

## 2025 COUNCIL MEETING DATES

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

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*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

It is a requirement that Council set the date, time and place of all Council meetings.

This report provides a proposed schedule of Council meeting dates for the 2025 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 7:00 pm, with a break provided over the Christmas period.

This report proposes to retain a fortnightly Council meeting cycle throughout 2025. Except for April and September where only one Council meeting will be scheduled per month.

### RECOMMENDATION

#### *That Council*

**1. Adopt the 2025 schedule of Council meetings as follows:**

<i>Tuesday, 28 January 2025</i>	<i>Tuesday, 8 July 2025</i>
<i>Tuesday, 11 February 2025</i>	<i>Tuesday, 22 July 2025</i>
<i>Tuesday, 25 February 2025</i>	<i>Tuesday, 12 August 2025</i>
<i>Tuesday, 11 March 2025</i>	<i>Tuesday, 26 August 2025</i>
<i>Tuesday, 8 April 2025</i>	<i>Tuesday, 9 September 2025</i>
<i>Tuesday, 22 April 2025</i>	<i>Tuesday, 14 October 2025</i>
<i>Tuesday, 13 May 2025</i>	<i>Tuesday, 28 October 2025</i>
<i>Tuesday, 27 May 2025</i>	<i>Tuesday, 11 November 2025</i>
<i>Tuesday, 10 June 2025</i>	<i>Tuesday, 25 November 2025</i>
<i>Tuesday, 24 June 2025</i>	<i>Tuesday, 9 December 2025</i>

- 2. Convene all Council meetings to commence at 7:00 pm at the Yarra Ranges Council Office, Lilydale, Victoria, 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 and Background***

To consider the schedule of meetings of Council for the 2025 calendar year.

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.

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

### ***Recommended option and justification***

That Council adopt the schedule of Council meeting dates for the 2025 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. Once confirmed by Council, 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 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 2025, 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*.