

## ITEM 7 COUNCIL MEETING CYCLE FOR BALANCE OF 2017 AND 2018

Council meetings and Councillor Briefing Sessions have traditionally been held on a Monday. In 2015, Council adopted a three-weekly meeting cycle, with Councillor Briefing Sessions held on the second and third Monday of that cycle. This meeting cycle continued up until the Election.

This report outlines options for Council's consideration. The options have been based around the last Council meeting for both 2017 and 2018 taking place on the Monday prior to the commencement of the December public school holidays and working back from that point.

### RECOMMENDATION

Council determine its meeting structure and preferred meeting cycle for the balance of 2017 and for 2018.

### REPORT AUTHORISATIONS

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

### ATTACHMENTS

#### 1 Options for Council Meeting Cycle

### BACKGROUND

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

The former Council had adopted the following meeting cycle –

- Ordinary Council meetings be held on a three weekly cycle on Mondays, commencing at 6.00 pm.
- 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.

The above cycle worked well for the previous term of Council, with Councillors being briefed on a wide range of significant matters prior to the reports coming before Council. In terms of meeting structure, the former Council chose not adopt a Standing Committee structure.

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 previous Council meeting structure allowed all Councillors to participate in the discussion and determination of issues coming before Council.

Councillor Briefing Sessions 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 consideration.

### *Meeting Cycle*

Two options for a Council meeting cycle are outlined below, however these are not intended to be exhaustive:

#### **Option 1** – a three-weekly meeting cycle -

- Ordinary Council meetings held on a rolling three weekly cycle on a Monday commencing at 6.00 pm.
- 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 -

- Two Ordinary Council meetings per month to be held generally on the second and fourth Monday commencing at 6.00 pm.
- 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.

In 2018, the NSW Local Government Conference will take place in Albury between 22 and 24 October, with the National General Assembly of Local Government Conference being held between 17 and 20 June in Canberra. In 2017, the NSW Local Government Conference will be held in Sydney from 4 to 6 December. Both meeting options have allowed for these Conferences.

### **PLANNING AND POLICY IMPACT**

This report contributes to the delivery of Wollongong 2022 goal “We are a connected and engaged community”.

It specifically delivers on core business activities as detailed in the Governance and Administration Service Plan 2017-18.

### **CONCLUSION**

Council needs to determine its meeting structure and meeting cycle for the balance of 2017 and for 2018, noting that as outlined in the Background section of this report, that there is opportunity to review both the structure and cycle in the future, should Council so desire.

## OPTIONS FOR BALANCE OF 2017 AND 2018 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\*

OCTOBER 2017		NOVEMBER 2017		DECEMBER 2017	
School Holidays 22 <sup>nd</sup> September to 8 <sup>th</sup> October		6 <sup>th</sup> Briefing		LG NSW Annual Conference 4 <sup>th</sup> to 6 <sup>th</sup> - Sydney	
		13 <sup>th</sup> Briefing		11 <sup>th</sup> Council	
16 <sup>th</sup> Briefing		20 <sup>th</sup> Council		School Holidays	
23 <sup>rd</sup> Briefing					
30 <sup>th</sup> Council		27 <sup>th</sup> Briefing			

JANUARY 2018	FEBRUARY 2018	MARCH 2018	APRIL 2018	MAY 2018	JUNE 2018
School Holidays 15 <sup>th</sup> December to 29 <sup>th</sup> January	5 <sup>th</sup> Briefing	5 <sup>th</sup> Briefing	3 <sup>rd</sup> Council (Tues)	1 <sup>st</sup> Briefing (Tues)	4 <sup>th</sup> Briefing
	12 <sup>th</sup> Briefing	12 <sup>th</sup> Council	9 <sup>th</sup> Briefing	7 <sup>th</sup> Council	12 <sup>th</sup> Briefing (Tues)
	19 <sup>th</sup> Council	19 <sup>th</sup> Briefing		14 <sup>th</sup> Briefing	National General Assembly of Local Government 17 <sup>th</sup> to 20 <sup>th</sup> - Canberra
	26 <sup>th</sup> Briefing	26 <sup>th</sup> Briefing	School Holidays 14 <sup>th</sup> April to 30 <sup>th</sup> April	21 <sup>st</sup> Briefing	
30 <sup>th</sup> Council (Tues)				28 <sup>th</sup> Council	25 <sup>th</sup> Council

