

## **8.5. 2021 Schedule of Meetings**

**AUTHOR:** Ian Curry, Manager Governance & Committee Services

**ENDORSED BY:** Ken Gouldthorp, General Manager

### **ATTACHMENTS:**

1. 2021 Schedule of Ordinary Meetings of Council and Council Committees [8.5.1 - 1 page]
2. 2021 Meeting Schedule [8.5.2 - 12 pages]

### **PURPOSE:**

To consider the proposed schedule of Council, Committee and Reference Group meetings for 2021.

### **EXECUTIVE SUMMARY:**

In October each year, a report is submitted to Council annually to set the meeting dates for the following year.

As well as including all Council, Committee and Reference Group meetings, the schedule lists meetings of the North Sydney Local Planning Panel (NSLPP).

### **FINANCIAL IMPLICATIONS:**

Related financial implications include staff costs. The spread of ‘ordinary hours’ under the Local Government (State) Award 2020 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 2021 Schedule of Meetings, as detailed in Attachment 2.

## **LINK TO COMMUNITY STRATEGIC PLAN**

The relationship with the Community Strategic Plan is as follows:

### **5. Our Civic Leadership**

#### **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.

## **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 2021 meeting schedule has been prepared based on the following factors and taking into account the resolution of Council on 15 August 2016:

- Under section 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 2021. 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 1993*, Council must hold an election for the position of Mayor within 3 weeks of the election (4 September 2021). For the purposes of this section, an election of councillors does not conclude until the

declaration of election of all the councillors of the council concerned. An Ordinary Meeting of Council has been scheduled for Monday 27 September. This will be the first meeting of the 2021-2024 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.
- Legal and Planning Committee meetings will commence at 6.00pm.
- 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 2021 Australian Local Government Association National General Assembly (Canberra, 20-23 June) and Local Government NSW Annual Conference (Sydney, 16-18 November), 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 areas 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 2021 webpage and may not represent the same periods for private schools in NSW:

<https://www.nswschoolholiday.com.au/index.php/nsw-school-holiday-dates-2021>

**2021 Schedule of Ordinary Meetings of Council and Council Committees**

<b>Date</b>	<b>Meeting</b>
8 February	Governance & Finance Committee
22 February	Ordinary Meeting of Council
8 March	Legal & Planning Committee
22 March	Ordinary Meeting of Council
26 April	Ordinary Meeting of Council
10 May	Governance & Finance Committee
24 May	Ordinary Meeting of Council
7 June	Legal & Planning Committee
28 June	Ordinary Meeting of Council
26 July	Ordinary Meeting of Council
9 August	Governance & Finance Committee
23 August	Ordinary Meeting of Council
27 September	Ordinary Meeting of Council
11 October	Legal & Planning Committee
25 October	Ordinary Meeting of Council
8 November	Governance & Finance Committee
29 November	Ordinary Meeting of Council

### 2021 North Sydney Council Meeting Schedule

January 2021						
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>Term 1 begins</i>	28	29	30	31

February 2021						
◀ Jan 2021						Mar 2021 ▶
Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3 2pm - NSLPP	4	5 10am – Traffic Ctte	6	7
8 6pm – Governance & Finance Ctte 7pm – Cr Briefings	9 5.30pm - Neutral Bay Streetscape Ctte	10	11	12	13	14
15	16 5.30pm – Crows Nest Streetscape Ctte	17	18	19	20	21
22 6.30pm – PUBLIC FORUM/COUNCIL	23	24	25	26	27	28

March 2021						
◀ Feb 2021						Apr 2021 ▶
Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3 2pm - NSLPP	4	5	6	7
8 6pm – Legal & Planning Ctte 7.30pm – Cr Briefings	9 5.30pm – Cremorne Streetscape Ctte	10	11	12	13	14
15 6pm - Sport and Recreation Reference Group	16	17	18	19 10am – Traffic Ctte	20	21
22 6.30pm - PUBLIC FORUM/COUNCIL	23	24	25	26	27	28
29	30	31				

