

**Report of the General Manager**

Attachments:

1. Schedule of Ordinary Council meetings and Council Committees
2. 2020 Schedule of Meetings

SUBJECT: 2020 Schedule of Meetings**AUTHOR:** Ian Curry, Manager Governance and Committee Services**ENDORSED BY:** Margaret Palmer, Director Corporate Services**EXECUTIVE SUMMARY:**

The following report is submitted to Council annually to set the meeting dates for the following year.

FINANCIAL IMPLICATIONS:

Related financial implications include staff costs. The spread of 'ordinary hours' under the Local Government (State) Award 2010 are from 6am to 6pm. Hours worked outside this spread of hours are payable at the overtime rate. The overtime rate of pay is time-and-a-half for the first two hours and double time after that. Employees may elect to take Time In Lieu instead.

This clause does not apply to Senior Staff (as defined in the Local Government Act 1993) nor to those employees engaged under the Award in the Executive Classifications (Band 4) where the following applies:

"Employees engaged in Executive Band 4 may be required in addition to their ordinary hours, to attend meetings of Council and standing and/or special committee meetings. For the purpose of this subclause an employee who is required to attend these meetings may be entitled to claim overtime for actual hours worked after 11pm".

RECOMMENDATION:

1. **THAT** Council adopt the 2020 Schedule of Meetings, as detailed in Attachment 2.

LINK TO COMMUNITY STRATEGIC PLAN

The relationship with the Community Strategic Plan is as follows:

Direction: 5. Our Civic Leadership

Outcome: 5.2 Council is well governed and customer focused

BACKGROUND

The draft schedule of meeting dates is presented annually to Council for adoption.

Council resolved at its meeting on 15 August 2016:

THAT, so far as possible and practicable, the setting of dates for Council and committee meetings, briefings and other meetings not be held during the NSW school holidays, or on a week either side.

The attached schedule has been prepared in accordance with this resolution.

CONSULTATION REQUIREMENTS

Community engagement is not required.

SUSTAINABILITY STATEMENT

The sustainability implications are of a minor nature and as such did not warrant a detailed assessment.

DETAIL

Attachment 1 is the proposed Schedule of Ordinary Council meetings and Council Committees. To assist Councillors in meeting their full Council commitments, a complete Councillor Diary with indicative dates for Reference Groups, school terms and public holidays is included as Attachment 2.

The 2020 meeting schedule has been prepared based on the following factors and taking into account the resolution of Council on 15 August 2016:

- Under s.365 of the Local Government Act 1993, Council is required to meet 10 times a year, each time in a separate month. There are 10 scheduled Council meetings in 2020. All Ordinary Council meetings will be preceded by a Public Forum at 6.30pm, in accordance with the current Code of Meeting Practice. It has not always been possible to schedule these meetings completely in accordance with the 15 August 2016 Council resolution and remain compliant with the Act.
 - Under section 290 of the Local Government Act, Council must hold an election for the
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position of Mayor within 3 weeks of election (12 September 2019). An Ordinary Meeting of Council has been scheduled for Monday 28 September. This will be the first meeting of the 2020-2024 Council Term. The meeting agenda will include the election of the Mayor by Councillors.

- Governance and Finance Committee meetings have been scheduled to complement the Integrated Planning and Reporting (IPR) cycle, including quarterly performance reporting against the Operational Plan and Budget Reviews.
- In order to maximise attendance and enable Councillors' forward planning, Briefings are scheduled to be held on the same evenings as Council Committees. The actual agenda for these Briefings will be established as required, however Councillors should plan for the full Monday evening in which Council Committees are to be held to be committed to Council responsibilities.
- North Sydney Local Planning Panel (NSLPP) meetings will be held on the first Wednesday of the month, commencing at 2pm.
- To enable Councillors to attend the 2020 Australian Local Government Association National General Assembly (Canberra, 14-17 June) and Local Government NSW Annual Conference (mid October), no meetings have been scheduled for these weeks.
- The meeting dates for the Internal Audit Risk and Improvement Committee (ARIC) are not included on the draft schedule as they are in-house meetings; not open to the public. The schedule for ARIC meetings will be established in consultation with the independent external members of the Committee.

The shaded area of the Schedule (Attachment 2) denotes weekends, public and school holidays. The school terms and holidays noted on the Schedule are taken from the NSW School Holiday Dates 2020 webpage (<https://www.nswschoolholiday.com.au/index.php/nsw-school-holiday-dates-2020>) and may not represent the same periods for private schools in NSW.

