

Memorandum

TO: MEMBERS
EMPLOYEES

REF: AF11/871, NOVEMBER REMINDER FILE

RE: **2020 MEETING DATES**

Dates for 2020 Council, Standing Committees and CAP meetings will be as follows:

2020	ECONOMIC AND ENVIRONMENT COMMITTEE 5.30 P.M.	PEOPLE AND PLACE COMMITTEE 5.30 P.M.	REGIONAL SPORT AND RECREATION COMMITTEE 2 nd TUESDAY 5.30 P.M.	COUNCIL MEETING 3 rd TUESDAY 6.00 p.m.	CAP 3 rd THURSDAY 5.45 p.m.
JAN	13 January*			21 January	16 January
FEB		3 February	11 February	18 February	20 February
MAR	2 March		10 March	17 March	19 March
APR		6 April	14 April	21 April	16 April
MAY	4 May		12 May	19 May	21 May
JUN		1 June	9 June	16 June	18 June
JUL	6 July		14 July	21 July	16 July
AUG		3 August	11 August	18 August	20 August
SEP	7 September		8 September	15 September	17 September
OCT		6 October**	13 October	20 October	15 October
NOV	2 November		10 November	17 November	19 November
DEC		7 December	8 December	15 December	17 December

* Second Monday of the month

** Monday falls on a Public Holiday, Meeting will be held on Tuesday

Council Meetings are held at 6.00 p.m. in the Council Chamber on the 3rd Tuesday of the Month.

Economic and Environment Committee:

Economic and Environment Committee meetings are held in the Council Chamber at 5.30 p.m. on the first Monday of the relevant month.

People and Place Committee:

People and Place Committee meetings are held in the Council Chamber at 5.30 p.m. on the first Monday of the relevant month.

Regional Sport and Recreation Centre Committee:

Meetings of the Committee are held the 2nd Tuesday of the month in the Council Chamber at 5.30 p.m. unless operational reasons dictate otherwise through the construction phase.

All Elected Members are members of the abovementioned Committees.

Council Assessment Panel

Council Assessment Panel Meetings will be held at 5.45 p.m. in the Committee Room, Level 1 on the 3rd Thursday of the Month but the venue is subject to change depending on the amount of Items in the Agenda.

Please note that the report deadlines have been reviewed in conjunction with these changes, with ALL report content and attachments to be authorised for agenda preparation by no later than close of business on Wednesdays the fortnight prior to the meeting.

This deadline will enable the CEO and GM's to review a draft agenda well prior to the agenda publication deadline. Any Late Items not authored or authorised by the deadline will require CEO approval for inclusion in the agenda.

Due to the bi-monthly frequency of the People and Place and Economic and Environment Committees, this will require Report Authors and Authorisers to monitor their upcoming reporting requirements and deadlines.

A handwritten signature in black ink, appearing to read 'Meddle', with a long horizontal flourish extending to the right.

Andrew MEDDLE
CHIEF EXECUTIVE OFFICER

5 December 2019
FM