April 2021						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1 Term 1 ends	2 Good Friday	3 Easter Saturday	4 Easter Sunday
5 Easter Monday	6	7 2pm - NSLPP	8	9	10	11
12	13	14	15	16	17	18 Anzac Day
19 Term 2 begins 6pm – Cr Briefings	20	21	22	23	24	25
26 6.30pm – PUBLIC FORUM/COUNCIL	27	28	29	30 10am – Traffic Ctte		

May 2021						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
<b>3</b> 1. 6pm - Sustainable Transport Reference Group 2. 7.15pm - Environment Reference Group	4	5 2pm - NSLPP	6	7	8	9
<b>10</b> 6pm - Governance & Finance Ctte 7pm - Cr Briefings	11	12	13	14	15	16
17	18	19	20	21	22	23
<b>24</b> 6.30pm – PUBLIC FORUM/COUNCIL	25	26	27	28	29	30
31						

June 2021						
◀ May 2021						Jul 2021 ▶
Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2 2pm - NSLPP	3)	4	5	6
7 6pm – Legal & Planning Ctte 7.30pm – Cr Briefings	8	9	10	11 10am – Traffic Ctte	12	13
14 <i>Queen's Birthday</i>	15	16	17	18	19	20 <i>Australian Local Government Association National General Assembly</i>
21 <i>Australian Local Government Association National General Assembly</i>	22 <i>Australian Local Government Association National General Assembly</i>	23 <i>Australian Local Government Association National General Assembly</i>	24	25 <i>Term 2 ends</i>	26	27
28 6.30pm - PUBLIC FORUM/COUNCIL	29	30				

July 2021						
◀ Jun 2021						Aug 2021 ▶
Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7 2pm - NSLPP	8	9	10	11
12 Term 3 begins	13	14	15	16	17	18
19 6pm – Cr Briefings	20	21	22	23 10am – Traffic Ctte	24	25
26 6.30pm - PUBLIC FORUM/COUNCIL	27	28	29	30	31	

August 2021						
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	11	12	13	14	15
16 6pm - Sport and Recreation Reference Group	17	18	19	20	21	22
23 6.30pm - PUBLIC FORUM/COUNCIL	24	25	26	27	28	29
30	31					

September 2021						
◀ Aug 2021						Oct 2021 ▶
Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1 2pm - NSLPP	2	3 10am – Traffic Ctte	4 <b>COUNCIL ELECTIONS</b>	5
6	7	8	9	10	11	12
13	14 5.30pm - Neutral Bay Streetscape Ctte	15	16	17 <i>Term 3 ends</i>	18	19
20	21 5.30pm – Crows Nest Streetscape Ctte	22	23	24	25	26
27 6.30pm - PUBLIC FORUM/COUNCIL	28	29	30			

More Calendars: [2021](#), [Word Calendar](#), [PDF Calendar](#)

October 2021						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4 Labour Day	5 Term 4 begins	6 2pm - NSLPP	7	8	9	10
11 6pm – Legal & Planning Ctte 7.30pm – Cr Briefings	12 5.30pm – Cremorne Streetscape Ctte	13	14	15 10am – Traffic Ctte	16	17
18	19	20	21	22	23	24
25 6.30pm - PUBLIC FORUM/COUNCIL	26	27	28	29	30	31

November 2021						
◀ Oct 2021						Dec 2021 ▶
Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3 2pm - NSLPP	4	5	6	7
8 6pm - Governance & Finance Ctte 7pm – Cr Briefings	9 6pm - Sport and Recreation Reference Group	10	11	12	13	14
15 1. 6pm - Sustainable Transport Reference Group 2. 7.15pm - Environment Reference Group	16 <i>Local Government NSW Annual Conference</i>	17 <i>Local Government NSW Annual Conference</i>	18 <i>Local Government NSW Annual Conference</i>	19	20	21
22 7.30pm - PUBLIC FORUM/COUNCIL	23	24	25	26 10am – Traffic Ctte	27	28
29	30					

December 2021						
◀ Nov 2021						Jan 2022 ▶
Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1 2pm - NSLPP	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17 Term 4 ends	18	19
20	21	22	23	24 Christmas Eve	25 Christmas Day	26 Boxing Day
27	28	29	30	31 New Year's Eve		