

**ORDINARY MEETING OF COUNCIL
18 DECEMBER 2008**

ORDER OF THE DAY

ORDER 3	COUNCIL/COMMITTEE MEETING DATES FOR 2009
LOCATION/ADDRESS:	N/A
EXECUTIVE DIRECTOR:	SALLY CALDER, EXECUTIVE DIRECTOR ORGANISATION SYSTEMS AND SUPPORT
PREPARED BY:	MURRAY CHICK, COORDINATOR GOVERNANCE
FILE NO.:	
ATTACHMENT:	2009 COUNCIL / COMMITTEE MEETING TIMETABLE

1. PURPOSE

- 1.1 The purpose of this report is for Council to determine its Council/Committee Meeting timetable for 2009.
- 1.2 The relevant Committees referred to in this report are the following Special Committees of Council comprised solely of Councillors: Strategy and Policy Review Committee and Statutory Planning Committee.

2. RECOMMENDATION

- 2.1 That Council adopts the Council/Committee meeting timetable for 2009 as per attached.

3. BACKGROUND AND CONTEXT

- 3.1 The Council Meetings Procedures Local Law No. 2/2005 requires Council to set the dates, time and places of Ordinary Council meetings and Special Committee meetings comprised solely of Councillors and may by further resolution alter any such dates, times and places.
- 3.2 The proposed Council/Committee meeting timetable has been based on meetings being held in the Council Chamber St Kilda Town Hall on a Monday commencing at 6.00pm and that the current monthly meeting structure will continue operating as follows:

Week 1 Strategy and Policy Review Committee

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

Week 2 Statutory Planning Committee

This Special Committee is responsible for determining planning matters within specific powers delegated to it by Council.

Week 4 Ordinary Meeting of Council

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

- 3.3. The only variation to the timetable occurs is where a Monday set for a meeting is either a public holiday or the day prior to a public holiday. The relevant dates are March 9 (Labour Day); April 13 (Easter); June 8 (Queen's Birthday) and November 3 (Day before Melbourne Cup day). Where these occur, the meeting has been shifted to the next working day after the public holiday.
- 3.4 The Local Government Act requires Council to give at least 7 days public notice of Council / Committee meetings. This will be done via advertisements being placed in the Port Phillip Leader and the Emerald Hill Weekly newspapers and on the Council's Website.

4. CONSULTATION AND STAKEHOLDERS

- 4.1 Informal discussions with Councillors have been held.
- 4.2 The Strategy and Policy Review Committee exists to provide an opportunity for public submissions on proposals before Council.

5. DISCUSSION

5.1 OPTIONS

- Council has the ultimate power to determine the date, timing and venue of its meetings. Council can also alter or amend the meeting schedule at any time by Council resolution. An option exists to hold a Council meeting in January to consider any matters that arise over the late December mid January period. Given Australia Day public holiday is on Monday 26 January, a potential meeting date could be Tuesday 27 January 2009.

5.2 POLICY IMPLICATIONS

- Under Council's Meeting Procedure Local Law 2/2005, Council is required to resolve the dates, times and places of Ordinary Meetings of Council and Special Committee Meetings comprised solely of Councillors and may by further resolution alter any such dates, times or places.

5.3 FINANCE / RESOURCE IMPLICATIONS

- The cost of placing an advertisement advising of the 2009 meeting dates schedule 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.

5.4 LEGAL & RISK IMPLICATIONS

- Under section 89(4) of the Local Government Act Council is required to give at least seven days public notice of its Council and Committee meetings.

5.5 SUSTAINABILITY ASSESSMENT

SOCIAL EQUITY

- 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.

ECONOMIC VIABILITY

- The cost of advertising the meetings dates in the Port Phillip Leader and Emerald Hill Weekly will be approximately \$1200 (GST Inclusive). Council spends approximately a further \$1k per month giving notice of each individual Council / Committee meeting.

ENVIRONMENTAL RESPONSIBILITY

- N/A.

CULTURAL VITALITY

- By advertising the 2009 Council/Committee Meeting dates (and also prior to each meeting) in the local newspapers and on Council's internet site, assists the community of being aware of when/where the meetings will be conducted and what topics will be discussed. This provides an opportunity for the community to participate in the decision making process of the municipality.

6. IMPLEMENTATION STRATEGY

6.1 TIMELINE

- Once Council adopts its meetings schedule, Council staff will ensure that at least seven days public notice is given in accordance with the Local Government Act. It is anticipated that this will be in mid January 2009.

6.2 COMMUNICATION

- The meeting dates for the whole of 2009 will be advertised in the two local newspapers circulating the municipality and will be placed on Council's Website. In addition each month, public notice of each individual Council / Committee meetings will be given via a local newspaper and Council's website.