Council, Committees and Council Forum Meetings Schedule

Purpose

To establish the meeting schedule for Ordinary Council Meetings, Audit, Risk and Improvement Committees and Council Forums.

Policy

1. Ordinary Council Meetings

a) Ordinary Meetings of Council shall be held on the 4th Tuesday of each month, with the exception of December each year.
b) The December Ordinary Council Meeting shall be held on the 3rd Tuesday of the month, to avoid any clash with the Christmas period.
c) All Ordinary Council Meetings will commence at 5pm.

2. Audit, Risk and Improvement Committee Meetings

a) Audit, Risk and Improvement Committee Meetings will be held four times per year in March, June, September and December.
b) These Committee Meetings will be held on the 2nd Tuesday of the month, commencing at 3pm.
c) It is acknowledged that the schedule for Audit, Risk and Improvement Committees may be subject to change during the year, depending on the availability of Auditors and the timing of the receipt of Audit Reports.
d) Additional Audit, Risk and Improvement Committees may be convened as required.

3. Behaviour Complaints Committee Meetings

e) Behaviour Complaints Committee Meetings will be convened on an as required basis, when a behavioural complaint is received.

4. Council Forum Meetings

a) Council Forums will be held on the 2nd Tuesday of each month, commencing at 4pm.
b) Additional Council Forums may be convened as required.

Where a schedule meeting falls on a gazetted public holiday, the meeting will be moved to the Wednesday immediately following the schedule meeting.

Document Control			
Owner	**Garry Bird**	**Division**	CEO
Reviewer	Executive	**Approval**	Council
Document Compliance			
Legislation			
Other			

Document Management		
Version #	**Effective Date**	**Sections Modified (if applicable)**
1	October 2026	Adopted
2	October 2027	Policy reviewed and reformatted