

8.3. 2022 Schedule of Meetings

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ATTACHMENTS:

1. 2022 Meeting Schedule [8.3.1 - 12 pages]

PURPOSE:

To consider the proposed schedule of Council, Committee and Reference Group meetings for 2022.

EXECUTIVE SUMMARY:

In October each year, a report is submitted to Council to set the meeting dates for the following year. This Schedule is submitted to Council to allow planning to commence for Ordinary Meetings of Council in 2022.

Following the conduct of the election, it will be a matter for the newly elected Council to determine the meeting cycle and structure. As a result, a report will be provided to the new Council for consideration of the meeting structure and any relevant changes to the Code of Meeting Practice. The Council will also have the opportunity to consider the Committee structure and determine any changes.

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 endorse the draft 2022 meeting schedule, as detailed in Attachment 2, noting that the Council Meeting cycle, Committee structure and schedule is subject to review and adoption by the new Council,.

2.THAT in order to provide flexibility in the event of the declaration being bought forward or delayed, the General Manager be authorised to amend the date of the first meeting of the new Council to meet the requirements of section 290 of the *Local Government Act 1993* and facilitate a smooth transition to the new Council.

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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, however it is noted that it is a matter for Council following the election to determine the Meeting timing and regularity.

CONSULTATION REQUIREMENTS

Community engagement is not required.

DETAIL

Attachment 1 is the proposed Schedule of Ordinary Meetings of Council.

Normally, the schedule would contain proposed dates for Council Committees and Reference Groups. As the new Council will have the opportunity to determine its meeting structure for the 2021-24 term, these meetings have not been included in the schedule.

The 2022 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 2022. All Ordinary Council meetings will be preceded by a Public Forum at 6.30pm, in accordance with the current Code of Meeting Practice

- Under section 290 of the *Local Government Act 1993*, Council must hold an election for the position of Mayor within 3 weeks of the declaration of polls following the election on 4 December 2021. The NSW Electoral Commission has advised that it is expected that the declaration of polls will occur between 21 and 23 December 2021. A Meeting of Council has been scheduled for Monday 10 January 2022. This will be the first meeting of the 2021-2024 Council Term. The meeting agenda will include the election of the Mayor by Councillors and other matters required for consideration by the first meeting of the new Council. It is recommended that the General manager be authorised to amend the date of this first meeting to provide flexibility, ensure compliance with the Act and a smooth transition in the event that the declaration of the poll is brought forward or delayed.
- Dates for the 2022 Traffic Committees have been included as this is a statutory Committee and advance notice of meetings need to be provided to the members (TfNSW, Police, Local MP's)
- North Sydney Local Planning Panel (NSLPP) meetings will be held on the first Wednesday of the month, commencing at 2pm.
- 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.

Conferences

The 2022 LGNSW Conference is scheduled to be held between 28 February to 2 March. The February Ordinary Meeting of Council has been scheduled in the week prior to allow attendance by Councillors.

The 2022 Australian Local Government Association National General Assembly is scheduled to be held between 19 to 22 June. No meetings have been scheduled during this period to allow attendance by Councillors

School Terms and Public Holidays

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 2022](#) webpage and may not represent the same periods for private schools in NSW.

2022 North Sydney Council Meeting Schedule

| January 2022 | | | | | | |
|--|-----|-------------------------|-----|----------------------------|-------------------------|-----|
| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| | | | | | 1 <i>New Year's Day</i> | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 Extraordinary Meeting of Council (1 st of new term) | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 <i>Australia Day</i> | 27 | 28 <i>Term 1 starts</i> | 29 | 30 |
| 31 | | | | | | |

| February 2022 | | | | | | |
|-----------------------------|-----|-------------------|-----|-----------------------------|-----|------------|
| ◀ Jan 2022 | | | | | | Mar 2022 ▶ |
| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| | 1 | 2 2.00pm NSLPP | 3 | 4 10am Traffic Committee | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 2022 LGNSW Conference | | | | | | |

| March 2022 | | | | | | |
|---|--------------------------------------|--|-----------|--|-----------|-----------|
| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| | 1 2022 LGNSW Conference | 2 2.00pm NSLPP 2022 LGNSW Conference | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 10am Traffic Committee | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 6.30pm Public Forum 7.30pm Council Meeting | 29 | 30 | 31 | | | |

