

## COUNCIL MEETING DATES 2023

---

Report Author: Governance Coordinator  
Responsible Officer: Director Corporate Services  
Ward(s) affected: (All Wards);

---

*The author(s) of this report and the Responsible Officer consider that the report complies with the overarching governance principles and supporting principles set out in the Local Government Act 2020.*

### CONFIDENTIALITY

This item is to be considered at a Council meeting that is open to the public.

### SUMMARY

This report provides a schedule of Council meeting dates for the first half of the 2023 calendar year.

The proposed schedule of meetings is included at Attachment 1.

### RECOMMENDATION

#### ***That Council***

***1. Adopt the 2023 (first half) schedule of Council meetings as follows:***

<b><i>Tuesday 31 January 2023</i></b>	<b><i>Wednesday 26 April 2023*</i></b>
<b><i>Tuesday 14 February 2023</i></b>	<b><i>Tuesday 9 May 2023</i></b>
<b><i>Tuesday 28 February 2023</i></b>	<b><i>Tuesday 23 May 2023</i></b>
<b><i>Tuesday 14 March 2023</i></b>	<b><i>Tuesday 13 June 2023</i></b>
<b><i>Tuesday 28 March 2023</i></b>	<b><i>Tuesday 27 June 2023</i></b>
<b><i>Tuesday 11 April 2023</i></b>	

***\* Meeting moved to Wednesday as a result of a Public Holiday***

- 2. Convene all Council meetings to commence at 7.00 pm at the venues listed in Attachment 1 to the report unless otherwise specified in a public notice.***
- 3. Authorise the Chief Executive Officer to undertake all statutory requirements that apply to meetings of Council.***

## **RELATED COUNCIL DECISIONS**

There are no related Council decisions relevant to this item.

## **DISCUSSION**

### ***Purpose and Background***

To consider the schedule of meetings of Council and Forum for the first half of the 2022 calendar year.

Under the provisions of the Governance Rules, Council must fix the date, time and place of all Council meetings. There is no similar requirement for Forum meetings.

Council meetings are traditionally held on a fortnightly cycle, on the second and fourth Tuesday of each month, commencing at 7.00 p.m., with a break provided over the Christmas period.

The schedule of Council meetings has been prepared in accordance with the Governance Rules.

### ***Recommended option and justification***

That Council adopt the schedule of Council meeting dates for the first half of the 2023 calendar year to allow for planning and consistency with current practice.

## **FINANCIAL ANALYSIS**

Costs associated with holding Council meetings can be met from within approved budgets.

Changes to the approved schedule of Council meetings, as a result of cancellation or scheduling of an additional meeting, or a change to the venue for a meeting, will require public notice to be given and notices in local newspapers will incur additional costs.

## **APPLICABLE PLANS AND POLICIES**

The development of a schedule of Council meetings has been undertaken in accordance with Council's Governance Rules.

## **RELEVANT LAW**

Under the provisions of the Governance Rules, Council must from time to time fix the date, time and place of all Council meetings. There is no similar requirement for Forum meetings.

Once the schedule of meetings has been agreed upon, the Governance Rules provide for:

- Council by resolution, or the Chief Executive Officer following consultation with the Mayor and Councillors and with their agreement, to change the date, time and place of, or cancel, any Council meeting. Reasonable notice of the change must be provided to the public;
- the Chief Executive Officer to cancel or postpone a Council meeting, should an emergency require this;
- the Chief Executive Officer to call a Council meeting in the case of an emergency; and
- the Mayor or at least three Councillors to call a Council meeting by a written notice delivered to the Chief Executive Officer.

## **SUSTAINABILITY IMPLICATIONS**

### ***Economic Implications***

There are no economic impacts associated with the approval of the schedule of Council meetings.

### ***Social Implications***

Council meetings, whether held in person or virtually, provide members of the community with an opportunity to participate in local democracy. Participation enables a greater understanding of Council's decision-making process and promotes open and transparent government. Given the size of the municipality and the distance some members of the community are required to travel, virtual participation has enabled people to easily and conveniently participate and engage in meetings without leaving their homes.

### ***Environmental Implications***

There are no environmental impacts associated with adopting the schedule of Council meetings. Continuation of virtual participation in Council meetings in 2023 and beyond, together with livestreaming meetings, could lead to a reduction in the travel requirements of Councillors, officers and/or members of the community, which in turn could see a reduction in emissions and therefore have a positive impact on environmental factors.

## **COMMUNITY ENGAGEMENT**

There has been no public consultation undertaken in respect of the recommendations within this report. Once adopted, the meeting schedule will be formally advertised, and details placed on Council's website.

## **COLLABORATION, INNOVATION AND CONTINUOUS IMPROVEMENT**

Not relevant.

## **RISK ASSESSMENT**

There are no risks associated with the recommendations in this report. Council meetings have historically been held on a fortnightly cycle. Council meetings are open to members of the community to attend and, through livestreaming and offering the opportunity to participate by way of teleconference, Council can continue to ensure those who wish to engage with Council are able to do so as easily as possible.

## **CONFLICTS OF INTEREST**

No officers and/or delegates acting on behalf of the Council through the Instrument of Delegation and involved in the preparation and/or authorisation of this report have any general or material conflict of interest as defined within the *Local Government Act 2020*.

## **ATTACHMENTS TO THE REPORT**

1. 2023 Meeting Schedule