7. Council and Committee Meeting Schedule for 2022

Abstract

The Council and Committee Meeting Schedule is set annually in advance, based on a regular monthly cycle. Part of Council's Governance framework, the schedule is an essential planning tool that ensures Council has adequate meeting time to duly consider Council business.

The schedule for 2022 is based around a monthly cycle with some variations to accommodate for example, public holidays and statutory deadlines.

The schedule of meetings is communicated to the community via advertising on Council's website, advertisements in the Boroondara Bulletin and a public notice in the Age newspaper.

Officers' recommendation

That Council resolve to:

1. Adopt the Council and Committee Meeting Schedule for 2022 as annexed to the Minutes.

2. To authorise the Chief Executive Officer to amend the Council and Committee Meeting Schedule as necessary, in consultation with the Mayor and as required the Chairperson of the Urban Planning Delegated Committee and the Services Delegated Committee.

Responsible officer: **Phillip Storer, Chief Executive Officer**

1. Purpose

The purpose of this report to give consideration to adopting the attached Council and Committee meeting schedule for 2022 (**Attachment 1**).

2. Policy implications and relevance to community plan and council plan

The Council and Committee meeting schedule relates to Priority Theme 7: Leadership and Governance in the Boroondara Community Plan 2021-2031.

The Council and Committee meeting schedule is also consistent with Strategic objective 7.1: Decision-making is transparent and accountable through open governnace processes with timely communication and reporting.

3. Background

The Council and Committee meeting schedule forms an essential part of the Governance framework and ensures that Council is provided with adequate meeting time to enable it to duly consider all Council business.

The meeting schedule is based on the following monthly cycle:

	Week 1	Week 2		Week 3	Week 4
	Mon	Mon	Thur	Mon	Mon
Dinner from 6pm to 6.30pm					
6.30pm	UPDC	SDC	Standby night	UPDC	CM

UPDC - Urban Planning Delegated Committee
SDC - Services Delegated Committee
CM - Council Meeting

In addition to the above meeting cycle, Councillor Briefing and Discussion meetings are usually scheduled on the second and fourth Mondays of the month. Audit and Risk Committee meetings are usually scheduled quarterly on a Wednesday evening.

4. Outline of key issues/options

Historically, deviations from the usual cycle occur:

- at the start and end of each year to account for the Christmas break
- where a public holiday falls on a Monday
- to accommodate specific needs (e.g. Council Plan and Council Budget).

The following deviations from the meeting cycle for 2021 are noted:

- Labour Day on Monday 14 March - no meeting
- Easter Monday on Monday 18 April - no meeting
- ANZAC Day on Monday 25 April - no meeting
- Queen's Birthday on Monday 13 June - no meeting
- Two Council meetings needed in June for the Council Budget
- No meetings on Monday 31 October in lieu of Melbourne Cup Day on Tuesday 1 November
- Monday 21 November (specifically set aside for a Council Meeting for the election of the Mayor, Deputy Mayor, Chairs, Councillor Assignments and Civic Reception)

In addition to planned deviations from the meeting cycle, the Council and Committee Meeting Schedule is reviewed by the Executive Leadership Team (ELT) on a weekly basis. Changes are made by the Chief Executive Officer, if required, in consultation with the Mayor and / or Chairpersons of the Delegated Committees. For example, meetings have been cancelled or added as required throughout 2021 to accommodate demand or to address specific issues.

Variations occurring throughout the year are communicated to the community via Council's website, and / or advertisements or public notices in the Age newspaper where appropriate or required. If time permits, affected residents may be contacted directly, for example, applicants for and objectors to statutory planning permits being considered at an affected Urban Planning Delegated Committee meeting.

5.   Consultation/communication

The proposed meeting cycle endeavours to balance the need for formal meeting opportunities with the demands of councillors' other roles and responsibilities and personal time.

Key stakeholders within the Council have been consulted in the preparation of the 2022 meeting schedule.

