

## REVISED COMMITTEE STRUCTURE

**Presenter** Lord Mayor, John So

### **Purpose**

1. To present outcomes of a review of the Council's current Committee structure and to propose a revised Committee structure, including membership, terms of reference, delegations and frequency of meetings for the remainder of the term of the Council.

### **Recommendation**

2. That Council:
  - 2.1. dissolve the Business and Marketing Committee, Community and Culture Committee, Finance and Corporate Performance Committee and the Planning and Environment Committee, effective from 15 March 2006;
  - 2.2. revoke the Instruments of Delegation to the Business and Marketing Committee, Community and Culture Committee, Finance and Corporate Performance Committee and the Planning and Environment Committee effective from 15 March 2006;
  - 2.3. confirm any unconfirmed minutes of the Business and Marketing Committee, Community and Culture Committee, Finance and Corporate Performance Committee and the Planning and Environment Committee, at the Council meeting scheduled to be held on Tuesday, 14 March 2006;
  - 2.4. note that at the 14 March 2006 Council meeting, Council in its closed session will confirm any unconfirmed minutes of the closed sessions of the Committees being dissolved;
  - 2.5. resolve that the Committee structure for the remainder of the term of the Council, effective from 15 March 2006, will comprise:
    - 2.5.1. Finance and Governance Committee (monthly meeting);
    - 2.5.2. Planning Committee (monthly meeting);
    - 2.5.3. Community Services Committee (monthly meeting);
    - 2.5.4. Environment Committee (bi-monthly meeting);
    - 2.5.5. Marketing and Events Committee (bi-monthly meeting);
    - 2.5.6. Business and International Relations Committee (bi-monthly meeting); and
    - 2.5.7. Docklands and Major Projects Committee (bi-monthly meeting); and
  - 2.6. establish each of the Committees referred to in paragraphs 2.5.1 to 2.5.7 above, pursuant to section 86 of the *Local Government Act 1989* and note the Committees will be effective from 15 March 2006, with the first Committee meeting on 4 April 2006;

- 2.7. appoint the Chair and members with respect to each of the proposed Committees outlined in paragraph 2.5 above, as per Attachment 1;
- 2.8. adopt the Terms of Reference with respect to each of the proposed Committees outlined in paragraph 2.5 above, as per Attachment 1;
- 2.9. endorse the frequency of meetings of the proposed Committees as detailed in Attachment 1;
- 2.10. adopt the Meeting Schedule as detailed in Attachment 3 (noting that the meeting dates for Committees need to be ratified by the relevant Committees);
- 2.11. endorse the quorum of each of the Committees referred to in paragraph 2.5 above, being the majority of members (that is five members);
- 2.12. note that in the absence of a Committee Chair, the Deputy Lord Mayor, as the Leadership Team representative will be the Acting Chair, and in the absence of the Deputy Lord Mayor, the Lord Mayor will act as Chair;
- 2.13. pursuant to Section 86 of the *Local Government Act 1989* delegate, by Instrument of Delegation, to each Committee referred to in paragraph 2.5, the powers, duties and functions relevant to the Terms of Reference of each Committee, subject to:
  - 2.13.1. the conditions and limitations identified in the standard Committee Instrument of Delegation as detailed in Attachment 2;
  - 2.13.2. in the case of the Finance and Governance Committee, the Delegation not extending to decision making in respect to:
    - 2.13.2.1. governance matters, where the Committee will make recommendations to Council; and
    - 2.13.2.2. Councillor Travel Arrangements and Councillor Expenses, where the Committee will make recommendations to the Lord Mayor; and
- 2.14. note that the “notice period” referred to in the standard Committee Instrument of Delegation, detailed in Attachment 2, is 24 hours from the delivery of the unconfirmed minutes to Councillors;
- 2.15. amend the membership of the Submissions Committee to replace the Manager Legal & Governance with the Manager Governance Services, effective immediately;
- 2.16. amend the Audit Committee Charter and Terms of Reference to replace references to the Finance and Corporate Performance Committee with references to the Finance and Governance Committee, effective from 15 March 2006;
- 2.17. amend the Councillor Travel Guidelines to replace references to the Finance and Corporate Performance Committee with references to the Finance and Governance Committee, effective from 15 March 2006;
- 2.18. resolve that the current Councillor representatives identified in the Advisory Committees and External Organisations Schedule remain in place until there is a resolution to the contrary; and
- 2.19. note that in accordance with sustainability principles, the circulation of Executive hard copy Council and Committee papers (internal distribution), be limited to the Lord Mayor, Deputy Lord Mayor, Councillors, Chief Executive Officer, Directors and Secretariat Staff.

