

## 5.2. DATE, TIME AND PLACE OF ORDINARY COUNCIL MEETINGS

**REPORT AUTHOR(S):** Nevinia Davenport, Executive Assistant  
**GENERAL MANAGER:** Darryl Crees, General Manager Corporate Services  
**DEPARTMENT:** Corporate Services

### RECOMMENDATION

That the Ordinary Meetings of Council be held commencing 10:00am at Council's Administration Office 64-66 Front Street Mossman on the following dates for the balance of the 2015/2016 and the 2016/2017 financial years:

DAY	DATE
TUESDAY	19 April 2016
TUESDAY	17 May 2016
TUESDAY	7 June 2016
TUESDAY	28 June 2016
TUESDAY	19 July 2016
TUESDAY	9 August 2016
TUESDAY	30 August 2016
TUESDAY	20 September 2016
TUESDAY	11 October 2016
WEDNESDAY	2 November 2016
TUESDAY	22 November 2016
TUESDAY	13 December 2016
TUESDAY	24 January 2017
TUESDAY	14 February 2017
TUESDAY	7 March 2017
TUESDAY	28 March 2017
TUESDAY	18 April 2017
TUESDAY	9 May 2017
TUESDAY	30 May 2017
TUESDAY	20 June 2017

---

### EXECUTIVE SUMMARY

There is a legislative requirement for Council to meet at least once each month and the recommended schedule of meetings fulfils this obligation.

### BACKGROUND

Section 257 (1) of the *Local Government Regulation 2012* determines that Council must meet at least once in each month. All meetings are to be held at Council's public office however Council may, by resolution, determine another place for a particular meeting.

### COMMENT

During its first term, Council has conducted its Ordinary Meetings on a three (3) week cycle. This cycle has enabled Council to meet its statutory obligations and following internal consultation it is recommended to continue with this meeting cycle for the next financial year.

## PROPOSAL

Recommended Ordinary Council Meeting dates for the balance of the 2015/16 and 2016/207 financial years are presented to Council for adoption.

## FINANCIAL/RESOURCE IMPLICATIONS

Council meetings are a fundamental part of Council operations and accordingly all aspects of Council meetings are factored into the annual budget.

## RISK MANAGEMENT IMPLICATIONS

Council has used a three week cycle of meetings within the initial period of operations and has met all legislative requirements therefore the risk to Council from a financial, reputational and regulatory view point is being mitigated.

## CORPORATE/OPERATIONAL PLAN, POLICY REFERENCE

This report has been prepared in accordance with the following:

### Corporate Plan 2014-2019 Initiatives:

#### Theme 5 - Governance

*5.2.1 - Provide Councillors and community with accurate, unbiased and factual reporting to enable accountable and transparent decision-making.*

## COUNCIL'S ROLE

Council can play a number of different roles in certain circumstances and it is important to be clear about which role is appropriate for a specific purpose or circumstance. The implementation of actions will be a collective effort and Council's involvement will vary from information only through to full responsibility for delivery.

The following areas outline where Council has a clear responsibility to act:

<b>Fully-Responsible</b>	Delivering a program or activity for another organisation (usually another level of government).
<b>Regulator</b>	Meeting the responsibilities associated with regulating activities through legislation or local law.

## CONSULTATION

Relevant internal consultation has occurred on the effectiveness of the three weekly meeting cycle.