7.3. ORDINARY COUNCIL MEETING SCHEDULE FOR 2027

REPORT AUTHOR Executive Assistant

EXECUTIVE Chief Executive Officer

DEPARTMENT Office of the Chief Executive Officer

TEAM Executive Office

DATE 24 November 2026

RECOMMENDATION

That Council adopt the meeting schedule for the Ordinary Council Meetings for 2027 as presented below:

DAY	DATE	TIME
Monday	**25 January 2027**	**9:00AM**
Tuesday	**23 February 2027**	**10:00AM**
Tuesday	**23 March 2027**	**10:00AM**
Tuesday	**27 April 2027**	**10:00AM**
Tuesday	**25 May 2027**	**10:00AM**
Tuesday	**29 June 2027**	**10:00AM**
Tuesday	**27 July 2027**	**10:00AM**
Tuesday	**31 August 2027**	**10:00AM**
Tuesday	**28 September 2027**	**10:00AM**
Tuesday	**26 October 2027**	**10:00AM**
Tuesday	**30 November 2027**	**10:00AM**
Tuesday	**14 December 2027**	**10:00AM**

EXECUTIVE SUMMARY

Under Section 257 of the Local Government Regulation 2012, Council is required to meet at least once each month. Council meetings are open to the public unless Council resolves to close a meeting, or part of a meeting, under section 254J of the Regulation.

Section 254B of the Regulation requires Council to publish, at least once each year, a notice advising the dates and times of its ordinary meetings for the forthcoming year.

PREVIOUS COUNCIL CONSIDERATIONS / RESOLUTIONS

At the Ordinary Meeting held 9 December 2025, it was resolved that Council adopt the meeting schedule for the Ordinary Council Meetings for 2026.

REPORT/BACKGROUND

Douglas Shire Council operates a monthly Ordinary Council Meeting cycle with the following arrangements:

- Ordinary Council Meetings commence at 10:00am on the last Tuesday of each month, except in December, when the meeting is held on the second Tuesday to accommodate the end-of-year holiday period. It is proposed that the January 2027 Ordinary Council Meeting be held at 9:00am on Monday, 25 January 2027 due to the Australia Day public holiday on Tuesday, 26 January 2027. It is also proposed that the March 2027 Ordinary Council Meeting be held on the fourth Tuesday of the month (23 March 2027) to accommodate councillor availability.
- Councillor Workshops are held each Tuesday, except for the first Tuesday of each month, to discuss emerging issues.

Ordinary Council Meetings are held in the Council Chambers (Reynolds Room) at the Mossman Administration Office, 64-66 Front Street, Mossman. Meetings are livestreamed and recorded via Microsoft Teams.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Council must set a schedule for Ordinary Council Meetings to be held at least once per month and publish the schedule on the website to remain compliant with the requirements of the *Local Government Regulation 2012*.

ENVIRONMENTAL IMPLICATIONS

Nil

SOCIAL IMPLICATIONS

Nil

CORPORATE AND OPERATIONAL PLAN

This report has been prepared in accordance with the following:

Corporate Plan 2025-2030 Initiatives:

Theme 1 - Liveability
To deliver community activities to promote safe, healthy, inclusive and socially engaged communities with an environmental conscious.

1.5 - *Keep the community informed.*

Theme 3 - Service Delivery
We deliver Council services effectively and efficiently to meet community expectations, focusing on the wellbeing of both the community and our employees.
3.3 - *Focus on safety and wellbeing - of the community and employees.*
3.6 - *Deliver Council services to meet community expectations.*

Operational Plan 2026-2027 Actions:

Legislative requirement.

LEGISLATION AND POLICY

- *Local Government Regulation 2012*

CONSULTATION

Not applicable

CONCLUSION

Council's consideration and adoption of the proposed 2027 Ordinary Council Meeting schedule will ensure compliance with the Local Government Regulation 2012 and provide certainty for Councillors, staff and the community.

ATTACHMENTS

Nil