## **Key Issues**

3. A review of the existing Committee structure undertaken has identified an opportunity to escalate the importance of certain matters, including preparation for the impending return of Docklands and an inequity in the work loads across the Committees. A revised Committee structure is proposed to be established for the remaining term of this Council that addresses all significant Council-related matters, spreads the current work load more equitably and provides an opportunity for each Councillor to take lead responsibility in a specific area of interest.

## **Revised Committee Structure**

4. The proposed Committee structure comprises seven special Committees. These are:
  - 4.1.1. Finance and Governance Committee;
  - 4.1.2. Planning Committee;
  - 4.1.3. Community Services Committee;
  - 4.1.4. Environment Committee;
  - 4.1.5. Marketing and Events Committee;
  - 4.1.6. Business and International Relations Committee; and
  - 4.1.7. Docklands and Major Projects Committee.
5. The Council also currently has an Audit Committee which has not been established pursuant to section 86 of the *Local Government Act 1989*. Effective from 15 March 2006, all relevant Audit Committee issues will be referred to the Finance and Governance Committee. No change to the status of the Audit Committee is proposed.
6. The proposed membership, Committee Chair, responsible Director, frequency of meetings and details of terms of reference of each Committee is attached as Attachment 1.
7. As various Councillor Appointments to Advisory Committees and External Organisations relate to the Chair of the special Committees, it is currently proposed that a further report will be presented to the May 2006 cycle of the Finance and Governance Committee in relation to this matter.

## **Governance Matters**

8. It is also proposed that Governance matters be considered, but not determined, by the Finance and Governance Committee. Governance matters, including matters such as the *Good Governance Charter*, the *Councillor Expense and Resources Guidelines* and the *Community Consultation Framework* would, following consideration by the Finance and Governance Committee, be the subject of a recommendation to Council.

## **Delegations**

9. It is proposed that Council delegate to each Committee the powers, duties and functions relating, or ancillary, to the Terms of Reference of that Committee other than in relation to Governance matters, as detailed at paragraph 8. Governance matters will be considered by the Finance and Governance Committee and the recommendation of the Committee referred to Council for a decision.

10. The Instrument of Delegation precludes the Committee from making a decision in the exercise of a delegated power, duty or function unless the subject matter of the decision is an item on an agenda for the Committee meeting that was delivered to each Councillor at least 48 hours prior to the Committee meeting. Accordingly any item of urgent business raised at a Committee meeting cannot be the subject of a decision by the Committee but may be either referred to another Committee meeting or may be the subject of a recommendation to Council.
11. A form of the Instrument of Delegation to each special Committee is attached (Attachment 2).

### **Referral Notice**

12. The delegation to the proposed special Committees will provide Councillors with an opportunity to refer decisions of a Committee to Council where the decision of the Committee is made on an affirmative vote of less than five members of the Committee, or made on the casting vote by the Chair of the Committee. Councillors have 24 hours (the “notice period”) from the delivery of the unconfirmed minutes (usually by email) to refer an item on to Council by lodging a referral notice with the Chief Executive Officer.

### **Appointment and Term of Chair**

13. It is necessary for the Council to appoint a Chair and members of each of the special Committees established by it. The *Conduct of Meetings Local Law 2001* provides that the quorum for a special Committee is the majority of members (that is five members).
14. The Lord Mayor will be an ex-officio member of all Committees. As an ex-officio member the Lord Mayor is entitled to vote and is a member for the purpose of determining the quorum for the Committee. The Deputy Lord Mayor will be a full member of each Committee and will be the representative of the Leadership Team.
15. It is proposed that the Chair of each Committee be appointed for the remaining term of the Council to provide maximum stability given the breadth and complexity of the issues relevant to these positions.
16. In the absence of a Committee Chair, the Deputy Lord Mayor, as the Leadership Team representative will be the Acting Chair, and in the absence of the Deputy Lord Mayor, the Lord Mayor will act as Chair.

