

10.4. Council Meeting Schedule 2024/25

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PURPOSE:

The purpose of this report is to determine a schedule of Council Meeting dates for 2024/24.

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 to September 2025 and a change of start time to 7.00pm.

RECOMMENDATION:

- 1. THAT** Council adopts the attached Council Meeting schedule for 2024/25 and note the change of start time from 6.30pm to 7.00pm.
- 2. THAT** Council notes the attached planned Agenda publication dates for Council Meetings in 2024/25.

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 2024/25 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 10 February.
- Monday 9 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 14 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 2025 Council meeting.

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.

It is proposed to change the start time for Council meetings from 6.30pm to 7.00pm.

Council also has a network of Reference Groups and Streetscape Committees that act as advisory committees to Council. It is a requirement of the Integrated Planning and Reporting Framework that Council review its engagement strategy within 3 months of election. Advisory committees will be a key component of this review to ensure alignment with the goals of the new council.

A Council report will be submitted to Council within three months providing further recommendations regarding advisory committees and related meeting schedules.

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
28 October 2024	15 October	18 October
11 November 2024	29 October	1 November
25 November 2024	12 November	15 November
9 December 2024	26 November	29 November
10 February 2025	28 January	31 January
24 February 2025	11 February	14 February
10 March 2025	25 February	28 February
24 March 2025	11 March	14 March
14 April 2025	1 April	4 April
28 April 2025	15 April	17 April (Thursday)
12 May 2025	29 April	2 May
26 May 2025	13 May	16 May
23 June 2025	10 June	13 June
28 July 2025	15 July	18 July
11 August 2025	29 July	1 August
25 August 025	12 August	15 August
8 September 2025	26 August	29 August
22 September 2025	9 September	12 September