

Item 4.1**Proposed Schedule of Meetings and Briefings for 2023****File No: S063444-02****Memorandum by the Chief Executive Officer**

To Council:

This memorandum requests that Council approve the draft Schedule of Meetings and Briefings for 2023.

The draft Schedule of Meetings and Briefings for 2023 (Attachment A) has been prepared on the basis of a three-week meeting cycle (Council Briefings, Committees and Council), consistent with the meeting arrangements adopted by Council in previous years. The draft schedule proposes 10 meeting cycles for 2023.

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 2023 provides for:

- (a) five meetings in the first half of 2023 (making a total of 10 meetings for the 2022/23 financial year, inclusive of the five meetings of Council which will have been held in the second half of 2022); and
- (b) five meetings of Council held in the second half of 2023 (making a total of 10 meetings for the 2023/24 financial year, on the basis that a further five meetings of Council will be scheduled for the first half of 2024).

It is noted that:

- (a) the 2023 Annual Conference of Local Government NSW is currently scheduled to be held from 12 to 14 November 2023;
- (b) briefings will be held on a Tuesday in June 2023 due to a public holiday falling on the relevant Monday; and
- (c) 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 and briefings for next year to enable all interested parties to plan their commitments.

The City's website will be updated with the 2023 meeting dates if endorsed by Council.

Recommendation

It is resolved that Council adopt the draft schedule of meetings and briefings for 2023, as shown at Attachment A to the subject memorandum.

MONICA BARONE

Chief Executive Officer

Attachments

Attachment A. Draft Schedule of Meetings and Briefings for 2023