| April 2022 | | | | | | |
|-------------------------|---|-------------------|-----|------------------------------|---------------------------|-------------------------|
| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 2.00pm NSLPP | 7 | 8 <i>Term 1 ends</i> | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 <i>Good Friday</i> | 16 <i>Easter Saturday</i> | 17 <i>Easter Sunday</i> |
| 18 <i>Easter Monday</i> | 19 | 20 | 21 | 22 10am Traffic Committee | 23 | 24 |
| 25 <i>Anzac Day</i> | 26 6.30pm Public Forum 7.30pm Council Meeting <i>Term 2 starts</i> | 27 | 28 | 29 | 30 | |

| May 2022 | | | | | | |
|---|-----|-------------------|-----|-----|-----|-----|
| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| | | | | | | 1 |
| 2 | 3 | 4 2.00pm NSLPP | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 6.30pm Public Forum 7.30pm Council Meeting | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| June 2022 | | | | | | |
|--|--|--|-----------|-------------------------------------|-----------|--|
| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| | | 1 2.00pm NSLPP | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 10am Traffic Committee | 11 | 12 |
| 13 <i>Queen's Birthday</i> | 14 | 15 | 16 | 17 | 18 | 19 2022 ALGA National General Assembly |
| 20 2022 ALGA National General Assembly | 21 2022 ALGA National General Assembly | 22 2022 ALGA National General Assembly | 23 | 24 | 25 | 26 |
| 27 6.30pm Public Forum 7.30pm Council Meeting | 28 | 29 | 30 | | | |

| July 2022 | | | | | | |
|---|-----|-------------------|-----|------------------------------|-----|-----|
| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| | | | | 1 <i>Term 2 ends</i> | 2 | 3 |
| 4 | 5 | 6 2.00pm NSLPP | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 <i>Term 3 starts</i> | 19 | 20 | 21 | 22 10am Traffic Committee | 23 | 24 |
| 25 6.30pm Public Forum 7.30pm Council Meeting | 26 | 27 | 28 | 29 | 30 | 31 |

| ◀ Jul 2022 August 2022 Sep 2022 ▶ | | | | | | |
|--|-----|-------------------|-----|-----|-----|-----|
| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| 1 | 2 | 3 2.00pm NSLPP | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 6.30pm Public Forum 7.30pm Council Meeting | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| September 2022 | | | | | | |
|---|-----|-------------------|-----|-----------------------------|-----|-----|
| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| | | | 1 | 2 10am Traffic Committee | 3 | 4 |
| 5 | 6 | 7 2.00pm NSLPP | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 Term 3 ends | 24 | 25 |
| 26 6.30pm Public Forum 7.30pm Council Meeting | 27 | 28 | 29 | 30 | | |

| October 2022 | | | | | | |
|---|-----|-------------------|-----|------------------------------|-----|-----|
| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| | | | | | 1 | 2 |
| 3 <i>Labour Day</i> | 4 | 5 2.00pm NSLPP | 6 | 7 | 8 | 9 |
| 10 <i>Term 4 starts</i> | 11 | 12 | 13 | 14 10am Traffic Committee | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 6.30pm Public Forum 7.30pm Council Meeting | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| November 2022 | | | | | | |
|---|-----|-------------------|-----|------------------------------|-----|------------|
| ◀ Oct 2022 | | | | | | Dec 2022 ▶ |
| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| | 1 | 2 2.00pm NSLPP | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 10am Traffic Committee | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 6.30pm Public Forum 7.30pm Council Meeting | 29 | 30 | | | | |

| December 2022 | | | | | | |
|----------------------|--------------------------|-------------------|-----|-----|--------------------------|-------------------------|
| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 2.00pm NSLPP | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 Term 4 ends | 21 | 22 | 23 | 24 <i>Christmas Eve</i> | 25 <i>Christmas Day</i> |
| 26 <i>Boxing Day</i> | 27 | 28 | 29 | 30 | 31 <i>New Year's Eve</i> | |