2.00pm	Forster Administration Centre
Wednesday 22 November 2017	Ordinary Council	2.00pm	Taree Administration Centre
Wednesday 29 November 2017	Additional meeting if required	2.00pm	TBA
Wednesday 6 December 2017 (one week early)	Strategic Committee	2.00pm	Forster Administration Centre
Wednesday 20 December 2017 (one week early)	Ordinary Council	2.00pm	Taree Administration Centre
Wednesday 14 February 2018	Strategic Committee	2.00pm	Forster Administration Centre
Wednesday 28 February 2018	Ordinary Council	2.00pm	Taree Administration Centre

**Note:**

1. Strategic Committee shown on Schedule is subject to the adoption of a Strategic Committee with delegations. This will be reported to the October Ordinary meeting.
2. Further Meeting Schedules beyond February are to be determined at the 20 December 2017 Ordinary Council meeting.