

## ITEM 4 2021 COUNCIL MEETING CYCLE

Council meetings and Councillor Briefing Sessions have traditionally been held on a Monday on a three-weekly meeting cycle, with Councillor Briefing Sessions being held on the second and third Monday of that cycle. This report recommends a continuation of that meeting cycle and proposes a set of meeting dates for 2021 for adoption by Council.

### RECOMMENDATION

Council adopt the 2021 Council Meeting Cycle as shown in the attachment to this report.

### REPORT AUTHORISATIONS

Report of: Todd Hopwood, Manager Governance and Customer Service  
Authorised by: Renee Campbell, Director Corporate Services - Connected + Engaged City

### ATTACHMENTS

- 1 Proposed 2021 Council Meeting Cycle

### BACKGROUND

In accordance with the Local Government Act 1993, *Council is required to meet at least ten times each financial year, each time in a different month.*

Council meetings have traditionally been held on a Monday with the following meeting cycle -

- Ordinary Council meetings held on a three (3) weekly cycle on Mondays, commencing at 6.00 pm
- Councillor Briefing Sessions held on the second and third Monday of the cycle, commencing at 5.00 pm
- No Council meetings or Councillor Briefings held during school holiday period (government schools)
- Additional Councillor Briefing Sessions scheduled for Thursdays, when there is an urgent demand.

The above cycle has worked well, with Councillors being briefed on a wide range of significant matters prior to the reports coming before Council. This report recommends adopting a set of meeting dates consistent with the current three-week cycle however Council may amend the meeting cycle any time by future resolution.

The proposed meeting dates take into consideration the local government elections, to be held 4 September 2021, and anticipated caretaker provisions. It should be noted that due to the timing of the 2021 council election being closely followed by school holidays and the October long weekend, a Council meeting is proposed for the day after the long weekend on Tuesday 5<sup>th</sup> October, 2021. An extraordinary meeting may also be considered depending on the date of the declaration of the polls.

The proposed Council Meeting and Briefing schedule for 2021 is shown in the attached Calendar and features the following -

- 13 Ordinary Council meetings generally held on a three-week cycle on a Monday commencing at 6.00pm
- 21 Councillor Briefing Sessions be held on every other Monday, excluding school holidays, commencing at 5.00pm

### PLANNING AND POLICY IMPACT

This report contributes to the delivery of Our Wollongong 2028 goal “We are a connected and engaged community”.

It specifically delivers on core business activities as detailed in the Governance and Customer Service Business Plan 2020-2021.

## CONCLUSION

The recommended set of meeting dates is consistent with the current three-week cycle and will continue to provide for Councillors to receive two briefing nights in most three-week cycles.

## 2021

January						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

 Council Meetings	 Councillor Briefings
 Public Holidays	 School Holidays