5 Council and Committee Meeting Schedule 2023

Executive Summary

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

Background
The Council and Committee Meeting schedule is set annually in advance, based on a regular monthly cycle. This ensures that Council complies with its Governance Rules and gives Council a timetable of meetings to duly consider Council business.

Key Issues
The schedule for 2023 is based around the same monthly cycle adopted for 2022 with some variations to accommodate for public holidays and statutory deadlines. 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.

Changes are made by the Chief Executive Officer, if required, in consultation with the Mayor or Chairpersons of the Delegated Committees.

Next Steps
Once adopted the schedule of meetings is communicated to the community by 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 2023 as annexed to the minutes.

2. Authorise the Chief Executive Officer to amend the Council and Committee Meeting Schedule as necessary, in consultation with the Mayor and as required the Committee chairpersons, in accordance with the requirements of the Governance Rules

Responsible director: Phillip Storer, Chief Executive Officer

1. Purpose

The purpose of this report is for Council to adopt the proposed Council and Committee meeting schedule for 2023 (**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 governance processes with timely communication and reporting.

3. Background

The Council and Committee meeting schedule forms ensures that Council has scheduled 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		UPDC	CM
	CB&D (Opportunity)	CB&D Scheduled	Standby night	CB&D (Opportunity)	CB&D (Scheduled)

UPDC - Urban Planning Delegated Committee
CB&D - Councillor Briefing and Discussion
SDC - Services Delegated Committee
CM - Council Meeting

In addition to the above meeting cycle, 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.

The following deviations from the meeting cycle for 2023 are noted:

- Monday 13 March 2023 - no meeting
- Monday 10 April 2023 - no meeting
- Monday 17 April 2023 - UPDC cancelled and replaced with Council meeting

- Monday 12 June 2023 - no meeting
- Monday 20 November 2023 - (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 or Chairpersons of the Delegated Committees. For example, meetings have been cancelled or added as required throughout 2022 to accommodate demand or to address specific issues.

Variations occurring throughout the year are communicated to the community through Council's website and public notices in the Age newspaper where 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 2023 meeting schedule.

Should Council adopt the proposed meeting cycle on 21 November 202, 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 2023 will also be given in the Age newspaper and published on 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 (such as overtime expenditure or time-in-lieu), which are met under the respective departmental budgets.

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 2023 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 affect the convenience or preferences of individual members of the Boroondara community, it is unlikely to systemically infringe upon human rights.

8. Social and environmental issues

Annually scheduling and publishing a Council and Committee Meeting Schedule is consistent with Council's commitment to open and transparent processes, giving the community notice to participate in Council's decision-making forums.

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: **Bryan Wee, Manager Governance and Legal**

Report officer: Bryan Wee, Manager Governance and Legal

February 2023	
Monday, 30 January 2023	**Standby night**
Monday, 6 February 2023	UPDC
Monday, 13 February 2023	SDC
Monday, 13 February 2023	CB&D
Thursday, 16 February 2023	**Standby night**
Monday, 20 February 2023	UPDC
Monday, 27 February 2023	Council
Monday, 27 February 2023	CB&D
March 2023	
Monday, 6 March 2023	UPDC
Monday, 6 March 2023	CB&D
Thursday, 9 March 2023	**Standby night**
Wednesday, 15 March 2023	Audit and Risk Committee
Monday, 20 March 2023	UPDC
Monday, 27 March 2023	Council
Monday, 27 March 2023	CB&D
April 2023	
Monday, 3 April 2023	UPDC
Monday, 3 April 2023	CB&D
Thursday, 13 April 2023	**Standby night**
Monday, 17 April 2023	Council
Monday, 17 April 2023	CB&D
May 2023	
Monday, 1 May 2023	UPDC
Monday, 8 May 2023	SDC
Monday, 8 May 2023	CB&D
Thursday, 11 May 2023	**Standby night**
Monday, 15 May 2023	UPDC
Wednesday, 17 May 2023	Audit and Risk Committee
Monday, 22 May 2023	Council
Monday, 22 May 2023	CB&D
Monday, 29 May 2023	**Standby night**
June 2023	
Monday, 5 June 2023	UPDC
Monday, 5 June 2023	CB&D
Thursday, 15 June 2023	**Standby night**
Monday, 19 June 2023	UPDC
Monday, 26 June 2023	Council (Adopt Budget)
Monday, 26 June 2023	CB&D

July 2023	
Monday, 3 July 2023	UPDC
Monday, 10 July 2023	SDC
Monday, 10 July 2023	CB&D
Thursday, 13 July 2023	**Standby night**
Monday, 17 July 2023	UPDC
Monday, 24 July 2023	Council
Monday, 24 July 2023	CB&D
August 2023	
Monday, 31 July 2023	UPDC
Monday, 7 August 2023	SDC
Monday, 7 August 2023	CB&D
Thursday, 10 August 2023	**Standby night**
Monday, 14 August 2023	UPDC
Wednesday, 16 August 2023	Audit and Risk Committee
Monday, 21 August 2023	Council
Monday, 21 August 2023	CB&D
Monday, 28 August 2023	**Standby night**
September 2023	
Monday, 4 September 2023	UPDC
Monday, 11 September 2023	SDC
Monday, 11 September 2023	CB&D
Thursday, 14 September 2023	**Standby night**
Monday, 18 September 2023	UPDC
Monday, 18 September 2023	Council
Monday, 25 September 2023	CB&D
October 2023	
Monday, 2 October 2023	UPDC
Monday, 9 October 2023	SDC
Monday, 9 October 2023	CB&D
Thursday, 12 October 2023	**Standby night**
Monday, 16 October 2023	UPDC
Monday, 23 October 2023	Council
Monday, 23 October 2023	CB&D
Monday, 30 October 2023	**Standby night**
November 2023	
Monday, 6 November 2023	UPDC
Thursday, 9 November 2023	**Standby night**
Monday, 13 November 2023	SDC
Monday, 13 November 2023	CB&D

Wednesday, 15 November 2023	Audit and Risk Committee
Monday, 20 November 2023	Special Council Meeting (Councillor Assignments 2023-24 including election of Mayor & Chairpersons of Delegated Committees)
Monday, 27 November 2023	Council
Monday, 27 November 2023	CB&D
December 2023	
Monday, 4 December 2023	UPDC
Thursday, 7 December 2023	**Standby night**
Monday, 11 December 2023	SDC
Monday, 11 December 2023	CB&D
Monday, 18 December 2023	Council

Public Holiday Dates 2023

New Year's Day	Sunday 1 January
	Monday 2 January2
Australia Day	Thursday 26 January
Labour Day	Monday 13 March
Good Friday1	Friday 7 April
Saturday before Easter Sunday	Saturday 8 April
Easter Sunday	Sunday 9 April
Easter Monday	Monday 10 April
ANZAC Day1	Tuesday 25 April
King's Birthday	Monday 12 June
Friday before the AFL Grand Final	Subject to AFL schedule3
Melbourne Cup	Tuesday 7 November4
Christmas Day1	Monday 25 December
Boxing Day	Tuesday 26 December