

Management report to Council

Agenda item 6.6

Schedule of Council and Future Melbourne Committee meetings 2024

Council

Presenter: Kirsty Pearce, Acting Director Governance

31 October 2023

Purpose and background

1. The purpose of this report is to resolve the dates and times for meetings of the Council and its Future Melbourne Committee (FMC) for 2024.

Key issues

2. In general, FMC meetings are scheduled on the first and third Tuesday of each month, however this can sometimes change with the consideration of school and public holidays.
3. Council meetings are scheduled on the last Tuesday of each month, except in December where the Council meeting, being the last meeting of the year, is held on the second Tuesday of the month.
4. Due to the Victorian local government elections scheduled to take place on Saturday 26 October 2024, the following adjustments have been made to the schedule:
 - 4.1. The removal of one FMC meeting in the months of September and October.
 - 4.2. The September Council meeting to take place on the third Tuesday of the month.
5. At its meeting on 14 December 2021, Council resolved to hold one of its two monthly FMC meetings at a community location in the 2022 meeting schedule and again in 2023. For 2024, it is proposed to revert all FMC meetings back to the Melbourne Town Hall.
6. The schedule proposes that management may arrange for meetings to be held in community locations in the event that an agenda is significantly weighted towards a neighbourhood whether by number of agenda items relevant to that location, or by significance of items. Any change in location would be communicated on Council's website, noticeboard and emailed out to those who have registered to be notified of Council meeting changes and information. Where a meeting has been moved to a neighbourhood location, the start time of the meeting will change to 6pm from 5.30pm.
7. Melbourne Town Hall is a centrally located venue with purpose built accessible facilities, and meeting primarily at Town Hall ensures meetings are accessible to the whole municipality, particularly as agenda items often relate to a number of different neighbourhoods.
8. Public notice of meeting dates is provided on Council's website.

Recommendation from management

9. That Council:
 - 9.1. Approves the schedule of Council and Future Melbourne Committee (FMC) meeting dates for 2024, as detailed in Attachment 2 of the report from management.

Attachments:

1. Supporting Attachment (Page 1 of 4)
2. 2024 Schedule of meetings (Page 3 of 4)

Supporting Attachment

Legal

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

Finance

2. The costs associated with Council and FMC meetings are provided for within Council's operational budget.

Conflict of interest

3. No member of Council staff, or other person engaged under a contract, involved in advising on or preparing this report has declared a material or general conflict of interest in relation to the matter of the report.

Health and Safety

4. In developing this proposal, no occupational health and safety issues or opportunities have been identified.

Stakeholder consultation

5. There is no requirement to consult with external stakeholders.

Relation to Council policy

6. This report aligns with the requirements outlined in the Governance Rules.

Environmental sustainability

7. This report has no significant impact on environmental sustainability.



Schedule of Council and Future Melbourne Committee meetings 2024

February		
Future Melbourne Committee	Tuesday 6 February	5.30pm
Future Melbourne Committee	Tuesday 20 February	6.00pm
Council	Tuesday 27 February	5.30pm
March		
Future Melbourne Committee	Tuesday 5 March	5.30pm
Future Melbourne Committee	Tuesday 19 March	6.00pm
Council	Tuesday 26 March	5.30pm
April		
Future Melbourne Committee	Tuesday 9 April	5.30pm
Future Melbourne Committee	Tuesday 23 April	6.00pm
Council	Tuesday 30 April	5.30pm
May		
Future Melbourne Committee	Tuesday 7 May	5.30pm
Future Melbourne Committee	Tuesday 21 May	6.00pm
Council	Tuesday 28 May	5.30pm
June		
Future Melbourne Committee	Tuesday 4 June	5.30pm
Future Melbourne Committee	Tuesday 11 June	6.00pm
Council	Tuesday 25 June	5.30pm
July		
Future Melbourne Committee	Tuesday 9 July	5.30pm
Future Melbourne Committee	Tuesday 23 July	6.00pm
Council	Tuesday 30 July	5.30pm
August		
Future Melbourne Committee	Tuesday 6 August	5.30pm
Future Melbourne Committee	Tuesday 20 August	6.00pm
Council	Tuesday 27 August	5.30pm
September		
Future Melbourne Committee	Tuesday 3 September	6.00pm
Council	Tuesday 17 September	5.30pm

October		
Future Melbourne Committee	Tuesday 8 October	5.30pm
Council	Tuesday 22 October	5.30pm
November		
Future Melbourne Committee	Tuesday 19 November	5.30pm
Council	Tuesday 26 November	5.30pm
December		
Future Melbourne Committee	Tuesday 3 December	5.30pm
Council	Tuesday 10 December	5.30pm

All meetings will be held at the Melbourne Town Hall, Administration Building.

Management may arrange for meetings to be held in alternative community locations in the event that an agenda is significantly weighted towards a neighbourhood whether by number of agenda items relevant to that location, or by significance of items.

Any change in location will be communicated on Council's website, noticeboard and emailed out to those who have registered to be notified of Council meeting changes and information.

Any meetings located at an alternative community venue will have a start time of 6pm.