CM13.8. Draft Council Meeting Schedule for 2025

DATE	13 November 2024	**FIL REFERENCE**	FIL20/00013
CONFIDENTIAL	No		
FURTHER ENQUIRIES	Cate Stevens Service Leader People and Culture	**PHONE**	02 6023 8111
AUTHOR	Roslyn Burke		

Purpose of Report

To seek Council's endorsement and adoption of the draft 2025 Council Meeting Schedule and approval to cancel the second meeting in November 2025 and the second meeting in December 2025.

Background

The AlburyCity Code of Meeting Practice for Councillors, Staff and Delegates provides that Council will meet at least two times per month (excluding January) and the frequency of meetings will be held as follows:

- First Monday will be, if required, a Community Forum;
- Second and fourth Mondays will be a Council meeting; and
- Pre-meeting Briefing Session will be held on the third Monday of each month.
- CEO Workshops will be held when required.

Under Section 365 of the *Local Government Act 1993* (The Act)*,* councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a council is required to meet each year under Section 365A.

Issues

The draft Council Meeting Schedule for 2025 is attached for the information of Councillors.

The Council meeting cycle will commence in February in accordance with the provisions contained in the Code of Meeting Practice for Councillors, Staff and Delegates.

Where the Council meeting falls on a Monday that has been deemed a NSW Public Holiday, the next business day (a Tuesday in all cases) has been proposed as the date the Council meeting is to be held.

Changes to the date, time or location of the adopted Ordinary Meetings may be varied by Council resolution, or in accordance with Delegations of Authority where applicable, should circumstances exist which would prevent the Ordinary Meeting of the Council being held.

The 2025 Local Government NSW Annual Conference is due to take place from Sunday 23 November 2025 until Tuesday 25 November 2025. Traditionally, a number of Councillors and Senior Council Officers choose to attend the conference however the fourth Monday in November falls on Monday 24 November 2025 which is during the conference. It would be appropriate to cancel this meeting to avoid having to cancel later in the year if a quorum will not be present at the meeting.

The fourth Monday of the month of December falls on 22 December 2025, which is commonly a period when both Council Officers and Councillors prefer to take leave as the Christmas and Boxing Day public holidays occur in the same week. It is therefore appropriate to also remove that date from the Council schedule.

If it is deemed that there is urgent business for consideration during November or December 2025, the Mayor may call an extraordinary meeting.

Options

1. That Council endorse the draft Council Meeting Schedule for 2025 as presented. **Recommended.**

2. That Council makes amendments to the draft Council Meeting Schedule for 2025. **Not Recommended.**

Conclusion

The draft Council Meeting Schedule for 2025 is presented to Council for adoption. It is recommended that Council endorse the meeting schedule for 2025 as this will allow appropriate planning for the meetings and will also allow the various Committees and Working Parties that submit their minutes to Council, to align the scheduling of their meetings for 2025 with that of Council.

The changes to the schedule are in accordance with the AlburyCity Code of Meeting Practice and ensure ongoing compliance with the provisions of the *Local Government Act 1993*.

Once adopted, the 2025 Meeting Schedule will be published on the AlburyCity website.

Recommendation

That Council:

a.   adopt the draft Council Meeting Schedule for 2025; and

b.   cancel the second Council meeting in November 2025 and the second Council meeting in December 2025.

Attachments

1.   Draft Council Meeting Schedule for 2025 (DOC24/205415)