

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

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**DEPARTMENT** People & Governance

### RECOMMENDATION

That the Ordinary Meetings of Council be held in the Council's Administration Office, 64-66 Front Street, Mossman on the following days, dates and times for the 2019-2020 financial year until March 2020 when the Local Government Elections are proposed to be held:

DAY	DATE	TIME
Tuesday	9 July 2019	10:00AM
Tuesday	30 July 2019	10:00AM
Tuesday	20 August 2019	10:00AM
Tuesday	10 September 2019	10:00AM
Tuesday	1 October 2019	10:00AM
Tuesday	22 October 2019	10:00AM
Tuesday	12 November 2019	10:00AM
Tuesday	3 December 2019	10:00AM
Tuesday	21 January 2020	10:00AM
Tuesday	11 February 2020	10:00AM
Tuesday	3 March 2020	10:00AM
Tuesday	24 March 2020	10:00AM

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### 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

Council has been conducting 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, until March 2020 when the Local Government Elections are proposed to take place.

All meetings are scheduled to commence at 10:00am.

## PROPOSAL

Recommended that the Ordinary Council Meeting dates for the 2018/2019 financial year until March 2020, when Local Government Elections are proposed to be held, 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:

**Fully-Responsible** Delivering a program or activity for another organisation (usually another level of government).

**Regulator** Meeting the responsibilities associated with regulating activities through legislation or local law.

## CONSULTATION

**Internal:** Councillors and Management Team

**External:** Nil

## ATTACHMENTS

Nil