

ORDINARY MEETING OF COUNCIL 7 NOVEMBER 2018



14.1 COUNCIL AND PLANNING COMMITTEE MEETING TIMETABLE FOR 2019

EXECUTIVE MEMBER: KYLIE BENNETTS, DIRECTOR, OFFICE OF THE CEO

PREPARED BY: MURRAY CHICK, COORDINATOR GOVERNANCE

1. PURPOSE

- 1.1 To present to Council a proposed timetable for Council and Planning Committee meetings for 2019.

2. EXECUTIVE SUMMARY

- 2.1 Council's Meetings Procedure Local Law No 2/2009 requires Council to set the dates, times and places for its meetings of the Council and Special Committees comprised solely of Councillors (i.e. Planning Committee).
- 2.2 Council at all times retains the right to amend its adopted Council meeting and Planning Committee meeting timetable.
- 2.3 Ordinary Council and Planning Committee meetings are conducted on Wednesdays. The monthly timetable is:
 - 2.3.1 First Wednesday – 6.30pm Ordinary Council meeting (alternating between the Port Melbourne and South Melbourne Town Halls)
 - 2.3.2 Third Wednesday – 6.30pm Ordinary Council meeting (St Kilda Town Hall)
 - 2.3.3 Fourth Wednesday – 6.30pm Planning Committee meeting (St Kilda Town Hall)
- 2.4 This report proposes for 2019 the continuation of the monthly cycle as outlined in 2.3. The timetable has been checked to ensure that it does not clash with any gazetted public holidays or days of significance.

3. RECOMMENDATION

That Council:

- 3.1 Adopts the Council Meeting and Planning Committee meeting timetable for 2019 as contained in Attachment 1
- 3.2 Authorises the Chief Executive Officer, in consultation with the Mayor, to vary the location of Council and/or Planning Committee meetings if required.



4. KEY POINTS/ISSUES

- 4.1 The Council meeting on the first Wednesday in the month continues to be rotated between the South Melbourne and Port Melbourne Town Halls subject to availability. The Council meeting on the third Wednesday of the month is held at the St Kilda Town Hall. The Planning Committee continues to be held on the fourth Wednesday of the month at the St Kilda Town Hall.
- 4.2 The proposed Council meetings schedule for 2019 includes a Special Council meeting to be held on Wednesday 13 November 2019 to elect the Mayor. Under the Local Government Act 1989 (the Act), the Mayor must be elected after the fourth Saturday in October and by no later than 30 November in each year. This schedule allows for the Mayor to be elected annually, though Council can by resolution appoint a Mayor for a two-year term. The schedule also proposes that a Special Council meeting be held on Tuesday 4 June 2019 for the specific purpose of hearing submissions to the draft 2019/20 budget and the 2017/2027 Council Plan.

5. CONSULTATION AND STAKEHOLDERS

- 5.1 Conducting Council meetings twice a month (first and third Wednesdays) and rotating meetings on the first Wednesday of the month between South Melbourne and Port Melbourne Town Halls, with the second monthly Council meeting at the St Kilda Town Hall, keeps meetings accessible to the community.
- 5.2 Conducting Planning Committee meetings once a month on the fourth Wednesday of the month at the St Kilda Town Hall removes any confusion the community may have regarding the venue for Planning Committee meetings, and provides the best technology options for the presentation of technical planning documents.

6. LEGAL AND RISK IMPLICATIONS

- 6.1 Legal and risk implications are minimal. Council must give at least seven days public notice of Ordinary Council, Special Council and Planning Committee meetings (unless urgent or extraordinary circumstances exist).
- 6.2 This timetable allows for the Mayor to be elected within the timeframe required by the Act.

7. FINANCIAL IMPACT

- 7.1 The current budget contains adequate financial and human resources to enable the preparation and conduct of all meetings as contained in the proposed 2019 schedule.

8. ENVIRONMENTAL IMPACT

- 8.1 The consideration by Council and adoption of the recommendations made in this report will not have any negative environmental impact.

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9. COMMUNITY IMPACT

- 9.1 The timetable has been developed to allow for maximum participation by the community.

10. ALIGNMENT TO COUNCIL PLAN AND COUNCIL POLICY

- 10.1 The setting of dates, times and places for Council and Planning Committee meetings are consistent with Council's strategic direction and commitment to the community of a financially sustainable, high performing, well governed organisation that puts the community first.

11. IMPLEMENTATION STRATEGY

11.1 TIMELINE

- 11.1.1 This report recommends setting a Council meeting and Planning Committee timetable for the 2019 calendar year with the first meeting being an Ordinary Meeting of Council to be held on Wednesday 6 February 2019 at 6.30pm at the Port Melbourne Town Hall.

11.2 COMMUNICATION

- 11.2.1 Council is required by section 89(4) of the Act to give notice of Ordinary Council, Special Council and Planning Committee meetings to the public. On a monthly basis an advertisement will be placed giving public notice of the Ordinary Council, Special Council and Planning Committee meetings for that month. Council's website will also be updated to reflect the meetings timetable adopted by Council.

12. OFFICER DIRECT OR INDIRECT INTEREST

- 12.1 No officers involved in the preparation of this report have any direct or indirect interest in the matter.

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ATTACHMENTS 1. Council and Planning Committee meetings timetable 2019