### **Meeting Schedule and Chairs**

17. It is proposed that the following Committees meet monthly:
  - 17.1.1. Finance and Governance Committee (Chair – Councillor Shanahan);
  - 17.1.2. Planning Committee (Chair – Councillor Ng); and
  - 17.1.3. Community Services Committee (Chair, Councillor Wilson),and the following Committees meet bi-monthly:
  - 17.1.4. Environment Committee (Chair – Councillor Brindley);
  - 17.1.5. Marketing and Events Committee (Chair – Councillor Jetter);
  - 17.1.6. Business and International Relations Committee (Chair – Councillor Snedden); and
  - 17.1.7. Docklands and Major Projects Committee (Chair – Councillor Clarke).

18. The proposed Meeting Schedule (Attachment 3) provides for the Finance and Governance Committee, Marketing and Events Committee and the Business and International Relations Committee to commence at 5.30pm and to end no later than 7.00pm prior to the respective commencement of the Community Services Committee, Docklands and Major Projects Committee and Environment Committee. It is proposed that the Planning Committee, which receives the majority of public submissions, commence at 5.30pm and be held independently of the other meetings, to allow adequate time to address those submissions.
19. The schedule of proposed meeting dates relevant to each special Committee will be presented to that Committee for ratification at its first meeting.

### **Time Frame**

20. It is appropriate that Council establish the Committee structure as soon as practicable to provide certainty as to the Council's decision making structure and to enable the structure together with the meeting schedule to be communicated to stakeholders.

### **Finance**

21. No financial implications arise from the recommendation contained in the report.

### **Legal**

22. The *Local Government Act 1989* provides for the establishment of both special committees, to which powers, duties and functions can be delegated, and advisory committees.

### **Sustainability**

23. In accordance with sustainability principles, it is proposed that circulation of the Executive hard copy Council and Committee meeting papers (internal distribution), be limited to the Lord Mayor, Deputy Lord Mayor, Councillors, Chief Executive Officer, Directors and Secretariat Staff.

### **Background**

24. On 25 November 2004 the previous Council dissolved all the special Committees of Council and revoked the instruments of delegation to the special Committees excepting the Submissions Committee.
25. The *Local Government Act 1989* ("the Act") empowers Councils to establish advisory and special committees of the Council. The Council may appoint members to a special committee and may, at any time, remove a member from a special committee.
26. The Council may delegate to a special committee any of its functions, duties or powers under the Act or any other Act to a special committee other than the following powers;
  - 26.1. the power of delegation;
  - 26.2. to declare a rate or charge;
  - 26.3. to borrow money;
  - 26.4. to enter into contracts for an amount exceeding an amount previously determined by the Council;

- 26.5. to incur any expenditure exceeding an amount previously determined by the Council; and
  - 26.6. any prescribed power.
  27. The Council may appoint a Chair for each special committee comprised solely of Councillors.
  28. The Act further provides that a decision of a special committee composed solely of Councillors, which does not relate to a matter delegated to that committee, cannot be given effect to until approved by Council.
  29. On 16 December 2004 Council:
    - 29.1. established the following special Committees pursuant to Section 86 of the *Local Government Act 1989*:
      - 29.1.1. Finance and Corporate Performance Committee;
      - 29.1.2. Planning and Environment Committee;
      - 29.1.3. Business and Marketing Committee; and
      - 29.1.4. Community and Culture Committee; and
    - 29.2. adopted the Terms of Reference and appointed the Chair, Deputy Chair and members of the special Committees referred to in paragraph 2.1 of the Management Report considered by Council on 16 December 2004;
    - 29.3. adopted a meeting schedule for 2005 for each of the special Committees referred to in paragraph 2.1 of the Management Report considered by Council on 16 December 2004;
    - 29.4. delegated to the Lord Mayor powers in relation to Councillor travel arrangements and expenses incurred by Councillors in the course of their duties;
    - 29.5. noted the Charter and Terms of Reference of the Audit Committee; and
    - 29.6. appointed Councillor members to the Audit Committee.
  30. Subsequently on 26 April 2005, the Instruments of delegation relating to the four special Committees were amended to include reference to the referral notice process.
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**Attachments:**