Should Council adopt the proposed meeting cycle, Council and Committee meetings will be advertised on Council's website, in addition to advertising in the Boroondara Bulletin. Public notice of the meeting schedule for 2022 will also be given in the Age newspaper and the Council website.

6.   Financial and resource implications

The cost of advertising and conducting formal and informal meetings of Council is incorporated as part of the Governance and Legal Department annual operating budget.

The scheduling of Council and Committee meetings does have implications for staff costs (i.e. overtime expenditure or time-in-lieu), which are met under the respective staff members' departmental budget.

7.   Governance issues

The officer responsible for this report has no general or material conflict of interest requiring disclosure.

The Council and Committee Meeting Schedule for 2022 could be considered to intersect with the Victorian Human Rights Charter, in the context of an individual's right to participate in public life. Whilst the choice of a meeting schedule may have implications for the convenience or preferences of individual members of the Boroondara community, it is considered unlikely to systemically infringe upon human rights.

8.   Social and environmental issues

The preparation of an annual Council and Committee Meeting Schedule is consistent with Council's commitment to open and transparent processes, enabling the timetable for Council's decision making forums to be advertised to the community.

The Council and Committee Meeting Schedule also enables the administration to plan and ensure, as far as is practicable, that business papers are available to councillors and the community sufficiently in advance of the relevant meeting, to be adequately informed of all relevant issues prior to a decision being taken.

Manager &:   David Thompson, Manager Governance and Legal
report officer:

Council and Committee Meeting Schedule for 2022

Meeting Date	Meeting
February 2022	
31-Jan	**Standby night**
7-Feb	UPDC
14-Feb	SDC
14-Feb	CB&D
17-Feb	**Standby night**
21-Feb	UPDC
28-Feb	Council
28-Feb	CB&D
March 2022	
7-Mar	UPDC
10-Mar	**Standby night**
16-Mar	Audit and Risk Committee
21-Mar	UPDC
21-Mar	CB&D
28-Mar	Council
28-Mar	CB&D
April 2022	
4-Apr	UPDC
11-Apr	SDC
11-Apr	CB&D
14-Apr	**Standby night**
26-Apr	Council
26-Apr	CB&D
May 2022	
2-May	UPDC
9-May	SDC
9-May	CB&D
12-May	**Standby night**
16-May	UPDC
18-May	Audit and Risk Committee
23-May	Council
23-May	CB&D
30-May	**Standby night**
June 2022	
6-Jun	Council (Hearing of submissions on proposed 2022-23 Council Budget)
16-Jun	**Standby night**
20-Jun	SDC
20-Jun	CB&D

27-Jun	Council (Adopt Budget)
July 2022	
4-Jul	UPDC
11-Jul	SDC
11-Jul	CB&D
14-Jul	**Standby night**
18-Jul	UPDC
25-Jul	Council
25-Jul	CB&D
August 2022	
1-Aug	UPDC
8-Aug	SDC
8-Aug	CB&D
11-Aug	**Standby night**
15-Aug	UPDC
17-Aug	Audit and Risk Committee
22-Aug	Council
22-Aug	CB&D
29-Aug	**Standby night**
September 2022	
5-Sep	UPDC
12-Sep	SDC
12-Sep	CB&D
15-Sep	**Standby night**
19-Sep	UPDC
26-Sep	Council
26-Sep	CB&D
October 2022	
3-Oct	UPDC
10-Oct	SDC
10-Oct	CB&D
13-Oct	**Standby night**
17-Oct	UPDC
24-Oct	Council (adoption of the Council Plan)
24-Oct	CB&D
31-Oct	**Standby night**
November 2022	
7-Nov	UPDC
10-Nov	**Standby night**
14-Nov	SDC
14-Nov	CB&D
16-Nov	Audit and Risk Committee

21-Nov	Council Meeting (Councillor Assignments 2022-23 including election of Mayor & Chairpersons of Delegated Committees)
28-Nov	Council
28-Nov	CB&D
December 2022	
5-Dec	UPDC
8-Dec	**Standby night**
12-Dec	SDC
12-Dec	CB&D
19-Dec	Council