

## **5.07. AMENDMENT TO SCHEDULED MEETINGS DECEMBER 2015, JANUARY & FEBRUARY 2016**

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### **RECOMMENDATION**

**That Council amends the Council Meeting Dates as follows:**

- **Meeting scheduled for 15 December 2015 moved to 16 December 2015**
- **Meeting scheduled for 19 January 2016 moved to 28 January 2016**
- **Special meeting to be held 15 January 2016 for Australia Day Award Consideration**
- **Meeting scheduled for 02 February 2016 to be cancelled.**

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### **EXECUTIVE SUMMARY**

It is a statutory requirement for Council to determine its meeting schedule annually in advance and whilst best endeavours are made to ensure efficiency of operations, other unplanned matters and/or events emerge during the course of the year. Therefore to optimise Council performance amendments to meeting schedules are required.

The meeting schedule for the months of December 2015, January 2016 and February 2016 has been revisited to ensure all operational matters can be fulfilled. Accordingly it has been determined a variation in meeting dates is beneficial to achieve desired outcomes and these amendments are presented to Council for adoption.

The amended meeting schedule still conforms with all legislative requirements.

### **BACKGROUND**

At Council's Ordinary Meeting of 14 June 2015, the schedule of Council Ordinary Meetings for the 2015/16 financial year, until the quadrennial local government elections, were adopted in accordance with Section 257 (1) of the *Local Government Regulation 2012*.

### **PROPOSAL**

It is proposed to amend the Council Meeting Dates as indicated below:

- Meeting scheduled for 15 December 2015 moved to 16 December 2015
- Meeting scheduled for 19 January 2016 moved to 28 January 2016
- Special meeting to be held 15 January 2016 for Australia Day Award Consideration
- Meeting scheduled for 02 February 2016 to be cancelled

There is an Ordinary Meeting scheduled for 23 February 2016 therefore the amended dates still conform to all legislative meeting requirements.

## FINANCIAL/RESOURCE IMPLICATIONS

As the number of meetings being held remains unchanged, there are no budgetary implication from this matter.

## RISK MANAGEMENT IMPLICATIONS

The change in meeting dates will be advertised through all usual mediums that Council utilises to convey information to the communities. Therefore any risks associated with the change of time will be mitigated.

## CORPORATE/OPERATIONAL PLAN, POLICY REFERENCE

This amendment of dates is solely an operational matter.

## 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

**Internal:** Nil

**External:** This proposal will fall within the "inform" category of Council's Community Engagement Framework. These change of meeting days will be advertised through Council's usual means including the Port Douglas & Mossman Gazette, and also on Council's website as per Section 277 of the *Local Government Regulation 2012*.