1. Revised Committee Structure - Membership, Committee Chair, Responsible Director, Frequency of Meetings and Terms of Reference
2. Standard Committee Instrument of Delegation
3. Schedule of Meeting Dates (April – December 2006)

## Revised Committee Structure

### Membership, Committee Chair, Responsible Director, Frequency of Meetings and Terms of Reference linked to Primary Responsibilities

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#### Finance and Governance Committee

**Chair:** Councillor Shanahan

**Membership:** Lord Mayor (ex-officio), Deputy Lord Mayor and Councillors

**Responsible Director:** Director Finance

**Frequency of Meetings:** Monthly

***Terms of Reference:***

The powers, duties and functions directly relating or ancillary to Finance and Governance including:

- Annual Budget, Council Works Program and the Four Year Financial Plan;
- Asset Management Strategy;
- Financial and Control Systems/Reporting;
- Investment Fund and Property Portfolio;
- Rates and Valuations;
- Subsidiary Companies and Associated Entities;
- Continuous Improvement including Best Value;
- Tender and Contract Policies;
- Council Plan;
- Information Technology;
- Audit;
- Triple Bottom Line Processes and Reporting;
- Governance\*;
- Good Governance Charter\*;
- Councillor Travel Arrangements\*;
- Councillor Expenses\*;
- and
- Parking Operations.

\* Refer to the limitation contained in paragraph 9 in the Instrument of Delegation detailed in Attachment 2.

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#### Planning Committee

**Chair:** Councillor Ng

**Membership:** Lord Mayor (ex-officio), Deputy Lord Mayor and Councillors

**Responsible Director:** Director Sustainability & Innovation

**Frequency of Meetings:** Monthly

***Terms of Reference:***

The powers, duties and functions directly relating or ancillary to Planning including:

- CityPlan;
- Heritage;
- Statutory Planning and Building Control;

- Strategic Planning;
- Transport Planning, Traffic and Parking;
- Urban Design;
- Planning Scheme Amendments;
- Street Activities;
- 10 Year Detailed Infrastructure Plan;
- Local Activities Law; and
- Noise Abatement.

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## **Community Services Committee**

**Chair:** Councillor Wilson

**Membership:** Lord Mayor (ex-officio), Deputy Lord Mayor and Councillors

**Responsible Director:** Director Assets & Services

**Frequency of Meetings:** Monthly

***Terms of Reference:***

The powers, duties and functions directly relating or ancillary to Community Services including:

- Childrens, Family, Aged, Youth, Disabled and Ethnic Services;
- Emergency Management/Services;
- Housing;
- Indigenous Affairs;
- Libraries and Community Centres;
- Recreation Strategies;
- Safety and Health;
- Service Contracts;
- Social Policy;
- Community Sports and Community Grants;
- Arts and Arts Grants;
- Culture;
- Place Management; and
- Community Forum.

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## **Environment Committee**

**Chair:** Councillor Brindley

**Membership:** Lord Mayor (ex-officio), Deputy Lord Mayor and Councillors

**Responsible Director:** Director Sustainability & Innovation

**Frequency of Meetings:** Bi-Monthly

***Terms of Reference:***

The powers, duties and functions directly relating or ancillary to Environment including:

- Air Quality;
- Enhancing Environmental Partnerships;
- Greenhouse Emissions Reduction Strategy;
- Sustainable Melbourne Fund;
- Environmental Issues and Initiatives;
- Waste Management and Minimisation;

- Water Conservation and Quality including Stormwater Management;
- Parks and Gardens Planning; and
- ICLEI.

