



8.11

**COUNCIL MEETING AND PLANNING
COMMITTEE MEETING TIMETABLE 2018**

LOCATION/ADDRESS:

WHOLE OF MUNICIPALITY

GENERAL MANAGER:

DORON KARLINER, GOVERNANCE

PREPARED BY:

**MURRAY CHICK, COORDINATOR
GOVERNANCE**

TRIM FILE NO:

18/04/129

ATTACHMENTS:

**1. Council meeting and Planning Committee meeting
timetable 2018**

PURPOSE

To present to Council a proposed timetable for Council meetings and Planning Committee meetings for 2018.

1. RECOMMENDATION

That Council:

- 1.1 Adopts the Council meeting and Planning Committee meeting timetable for 2018 as contained in Attachment 1.
- 1.2 Authorises the Chief Executive Officer in consultation with the Mayor to vary the location of Council and / or Planning Committee meetings if required.

2. BACKGROUND

- 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 reserves the right to amend its adopted Council meeting and Planning Committee meeting timetable.
- 2.3 Currently, Ordinary Council 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).
- 2.4 Currently officer reports relating to statutory planning applications and planning scheme amendments are discussed at a public Planning Forum on the day of a Council meeting and then presented to that Council meeting for consideration and determination.
- 2.5 It is proposed that in 2018 these reports be presented to the Planning Committee which is a Special Committee, to be established by Council under section 86 of the Local Government Act 1989 at its meeting held on 6 December 2017. This committee will be



given delegated powers from Council to determine statutory planning applications and planning scheme amendments. This is planned to occur on the fourth Wednesday of the month at St Kilda.

3. KEY INFORMATION

- 3.1 Councillors have discussed internally the proposed meetings schedule for 2018 and have indicated a preference to continue to hold Ordinary Council meetings on the first and third Wednesday of the month with meetings commencing at 6.30pm. In addition this report proposes for consideration an option to hold Planning Committee meetings on the fourth Wednesday of the month commencing at 6.30pm.
- 3.2 The Council meeting on the first Wednesday in the month would continue 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 would be held at the St Kilda Town Hall.
- 3.3 The Planning Committee is proposed to be held on the fourth Wednesday of the month at the St Kilda Town Hall which would determine statutory planning applications and planning scheme amendments.
- 3.4 It should be noted that during the latter part of 2017 and the first half of 2018 there will be works undertaken associated with the east side lift at the South Melbourne Town Hall. This will impact on the availability of disabled access to the South Melbourne Town Hall Council Chamber. This will affect Council meetings proposed to be held in South Melbourne on 7 March 2018 and 2 May 2018 which under normal circumstances would be held in the Council Chamber. These meetings have still been scheduled to be held in the new primary school at Ferrars Street South Melbourne.
- 3.5 The Council meeting scheduled for Wednesday 19 September 2018 in St Kilda occurs within the Jewish holiday of Yom Kippur which begins at sunset on Tuesday 18 September and ends at nightfall on Wednesday 19 September. No work is permitted during this time. This report recommends that Council holds its Council meeting on Thursday 20 September 2018 to avoid this clash.
- 3.6 The Planning Committee date for Wednesday 25 April 2018 has been moved to Thursday 26 April to avoid a clash with the Anzac Day public holiday.
- 3.7 As Council has elected the Mayor for a one year term, the proposed Council meetings schedule for 2018 includes one Special Council meeting to be held on Wednesday 14 November 2018 to elect the Mayor. Under the Act the Mayor must be elected after the fourth Saturday in October and before 30 November 2018.
- 3.8 The proposed Council meeting and Planning Committee meeting timetable for 2018 is attached to this report.



FURTHER SUPPORTING INFORMATION

4. ALIGNMENT TO COUNCIL PLAN AND COUNCIL POLICY

- 4.1 The setting of dates, times and places for Council Meetings 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.

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 and holding the third Wednesday of the month 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 removes the duplication of effort required by the community to attend both a Planning Forum to address Councillors and a Council meeting to hear Council's final decision which both occur on the same day.
- 5.3 The timetable recommended in this report has been subject to extensive discussion with and by Councillors.

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).

7. SUSTAINABILITY – Triple Bottom Line

7.1 ENVIRONMENTAL IMPLICATIONS

- 7.1.1 The consideration by Council and adoption of the recommendations made in this report will not have an impact on the organisation's or the City's sustainability.

7.2 SOCIAL & CULTURAL IMPLICATIONS

- 7.2.1 The consideration by Council and adoption of the recommendations made in this report will continue to keep Council meetings accessible to the community which encourages community participation in Council's decision making process.

7.3 ECONOMIC IMPLICATIONS

- 7.3.1 The consideration by Council and adoption of the recommendations made in this report will not have any economic impacts on the organisation or the City.

7.4 FINANCIAL IMPLICATIONS

- 7.4.1 This current budget contains adequate financial and human resources to enable the preparation and conduct of all meetings as contained in the proposed 2018 schedule.



8. IMPLEMENTATION STRATEGY

8.1 TIMELINE

8.1.1 This report recommends setting a Council meeting and Planning Committee timetable for the 2018 calendar year with the first meeting being an Ordinary Meeting of Council to be held on Wednesday 7 February 2018 at 6.30pm at the Port Melbourne Town Hall.

8.2 COMMUNICATION

8.2.1 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 and Special Council meetings for that month. Council's website will also be updated to reflect the meetings timetable adopted by Council.

9. OFFICER DIRECT OR INDIRECT INTEREST

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