

**ORDINARY MEETING OF COUNCIL
29 JANUARY 2008**

ORDER OF THE DAY

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| ORDER 1 | COUNCIL/COMMITTEE MEETING DATES FOR 2008 |
| LOCATION/ADDRESS: | N/A |
| RESPONSIBLE EXECUTIVE DIRECTOR: | SALLY CALDER, EXECUTIVE DIRECTOR ORGANISATION SYSTEMS & SUPPORT |
| AUTHOR: | MURRAY CHICK, COORDINATOR GOVERNANCE |
| FILE NO.: | N/A |
| ATTACHMENTS: | NIL. |

1. EXECUTIVE SUMMARY

The purpose of this report is to seek the Council's approval for the Council / Committee Meeting timetable for 2008.

2. BACKGROUND AND CONTEXT

2.1. The Council Meetings Procedures Local Law No. 2/2005 requires Council to set Ordinary Council and Special Committee meeting dates.

2.2. The current monthly meeting structure operates as follows:

Week 1 Strategy and Policy Review Committee

This Committee provides advice and recommendations to Council about Governance & Compliance matters and Policy & Planning matters.

Week 2 Statutory Planning Committee

This Committee is responsible for determining urban planning matters.

Week 4 Ordinary Meeting of Council

The Council meets as the decision making body of the organisation.

2.3. When a public holiday occurs, the meeting is shifted to the next working day.

2.4. The Council / Committee meeting timetable for the year 2008 will be advertised in the Port Phillip Leader and the Emerald Hill Weekly newspapers and on the Council's internet site.

- 2.5. Given that Council will be holding its general election on Saturday 29 November 2008, the proposed schedule allows only for an Ordinary meeting to be held on the 15 December 2008. However section 84A of the Local Government Act empowers the CEO to call a Special Meeting of the Council within 14 days after the Returning Officer publicly declares the election. The purposes of this Special Meeting are to swear in the new Council and to elect the Mayor and Deputy Mayor.

3. RECOMMENDED OPTION

That Council adopt the following Council / Committee meeting dates for 2008, noting that additional meetings may be called as required:

| Strategy and Policy Review Committee <i>Council Chamber, St Kilda Town Hall</i> <i>Commencing at 6.00pm</i> | Statutory Planning Committee <i>Council Chamber, St Kilda Town Hall</i> <i>Commencing at 6.00pm</i> | Ordinary Meeting of Council <i>Council Chamber, St Kilda Town Hall</i> <i>Commencing at 6.00pm</i> |
|--|--|---|
| | | Tuesday 29 January 2008 |
| Monday 4 February 2008 | Thursday 7 February 2008 (St Kilda Town Hall Auditorium) Monday 11 February 2008 | Monday 25 February 2008 |
| Monday 3 March 2008 | Tuesday 11 March 2008 | Tuesday 25 March 2008 |
| Monday 7 April 2008 | Monday 14 April 2008 | Monday 28 April 2008 |
| Monday 5 May 2008 | Monday 12 May 2008 | Monday 26 May 2008 |
| Monday 2 June 2008 | Tuesday 10 June 2008 | Monday 23 June 2008 |
| Monday 7 July 2008 | Monday 14 July 2008 | Monday 28 July 2008 |
| Monday 4 August 2008 | Monday 11 August 2008 | Monday 25 August 2008 |
| Monday 1 September 2008 | Monday 8 September 2008 | Monday 22 September 2008 |
| Monday 6 October 2008 | Monday 13 October 2008 | Monday 27 October 2008 |
| Wednesday 5 November 2008 | Monday 10 November 2008 | Monday 24 November 2008 |
| | | Monday 15 December 2008 |

3.1 Sustainability assessment

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|----------------------|--|
| Social Pillar | By advertising the 2008 Council / Committee meeting dates (and also on a monthly basis) in the local newspapers and on council's internet site, the community is made aware of when/where they will be conducted and what topics will be discussed. This enables them to participate in the decision making process within their municipality. |
| Economic Pillar | The cost of advertising the meeting dates in the Port Phillip Leader and Emerald Hill Weekly will be approximately \$1200 (GST Inclusive). |
| Environmental Pillar | N/A |
| Cultural Pillar | By making the community aware of when the various Council / Committee Meetings are to be held, it gives them an opportunity to express their opinions and ideas on matters relating to their municipality. |

3.2 **Policy and legislative implications**

Under Council's Meeting Procedure Local Law, Council is required to resolve the dates, times and places of Ordinary Council meetings and special committee meetings and may by further resolution alter any such dates, times or places.

3.3 **Risk implications**

N/A.

3.4 **Resource implications**

The cost of advertising the meeting dates in the Port Phillip Leader and Emerald Hill Weekly will be approximately \$1200 (GST Inclusive). There is no cost associated with advertising the meetings on Council's internet site.

4. ALTERNATIVE OPTIONS

- 4.1. The advertisement of Council / Committee meetings is a requirement under Council's Meeting Procedure Local Law; therefore an alternate option cannot be considered.

5. IMPLEMENTATION

- 5.1. Once the Council / Committee meeting dates have been resolved at Ordinary Council, Statutory Functions will place advertisements with the *Emerald Hill Weekly* and *Port Phillip Leader* newspapers. They will also add the meeting details to Council's internet site.

6. RECOMMENDATION

That the Council resolve to adopt the following Council/Committee meeting dates/times/locations for 2008, noting that additional meetings may be called as required:

| Strategy and Policy Review Committee <i>Council Chamber, St Kilda Town Hall</i> <i>Commencing at 6.00pm</i> | Statutory Planning Committee <i>Council Chamber, St Kilda Town Hall</i> <i>Commencing at 6.00pm</i> | Ordinary Meeting of Council <i>Council Chamber, St Kilda Town Hall</i> <i>Commencing at 6.00pm</i> |
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