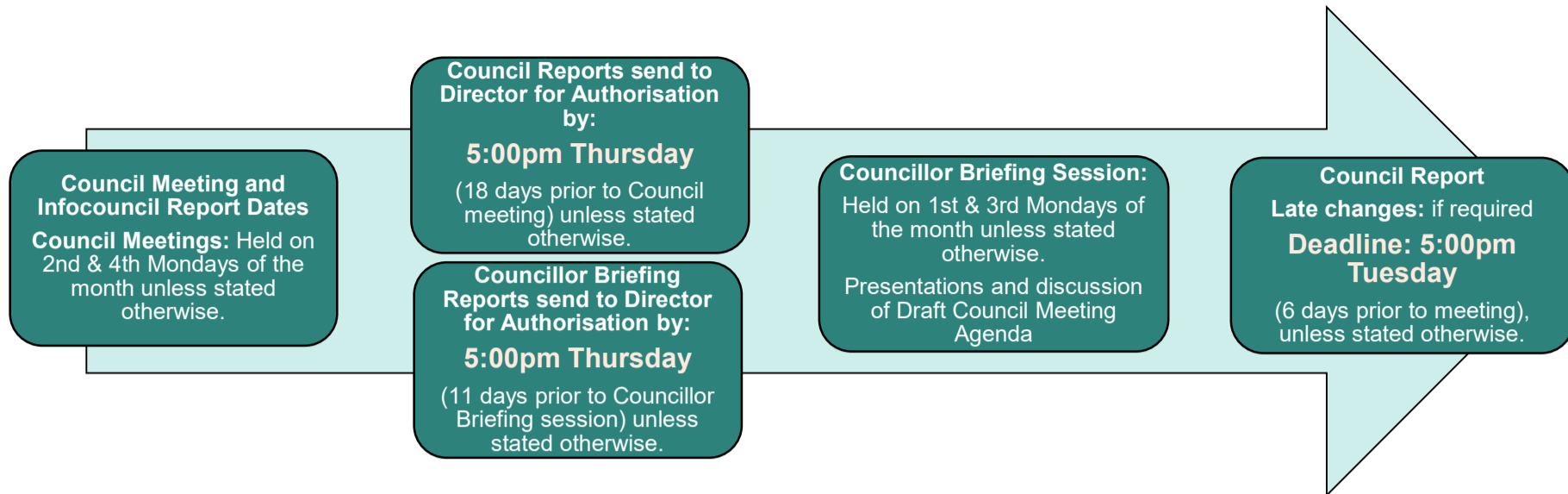


Councillor Briefings and Council Meeting: Report Deadline Dates 2024



| Meeting Type | Meeting Date | Reports to be completed for Director's authorisation by: 5:00pm Thursday | Councillor Briefing and Draft Council Meeting Agenda Review | Final Report Changes to be authorised by Director by: 5:00pm Tuesday |
|--|--------------|--|---|--|
| Councillor Briefing | 5 Feb | Wednesday 24 Jan | | |
| Council Meeting | 12 Feb | Wednesday 24 Jan | 5 Feb | 6 Feb |
| Councillor Briefing | 19 Feb | 8 Feb | | |
| Council Meeting | 26 Feb | 8 Feb | 19 Feb | 20 Feb |
| Councillor Briefing | 18 Mar | Wednesday 6 Mar | | |
| Council Meeting | 25 Mar | Wednesday 6 Mar | 18 Mar | 19 Mar |
| Councillor Briefing | 8 Apr | Tuesday 26 Mar | | |
| Council Meeting | 15 Apr | Tuesday 26 Mar | 8 Apr | 9 Apr |
| Councillor Briefing | 22 Apr | 11 Apr | | |
| Council Meeting | 29 Apr | 11 Apr | 22 Apr | 23 Apr |
| Councillor Briefing | 6 May | Wednesday 24 Apr | | |
| Council Meeting | 13 May | Wednesday 24 Apr | 6 May | 7 May |
| Councillor Briefing | 20 May | 9 May | | |
| Council Meeting | 27 May | 9 May | 20 May | 21 May |
| Councillor Briefing | 17 Jun | Wednesday 5 Jun | | |
| Council Meeting | 24 Jun | Wednesday 5 Jun | 17 Jun | 18 June |
| Councillor Briefing | 1 Jul | 20 Jun | | |
| Council Meeting | 8 Jul | 20 Jun | 1 Jul | 2 Jul |
| Councillor Briefing | 15 Jul | 4 Jul | | |
| Council Meeting | 22 Jul | 4 Jul | 15 Jul | 16 July |
| Councillor Briefing | 5 Aug | 25 Jul | | |
| Council Meeting | 12 Aug | 25 Jul | 5 Aug | 6 Jul |
| Councillor Briefing | 19 Aug | 8 Aug | | |
| Council Meeting | 26 Aug | 8 Aug | 19 Aug | 20 Aug |
| Councillor Briefing | 2 Sep | 22 Aug | | |
| Council Meeting | 9 Sep | 22 Aug | 2 Sep | 3 Sep |
| Councillor Briefing | 16 Sep | 5 Sep | | |
| Council Meeting | 23 Sep | 5 Sep | 16 Sep | 17 Sept |
| Council Meeting <i>New Council and Election of Mayor and Deputy Mayor</i> | 11 Nov | | | |
| Councillor Briefing | 18 Nov | 7 Nov | | |
| Council Meeting | 25 Nov | 7 Nov | 18 Nov | 19 Nov |
| Councillor Briefing | 2 Dec | 21 Nov | | |
| Council Meeting | 9 Dec | 21 Nov | 2 Dec | 3 Dec |

Notes

- Deadlines are calculated to allow sufficient time for Directors to thoroughly proofread reports before authorisation. Where public holidays fall within this review period, deadlines have been adjusted accordingly
- Authors should advise their Directors and Governance if any delays are anticipated in meeting report deadlines
- ELT reports intended to flow on to a Council Meeting must also be created as Councillor Briefing and Council Meeting reports under the relevant dates; reports cannot be copied across meeting types as the format and purpose of the reports differ. Likewise, Councillor Briefing reports intended to flow onto a Council Meeting must also be created as Council Meeting reports:
- The Draft Council Meeting Agenda is reviewed at the Councillor Briefing and any late changes to reports are made on the Tuesday following the briefing (6 days prior to the Council Meeting). The final agenda is distributed to Councillors 5 days prior to the Council Meeting.