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## **Marketing and Events Committee**

**Chair:** Councillor Jetter

**Membership:** Lord Mayor (ex-officio), Deputy Lord Mayor and Councillors

**Responsible Director:** Director Marketing, Tourism & Major Events

**Frequency of Meetings:** Bi-Monthly

***Terms of Reference:***

The powers, duties and functions directly relating or ancillary to Marketing and Events including:

- Commonwealth Games;
- Conference/Convention Attraction;
- Tourism/Visitation;
- Precinct Enhancement Program;
- City Events;
- Customer Relationship Management;
- Corporate Affairs and Communication; and
- Sports:
  - Facilitating an active and engaging sports programme as the Nation and Victoria's sporting capital; and
  - Team Melbourne.

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## **Business and International Relations Committee**

**Chair:** Councillor Snedden

**Membership:** Lord Mayor (ex-officio), Deputy Lord Mayor and Councillors

**Responsible Director:** Director Marketing, Tourism & Major Events

**Frequency of Meetings:** Bi-Monthly

***Terms of Reference:***

The powers, duties and functions directly relating or ancillary to Business and International Relations including:

- Business Development;
- Business Melbourne;
- Business Development Fund;
- International Relations;
- International Marketing;
- International Trade;
- Investment Attraction;
- Federal Government Partnerships;
- Retail and Hospitality;
- International Conference/Convention; and
- International Tourism/Visitation.

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## **Docklands and Major Projects Committee**

**Chair:** Councillor Clarke

**Membership:** Lord Mayor (ex-officio), Deputy Lord Mayor (representing the Leadership Team) and Councillors

**Responsible Director:** Director Finance

**Frequency of Meetings:** Bi-Monthly

### ***Terms of Reference:***

The powers, duties and functions directly relating or ancillary to Docklands and Major Projects including:

#### **Docklands:**

- Governance;
- Financial;
- Community; and
- Infrastructure.

#### **Major Projects:**

- Major projects within the municipality with a total value of greater than \$10 million.

**Melbourne City Council**  
**Instrument of Delegation**  
**[INSERT COMMITTEE TITLE]**

Pursuant to section 86(3) of the Local Government Act 1989 ("Act"), Melbourne City Council ("Council") delegates to the special committee established by resolution of Council and known as the "[INSERT COMMITTEE TITLE]" ("the Committee"), the powers, duties and functions set out in the Terms of Reference included in the accompanying Schedule, and declares that:

1. this Instrument of Delegation is authorised by a resolution of Council passed on 28 February 2006;
2. this delegation:
  - 2.1. comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
  - 2.2. remains in force until Council resolves to vary or revoke it; and
  - 2.3. is to be exercised in accordance with the guidelines or policies which Council from time to time adopts; and
3. the Committee may not make a decision in the exercise of a delegated power, duty or function unless the subject matter of the decision is an item on an agenda for the Committee meeting that was delivered to each Councillor (whether a member of the Committee or not) at least 48 hours prior to the Committee meeting.
4. A decision made by the Committee in the exercise of a delegated power, duty or function does not take effect for a period of 24 hours from the delivery of the unconfirmed minutes of the Committee meeting ("notice period") to each Councillor where that decision:
  - 4.1. is made on the casting of a second vote by the Chair of the Committee; or
  - 4.2. is made on an affirmative vote of less than five members of the Committee.

5. If within the notice period, a Councillor delivers a written notice to the Chief Executive Officer that he or she requires the subject matter of the decision to be determined by the Council:
  - 5.1. the decision ceases to have effect, and
  - 5.2. the Chief Executive Officer must arrange to place the item on the agenda for the next Council meeting.
6. If no written notice is delivered to the Chief Executive Officer in the notice period, the decision takes effect at the conclusion of the notice period.
7. For the purposes of paragraphs 4 and 6 “delivery” shall be deemed conclusively to have occurred at the time and date stated in a notice signed by the Chief Executive Officer (regardless of proof to the contrary).
8. The Committee is not authorised by this Instrument to:
  - 8.1. enter into any contracts, or incur expenditure, for an amount which exceeds the approved budget; and
  - 8.2. exercise the powers which, by force of section 86 of the Act, cannot be delegated, as follows:
    - 8.2.1. this power of delegation;
    - 8.2.2. to declare a rate or charge;
    - 8.2.3. to borrow money;
    - 8.2.4. to enter into contracts for an amount exceeding an amount previously determined by the Council;
    - 8.2.5. to incur any expenditure exceeding an amount previously determined by the Council;
    - 8.2.6. any prescribed power.