JULY 2018	AUGUST 2018	SEPTEMBER 2018	OCTOBER 2018	NOVEMBER 2018	DECEMBER 2018
2 <sup>nd</sup> Briefing	6 <sup>th</sup> Briefing	3 <sup>rd</sup> Council	School Holidays 29 <sup>th</sup> September to 14 <sup>th</sup> October	5 <sup>th</sup> Briefing	3 <sup>rd</sup> Briefing
	13 <sup>th</sup> Council	10 <sup>th</sup> Briefing	15 <sup>th</sup> Briefing	12 <sup>th</sup> Briefing	10 <sup>th</sup> Council
School Holidays 7 <sup>th</sup> July to 23 <sup>rd</sup> July	20 <sup>th</sup> Briefing	17 <sup>th</sup> Briefing	22 <sup>nd</sup> to 24 <sup>th</sup> October - LG NSW Annual Conference at Albury	19 <sup>th</sup> Council	School Holidays 19 <sup>th</sup> December to 29 <sup>th</sup> January
24 <sup>th</sup> Council (Tues)	27 <sup>th</sup> Briefing	24 <sup>th</sup> Council	29 <sup>th</sup> Council	26 <sup>th</sup> Briefing	
30 <sup>th</sup> Briefing					

## OPTIONS FOR BALANCE OF 2017 AND 2018 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 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

OCTOBER 2017		NOVEMBER 2017		DECEMBER 2017	
School Holidays 22 <sup>nd</sup> September to 8 <sup>th</sup> October		6 <sup>th</sup> Briefing		LG NSW Annual Conference 4th to 6th - Sydney	
16 <sup>th</sup> Briefing		13 <sup>th</sup> Council		11 <sup>th</sup> Council	
23 <sup>rd</sup> Council		20 <sup>th</sup> Briefing		School Holidays	
30 <sup>th</sup> Briefing (fifth Monday - optional)		27 <sup>th</sup> Council			

JANUARY 2018	FEBRUARY 2018	MARCH 2018	APRIL 2018	MAY 2018	JUNE 2018
School Holidays 15 <sup>th</sup> December to 29 <sup>th</sup> January	5 <sup>th</sup> Briefing	5 <sup>th</sup> Briefing	3 <sup>rd</sup> Briefing (Tues)	1 <sup>st</sup> Briefing (Tues)	4 <sup>th</sup> Briefing
	12 <sup>th</sup> Council	12 <sup>th</sup> Council	9 <sup>th</sup> Council	7 <sup>th</sup> Council	12 <sup>th</sup> Council (Tues)
	19 <sup>th</sup> Briefing	19 <sup>th</sup> Briefing	School Holidays 14 <sup>th</sup> April to 30 <sup>th</sup> April	14 <sup>th</sup> Briefing	National General Assembly of Local Government 17th to 20th - Canberra
	26 <sup>th</sup> Council	26 <sup>th</sup> Council		21 <sup>st</sup> Council	
30 <sup>th</sup> Council (Tues)				28 <sup>th</sup> Briefing (Optional)	25 <sup>th</sup> Council

JULY 2018	AUGUST 2018	SEPTEMBER 2018	OCTOBER 2018	NOVEMBER 2018	DECEMBER 2018
2 <sup>nd</sup> Briefing	6 <sup>th</sup> Briefing	3 <sup>rd</sup> Briefing	School Holidays 29 <sup>th</sup> September to 14 <sup>th</sup> October	5 <sup>th</sup> Briefing	3 <sup>rd</sup> Briefing
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	13 <sup>th</sup> Council	10 <sup>th</sup> Council	15 <sup>th</sup> Council	12 <sup>th</sup> Council	10 <sup>th</sup> Council
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24 <sup>th</sup> Council (Tues)	27 <sup>th</sup> Council	24 <sup>th</sup> Council	29 <sup>th</sup> Council	26 <sup>th</sup> Council	
30 <sup>th</sup> Briefing					