

5.9. DATE, TIME AND PLACE OF ORDINARY COUNCIL MEETINGS

REPORT AUTHOR(S)	Brenda Jang, Executive Assistant
GENERAL MANAGER	Darryl Crees, General Manager Corporate Services
DEPARTMENT	Corporate Services

RECOMMENDATION

That the Ordinary Meetings of Council be held at Council's Administration Office, 64-66 Front Street, Mossman on the following days, dates and times for the 2018/2019 financial year:

DAY	DATE	TIME
Tuesday	17 July 2018	10.00AM
Tuesday	7 August 2018	10.00AM
Tuesday	28 August 2018	10.00AM
Tuesday	18 September 2018	10.00AM
Tuesday	16 October 2018	10.00AM
Tuesday	6 November 2018	9.00AM
Tuesday	27 November 2018	10.00AM
Tuesday	18 December 2018	10.00AM
Tuesday	22 January 2019	10.00AM
Tuesday	12 February 2019	10.00AM
Tuesday	5 March 2019	10.00AM
Tuesday	26 March 2019	10.00AM
Tuesday	16 April 2019	10.00AM
Tuesday	7 May 2019	10.00AM
Tuesday	28 May 2019	10.00AM
Tuesday	18 June 2019	10.00AM

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.

All meetings are scheduled to commence at 10:00am with the exception of the meeting on 6 November 2018 which is scheduled to commence at 9:00am.

PROPOSAL

Recommended Ordinary Council Meeting dates for the 2018/2019 financial year 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 senior management staff

External: Nil

ATTACHMENTS

Nil