***The following paragraph (9) applies to the Instrument of Delegation for the Finance and Governance Committee.***

- 9. The delegation does not extend to decision making in respect to:
  - 9.1. Governance matters, where the Committee will make recommendations to Council;  
and
  - 9.2. Councillor Travel Arrangements and Councillor Expenses, where the Committee will make recommendations to the Lord Mayor.

The **COMMON SEAL** of the **MELBOURNE** )  
**CITY COUNCIL** was affixed hereto )  
in accordance with the **Conduct of** )  
**Meetings Local Law 2001** )

.....  
Lord Mayor

.....  
Chief Executive Officer

## **Schedule**

### **Terms of Reference**

**[Insert Committee Title]**

The powers, duties and functions directly relating or ancillary to the following primary responsibilities:

**[INSERT TERMS OF REFERENCE OF RELEVANT SPECIAL  
COMMITTEE]**

**Schedule of Council and Committee Meetings**  
 April to December 2006

Meeting	Date	Comments
<b>April Cycle</b>		
Planning Committee	Tuesday 4 April 5.30pm	
Finance and Governance Committee	Thursday 6 April 5.30pm	
Community Services Committee	Thursday,6 April 7.00pm	[Good Friday – Friday 14 April]
Marketing and Events Committee	Tuesday 11 April 5.30pm	[Easter Monday – Monday 17 April]
Docklands and Major Projects Committee	Tuesday 11 April 7.00pm	
<b>Council</b>	<b>Wednesday 26 April 5.30pm</b>	[Anzac Day – Tuesday 25 April]
<b>May Cycle</b>		
Planning Committee	Tuesday 9 May 5.30pm	
Finance and Governance Committee	Thursday 11 May 5.30pm	
Community Services Committee	Thursday 11 May 7.00pm	
Business and International Relations Committee	Tuesday 16 May 5.30pm	
Environment Committee	Tuesday 16 May 7.00pm	
<b>Council</b>	<b>Tuesday 30 May 5.30pm</b>	
<b>June Cycle</b>		
Planning Committee	Tuesday 6 June 5.30pm	
Finance and Governance Committee	Thursday 8 June 5.30pm	
Community Services Committee	Thursday 8 June 7.00pm	[Queens Birthday – Monday 12 June]
Marketing and Events Committee	Tuesday 13 June 5.30pm	[Easter Monday – Monday 17 April]
Docklands and Major Projects Committee	Tuesday 13 June 7.00pm	
<b>Council</b>	<b>Tuesday 27 June 5.30pm</b>	[School Holidays 17 June – 2 July]
<b>July Cycle</b>		
Planning Committee	Tuesday 4 July 5.30pm	
Finance and Governance Committee	Thursday 6 July 5.30pm	
Community Services Committee	Thursday 6 July 7.00pm	
Business and International Relations Committee	Tuesday 11 July 5.30pm	
Environment Committee	Tuesday, 11 July 7.00pm	
<b>Council</b>	<b>Tuesday 25 July 5.30pm</b>	
<b>August Cycle</b>		
Planning Committee	Tuesday 1 August 5.30pm	
Finance and Governance Committee	Thursday 3 August 5.30pm	
Community Services Committee	Thursday 3 August 7.00pm	
Marketing and Events Committee	Tuesday 8 August 5.30pm	
Docklands and Major Projects Committee	Tuesday 8 August 7.00pm	
<b>Council</b>	<b>Tuesday 29 August 5.30pm</b>	
<b>September Cycle</b>		
Planning Committee	Tuesday 5 September 5.30pm	
Finance and Governance Committee	Thursday 7 September 5.30pm	
Community Services Committee	Thursday 7 September 7.00pm	
Business and International Relations Committee	Tuesday 12 September 5.30pm	
Environment Committee	Tuesday 12 September 7.00pm	[School Holidays 16 September– 1 October]
<b>Council</b>	<b>Tuesday 26 September 5.30pm</b>	

