

ITEM 8 2019 COUNCIL MEETING CYCLE

Council meetings and Councillor Briefing Sessions have traditionally been held on a Monday. Since 2015, Council has had a three-weekly meeting cycle, with Councillor Briefing Sessions being held on the second and third Monday of that cycle.

This report outlines two options for Council's consideration.

RECOMMENDATION

Council determine its meeting structure and preferred meeting cycle for 2019.

REPORT AUTHORISATIONS

Report of: Clare Phelan, Manager Governance and Information (Acting)
Authorised by: Renee Campbell, Director Corporate Services - Connected and Engaged City

ATTACHMENTS

- 1 Options for Council Meeting Cycle

BACKGROUND

In accordance with the Local Government Act 1993, Council is required to meet at least ten times each financial year. Council meetings have traditionally been held on a Monday.

Following the 2017 election, Council adopted the following meeting cycle on 9 October 2017:

- Ordinary Council meetings held on a three 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 Ordinary Council meetings or Councillor Briefing Sessions held during a public school holiday period.
- Additional Councillor Briefing Sessions scheduled for Thursdays, when there is an urgent demand.

Council at its meeting held on 12 March 2018, resolved to amend some of the meeting dates where they fell on a Tuesday evening as a result of school holidays continuing onto a third Monday (Terms 1 – 3).

The above cycle has worked well, with Councillors being briefed on a wide range of significant matters prior to the reports coming before Council. Whilst Council may adopt a structure and meeting cycle at this time, there is the opportunity to review and amend both the structure and cycle at a future date.

Information in relation to potential meeting options, as well as information on a meeting structure are outlined below:

Meeting Structure

The Council meeting structure which has been in place since 2015 has allowed all Councillors to participate in the discussion and determination of issues coming before Council.

Councillor Briefing Sessions have provided the opportunity for all Councillors to be fully briefed on a number of key issues and other matters either being dealt with at an Officer level, or prior to reports being submitted to Council for determination.

Meeting Cycle

Two options for a Council meeting cycle are listed for Council's consideration:

Option 1 – A three-weekly meeting cycle (this cycle has been in place since 2015) -

- 14 Ordinary Council meetings held on a rolling three weekly cycle on a Monday commencing at 6.00 pm with the exception of April to allow for the preparation and exhibition of key Council documents.
- Councillor Briefing Sessions be held on the second and third Monday of the cycle commencing at 5.00 pm.
- No Ordinary Council meetings or Councillor Briefing Sessions be held during a public school holiday period.
- Additional Councillor Briefing Sessions be scheduled for Thursdays, when there is an urgent demand.

Option 2 – Two Ordinary Council meetings per month with the exception of public school holiday periods (this cycle was in place from 2012 to 2014) -

- Two Ordinary Council meetings per month to be held generally on the second and fourth Monday commencing at 6.00 pm for a total of 19 meetings.
- Councillor Briefing Sessions be held on the first and third Monday of each month commencing at 5.00 pm.
- The option for an additional Councillor Briefing where there are five Mondays in the month.
- No Ordinary Council meetings or Councillor Briefing Sessions be held during a public school holiday period.
- Additional Councillor Briefing Sessions be scheduled on Thursdays when there is an urgent demand.

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 Administration Service Plan 2018-19.

CONCLUSION

Council needs to determine its meeting structure and cycle for 2019, noting that as outlined in the Background section of this report, there is opportunity to review both the structure and cycle in the future, should Council so desire.

OPTIONS FOR 2019 COUNCIL MEETING SCHEDULE



Council meetings and Briefing Sessions will be held on Mondays, with the *exception of School Holidays, when there will be no meetings, and *(Monday) Public Holidays when meetings will be held on the Tuesday

OPTION 1

- Three-weekly Council meeting cycle (generally)*
- Briefings on all other Mondays*

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
School Holidays 24 th December to 28 th January	4 th Briefing	4 th Briefing	1 st Briefing	6 th Council	3 rd Briefing
	11 th Briefing	11 th Council	8 th Council	13 th Briefing	11 th Briefing (Tues)
29 th Council (Tues)	18 th Council	18 th Briefing	School Holidays 15 th April to 26 th April	20 th Briefing	National General Assembly of Local Government 17 th to 19 th – Canberra (Dates TBC)
	25 th Briefing	25 th Briefing	29 th Briefing	27 th Council	
					24 th Council
JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
1 st Briefing	5 th Briefing	2 nd Council	School Holidays 30 th September to 11 th October	4 th Briefing	2 nd Briefing
School Holidays 8 th July to 19 th July	12 th Council	9 th Briefing	Local Government NSW Annual Conference 13 th to 15 th (Dates TBC)	11 th Briefing	9 th Council
22 nd Council	19 th Briefing	16 th Briefing	21 st Briefing	18 th Council	School Holidays 23 rd December
29 th Briefing	26 th Briefing	23 rd Council	28 th Council	25 th Briefing	

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OPTION 2

- Two Council meetings per month, generally on the second and fourth Monday*
- Two Councillor Briefings per month, generally on the first and third Monday*
- Where there are five Mondays in any month, optional Councillor Briefing Session

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
School Holidays 24 th December to 28 th January	4 th Briefing 11 th Council	4 th Briefing 11 th Council	1 st Briefing 8 th Council	6 th Briefing 13 th Council	3 rd Briefing 11 th Council (Tues)
29 th Council (Tues)	18 th Briefing 25 th Council	18 th Briefing 25 th Council	School Holidays 15 th April to 26 th April 29 th Council	20 th Briefing 27 th Council	National General Assembly of Local Government 17 th to 19 th – Canberra (Dates TBC) 24 th Council

JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
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