Schedule of Ordinary Meetings of Council and Council Committees

Date	Meeting
10 February	Governance & Finance Committee
24 February	Ordinary Meeting of Council
9 March	Legal & Planning Committee
23 March	Ordinary Meeting of Council
27 April	Ordinary Meeting of Council
11 May	Governance & Finance Committee
18 May	Ordinary Meeting of Council
15 June	Legal & Planning Committee
22 June	Ordinary Meeting of Council
27 July	Ordinary Meeting of Council
10 August	Governance & Finance Committee
24 August	Ordinary Meeting of Council
28 September	Ordinary Meeting of Council
12 October	Legal & Planning Committee
26 October	Ordinary Meeting of Council
9 November	Governance & Finance Committee
23 November	Ordinary Meeting of Council

◀ Dec 2019 January 2020 Feb 2020 ▶						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1 <i>New Year's Day</i>	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 <i>Australia Day</i>
27 <i>Australia Day Public Holiday</i>	28 <i>Term 1 begins</i>	29	30	31		

February 2020						
◀ Jan 2020						Mar 2020 ▶
Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5 2pm - NSLPP	6	7 10am – Traffic Ctte	8	9
10 6pm – Governance & Finance Ctte 7pm – Cr Briefings	11 5.30pm - Neutral Bay Streetscape Ctte	12	13	14	15	16
17	18 5.30pm – Crows Nest Streetscape Ctte	19	20	21	22	23
24 7.30pm - COUNCIL	25	26	27	28	29	

March 2020						
◀ Feb 2020						Apr 2020 ▶
Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4 2pm - NSLPP	5	6	7	8
9 6pm Legal Briefing 6.30pm – Legal & Planning Ctte 7.30pm – Cr Briefings	10 5.30pm – Cremorne Streetscape Ctte	11	12	13	14	15
16	17	18	19	20 10am – Traffic Ctte	21	22
23 7.30pm - COUNCIL	24	25	26	27	28	29
30	31					

April 2020						
◀ Mar 2020						May 2020 ▶
Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1 2pm - NSLPP	2	3	4	5
6 6pm – Cr Briefings	7	8	9 Term 1 ends	10 Good Friday	11 Easter Saturday	12 Easter Sunday
13 Easter Monday	14	15	16	17	18	19
20	21	22	23	24	25 Anzac Day	26
27 7.30pm - COUNCIL Term 2 begins	28	29	30			

May 2020						
◀ Apr 2020						Jun 2020 ▶
Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1 10am – Traffic Ctte	2	3
4 1. 6pm - Sustainable Transport Reference Group 2. 7.15pm - Environment Reference Group	5	6 2pm - NSLPP	7	8	9	10
11 6pm - Governance & Finance Ctte 7pm – Cr Briefings	12	13	14	15	16	17
18 7.30pm - COUNCIL	19	20	21	22	23	24
25 6pm - Sport and Recreation Reference Group	26	27	28	29	30	31

June 2020						
◀ May 2020						Jul 2020 ▶
Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3 2pm - NSLPP	4	5	6	7
8 <i>Queen's Birthday</i>	9	10	11	12 10am – Traffic Ctte	13	14
15 6pm Legal Briefing 6.30pm – Legal & Planning Ctte 7.30pm – Cr Briefings	16	17	18	19	20	21
22 7.30pm - COUNCIL	23	24	25	26	27	28
29	30					

July 2020						
◀ Jun 2020						Aug 2020 ▶
Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1 2pm - NSLPP	2	3 Term 2 ends	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20 6pm – Cr Briefings Term 3 begins	21	22	23	24 10am – Traffic Ctte	25	26
27 7.30pm - COUNCIL	28	29	30	31		

August 2020						
◀ Jul 2020						Sep 2020 ▶
Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3)	4	5 2pm - NSLPP	6	7	8	9
10 6pm Governance & Finance Ctte 7pm – Cr Briefings	11	12	13	14	15	16
17	18	19	20	21	22	23
24 7.30pm - COUNCIL	25	26	27	28	29	30
31						

September 2020						
◀ Aug 2020						Oct 2020 ▶
Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2 2pm - NSLPP	3	4 10am – Traffic Ctte	5	6
7	8 5.30pm - Neutral Bay Streetscape Ctte	9	10	11	12 Local Government Elections	13
14	15 5.30pm – Crows Nest Streetscape Ctte	16	17	18	19	20
21	22	23	24	25 Term 3 ends	26	27
28 7.30pm - COUNCIL	29	30				

◀ Sep 2020 Nov 2020 ▶ <h2 style="text-align: center; margin: 0;">October 2020</h2>						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5 <i>Labour Day (ACT,NSW,SA)</i>	6	7 2pm - NSLPP	8	9	10	11
12 6pm Legal Briefing 6.30pm – Legal & Planning Ctte 7.30pm – Cr Briefings <i>Term 4 begins</i>	13 5.30pm – Cremorne Streetscape Ctte	14	15	16 10am – Traffic Ctte	17	18
19	20	21	22	23	24	25
26 7.30pm - COUNCIL	27	28	29	30	31	

November 2020						
◀ Oct 2020						Dec 2020 ▶
Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4 2pm - NSLPP	5	6	7	8
9 6pm - Governance & Finance Ctte 7pm - Cr Briefings	10 6pm - Sport and Recreation Reference Group	11	12	13	14	15
16 1. 6pm - Sustainable Transport Reference Group 2. 7.15pm - Environment Reference Group	17	18	19	20	21	22
23 7.30pm - COUNCIL	24	25	26	27 10am - Traffic Ctte	28	29
30						

◀ Nov 2020 Jan 2021 ▶ <h2 style="text-align: center; margin: 0;">December 2020</h2>						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2 <i>2pm - NSLPP</i>	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18 <i>Term 4 ends</i>	19	20
21	22	23	24 <i>Christmas Eve</i>	25 <i>Christmas Day</i>	26 <i>Boxing Day</i>	27
28 <i>Boxing Day Holiday</i>	29	30	31 <i>New Year's Eve</i>			