<b>October Cycle</b>		
Planning Committee	Tuesday 3 October 5.30pm	
Finance and Governance Committee	Thursday 5 October 5.30pm	
Community Services Committee	Thursday 5 October 7.00pm	
Marketing and Events Committee	Tuesday 10 October 5.30pm	
Docklands and Major Projects Committee	Tuesday 10 October 7.00pm	
<b>Council</b>	<b>Tuesday 24 October 5.30pm</b>	
<b>November Cycle</b>		
Planning Committee	Tuesday 14 November 5.30pm	[Melbourne Cup Day – Tuesday 7 November]
Finance and Governance Committee	Thursday 16 November 5.30pm	
Community Services Committee	Thursday 16 November 7.00pm	
Business and International Relations Committee	Tuesday 21 November 5.30pm	
Environment Committee	Tuesday 21 November 7.00pm	
<b>Council</b>	<b>Tuesday 28 November 5.30pm</b>	
<b>December Cycle</b>		
Planning Committee	Tuesday 5 December 5.30pm	
Finance and Governance Committee	Thursday 7 December 5.30pm	
Community Services Committee	Thursday 7 December 7.00pm	
Marketing and Events Committee	Tuesday 12 December 5.30pm	
Docklands and Major Projects Committee	Tuesday 12 December 7.00pm	
<b>Council</b>	<b>Tuesday 19 December 5.30pm</b>	[School Holidays begin 22 December]

### **Public Holidays 2006**

➤ New Years Day	Monday, 2 January	➤ Anzac Day	Tuesday, 25 April
➤ Australia Day	Thursday, 26 January	➤ Queen's Birthday	Monday, 12 June
➤ Labour Day	Monday, 13 March	➤ Melbourne Cup Day	Tuesday, 7 November
➤ Good Friday	Friday, 14 April	➤ Christmas Day	Monday, 25 December
➤ Easter Monday	Monday, 17 April	➤ Boxing Day	Tuesday, 26 December

### **Notes**

1. Monthly meetings of the Planning Committee will commence at 5.30pm, unless otherwise stated. Committee meetings will be held in the Council Meeting Room located on Level 2, Melbourne Town Hall. Generally speaking, these meetings will take place on a Tuesday, unless otherwise stated.
2. Monthly meetings of the Finance and Governance Committee and the Community Services Committee will commence at 5.30pm and 7.00pm respectively, unless otherwise stated. Committee meetings will be held in the Council Meeting Room located on Level 2, Melbourne Town Hall. Generally speaking, these meetings will take place on a Thursday, unless otherwise stated.
3. Bi-monthly meetings of the Marketing and Events Committee and the Docklands and Major Projects Committee will commence at 5.30pm and 7.00pm respectively, unless otherwise stated. Committee meetings will be held in the Council Meeting Room located on Level 2, Melbourne Town Hall. Generally speaking, these meetings will take place on a Tuesday, unless otherwise stated.
4. Bi-monthly meetings of the Business and International Relations Committee and the Environment Committee will commence at 5.30pm and 7.00pm respectively, unless otherwise stated. Committee meetings will be held in the Council Meeting Room located on Level 2, Melbourne Town Hall. Generally speaking, these meetings will take place on a Tuesday, unless otherwise stated.
5. Monthly Council meetings will commence at 5.30pm, unless otherwise stated. Council meetings will be held in the Council Chamber. The Public Gallery is located on Level 3, Melbourne Town Hall.
6. Any enquiries in relation to this schedule and Council meetings in general should be directed to Council Secretariat on 9658 9707.

## LEGAL ATTACHMENT

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### REVISED COMMITTEE STRUCTURE

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The *Local Government Act 1989* provides for the establishment of both special committees, to which powers, duties and functions can be delegated, and advisory committees.

**Kim Wood**  
Manager Legal Services

**FINANCE ATTACHMENT**

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**REVISED COMMITTEE STRUCTURE**

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There are no financial implications arising from recommendations contained in the report.

**Joe Groher**  
Manager Finance Services