

# MEETING OF THE PORT PHILLIP CITY COUNCIL

## 15 NOVEMBER 2023



### 13.3 COUNCIL AND PLANNING COMMITTEE MEETING TIMETABLE FOR 2024

**EXECUTIVE MEMBER:** JOANNE MCNEILL, GENERAL MANAGER, GOVERNANCE  
CAPABILITY AND EXPERIENCE

**PREPARED BY:** REBECCA PURVIS, SENIOR COUNCIL BUSINESS ADVISOR  
XAVIER SMERDON, HEAD OF GOVERNANCE

#### 1. PURPOSE

- 1.1 To present to Council a proposed timetable for Council and Planning Committee meetings for 2024.

#### 2. EXECUTIVE SUMMARY

- 2.1 Council's Governance Rules require that Council must from time to time fix the date, time and place of all Council meetings and meetings of the delegated Planning Committee. Council may change the date, time and place of any Council meeting which has been fixed by it and must provide reasonable notice of the change to the public. The Chief Executive Officer, after consultation with the Mayor, in the case of an administrative matter or an emergency situation, may alter the date, time or location of a Council meeting by giving such notice to the Councillors and the public as is practicable.
- 2.2 It is proposed that in 2024 Council meetings continue the current process of being conducted on Wednesdays, and Planning Committee meetings conducted on Thursday. The monthly timetable is:
  - 2.2.1 First Wednesday – 6.30pm Council meeting
  - 2.2.2 Third Wednesday – 6.30pm Council meeting
  - 2.2.3 Fourth Thursday – 6.30pm Planning Committee meeting
- 2.3 The proposed exceptions to the monthly timetable are (further details provided in paragraph 4):
  - 2.3.1 The removal of the Council meeting for the first Wednesday in April to allow for a break aligning with school holidays.
  - 2.3.2 The removal of the Planning Committee meeting for the fourth Thursday of April due to the meeting falling on Anzac Day.
  - 2.3.3 The addition of a Special Meeting on the second Tuesday of May to hear feedback on the Council Budget.
  - 2.3.4 The removal of the Planning Committee Meeting on the fourth Thursday of June due to the addition of the Special Meeting for the adoption of the Council Budget.
  - 2.3.5 The removal of one Council Meeting and all Councillor briefings during the Election Period.
  - 2.3.6 Council meetings are delivered via a hybrid method that allows Councillors, officers and members of the public the option to meet in person (subject to State Government requirements) or to participate virtually through an online dial-in process.

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- 2.4 Ordinarily the first meeting of the month is rotated between Port Melbourne and South Melbourne Town Halls. The South Melbourne Town Hall and the Port Melbourne Town Hall are continuing to undergo building maintenance works and as such meetings are not proposed to be held there in 2024. All Council meetings in 2024 will be held at the St Kilda Town Hall.
- 2.5 The timetable has been amended to avoid clashes with gazetted public holidays or days of significance.

### 3. RECOMMENDATION

That Council:

- 3.1 Adopts the Council and Planning Committee Meeting timetable for 2024 as contained in Attachment 1.
- 3.2 Notes that under the Governance Rules the Chief Executive Officer or delegate, after consultation with the Mayor, in the case of an administrative matter or an emergency situation, may alter the date, time or location of, or cancel a Council meeting by giving such notice to the Councillors and the public as is practicable.

### 4. KEY POINTS/ISSUES

- 4.1 A Special Meeting of Council has been scheduled for 14 May 2024 to hear community feedback on the Council Budget. A Special Meeting of Council will also be held on 26 June 2024 for the Budget to be considered and adopted. No other items will be tabled at these meetings.
- 4.2 Local Government Elections are scheduled to be held on 26 October 2024. The Election Period, also known as Caretaker Period, will commence at 12pm on Tuesday 24 September and end at 6pm on Saturday 26 October 2024. Under Council's Election Period Policy, Council Meetings cannot consider any prohibited decisions during this period. Councillor briefings will not be held during this period.
- 4.3 The proposed Council meetings schedule includes a Special meeting to be held on Wednesday 13 November 2024 to swear in the newly elected Council and elect the Mayor and Deputy Mayor. Under the Local Government Act, if the Mayor is elected for a one year term, the next election of the Mayor must be held on a day that is as close to the end of the term as is reasonably practicable.
- 4.4 Under the Gender Equality Act 2020 Council has an obligation to advance gender equality in the workplace and when developing policies and programs and delivering services to the public. The effect that Council's meeting schedule may have on people of different genders has been considered in the development of this schedule. Using opportunities to avoid meetings during the school holidays can make meetings more accessible for parents of school age children including community members, Councillors and officers.

### 5. LEGAL AND RISK IMPLICATIONS

- 5.1 Legal and risk implications are minimal. Council must give reasonable public notice of Council and Planning Committee meetings unless urgent or extraordinary circumstances exist.

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### 6. FINANCIAL IMPACT

6.1 The current budget contains adequate financial and human resources to enable the preparation and conduct of all meetings as contained in the proposed 2024 schedule.

### 7. ENVIRONMENTAL IMPACT

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

### 8. COMMUNITY IMPACT

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

#### 8.2 Livestreaming and Council's Website

8.2.1 City of Port Phillip offers on-demand video and audio of Council meetings. Live streaming allows members of the public to view proceedings online without the need to attend Council meetings. This gives the community greater access to Council decisions and debate and eliminates geographic barriers preventing the public from attending meetings. Members of the public are able to access webcasts of live Council meetings, view archived meetings and follow links to meeting schedules, agendas and minutes, via Council's website.

### 9. ALIGNMENT TO COUNCIL PLAN AND COUNCIL POLICY

9.1 The setting of dates, times and places for Council and Planning Committee meetings are consistent with Council's strategic direction 5 – Well Governed.

### 10. IMPLEMENTATION STRATEGY

#### 10.1 Timeline

10.1.1 This report recommends setting a Council meeting and Planning Committee timetable for the 2024 calendar year.

#### 10.2 Communication

10.2.1 Council is required by the Act to give notice of Council and Planning Committee meetings to the public. As often as practicable, an advertisement will be placed giving public notice of the upcoming Council and Planning Committee meetings. Council's website will also be updated to reflect the meetings timetable adopted by Council.

### 11. OFFICER DIRECT OR INDIRECT INTEREST

11.1 No officers involved in the preparation of this report have any material or general interests in the matter.

### ATTACHMENTS

1. [Council and Planning Committee Timetable 2024](#)