

Item 4.1**Proposed Schedule of Meetings and Briefings for 2021****File No: S063444****Memorandum by the Chief Executive Officer**

To Council:

This memorandum requests that Council approve the draft schedule of meetings and briefings for 2021.

The draft Schedule of Meetings and Briefings for 2021 (Attachment A) has been prepared on the basis of a three-week meeting cycle (Councillor Briefings, Committees and Council), consistent with the meeting arrangements adopted by Council in previous years. The draft schedule proposes nine meeting cycles for 2021.

Section 365 of the Local Government Act 1993 states that "the council is required to meet at least 10 times each year, each time in a different month", with "year" meaning the period from 1 July to the following 30 June (the financial year).

To ensure compliance with the provisions of section 365, the draft Schedule of Meetings and Briefings for the calendar year 2020 provides for:

- (a) four meetings in the first half of 2021 (making a total of 10 meetings for the 2020/21 financial year, inclusive of the six meetings of Council which will have been held in the second half of 2020); and
- (b) five meetings of Council held in the second half of 2021 (making a total of 10 meetings for the 2021/22 financial year, on the basis that a further five meetings of Council will be scheduled for the first half of 2022).

It is noted that:

- (a) in drafting the schedule, the Local Government Elections scheduled for 4 September 2021 have been taken into account (with an extraordinary meeting of Council to take place following the Elections);
- (b) the 2021 Annual Conference of Local Government NSW will be held from 16 to 18 November 2021;
- (c) briefings will be on the Tuesday in June and October 2021 due to public holidays falling on the relevant Monday; and
- (d) if considered necessary, additional "tentative" briefings dates, intended to accommodate such matters as external presentations, workshops and other non-meeting agenda items, will be separately distributed to Councillors, following approval of the draft schedule.

It would be appropriate for Council to now determine a program of meetings for next year to enable all interested parties to plan their commitments.

Recommendation

It is resolved that Council adopt the draft schedule of meetings and briefings for 2021, as shown at Attachment A to the subject memorandum.

MONICA BARONE

Chief Executive Officer

Attachments

Attachment A. Draft Schedule of Meetings and Briefings for 2021