

10.1. 2024 Council Meeting Dates

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PURPOSE:

The purpose of this report is to determine a schedule of Council Meeting dates for 2024.

EXECUTIVE SUMMARY:

- The Local Government Act prescribes that councils are required to meet at least 10 times each year, each time in a different month.
- In June 2022, Council adopted a fortnightly schedule for Council meetings.
- This report proposes a schedule of Council meetings for 2024.
- Dates for the 2024 meetings of the Reference Groups and Streetscape Committees will be the subject to a further report in November 2023.

RECOMMENDATION:

- 1. THAT** Council adopts the attached Council Meeting schedule for 2024.
- 2. THAT** Council notes the attached planned Agenda publication dates for Council Meetings in 2024.
- 3. THAT** a further report be submitted to Council in November 2023 regarding a schedule of 2024 meeting dates for the Reference Groups and Streetscape Committees.

Background

At its meeting held 27 June 2022, Council resolved as follows (in part):

2.THAT Council adopts the attached Council Meeting schedule for 2022 and 2023, and that a further report be provided to Council in September 2023 for the purpose of determining Council Meeting dates for 2024.

3.THAT Council notes the attached planned Agenda publication dates for Council Meetings in 2022 and 2023.

Report

In accordance with the frequency of Council Meetings adopted in 2022, attached is a proposed meeting schedule for 2024 that provides for Council Meetings twice a month with the following exceptions:

- No Council meeting proposed in January – this is proposed due to January being an opportunity for staff to take leave, which assists with the management of leave balances. The first Ordinary Meeting would be held on Monday 12 February.
- Monday 10 June - no Council Meeting proposed due to the King's Birthday and possible dates for ALGA Conference, resulting in only one Council Meeting in June.
- Monday 8 July - no Council Meeting proposed to allow staff time to manage end of financial year processes and implement adopted integrated plans and associated changes from the June 2024 Council meeting.

The Local Government elections are scheduled to be held on Saturday 14 September 2024.

As the caretaker period prior to elections is expected to commence on or about 16 August 2024, the 26 August and 9 September Council meetings will be subject to the caretaker provisions.

While an Extraordinary Meeting will be held once the outcome of the election is known, this can be scheduled at that time. No meeting dates after the elections have been scheduled, to allow the newly-elected Council to determine its own meeting cycle.

The Code of Meeting Practice provides that a Councillor may give notice of any business they wish to be considered by the Council at an Ordinary Meeting by way of a Notice of Motion. A Notice of Motion must be in writing and must be submitted three (3) business days before the agenda and business papers are distributed.

The due dates for Notice of Motion and the agenda distribution dates are included in the attached schedule.

Council also has a network of Reference Groups and Streetscape Committees. It is proposed that a further report regarding meeting dates for 2024 be submitted to Council in November 2023.

Consultation requirements

Community engagement is not required.

Financial/Resource Implications

Related financial implications include staff costs. The spread of 'ordinary hours' under the Local Government (State) Award 2020 are from 6am to 6pm. Hours worked outside this spread of hours are payable at the overtime rate. The overtime rate of pay is time-and-a-half for the first two hours and double time after that. Employees may elect to take Time In Lieu instead.

This clause does not apply to Senior Staff (as defined in the *Local Government Act 1993*) nor to those employees engaged under the Award in the Executive Classifications (Band 4) where the following applies:

Employees engaged in Executive Band 4 may be required in addition to their ordinary hours, to attend meetings of Council and standing and/or special committee meetings. For the purpose of this subclause an employee who is required to attend these meetings may be entitled to claim overtime for actual hours worked after 11pm.

Legislation

Section 365 of the Local Government Act prescribes that the council is required to meet at least 10 times each year, each time in a different month.

Council Meeting Date	Notice of Motion deadline	Agenda Publication
Monday 12 February	Tuesday 30 January	Friday 2 February
Monday 26 February	Tuesday 13 February	Friday 16 February
Monday 11 March	Tuesday 27 February	Friday 1 March
Monday 25 March	Tuesday 12 March	Friday 15 March
Monday 8 April	Tuesday 26 March	Thursday 28 March
Monday 22 April	Tuesday 9 April	Friday 12 April
Monday 13 May	Tuesday 30 April	Friday 3 May
Monday 27 May	Tuesday 14 May	Friday 17 May
Monday 24 June	Tuesday 11 June	Friday 14 June
Monday 22 July	Tuesday 9 July	Friday 12 July
Monday 12 August	Tuesday 30 July	Friday 2 August
Monday 26 August	Tuesday 13 August	Friday 16 August
Monday 9 September	Tuesday 27 August	Friday 30 August