

2024 COUNCIL MEETING DATES

Report Author: Governance Officer
Responsible Officer: Director Corporate Services
Ward(s) affected: (All Wards);

The author(s) of this report and the Responsible Officer consider that the report complies with the overarching governance principles and supporting principles set out in the Local Government Act 2020.

CONFIDENTIALITY

This item is to be considered at a Council meeting that is open to the public.

SUMMARY

This report provides a proposed schedule of Council meeting dates for the 2024 calendar year. Once considered by Council the meeting schedule will be formally advertised, and details placed on Council's website. Historically, Yarra Ranges Council meetings have been held on a fortnightly cycle, on the second and fourth Tuesday of each month, commencing at 7pm, with a break provided over the Christmas period. This report proposes to retain a fortnightly Council meeting cycle throughout 2024.

The proposed schedule of meetings is included as Attachment 1.

RECOMMENDATION

That Council

1. Adopt the 2024 schedule of Council meetings as follows:

<i>Tuesday 30 January 2024</i>	<i>Tuesday 09 July 2024</i>
<i>Tuesday 13 February 2024</i>	<i>Tuesday 23 July 2024</i>
<i>Tuesday 27 February 2024</i>	<i>Tuesday 13 August 2024</i>
<i>Tuesday 12 March 2024</i>	<i>Tuesday 27 August 2024</i>
<i>Tuesday 26 March 2024</i>	<i>Tuesday 10 September 2024</i>
<i>Tuesday 09 April 2024</i>	<i>Tuesday 24 September 2024</i>
<i>Tuesday 23 April 2024</i>	<i>Tuesday 08 October 2024</i>
<i>Tuesday 14 May 2024</i>	<i>Tuesday 22 October 2024</i>
<i>Tuesday 28 May 2024</i>	<i>Tuesday 19 November 2024</i>
<i>Tuesday 11 June 2024</i>	<i>Tuesday 26 November 2024</i>
<i>Tuesday 25 June 2024</i>	<i>Tuesday 10 December 2024</i>

- 2. Convene all Council meetings to commence at 7pm at the venues listed in Attachment 1 to the report unless otherwise specified in a public notice.**
- 3. Authorise the Chief Executive Officer to undertake all statutory requirements that apply to meetings of Council.**

RELATED COUNCIL DECISIONS

There are no related Council decisions relevant to this item.

DISCUSSION

Purpose

To consider the schedule of meetings of Council for the 2024 calendar year.

Background

Under the provisions of the Governance Rules, Council must fix the date, time and place of all Council meetings. Council meetings have historically been held on a fortnightly cycle, on the second and fourth Tuesday of each month, commencing at 7pm, with a break provided over the Christmas period.

During the November 2024 period there is a proposed deviation from the fortnightly Council meeting cycle. This is to allow for the induction of the new Council and election of the Mayor following the 2024 Victorian Local Government Elections.

The schedule of Council meetings has been prepared in accordance with the Governance Rules.

Recommended option

That Council adopt the schedule of Council meeting dates for the 2024 calendar year to allow for planning and consistency with current practice.

FINANCIAL ANALYSIS

Costs associated with holding Council meetings can be met from within approved budgets. Changes to the approved schedule of Council meetings, as a result of cancellation or scheduling of additional meetings, or a change to the venue for a meeting, would require public notice to be given and notices in local newspapers will incur additional costs.

RELEVANT LAW

Under the provisions of the *Local Government Act 2020* and Council's Governance Rules, Council must from time to time fix the date, time and place of all Council meetings. There is no similar requirement for Forum meetings.

Once the schedule of meetings has been agreed upon, the Governance Rules provide for:

- Council, by resolution, or the Chief Executive Officer following consultation with the Mayor and Councillors, to change the date, time and place of, or cancel, any Council meeting. Reasonable notice of the change must be provided to the public.
- The Chief Executive Officer to cancel or postpone a Council meeting, should an emergency require this.
- The Chief Executive Officer to call a Council meeting in the case of an emergency.
- The Mayor or at least three Councillors to call a Council meeting by a written notice delivered to the Chief Executive Officer.

SUSTAINABILITY IMPLICATIONS

Economic Implications

There are no economic impacts associated with the approval of the schedule of Council meetings.

Social Implications

Council meetings, whether held in person or virtually, provide members of the community with an opportunity to participate in local democracy. Participation enables a greater understanding of Council's decision-making process and promotes open and transparent government. Given the size of the municipality and the distance some members of the community are required to travel, virtual participation has enabled people to easily and conveniently participate and engage in meetings without leaving their homes.

Environmental Implications

There are no environmental impacts associated with adopting the schedule of Council meetings. Continuation of virtual participation in Council meetings in 2024, together with livestreaming meetings, supports a reduction in the travel requirements of Councillors, officers and members of the community, which in turn could see a reduction in emissions and therefore have a positive impact on environmental factors.

COMMUNITY ENGAGEMENT

There has been no public consultation undertaken in respect of the recommendations within this report. Once adopted, the meeting schedule will be formally advertised, and details placed on Council's website.

COLLABORATION, INNOVATION AND CONTINUOUS IMPROVEMENT

Not relevant.

RISK ASSESSMENT

There are no risks associated with the recommendations in this report. Council meetings have historically been held on a fortnightly cycle. Council meetings are open to members of the community to attend and, through livestreaming and offering the opportunity to participate by way of teleconference, Council can continue to ensure those who wish to engage with Council are able to do so as easily as possible.

CONFLICTS OF INTEREST

No officers and/or delegates acting on behalf of the Council through the Instrument of Delegation and involved in the preparation and/or authorisation of this report have any general or material conflict of interest as defined within the *Local Government Act 2020*.

ATTACHMENTS TO THE REPORT

1. 2024 Yarra Ranges Council Meeting Schedule